

**STAFF POLICY PLAN  
2009-2011**

DRAFT



Multiannual Staff Policy Plan  
European Food Safety Authority 2009 – 2011

I. General overview of the situation of the Agency

*1) Own tasks and requirements – current situation*

a) Description of the Agency, its mission and programme tasks

*Missions and tasks*

The European Food Safety Authority (EFSA) was established by Regulation (EEC) No. 178/2002 of 28 January 2002<sup>1</sup>, amended by Regulation (EC) No. 1642/2003 of 22 July 2003<sup>2</sup>.

EFSA produces scientific opinions and advice to provide a sound foundation for European food safety policy and legislation. It undertakes risk assessment and risk communications to enable effective and timely risk management decisions to be taken by the European Commission, Member States and the European Parliament.

EFSA brings together Europe's best available experts in risk assessment in the field of food and feed safety who act in an independent capacity to provide the European Community, including Member States, the European Parliament and stakeholders with scientific advice of the highest standards.

EFSA works closely with national food safety agencies and in open consultation with its stakeholders, proactively seeking input, ensuring the transparency of its procedures and exchanging information with international partners. This puts EFSA in a strong position to assist risk managers in developing coordinated and international approaches based on comprehensive and current assessments and analyses.

EFSA is a responsive and reliable source of support for decision makers. The Authority undertakes to respond quickly and proactively to urgent issues and emerging risks and EFSA's programming will continue to evolve and adapt in line with the priorities and needs of risk managers.

Communicating on risks associated with the food chain is a key part of EFSA's mandate. EFSA strives to ensure all interested parties receive timely, reliable, objective and meaningful information based on the results of its scientific work, in liaison with national food safety authorities and stakeholders, and taking account of the needs of different audiences.

Through its work, EFSA contributes to the protection of public health in relation to risks associated with the food chain. Risk management measures and the operation of food control systems are not within EFSA's remit and remain the responsibility of the European Commission, the European Parliament and the Member States.

*Structures*

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<sup>1</sup> OJ L 31, 1.2.2002, p.1

<sup>2</sup> OJ L 245, 29.9.2003, p.4

EFSA is governed by a **Management Board** appointed to act in the public interest and which guarantees its independence. EFSA's Management Board consists of 14 members appointed by the Council of Ministers, in consultation with the European Parliament, from a list drawn up by the European Commission, and 1 representative from the European Commission. The members are appointed in a personal capacity on the basis of their expertise, knowledge and experience and not as representatives of the organisations, sector, government or country from which they come. The key tasks of the Board are to appoint the Executive Director, approve the budgets and the work programmes and carry overall responsibility for ensuring that EFSA works effectively with its partners across the European Union.

Chaired by the Executive Director, the **Advisory Forum** is at the heart of EFSA's cooperative approach to risk assessment across Europe. The Forum comprises representatives from the national food safety authorities, or those with a similar remit, from all 27 Member States with observers from Norway, Iceland and Switzerland.

The Forum enables EFSA and the Member States to share risk assessment data, notify new risk assessment issues, share opinions, create liaison groups between Member States and EFSA on emerging risk assessments, co-ordinate risk communication and avoid duplication of work. It also advises on EFSA's priorities for work and its annual work programme.

The **Executive Director** is the legal representative of the Authority and is responsible for the day-to-day administration of the Authority on all operational matters, staff matters and for proposing budgets, work programmes and annual reports to the Board. The current Executive Director, Catherine Geslain-Lanéelle, took up office in July 2006 for a term of five years.

The **Scientific Committee and Scientific Panels** are responsible for formulating the scientific opinions from EFSA. Their members are highly qualified experts in the area of risk assessment that are appointed by the Management Board through an open competition for three-year terms that may be renewed. These experts are not EFSA staff members.

The Scientific Panels provide opinions and advice on issues within their respective remits. The Scientific Committee comprises the Chairs of each of the Panels and six independent scientists. Its main task is to provide scientific advice on new and harmonised methodologies and approaches in the area of risk assessment. It also provides strategic advice to the Executive Director.

EFSA's nine Scientific Panels are:

- Panel on food additives, flavourings, processing aids and materials in contact with food (AFC)
- Panel on animal health and welfare (AHAW)
- Panel on biological hazards (BIOHAZ), including BSE-TSE-related risks
- Panel on contaminants in the food chain (CONTAM)
- Panel on additives and products or substances used in animal feed (FEEDAP)
- Panel on genetically modified organisms (GMO)
- Panel on dietetic products, nutrition and allergies (NDA)
- Panel on plant protection products and their residues (PPR)
- Panel on plant health (PLH)

In 2008 the tasks of the AFC panel are expected to be divided between two new panels. A corresponding Commission regulation is expected by mid-2008. This would lead to the overall of ten panels at EFSA.

The scientific EFSA staff is divided into two Directorates: the Risk Assessment (RA) Directorate in charge of the secretariat of the 9 panels and sub-divided into 9 units: one for each Panel. The Scientific Cooperation and Assistance (SCA) Directorate comprises six units and provides technical and scientific support to the Panels and their working groups by means of networks for data collection, assistance with risk assessments and analysis of data. The networks the SCA Directorate operates are realised in different forms like the Task Force on Zoonoses Data Collection (ZOOSES Unit), the Pesticide Risk Assessment Peer Review (PRAPER Unit), the ESCO Working Group (EMERGING RISKS Unit), the network of Focal Points of EU Member States (Scientific Cooperation) and the networks on food consumption and chemical occurrence (DATEX).

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The overall objective of the Communications Directorate is to provide appropriate, consistent, accurate and timely communications on food and feed safety issues to all interested parties and to the public at large, based on the Authority's risk assessments and scientific expertise.

The Administration Directorate supports the work of the Scientific and Communications Directorates by enhancing reporting and efficiency; creating an efficient and stimulating working environment; developing sound financial management and control tools, provide adequate information technology assistance and legal advice.

### *Key priorities for future development*

The provision of independent and excellent scientific advice to ultimately underpin EU food legislation will continue to be EFSA's core work and in this respect EFSA seeks to enhance its working methods, internal arrangements, quality and delivery. In the future EFSA continues to develop its policies and mission to work in an independent, transparent and open manner, delivering the highest quality scientific risk assessments, opinions and advice in a timely manner.

