

Administration Directorate

Staff Policy Plan 2010-2012

1. The Staff Policy Plan allows for a staff policy based on EFSA's tasks and requirements. It provides the information recommended in the Guidelines on Staff Policy in Regulatory Agencies (C(2005) 5304 of 16 December 2005) and all parameters in order to justify the requested draft establishment plan for 2008 to the Budgetary Authority. EFSA follows the model which was developed with the European Commission (DG ADMIN) and agreed on in the Agencies' Heads of Administration meeting on 29 June 2006.
2. The present Staff Policy Plan has been provided to the EU Commission services (DG ADMIN) in January 2009; DG Admin will transmit its comments to DG SANCO.
3. The Staff Policy Plan 2010-2012 is presented to the Management Board to seek their views on the document so that comments can be integrated as well as the final Commission comments before possible approval in March 2009.

Multi-annual Staff Policy Plan 2010-2012

1 - GENERAL OVERVIEW OF THE CURRENT SITUATION OF EFSA.

1.1 General information on EFSA's activities.

1.1.1 Description of EFSA, 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 2002¹, amended by Regulation (EC) No 1642/2003 of 22 July 2003².

EFSA produces scientific opinions and advice to provide 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. It 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

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

¹ OJ L 31, 1.2.2002, p.1

² OJ L 245, 29.9.2003, p.4

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 secretariat of the Advisory Forum is provided by the SC&AF Unit.

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 budget, 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.

Several specialized staff members provide support to the Executive Director on matters such as Strategy & Prospective, Quality Management and Internal Audit and the Office of the Executive Director ensures the secretary of the Management Board.

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 ten Scientific Panels are:

- Panel on animal health and welfare (AHAW)
- Panel on food additives and nutrient sources added to food (ANS)
- Panel on biological hazards (BIOHAZ), including BSE-TSE related risks
- Panel on food contact materials, enzymes, flavourings and processing aids (CEF)
- 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)

The scientific EFSA staff is divided into two Directorates: the Risk Assessment (RA) Directorate in charge of the secretariat of the 10 panels and sub-divided into 10 units: one for each Panel. The secretariat of the Scientific Committee is provided by the SC&AF Unit. 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. In addition, the SCA Directorate ensures networks in different forms like the Task Force on Zoonoses Data Collection (ZOOZONES 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 Unit (SCO)) and the networks on food consumption and chemical occurrence (Data Collection Exposure Unit (DATEX)).

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 EFSA'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 scientific advice to underpin EU food legislation will continue to be EFSA's core work in 2009 and, in this respect, EFSA will strive to enhance its working methods, internal organisation, quality and delivery. It will continue to develop its policies to work in an independent, transparent and open manner as outlined in the Strategic Plan 2009-2013.

In 2009, EFSA will be in its seventh year of operation and from an organisational point of view will have matured in terms of overall size and capacity. Its budgetary resources and anticipated end-of-year workforce of 460 staff will mean that all operational areas will be fully equipped to meet the rising workload. Its key objective will be to ensure that the workload is efficiently managed so that the Authority can meet its target outputs of scientific opinions and statements. Specific priorities for 2009 will include:

1. Ensuring the effective delivery of timely, high-quality scientific advice
 - Streamline workflows and ensure that EFSA's management systems are effective
 - Make optimal use of Article 36 and procurement activities
2. Strengthening the quality of EFSA's scientific advice
 - Strengthen the quality assurance of EFSA's scientific outputs
 - Promote the use of an integrated approach for scientific advice
3. Progressing the implementation of the Strategy for Cooperation and Networking
 - Foster harmonised risk assessment methodologies and practices across the EU
 - Consolidate EU-wide collection and analysis of data in EFSA's remit
 - Continue to build close cooperation between Member States and EFSA through the Advisory Forum supported by the Focal Points
4. Strengthening EFSA's capacity to identify emerging risks
 - Develop monitoring systems for data and information for identifying emerging risks
 - Contribute to the establishment of a European network for the identification and assessment of emerging risks
5. Develop a strategic approach to EFSA's international activities
6. Ensure a stimulating and rewarding working environment for both experts and staff
 - Enhance support for experts, informed by the 2008 satisfaction survey, and improve the visibility and recognition of the work of experts
 - Guided by the 2008 staff survey and ongoing dialogue with staff, continue to develop and implement effective staff policies
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 - Guided by the 2008 staff survey and ongoing dialogue with staff, continue to develop and implement effective staff policies

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.

