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<b>Scope</b>	This SOP describes the procedural steps for the continuous internal management of the Staff Posts assigned to EFSA including Establishment Plan (Officials and Temporary Agents), Contract Agents and Seconded National Experts.
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<b>Special Requirements</b>	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls.
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<b>Responsibilities</b>	HUCAP is responsible to ensure that the Appointing Authority decisions on the use of posts are compliant with the given Establishment Plan and Budget. On this regard HUCAP maintains the relevant databases on post allocation and utilization.
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### Abbreviations and definitions


MB	EFSA's Management Board
MT	EFSA's Management Team
ED	EFSA's Executive Director
BuS	Business Services Department
REPRO	Scientific Evaluation of Regulated Products Department
RASA	Risk Assessment & Scientific Assistance Department
COMCO	Communications Engagement & Cooperation Department
HUCAP	Human Capital Unit
HoD	Head of Department
HoU	Head of Unit
HRBP	HR Business Partner Team in HUCAP
TS	Talent Selection Team in HUCAP
PS	People Services Team in HUCAP

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Post	Includes the Establishment Plan posts (Officials and Temporary Agents), Contract Agents and SNEs posts
Off	Official
TA	Temporary Agent
CA	Contract Agent
SNE	Seconded National Expert
Tool	Internal database on post allocation and utilization maintained by HUCAP
PD	EFSA's Programming Document


## Procedure

	Previous SOPs in the process: n/a
<b>Step 1</b>	<b>1.0 Definition of the yearly post capacity and recruitment plan for year n</b>
MB, HUCAP	<p>1.1 The EFSA staff capacity is defined in line with the Establishment Plan targets as set in the Multiannual Financial Framework. With regards to the Budget year n, the staff capacity is formalized through the final adoption of the EFSA's Programming Document (PD) by Management Board, in December year n-1. The PD includes the following staff figures:</p> <p>1.1.1 Establishment Plan: number of posts for Officers and Temporary Agents with details per category (AD, AST, AST/SC) and capacity in term of grade.</p> <p>1.1.2 Contract Agents posts with detail per Function Group (IV, III, II, I).</p> <p>1.1.3 Seconded National Experts posts.</p> <p>1.2 By December year n-1 TS elaborates a recruitment plan for year n that is based on the analysis of the workforce needs, the current gaps and the available reserve lists. When defining the recruitment plan the following components are also taken into account:</p> <ul style="list-style-type: none"> <li>-impact of the statistical turnover</li> <li>-budgetary constraints that are translated in average occupancy rate targets.</li> </ul> <p>The recruitment plan is continuously updated during the relevant budget year as per process described below.</p>

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<b>Step 2</b>	<b>2.0 Continuous alignment on post management and update on the status of recruitment procedures</b>
HUCAP HoDs ED	<p>2.1 Following the adoption of the PD, in January HUCAP/Portfolio Manager updates the relevant database to align it with the new adopted figures both in term of overall posts numbers and in term of function groups/grades.</p> <p>2.2 During year n, on a regular basis (normally on a quarterly basis and on ad hoc basis according to the necessities), the alignment on the status of post allocation and recruitment procedures are discussed with the MT:</p> <p>2.2.1 .</p> <p>HUCAP provides updates, separately to each HoD on posts and on-going recruitment procedures relevant for the Department. (for HUCAP the required attendees are the Talent Selection Team Leader, the HUCAP/Portfolio Manager and the relevant HRBP). The analysis focuses on vacant positions (empty post and/or posts occupied by departing staff) in order to elaborate future scenarios, including sourcing methods, internal mobility, suppressions, in line with the Department's and EFSA's needs and priorities according to the work-plan and the Strategic objectives.</p> <p>2.2.2 The HUCAP/Portfolio Manager is in charge of arranging the relevant documentation to be signed by the ED to formalize the decisions taken on the allocation of the vacant post and the sourcing method (ED Decision on vacant post standard template, see Annex 1).</p> <p>2.2.3 The main outcomes of the meeting with the ED (decisions on post reallocations, upgrades/downgrades, suppressions) are then cascaded within HUCAP.</p> <p>2.2.4 The HRBPs then ensure the proper cascading of these decisions with the relevant Department (alignment with the HoD and HoUs).</p>


<b>Step 3</b>	<b>3.0 Post monitoring and tools' update</b>
HUCAP	<p>3.1 HUCAP/Portfolio Manager is in charge of updating the relevant post management database (Staff Allocation Table) twice per month in order to regularly collect all changes in the use of posts and staff allocations. Changes are determined by the ED decisions as mentioned above, including internal mobility.</p> <p>3.2 The following rules are currently adopted:</p>

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	<p>3.2.1 The database updates are performed as of the 1<sup>st</sup> and 16<sup>th</sup> day each month. This to record changes in posts allocation related to new recruitments (effective as of the 1<sup>st</sup> day of the month and in exceptional circumstances as of the 16<sup>th</sup>) and to staff departures (contracts are ended as of 15<sup>th</sup> or 31<sup>st</sup>).</p> <p>3.2.2 For reporting purposes (e.g. Annual Activity Report) a third update of the database is performed in December on the 31<sup>st</sup> so to elaborate the overview at the year end.</p> <p>3.2.3 Once a post becomes available (due to resignation, end of contract, retirement) it is automatically allocated to the so called “ED pot” a virtual entity available to the ED for further discussions and decision on its re-allocation/suppression.</p> <p>3.2.4 Once a new offer letter is sent by TS and accepted by the selected candidate, the related post is considered filled and marked as “filled offered” (as further recruitment actions cannot be undertaken on that post).</p> <p>3.3 Once a year, following the promotions/reclassification exercise, PS is in charge of updating the tool accordingly. The promotions/reclassifications exercise triggers actions in term of post management (so called post swops) as promoted staff might need to be reallocated in a different establishment plan post as an higher post capacity (higher grade) is needed.</p>
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## **Annex 1: ED decision on post management template**

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European Food Safety Authority

EXECUTIVE DIRECTOR

Ref. EFSA/HUCAP/DEC/xxx/yyyy

## Decision of the Executive Director on a vacant post

As the following post is vacant:


<b>Job Title</b>	
<b>Job Category</b>	
<b>Job Family</b>	
<b>Department</b>	
<b>Unit</b>	
<b>Type of Contract</b>	
<b>Grade</b>	
<b>Reason for the post vacancy</b>	
<b>Vacant as of</b>	

**Considering the Budget and Establishment Plan, I decide**

- To maintain the post within the above mentioned Department and Unit ☐
- To allocate the post to the following Dpt/Unit: ☐
- To modify the Job Family into: ☐
- To modify the Job Category/Grade into: ☐
- To suspend the allocation of the post until further decision ☐
- To cancel the post ☐

**and I approve**

- To fill the post through re-deployment of in-house talent via Article 7 ☐
- To fill the post via an internal mobility selection procedure ☐  
*(to be ticked for all TA (2)(f) calls)*
- To fill the post using the relevant valid reserve list ☐
- To publish the post via the Inter-Agency Job Market ☐
- To publish the post via an external call ☐

Bernhard 

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