EFSA activities will be centred on two major priorities: 1. Streamlining procedures for working practices including prioritisation and time management tools in order to meet its target outputs of scientific opinions, advice and statements applying the highest quality standards and in respect of the legal deadlines. 2. Increased presence and visibility for EFSA in the Member States in order to consolidate the network of national agencies that are essential to enable it to exercise its mandate. In addition the positioning of EFSA in the international food safety environment.

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As well as delivering its core mandate of ensuring that its stakeholders have access to the best scientific advice at the right time and using appropriate communication, new challenges will be faced. The policy framework within which EFSA operates and legislative requirements placed on it will continue to evolve; in addition, emerging risks and technological advances will have to be assessed.

Legislative demands on EFSA will continue to grow, for example in relation to pesticides, plant health, nutrition and food improving agents. EFSA will have to align these new requirements with the priorities for other work and with the financial and other resources available to it.

Cooperation is a key theme and priority objectives are to enhance cooperation with the national authorities and facilitate the exchange of scientific information.

Communication will continue to be central to all of EFSA's activities and will focus on building visibility for EFSA's mission and scientific expertise, enhancing the clarity and relevance of EFSA risk communications, and promoting coherence in risk communications across the Community.

These priority areas will guide EFSA through its second phase of development and consolidation. Through effective leadership and collaboration with its partners, EFSA will work to strengthen coherence in European risk assessment and risk communications.

### *Location*

The operational activities of EFSA started in 2003 in Brussels. Following the Heads of State and Government decision to locate its seat in Parma (Italy), the move was gradually done and completed in October 2005.

b) 1) Establishment Plan 2008

Category and grade	EP 2008			Category and grade	EP 2007	Actual Occupation at 31/12/2007	Occupancy Rate
	Perm..	Temp.	Perm. + Temp.				
AD 16		0	0	AD 16	0	0	
AD 15		1	1	AD 15	1	1	
AD 14		2	2	AD 14	2	1	
AD 13		0	0	AD 13	0	0	
AD 12	1	12	13	AD 12	13	5	
AD 11		14	14	AD 11	16	19	
AD 10	1	2	3	AD 10	3	2	
AD 9	1	26	27	AD 9	22	12	
AD 8		31	31	AD 8	30	37	
AD 7	1	42	43	AD 7	36	24	
AD 6	1	26	27	AD 6	23	30	
AD 5		24	24	AD 5	20	13	
Total AD	5	180	185	Total AD	166	144	87%
AST 8		1	1	AST 8	1	0	
AST 7		5	5	AST 7	5	3	
AST 6		3	3	AST 6	2	0	
AST 5	2	16	18	AST 5	22	6	
AST 4		35	35	AST 4	30	18	
AST 3		21	21	AST 3	20	26	
AST 2		29	29	AST 2	21	23	
AST 1	2	36	38	AST 1	33	53	
Total AST	4	146	150	Total AST	134	129	96%
Grand total	9	326	335	Grand total	300	273	91%

c) Current annual staff-related expenditure, in absolute terms and as percentage (out turn missing)

The budget figures for staff covered by this Staff Policy Plan (officials, temporary agents and contracts agents) are:

The EFSA budget, in particular Title 1 covering the personnel expenses would increase from EUR 34 million in 2008 to EUR 41.3 million in 2013 in line with the increase of the staff. In 2008 this represents about 50% of the total budget.

	2007 Budget execution	2008 Budget	% (for 2008)
ATs and Officials	12,348,945	19,315,000	29.09%
AX + CA	1,929,478	1,527,000	2.30%
Allowances + Weighting	6,079,519	9,399,000	14.16%
ENDs	328,334	905,000	1.36%
Interim	509,828	333,000	0.50%
Trainings	382,116	410,000	0.62%
Missions	265,051	554,000	0.83%
Other	1,131,617	1,641,000	2.47%
<b>Total title 1</b>	<b>22,974,889</b>	<b>34,084,000</b>	<b>51.33%</b>
<b>Total title 2</b>	<b>9,147,271</b>	<b>8,712,000</b>	<b>13.12%</b>
<b>Total title 3</b>	<b>15,265,333</b>	<b>23,604,000</b>	<b>35.55%</b>
<b>TOTAL</b>	<b>47,387,493</b>	<b>66,400,000</b>	<b>100.00%</b>

Organisation chart

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Beginning of January 2008 the Executive Director has introduced modifications to the organisational structure of the European Food Safety Authority of October 2006.

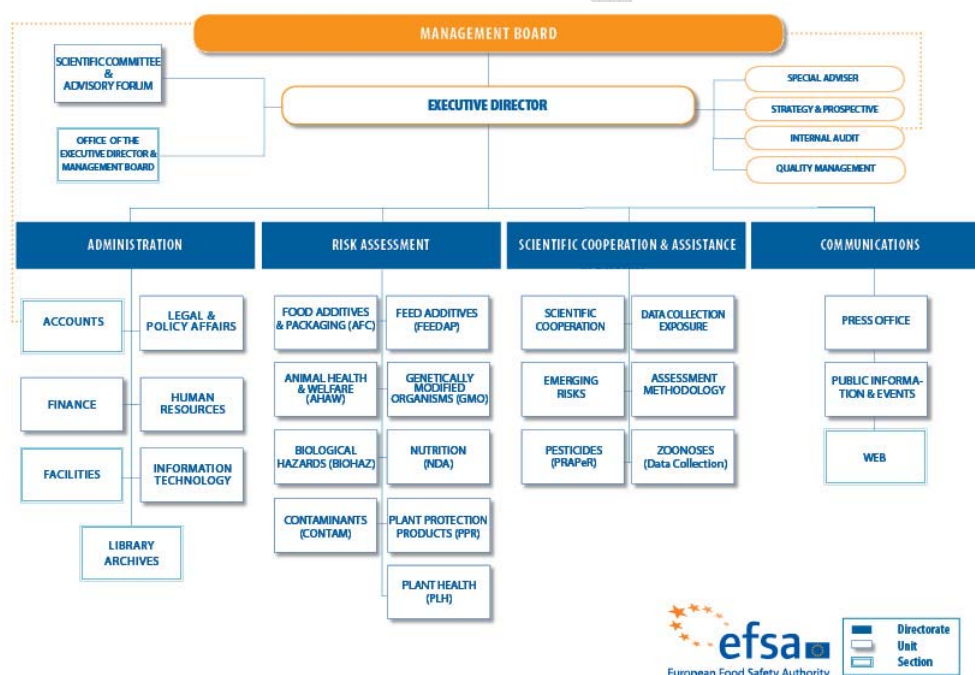
The Department of Risk Assessment and the Department of Scientific Cooperation and Assistance have become directorates. The function of a Special Adviser to the Executive Director has been introduced.