1.1.2 Posts filled at 31.12. 2008 (actual grades) and figures of career evolvments.

Category and grade	Establishment plan 2009		Year 2008					
			EP 2008	promotion / reclassification in 2008		Actually filled 31.12.2008		Occupancy rate
	perm	temp	perm + temp	perm	temp	perm	temp	perm + temp
AD 16			0					
AD 15		1	1				1	
AD 14		2	2					
AD 13			0					
AD 12	1	13	13				4	
AD 11		12	14				12	
AD 10	1	4	3				3	
AD 9	1	30	27		3		24	
AD 8		32	31				37	
AD 7	1	48	43		6		37	
AD 6	1	26	27			4	32	
AD 5		24	24			1	22	
Total AD	5	192	185	0	9	5	172	96%
AST 11			0					
AST 10			0					
AST 9			0					
AST 8		1	1					
AST 7		5	5				3	
AST 6		4	3					
AST 5	2	18	18		1		6	
AST 4		36	35		3		30	
AST 3		26	21		2		28	
AST 2		34	29		2		33	
AST 1	2	30	38				41	
Total AST	4	154	150	0	8	0	141	94%
Total	9	346	335	0	17	5	313	95%
Total of staff	355		335	17		318		95%

1.1.3 Current annual staff-related expenditure, in absolute terms and as percentage overall annual expenditure.

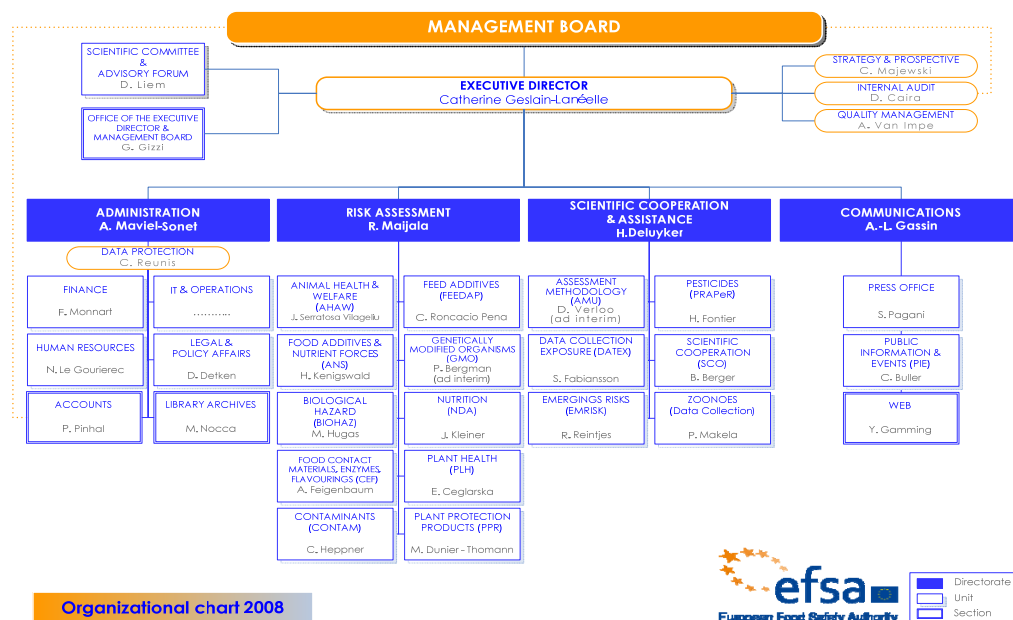
The budget figures for staff covered by this Staff Policy Plan (officials, temporary agents and contract agents) are:

EFSA's budget, in particular Title 1 covering the personnel expenses, would increase from EUR 34 million on 2008 to EUR 41.3 million in 2013 in line with the increase of the staff. In 2009 this represents about 50% of the total budget.

