

COMMISSION EUROPÉENNE
DIRECTION GÉNÉRALE
RESSOURCES HUMAINES ET SÉCURITÉ
Direction HR.B - Processus RH centraux 1 : Carrière
Formation et développement
Head of Unit

Bruxelles, le **30 SEP. 2013**
HR B.3/SC/cva

File dealt with by Silvia Mandelli

Objet: Your request for access to documents - N° Réf. GestDem 2013-4504

Dear Mr Weiss,

We refer to your e-mail dated 08/09/2013 in which you make a request for access to documents, registered on 09/09/2013 under the above mentioned reference number.

Thank you for your interest in the Commission's staff training policy and schemes. Please find below the answers to your questions and relevant documents:

1) The general framework for training policy was established in 1994 by the Commission's Decision "*Detailed rule for the application of the general provisions for giving effect to the third paragraph of art 24 of the regulations as regards training for Commission Staff*" which you will find enclosed. It includes provisions for external training and personal initiative training.

Reimbursement rates mentioned in art 10 remain unchanged but have of course been converted into euros - no indexation rule was foreseen in the text. The contribution is always partial and limited to a maximum of 770 euro.

2) University studies can be eligible for partial reimbursement, as long as they are recognised to have a potential value for the Commission.

3) We do not have data on how many members of staff are students in EU Universities, as in many cases no application is submitted for financial support and no information is transmitted to the Administration.

4) Around 250 applications are approved each year. Applications are submitted individually for a variety of training modules (universities, distance learning, specialised courses, conferences, seminars...). We do not hold aggregated data about the number of applications falling under each category.

5) The legal basis for granting reimbursement is the document referred to in point 1).

6) The 1994 decision on the rules of application was "unanimously endorsed" by the Steering Committee on training (cf. foreword of cit. document). No other specific document was issued on the matter.

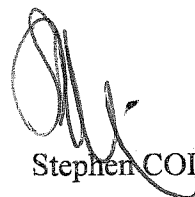
7) Equal treatment is ensured because promotion is based exclusively on performance at work. Indications like "staff-student" do not appear on any list. Recruitment is contest-based and enrolment to contests is made on the basis of completed studies.

As for your last questions, may I refer you again to the document providing the legal basis for staff training policy, where internal and external training complement each other.

Learning and development of all staff during their career is important in order to be able to respond to the constantly evolving challenges of the European Union and the global economy. All Commission staff complete an average of 7 days' training per year, fully paid for by the institution, in addition to the 250 staff who benefit from partial reimbursement of the cost of learning undertaken on their personal initiative.

No discrimination takes place as all members of staff are equally eligible for the scheme, as long as their studies present a clear interest for the service or the institution.

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Stephen COLLINS