The structure aligns the organisation with its primary mission and tasks as outlined in Chapter III of Regulation (EC) No 178/2002 by now reflecting equally the three core activity pillars of risk assessment, co-operation and risk communications. It is therefore a further step forward in the implementation of the operations described in Section 3 and Section 4 of EFSA's Founding Regulation which now finds a clearer expression in the organisational structure. It also mirrors the growth of EFSA, with some 56 percent of EFSA staff working under the new directorates.

The gain in efficiency deriving from the structure will aim at enhancing EFSA's ability to fulfil the strategic objectives as defined in EFSA Management Plan.

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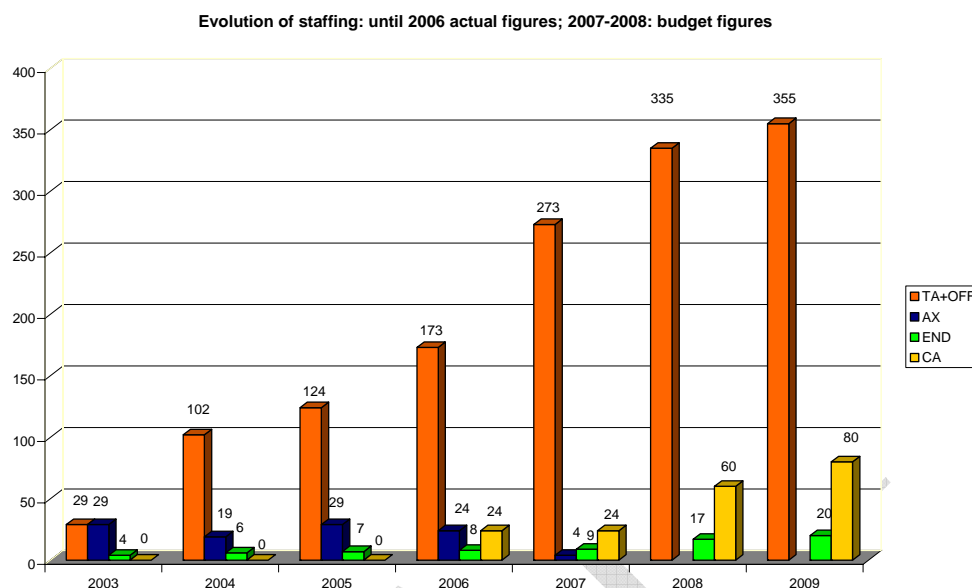
In the same spirit of enhancing efficiency and creating synergies it has been decided to merge the External Relations Unit with the Legal Unit to the Legal and Policy Affairs Unit. For operational reasons this modification to the structure will only take effect in April 2008.



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## 2) General presentation of the staff policy followed by EFSA

### a) Type and number of staff required to fulfil the missions and tasks



### *Temporary agents and permanent posts*

EFSA is a growing organisation and has placed a high priority in terms of its management activities on recruitment and retention of highly qualified staff. On 31 December 2007, the posts in the Establishment Plan are occupied at a level of 91% of its establishment plan and EFSA intends to achieve in 2008 the target of 335 Temporary agents and officials.

For the period 2009-2011 recruitment will mainly be dedicated to further support the Science Directorate. Especially strengthening the support of the AFC, GMO and NDA panels, the pesticide residue evaluation will have high priority but investments will also be made in the areas of scientific cooperation, emerging risks and scientific/technological advances such as for the evaluation of nanotechnology applications in food and feed. The resources will be allocated each year based on the review of priorities.

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Of the 335 temporary posts in the 2008 Establishment Plan, 185 are in category AD and 150 in category AST. The ratio of 55% AD to 45% AST is expected to remain stable in the coming years.

A total of 9 permanent posts (5 AD and 4 AST) are foreseen in the 2008 Establishment Plan. The permanent posts for 2008 are planned in order to allow transfers from the Institutions to fill posts or allow staff to plan their career not only in the Agency but also in a wider context including the European Institutions. At EFSA 7 staff members have passed an EPSO competition and are therefore possible candidates for permanent posts and EFSA is working closely with DG ADMIN in order to establish a scheme that implements the use of these posts.



*The additional 35 posts foreseen by the Establishment Plan will be allocated as follows:*

Grade	Staff	Functions
		Head of Unit or Scientific Officer in the Risk Assessment and S.C.A Directorates
AD 9	2	
AD 8	4	Senior Scientific Officer
AD 7	4	Senior Scientific Officer
		Scientific Officer / Communication Officer
AD 6	5	
AD 5	4	Junior Scientific Officer
<b>tot AD</b>	<b>19</b>	
AST 4	4	Senior Assistant
AST 3	2	Assistant
AST 2		
		Administrative Assistant Secretary
AST 1	10	
<b>tot AST</b>	<b>16</b>	
<b>TOTAL</b>	<b>35</b>	

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### *Auxiliary and contract agents*

The last auxiliary contracts expired on 31 December 2007. These auxiliary contracts have been progressively replaced by contract agent contracts.

Twenty four contract agents were employed by EFSA on 31 December 2007. Contract agents in EFSA have served the purpose of increasing capacity mainly in support functions of a defined duration. Up to the end of 2007, they were mainly recruited in Function Group II. EFSA has recruited contract agents both through the existing Commission Reserve Lists (CARL) and through its own selection procedures (See point 2c). In 2007 calls for the recruitment of contract agents in FG III and FG IV were launched and these agents will be recruited in early 2008 to have specific profiles in Science and Communications.