Actions	2008 Budget Execution	2008 Budget	% (for 2008)
Ats and Officials	16.550.000	16.697.000	25%
Contractuals	1.893.000	1.900.000	3%
Allowances + weighting	7.250.500	7.320.740	11%
END's	495.190	549.000	1%
Interim	712.600	713.000	1%
Trainings	423.715	480.000	1%
Missions	501.000	539.000	1%
Other	2.403.282	2.710.000	4%
Total Title 1	30.229.287	30.908.740	47%
Total Title 2	11.492.107	11.887.260	18%
Total Title 3	22.792.044	23.604.000	36%
TOTAL	64.513.437	66.400.000	100%

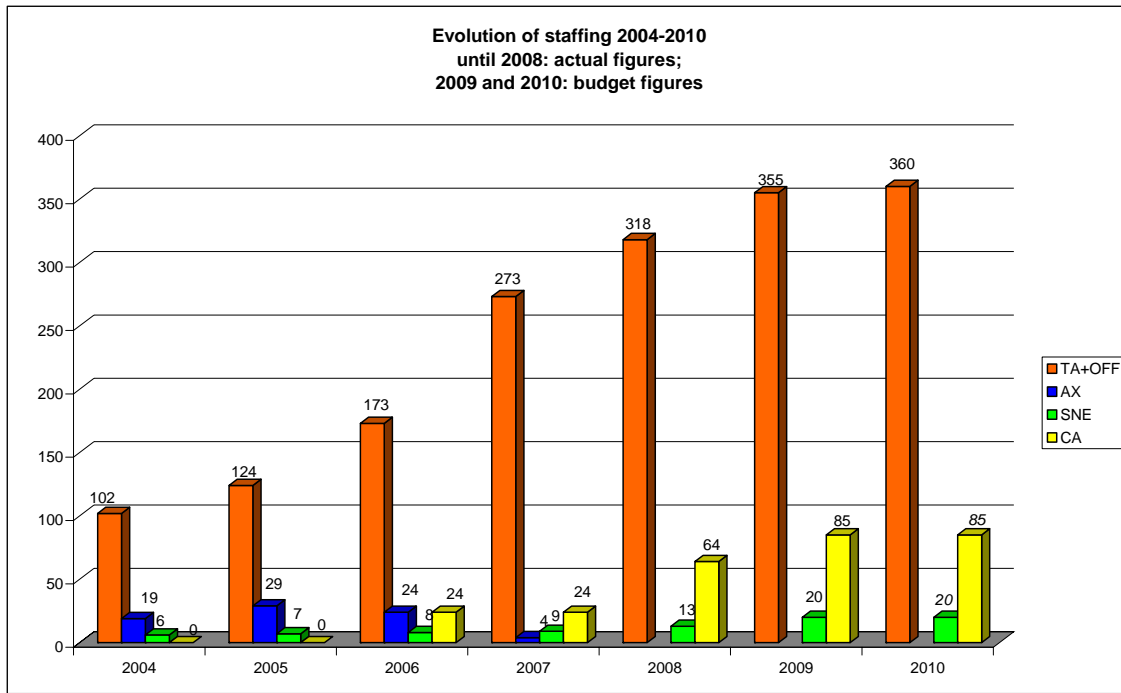
1.1.4 Organisation and organigramme.

In 2008, all Heads of the Units that were created in the SCA Directorate in 2007 have been recruited. Slight amendments have been brought to the organigramme adopted in 2007, the split of the previous AFC panel into two new panels (ANS and CEF) have lead the creation of the two related secretariat Units in the Risk Assessment Directorate and the organisation of the Administration Directorate has been streamlined with the creation of the IT and Operations Unit (merger of IT and facilities) the Head of Unit of which will join in 2009 and the new Head of HR has joined the organisation in September 2008.