	2007	2008	2009
<b>FG IV</b>	1	25	30
<b>FG III</b>	1	10	15
<b>FG II</b>	22	24	33
<b>FG I</b>		1	2
	<b>24</b>	<b>60</b>	<b>80</b>

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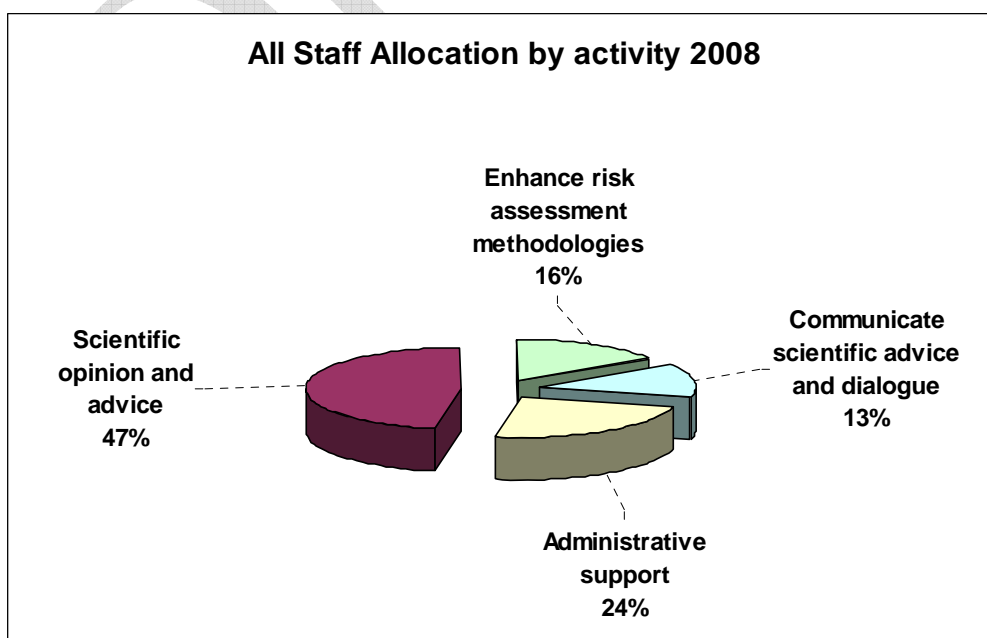
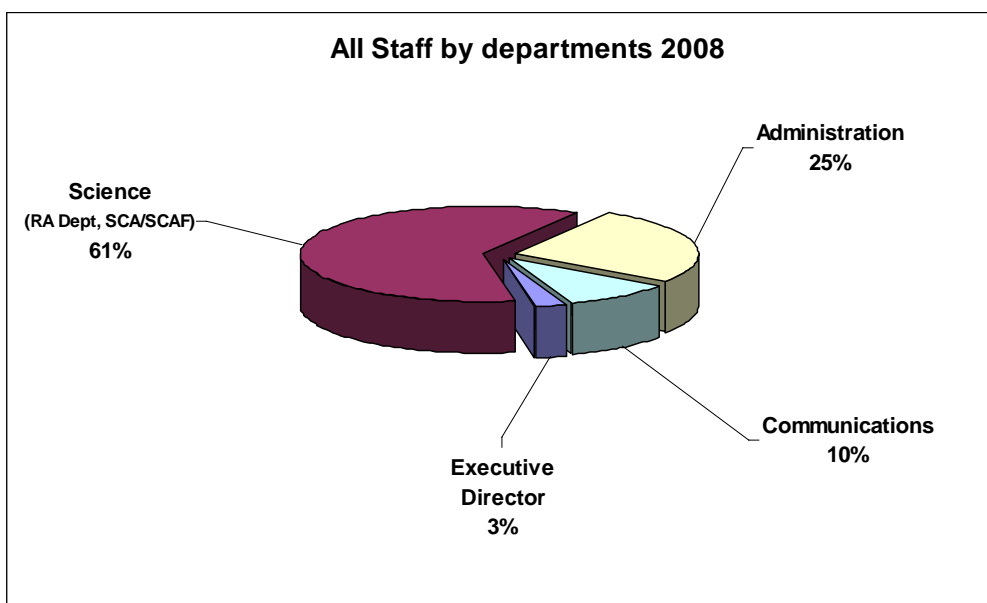
### *Seconded national experts*

Nine National Experts were seconded to EFSA on 31 December 2007. In line with EFSA's aim to develop active networking and strengthen co-operation with Member States, the recruitment of Seconded Experts from competent organisations in the Member States will be increased to reach at least 17 posts in 2008 and will further develop in 2009-2011 to reach 20-25.

b) Type and number of posts, job titles, duration of employment, grade corresponding to the tasks and functions

The following graph identifies staff assignment in the main structural areas as foreseen at the end of December 2008. The 2008 recruitment plan aims at increasing the percentage of staff involved in EFSA's scientific work in order to reach at least 61 % of all staff.

Details on job titles and grades are set out in Annex I (based on the existing post as at 31.12.07). Until December 2007, all Temporary agents have been considered as "long term posts" recruited on a 5 year contract renewable. The possibility of offering short term contracts will be further investigated in those cases where the nature of the work requires only shorter contracts.



c) Recruitment policy in regard to the different types of employment

*Recruitment of temporary and contract agents*

EFSA follows the recruitment policy for temporary agents and contract agents as laid down in the Staff Regulation and Conditions for Other Servants. Specific implementing rules related to the establishment of the Inter Agency Job Market for temporary agents elaborated in the framework of the Agencies Coordination Group will be approved by the end of 2007. Implementing rules for the use and engagement of Contract Agents were adopted by EFSA in 2006.

*Selection procedures*

Recruitment procedures for Temporary Agents and Contract Agents include the following main steps:

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- Publication of vacancy notice on the website of the Agency, on the EPSO website, on Intracomm and in exceptional cases public journals, stating eligibility and selection criteria, indicating type and duration of contract and recruitment grade.
- Setting up of a Selection Board of minimum three members covering the required expertise and of a grade level at least equal to that of the post and including representation of the staff committee.
- First evaluation of the candidates' application forms, on the basis of eligibility requirements, and further evaluation of eligible candidates on the basis of essential and assets criteria.
- Shortlisted candidates will be invited for interviews with the Selection Board and will undergo a competency assessment exercise on the basis of pre-decided questions covering the specific competences in the area of expertise, knowledge of EFSA, soft skills, and language abilities. This include a written test.
- The Selection Board establishes a reserve list of successful candidates which is sent to the Appointing Authority.
- The Appointing Authority decides on the basis of the proposal of the Selection Board to offer a contract.

*Grade and function group corresponding to the tasks and to the level of the post*

Temporary agents will be recruited at the levels indicated below in order to permit a long term career development.

- AST 1 to AST 4 for the AST category
- AD 5 to AD 8 for the AD category
- Temporary agents at the level of Head of Unit and senior scientific staff with specific expertise will be recruited at the level of AD 9 –AD 12.

EFSA will monitor whether the recruitment of grades AD 9-11 and in exceptional cases, at grade AD 12, remain within the limits of 20% of recruitments per year for long-term employment (for 2009, this limits to 2 the number of this type of recruitments and no additional ones are foreseen in 2010).

*Duration of employment*

Temporary agents are offered a contract of five years, renewable for another time limited period not exceeding five years. Renewals for a second prolongation will be of an indefinite character. All renewals of contract will be subject to an examination of the performance of the staff member and will depend on available budgetary provisions and the business needs for the function.

Contract agents are offered a contract for a fixed period of minimum three months and maximum period of five years, with a possibility of renewal for a maximum period of five years. Contracts can be converted into contracts of indefinite duration after the second renewal.

- d) Career profiles with regard to the different types of employment.

***Evaluation and promotion or reclassification***

EFSA has implemented a Staff Appraisal and Career Development Cycle. The key features of the scheme are to establish an annual dialogue with management / superior on performance, to set up clear and measurable objectives, to put in place meaningful indicators to measure performance against individual objectives and to guide possible promotion opportunities.

EFSA has implemented in 2007 a decision on reclassification which is based on the model proposed by the Working Group on implementing rules (representing DG ADMIN and Agencies). It applies to temporary agents who are eligible after having a minimum of 2 years of seniority in their grade on the 31 December of the year in, which the reclassification takes place. The reclassification takes place on an annual basis and starts after the appraisal exercise has been concluded. It is based on reclassification points that staff can acquire each year based on merit and is at the end decided by the Executive Director based on a proposal from a specifically established management committee of EFSA. It is expected that in 2008 15% of the eligible staff will be promoted.

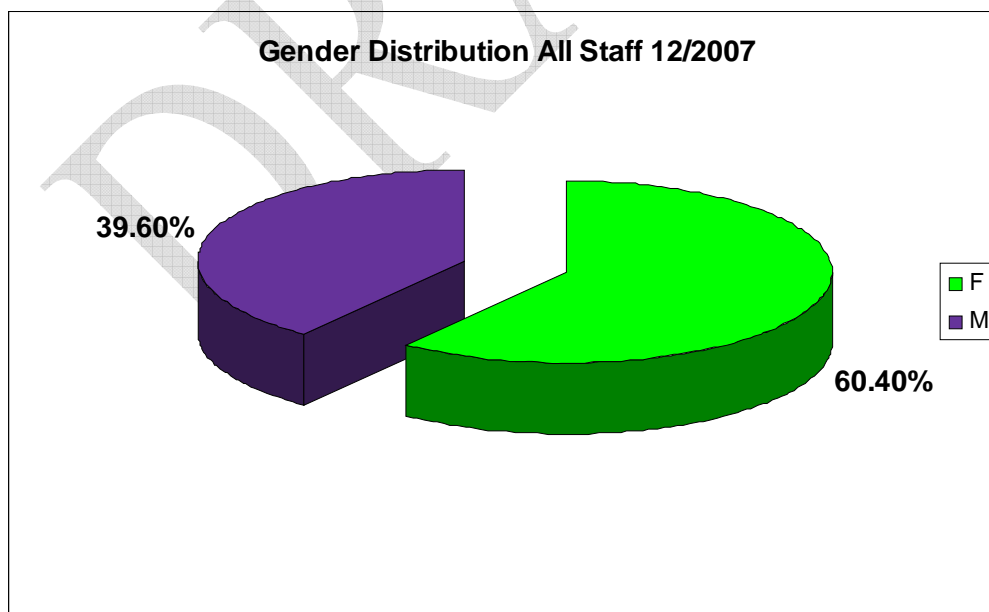
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- e) Statistics and general orientations to promote equal opportunities and concrete measures planned in order to ensure equal treatment among staff members, in particular between men and women.

Even if the overall gender balance amongst EFSA staff demonstrates female majority as shown in the graph below, a 50-50 ratio exists for management positions (Directors, Heads of Unit and team leaders)<sup>3</sup>.

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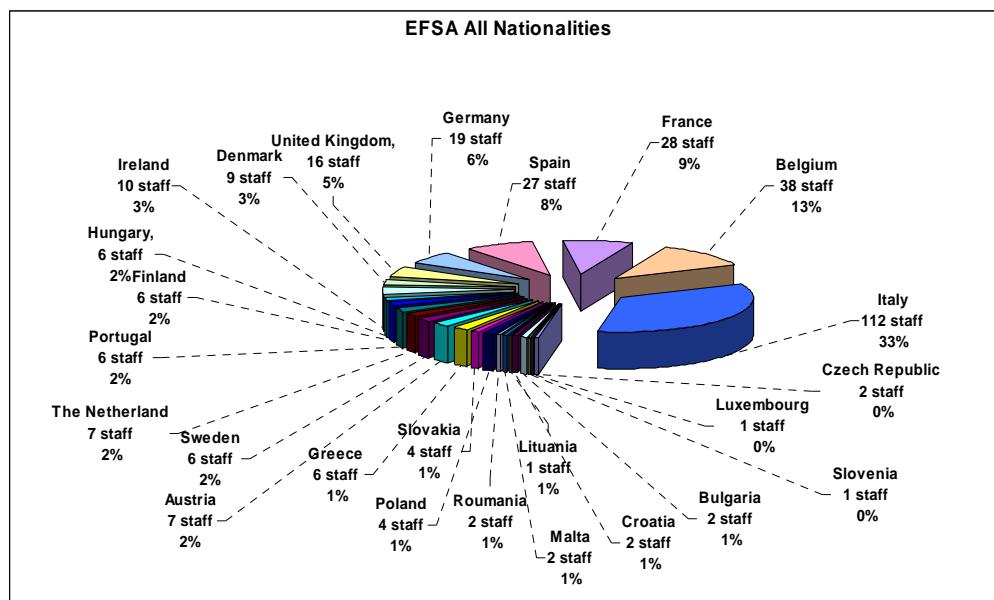
<sup>3</sup> It should be noted that the ratio in 2006 was 64/36

As a measure to promote equal opportunities, the terms of the vacancy notices published prevent any kind of discrimination and the Selection Boards' composition is balanced as far as possible.

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The balanced representation of the demographics of Europe at EFSA is not based on any formal rules. However the attention paid to attracting staff members from the new Member States has resulted in the below distribution. On 31.12.2007 EFSA staff will cover 25 nationalities. EFSA will continue in that direction.

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#### f) Mobility policy in regard to the different types of employment

##### *Mobility within the Agency*

Whilst all recruitment publications have gone externally in the initial build up phase of the organisation, EFSA has initiated in 2007 successfully internal publications for temporary agents and has adopted a specific decision in this regards. The policy facilitates internal moves but does not consist in a promotion system as candidates that were successful in an internal procedure will remain at the same level of grade. Internal publication of vacancies will be considered on a case by case basis depending of the number of internal expertise that may be suitable. The number of recruitment procedures that start with internal calls will increase when EFSA is fully staffed. In 2008 internal calls for contract agents will be launched.