1.2 General presentation of the staff policy followed by EFSA.

1.2.1 Type of staff, type of employment and duration of employment required to fulfil the missions and tasks:



EFSA is a growing organisation and has placed a high priority in terms of its management activities on recruitment during the first six years. On 31 December 2008, the posts in the Establishment Plan are occupied at a level of 95% of its establishment plan and EFSA intends to achieve in 2009 the target of 355 Temporary agents and officials.

Of the 355 temporary and permanent posts in the 2009 Establishment Plan, 197 are in category AD and 158 in category AST. The proportion of AD is higher than the AST due to the scientific specificities of EFSA (55%/45%) and this trend is expected to remain.

A total of 9 permanent posts (5 AD and 4 AST) are foreseen in the 2009 Establishment Plan. The permanent posts for 2009 are planned in order to allow transfers from the Institutions to fill posts or allow staff to plan their career not only in EFSA but also in a wider context including the European Institutions. Several 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 an increased use of these posts.

– Officials / temporary agents

On the basis of its missions and tasks set out by EU legislation (founding Regulation and other legislative acts giving its 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 (Risk Assessment, Scientific Cooperation and Assistance, 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. All temporary agent posts in the 2009 Establishment Plan have been identified as posts of long duration, they are offered 5 year contracts.

The additional 20 posts foreseen by the Establishment Plan will be allocated as follows :

Grade		Staff	Functions	Directorate	Unit
AD	9	3	Senior Scientific Officer	RA	ANS
				SCA	AMU
				SCA	DATEX
AD	8	4	Senior Scientific Officer Scientific Officer	RA	CONTAM
				RA	FEEDAP
				RA	NDA
				RA	CEF
AD	7	2	Scientific Officer	RA	FEEDAP
				SCA	DATEX
AD	6	3	Scientific Officer	RA	CEF
				RA	NDA
				SCA	PRAPER
Total AD		12			
AST	4	6	Senior Assistant	RA	ANS
				RA	GMO
				SCA	DATEX
				SCA	ER
				SCA	SCO
				SCA	SCO
AST	3	1	Assistant	RA	FEEDAP
AST	2	1	Administrative Assistant	RA	GMO
Total AST		8			
Total		20			

In 2009 the reserve of 10% of the budget (Title I and II) will delay the recruitment of these new positions which will be filled by the end of 2009.

– Contract agents

Number of Contract Agents			
	<i>Total 2008</i>	<i>New 2009</i>	<i>New 2010</i>
	<i>Actual</i>	<i>(Budget)</i>	<i>(Budget)</i>
GF IV	30	12	3
GF III	3	1	
GF II	30	6	
GF I	1	1	
Total	64	21	3

Based on EFSA budget foreseen in the Financial perspectives (2009-2013) their number should be established between 20% and 25% of the Establishment Plan and reach 90 in 2010.

Sixty four contract agents were employed by EFSA on 31 December 2008. Contract agents in EFSA have served the purpose of increasing capacity mainly in support functions in scientific, communications or administrative functions of a defined duration. Up to the end of 2008, they were mainly recruited in Function Group II and

Function Group IV. EFSA has recruited contract agents both through the existing Commission Reserve List (CARL) and through its own selection procedures (See point 1.2.3).