##### *Mobility among Agencies*

EFSA intends to take part in the interagency job market in accordance with the agreement between agencies to be signed in this respect. As for all other agencies, the basis of EFSA's participation in the interagency job market is to offer possibilities of mobility to staff in agencies by assuring a continuation of careers and grades. The number of recruitment procedures that start with interagency calls will be initiated when the interagency job market is implemented.

*Mobility between the agency and the institutions*

EFSA intends in 2008 to further increase the number of officials on the available permanent posts in the Establishment Plan as a result of a growing interest from staff to become officials and to stay at EFSA.

**3. Various types of employment deriving from the analysis of the tasks and requirements of the Agency.**

**a) Officials/temporary agents on long term employment and short term employment**

On the basis of its missions and tasks set out by EU legislation (founding Regulation and other legislative acts giving it tasks and responsibilities), EFSA has taken the view that most of its existing workforce can be identified as positions of long term duration, whether in core business activities (Science and Communication, for which continuous expertise needs to be built and maintained) or support activities in the area of Administration.

All tasks of a permanent nature, both in the AD and the AST function groups, will be carried out by the core staff, i.e. officials/temporary agents. It is expected that the current balance between AD and AST staff will remain close to 55%-45%.

All temporary agent posts in the 2008/2009 Establishment Plan have been identified as posts of long duration, they are offered five year contracts. The implementation of short term contract could be decided if "short term" assignments are identified in 2008 to 2011.

EFSA has adopted a decision on sensitive posts. The decision identifies initial posts that are considered sensitive and implements a scheme in which the mitigation mechanism will be assessed in the forthcoming year in order to conclude on a final assessment of the sensitivity of posts.

b) Contract agents

Contract agents in EFSA are employed under Title 1, Article 3a of the Conditions of other servants of the European Communities. The contracts can be converted in contracts of indefinite duration.

Contract Agents were mainly assigned to the following tasks:

- Administrative support activities.
- Reinforcement of capacities in areas of work needing staff within a specific area of expertise for a limited time period or where long-term requirement has not yet been defined.
- Reinforcement of existing capacities in support functions when necessary.
- To work with specific projects.
- To fill gaps during long-time absences.

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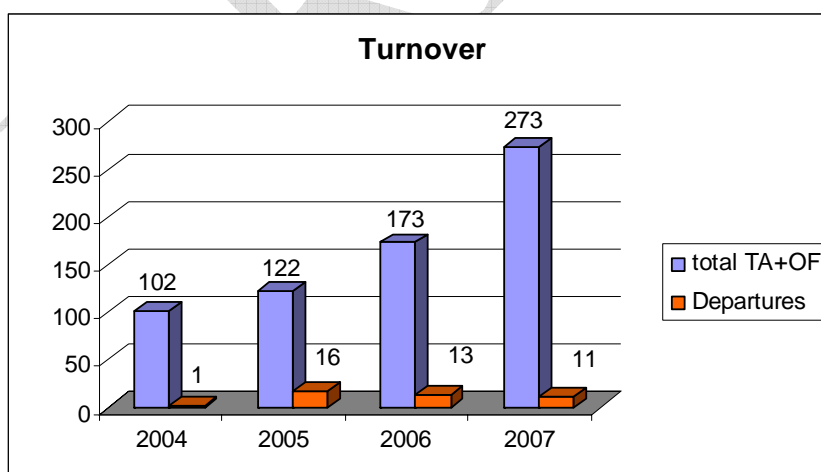
Based on EFSA budget foreseen in the Financial perspectives (2009-2013), their number should be established around 20% of the Establishment Plan.

## II. Overview of the situation over the next three years

The development of the EFSA multi-annual Staff Policy Plan has been driven by an analysis of the past trends and three main principles:

- Adaptation of the Establishment Plan for 2008 in order to reflect the current situation.
- Respect of the limits of 20% of recruitments per year for long-term AD 9 -AD 12 employment.
- Introduction of promotion policy impacting on 10 % to 20% of (eligible) temporary agents per year.
- Analysis of the turnover.

### 1. Turnover due to retirement or termination of employment



Due to moving from Brussels to its permanent seat in Parma, Italy, EFSA had to deal with a number of resignations in 2005 equal to 12%. The trend was decreasing in 2006 (7%), and has continued to decrease to 4 % in 2007.

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None of the current staff members will reach the retirement age of 65 years during 2008-2010. Taking into account that 26 contracts are expiring in 2008, EFSA has estimated the number of terminations of contract (non renewed) together with the number of resignations to approximately 15 staff in 2008. It is expected that this figure will stabilise for the years 2009 to 2011.

## 2. Career developments in the Agency: expected promotion and reclassification

It is estimated that about 100 staff members will be eligible for promotion in 2008 and 180 in 2009 up to 250 in 2011. EFSA estimates that a yearly promotion rate for the period 2008 – 2011 should approximately amount to 15 to 40 promotions per year.

The promotions will be the result of the appraisal exercise but it is expected that they will be allocated proportionally between the eligible AD and AST grades.

The appraisal exercise will also lead to build the training plan based on the identified needs in order to improve the career developments. A training plan will be designed every year based on these specific needs.

## 3. Workload

2009 is the last year of extensive recruitments at EFSA as it reaches its final growth at with the EP of 2009. As EFSA business processes have been improved in order to better predict and control the recruitment, the allocation of the 2010 and 2011 new posts should be smooth process.

As indicated in the Annual Management Plan for 2008 EFSA will face in the forthcoming years a number of challenges (See details in introduction).

In order to address these from a staff/workload perspective the allocation of staff is foreseen to reach 65 % Science, 10% Communications, 22,5% Administration, 2,5% Executive Director's office, meaning that the focus will be on continuing to strengthen the Science and Communications Directorates.

## 4. Consequences of 1, 2 and 3 on the number of staff in the Agency for the period 2009 – 2011:

EFSA will increase its posts by 12% (35) in 2008, the 2009-2011 increase in posts will be less significant (respectively 6%, 1% and 1% meaning 20, 5 and 5 posts) to complete its staffing under its current mandate.

The new posts will be mostly devoted to recruit experienced scientific staff in order to complete the recruitment in the S.C.A Directorate and to increase the number of staff in the Units of the Risk Assessment Directorate where the workload is particularly high.

It is expected that EFSA will maintain the weight of permanent officials posts as in the EP 2008.

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### III. Adaptation of the Establishment Plan following the staff policy defined in I and the evolution foreseen for the next 3 years in II.

See table II at annex for 2009 reflecting the following estimation (as described above) reaching the 355 posts including 9 Officials with a repartition of 197 AD and 158 AST. This includes

- 15 departures (figure maintained for 2010 and 2011)
- 30 promotions (35 in 2010, 40 in 2011)
- 20 new posts (including 2 senior positions AD9/AD11 to be allocated in Science) – see above for 2010 and 2011

It also takes into account that the global budget will increase by 21% in 2008 and reach € 66,4 millions including € 34.1 millions for Title I. In 2009, the overall budget should amount to € 66 millions including about € 38.6 millions for Title 1).

### IV Training

EFSA's staff is its main asset and investing in their training is essential for its success and achievement of objectives. In 2007 EFSA will update its Learning and development policy which was initially adopted in 2005. It will allow EFSA staff to be provided with sustained and accessible means of adding to their knowledge and expertise and strengthening their skills and competences. Training needs are based on three main pillars:

- a. Those needs that are of strategic interest to EFSA and that are identified by EFSA management. This would include, for instance management development training, administrative project management training including regulatory procedures taking into consideration the scientific work of EFSA and communication training.
- b. Training needs that derive from the Career Development and Assessment Cycle which allows the identification of competency building activities. This covers all activities designed to achieve excellence of performance of individuals in their current function. Such courses vary from language training to IT training or more specific training like taking notes to project management.
- c. As a European Agency EFSA takes a serious stand in enhancing the knowledge of its staff in general matters of the European Union. A recently established cooperation with the Collegio Europeo of Parma offers therefore courses on general knowledge of the European Union, on the European integration, and E.U. policies directly related to EFSA's core business. For this purpose a Memorandum of understanding was agreed with the Collegio.

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The policy also foresees training activities in the scope of the Study Support Scheme. These activities are taken on the staff member's private time and are partially reimbursed upon successful completion of the course or program.

EFSA has launched in 2007 a traineeship scheme which allows trainees to join EFSA for a period of five months. The call published in September triggered extensive interest. For the first round of trainees it was decided to let six trainees join (3 in Science Directorate, 2 in Communications and 1 in Administration). The first trainees have started to join EFSA in December 2007. EFSA will launch the next call for trainees early 2008.

## V. Schooling

EFSA considers schooling as an essential part of its Staff policy by monitoring closely the developments in that regard. In order to facilitate the integration of EFSA staff and their families in Parma and in the absence of International or European schooling facilities in the vicinity, the Italian authorities established and agreed to fund in 2004 a School for Europe ("Scuola per l'Europa").

In October 2006, the School has been accredited as "Associated European School" by the Board of Governors of European Schools and offers a curriculum consistent with the European School system for children up to 5<sup>th</sup> grade in three language sections (English, French and Italian).

The next objective for 2008 - 2011 is to obtain full accreditation of the curriculum up to the baccalaureate.

## VI. State of play of implementing rules adopted by EFSA consistent with its Staff Policy

EFSA is processing the implementing rules linked to the Staff Regulations and the CEOS. This means that during 2008 these will have undergone the Article 110 procedure and will be formally adopted by EFSA. Those not processed by EFSA are either not applicable to EFSA or await a common draft by the Working Group on implementing rules of Heads of Agencies.

In addition EFSA has processed or is processing a number of internal administrative guidance documents to staff on specific areas of the Staff rules. These comprise inter alia:

- Overtime
- Parental Leave
- Absence on health grounds whilst on annual leave
- Breastfeeding
- Medical and Dental appointments
- Sick leave procedure

EFSA staff can access these documents on the intranet.

## VII. Internal Communication

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In view of EFSA's considerable growth in 2007 and the continuation of its growth in 2008 the EFSA working environment is changing. Internal communication is becoming a more important and challenging task. EFSA has therefore decided to recruit a dedicated internal communications assistant (call ongoing) and the recruitment is foreseen for the first semester of 2008.

The internal communications assistant will ensure that EFSA's key strategies, messages and values are communicated to all relevant internal audiences in order to support the role of EFSA staff as "ambassadors" and encourage staff to be part of EFSA. The internal communications assistant will support to develop and maintain new internal communication channels and strategies (for example weekly information e-mail, bulletins, surveys, staff notice board, staff events, staff suggestion scheme, staff awards), as well as evaluate existing channels for effectiveness, and develop the annual plan for internal communications as part of the larger communications planning process. He/She will also further develop, maintain and edit the EFSA Intranet.

## ANNEX I

1. Administrators (AD<sup>4</sup>)

Generic jobs	Grades	Number of Staff (EP 2008)
Executive Director	AD 15	1
Adviser to the Executive Director	AD 14 – AD 12	2
Director, Head of Unit (pre-reform) Senior Scientific Officer, Senior Administrator (pre-reform)	AD12 – AD11	27
Senior Scientific Officer (pre-reform)	AD 10	3
Head of Unit Senior Scientific Officer	AD 9	27
Senior Scientific Officer / Senior Administrator	AD 8	31
Scientific Officer / Administrator	AD 7/AD6	70
Junior Scientific Officer / Junior Administrator	AD 5	24

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Advisor¶  
Head of Unit (pre-reform)

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Head of Unit (pre-reform)¶  
Senior Scientific Officer / Senior  
Administrator (pre-reform)2. Assistants (AST<sup>4</sup>)

Generic jobs	Grades	Number of Staff (EP 2008)
Senior Assistant	AST 8	1
Senior Assistant (pre-reform)	AST 7	5
Senior Assistant	AST 5/AST 6	21
Senior Secretary Senior Assistant	AST 4	35
Assistant Secretary	AST 3/AST 2	50
Junior Assistant Secretary	AST 1	38

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<sup>4</sup> All AD and AST contracts are long term: Initial duration of 5 years, renewable for another 5 years and indefinite as of the second renewal of the contract.

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MB 27.03.08 - Item 12 doc 9 - Staff Policy Plan 2009-2011

ANNEX II – Adaptations to the establishment plan in the first year (N) and indicative adaptations in the following years (N+1 and N+2). As agreed within the Agencies Coordination Group, detailed figures are provided for 2009 and total establishment plan figures for 2010 and 2011.