– **Seconded national experts**

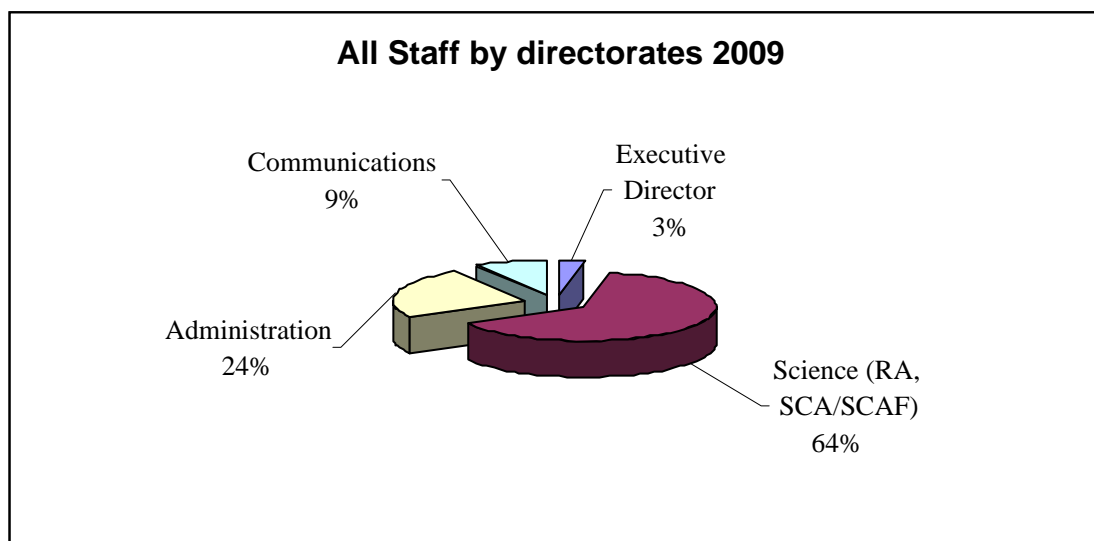
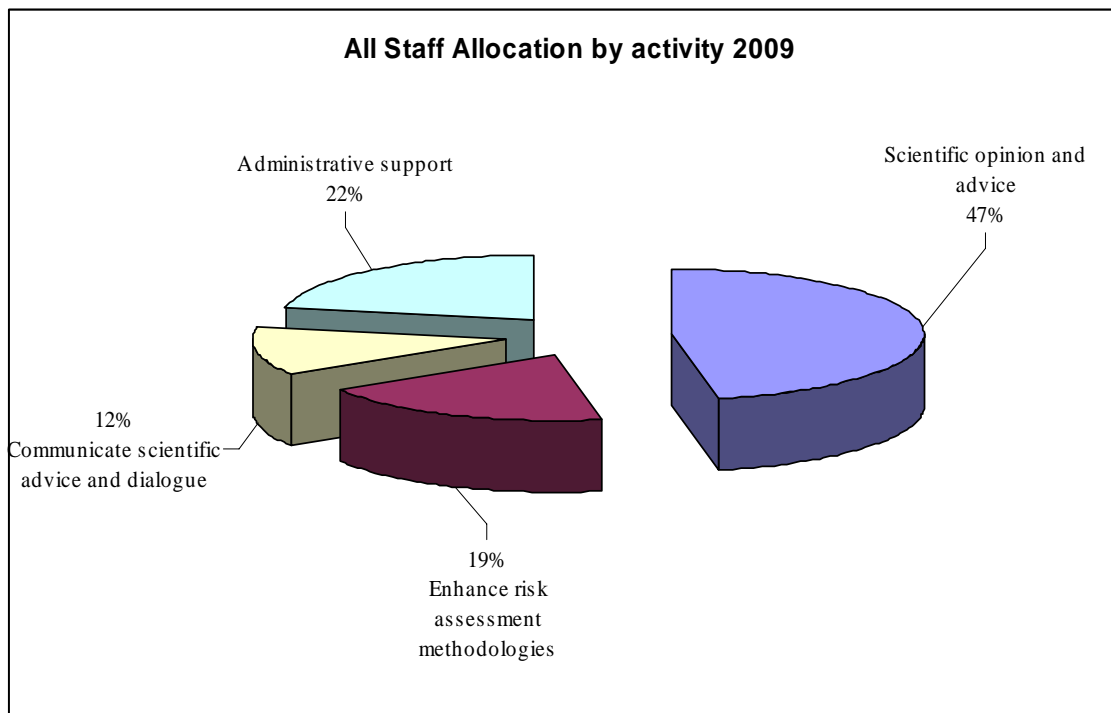
Thirteen National Experts were seconded to EFSA on 31 December 2008. In line with EFSA's aim to develop active networking and strengthen co-operation with Member States, the recruitment of Seconded Experts from competent organisations in the Member States will be increased to reach 20 posts in 2009 and will further develop in 2010 – 2012 to reach 22 posts.

Staffing 2009 – 2013					
Staff numbers (predicted)					
	2009	2010	2011	2012	2013
TA + Off	355	360	365	370	375
CAs	85	85	87	88	88
ENDs	20	20	20	20	22
Total staff	460	465	472	478	485

1.2.2 Type and number of posts, job titles, duration of employment, grade corresponding to the tasks and functions (explanation of table I of the annex).

The following graph identifies staff assignment in the main structural areas as foreseen at the end of December 2009. The 2009 recruitment plan aims at increasing the percentage of staff involved in EFSA's scientific work in order to reach at least 64 % of all staff.

Details on job titles and grades are set out in Annex I (based on the existing posts at 31.12.2008). Until December 2008, 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.



1.2.3 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 are in the process of being approved under Article 110.

Selection procedures

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

- Publication of vacancy notice on EFSA's website, on the EPSO website, on the EC's 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 are invited for interviews with the Selection Board and undergo a competency assessment exercise on the basis of pre-decided questions covering the specific competences in the area of expertise, knowledge of EFSA, management and soft skills, and language abilities. This includes 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 established reserve list 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 new posts with 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 new posts and no additional ones are foreseen in 2010).

Duration of employment

Temporary agents (long-term) 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 (long-term) are offered a contract of five years, renewable for another time limited period not exceeding five years. Contracts can be converted into contracts of indefinite duration after the second renewal. As for Temporary Agents, 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

Officials

Agents who have passed an Officials concours and who are on reserve lists are invited to inform EFSA HR Unit who organises every year depending on the officials posts available in the Establishment Plan, a selection of Officials candidates. The criteria for selecting these agents are: permanent functions within EFSA, the nature of their functions, performance and seniority of the agents. The selection is made by an ad hoc selection committee.

1.2.4 Career profiles in regard to the different types of employment.

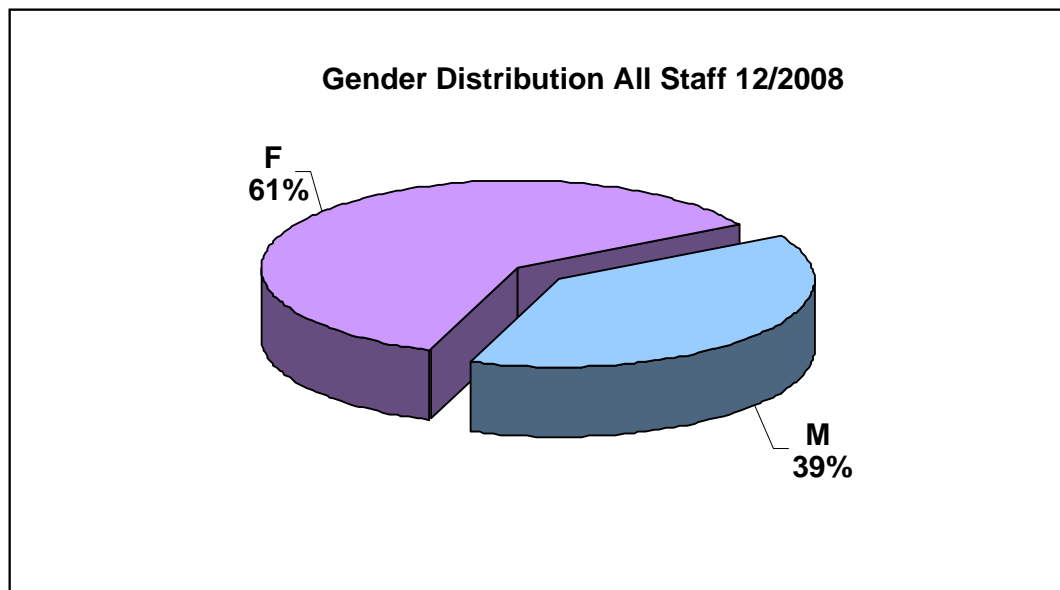
Evaluation and promotion or reclassification