Grade	Year N-1 (2008)							Indicative Year N (2009) *													
	Staff				Establishment Plan 2008			Staff evolution							Organisational evolution			Establishment Plan 2009			
	Employed on 31.12.2007 (current grade)				Authorised			Promotion / advancement				Career Turn-over			New posts			Requested (Provisional Draft Budget)			
	Officials	TA - LT	TA - ST	Total	Perm	Temp	Total	Officials	TA - LT		TA - ST	Officials	TA - LT		TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	0			0	0	0	0												0	0	0
AD15	1			1	0	1	1												0	1	1
AD14	1			1	0	2	2												0	2	2
AD13	0			0	0	0	0												0	0	0
AD12	5			5	1	12	13		1										1	13	14
AD11	19			19	0	14	14			-1			-3	2					0	12	12
AD10	2			2	1	2	3		3				-1						1	4	5
AD9	12			12	1	26	27		4	-3				1		2			1	30	31
AD8	37			37	0	31	31		1	-4			-1	2		3			0	32	32
AD7	24			24	1	42	43		4	-1						3			1	48	49
AD6	30			30	1	26	27		2	-4			-1			3			1	26	27
AD5	13			13	0	24	24			-2			-1	2		1			0	24	24
Total AD	0	144	0	144	5	180	185	0	15	-15	0	0	-7	7	0	0	12	0	5	192	197
AST11	0			0	0	0	0												0	0	0
AST10	0			0	0	0	0												0	0	0
AST9	0			0	0	0	0												0	0	0
AST8	0			0	0	1	1												0	1	1
AST7	3			3	0	5	5												0	5	5
AST6	0			0	0	3	3		1										0	4	4
AST5	6			6	2	16	18		3	-1									2	18	20
AST4	18			18	0	35	35		1	-3			-2	2		3			0	36	36
AST3	26			15	0	21	21		4	-1			-1	1		2			0	26	26
AST2	23			23	0	29	29		6	-4			-1	1		3			0	34	34
AST1	53			40	2	36	38			-6			-4	4					2	30	32
Total AST	0	129	0	129	4	146	150	0	15	-15	0	0	-8	8	0	0	8	0	4	154	158
Overall Total	0	273	0	273	9	326	335	0	30	0	0	0	-15	0	0	20	0	0	9	346	355

MB 27.03.08 - Item 12 doc 9 - Staff Policy Plan 2009-2011

\*The figures and adaptations here reported have not been authorised yet by EFSA Management Board.

As it is too early to assign the staff evolution by grades, it is given below with a global figure that needs to be adapted in 2009.

Grade				Indicative Year N (2010) *													
	Establishment Plan 2009			Staff evolution							Organisational evolution				Establishment Plan 2010		
	Authorised			Promotion / advancement			Career			Turn-over				New posts			Requested (Provisional Draft Budget)
	Perm	Temp	Total	Officials	TA LT		TA ST			Officials	TA LT		TA ST	Perm	Temp LT	Temp ST	Perm Temp Total
AD16	0	0	0														0 0 0
AD15	0	1	1														0 1 1
AD14	0	2	2														0 2 2
AD13	0	0	0														0 0 0
AD12	1	13	14														1 13 14
AD11	0	12	12														0 12 12
AD10	1	4	5														1 4 5
AD9	1	30	31		18									1			1 49 50
AD8	0	32	32			-18											0 14 14
AD7	1	48	49											2			1 50 51
AD6	1	26	27														1 26 27
AD5	0	24	24							-7	7						0 24 24
Total AD	5	192	197	0	18	-18	0	0		-7	7	0	0	0	3	0	5 195 200
AST11	0	0	0														0 0 0
AST10	0	0	0														0 0 0
AST9	0	0	0														0 0 0
AST8	0	1	1														0 1 1
AST7	0	5	5														0 5 5
AST6	0	4	4														0 4 4
AST5	2	18	20														2 18 20
AST4	0	36	36		17												0 53 53
AST3	0	26	26			-17								2			0 11 11
AST2	0	34	34														0 34 34
AST1	2	30	32							-8	8						2 30 32
Total AST	4	154	158	0	17	-17	0	0		-8	8	0	0	0	2	0	4 156 160
Overall Total	9	346	355	0	35		0	0		-15		0	0	0	5	0	9 351 360

MB 27.03.08 - Item 12 doc 9 - Staff Policy Plan 2009-2011

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As it is too early to assign the staff evolution by grades, it is given below with a global figure that needs to be adapted in 2010.

Grade	Indicative Year N (2011) *																
	Establishment Plan 2010			Staff evolution								Organisational evolution			Establishment Plan 2011		
	Authorised			Promotion / Career advancement				Turn-over				New posts			Requested (Provisional Draft Budget)		
	Perm	Temp	Total	Officials	TA - LT		TA - ST	Officials	TA - LT		TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	0	0	0												0	0	0
AD15	0	1	1												0	1	1
AD14	0	2	2												0	2	2
AD13	0	0	0												0	0	0
AD12	1	13	14												1	13	14
AD11	0	12	12												0	12	12
AD10	1	4	5												1	4	5
AD9	1	49	50		10							1			1	60	61
AD8	0	14	14		10	-10									0	14	14
AD7	1	50	51			-10						2			1	42	43
AD6	1	26	27												1	26	27
AD5	0	24	24						-7	7					0	24	24
<b>Total AD</b>	<b>5</b>	<b>195</b>	<b>200</b>	<b>0</b>	<b>20</b>	<b>-20</b>	<b>0</b>	<b>0</b>	<b>-7</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>198</b>	<b>203</b>
AST11	0	0	0												0	0	0
AST10	0	0	0												0	0	0
AST9	0	0	0												0	0	0
AST8	0	1	1												0	1	1
AST7	0	5	5												0	5	5
AST6	0	4	4												0	4	4
AST5	2	18	20		10										2	28	30
AST4	0	53	53		10	-10									0	53	53
AST3	0	11	11			-10						2			0	3	3
AST2	0	34	34												0	34	34
AST1	2	30	32						-8	8					2	30	32
<b>Total AST</b>	<b>4</b>	<b>156</b>	<b>160</b>	<b>0</b>	<b>20</b>	<b>-20</b>	<b>0</b>	<b>0</b>	<b>-8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>4</b>	<b>158</b>	<b>162</b>
<b>Overall Total</b>	<b>9</b>	<b>351</b>	<b>360</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-15</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>		<b>9</b>	<b>356</b>	<b>365</b>