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. 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 following the appraisal exercise and is at the end decided by the Executive Director based on a proposal from a specifically established management committee of EFSA.

1.2.5 Statistics and general orientations to promote equal opportunities and concrete measures planned in order to ensure equal treatment among the staff members.

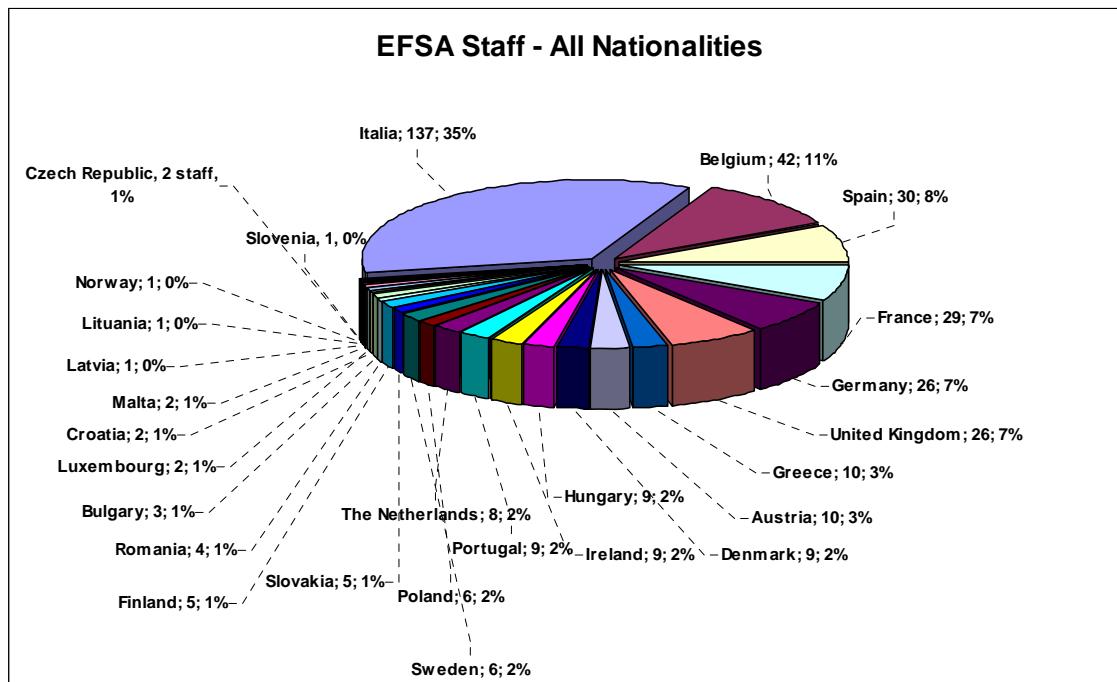
Even if the overall gender balance among EFSA staff demonstrates female majority as shown in the graph below, a 50-50 ratio exists for management positions (Directors, Heads of Unit and team leaders).



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.

1.2.6 Statistics on geographical balance.

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 31.12.2008 EFSA staff will cover 27 nationalities (25 Member States). EFSA will continue to develop and grow in that direction.



1.2.7 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 2008 successfully 7 internal publications for temporary agents following a specific decision in this regard. The policy facilitates internal moves and candidates that were successful in an internal procedure 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 known internal expertise that may be suitable. The number of recruitment procedures that start with internal calls will increase when EFSA is fully staffed.

Mobility among agencies (Inter-agency Job Market).

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 can be initiated when the interagency job market is implemented. EFSA is in the process of adopting all the rules and procedures required to enter the Inter-agency Job Market and intends to be part of it in 2009.

Mobility between the agencies and the institutions.

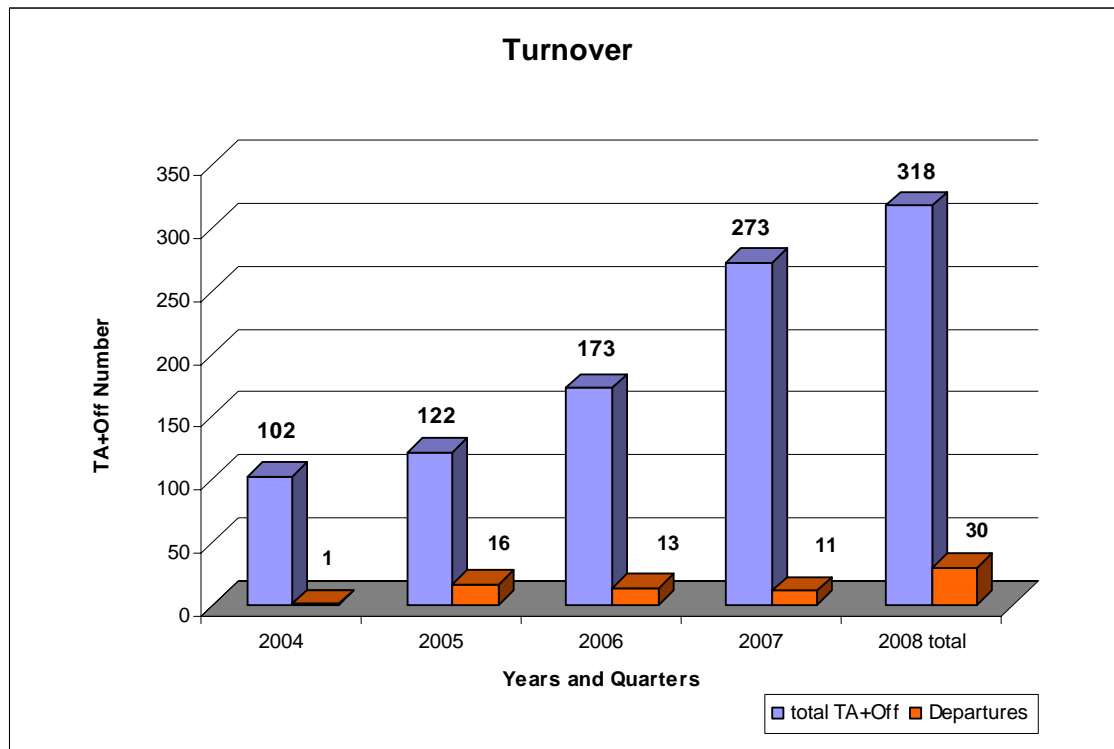
EFSA intends in 2009 to further increase the number of officials on the available permanent posts in the Establishment Plan as a result of a growing interest from staff to become officials and to stay at EFSA.

2 - OVERVIEW OF THE SITUATION OVER NEXT THREE YEARS.

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

- Adaptation of the Establishment Plan for 2009 in order to reflect the current situation.
- Respect of the limits of 20% of new posts per year for long-term AD9 – AD12 employment
- A promotion / reclassification policy impacting on 10% to 20% of the eligible staff per year
- Analysis of the turnover

2.1 Turnover due to retirement or termination of employment (Temporary Agents and Officials)



2.1.1 Turnover in the agency because of retirement.

Two staff members will reach the retirement age of 63 years during 2010 and one staff member will reach retirement age in 2012.

2.1.2 Turnover in the agency because of termination of employment.

Taking into account that 35 contracts are expiring in 2009, EFSA has established the number of terminations of contracts (end of contracts together with the number of resignations) to approximately 30 staff in 2009 (ie: same level as 2008). It is expected that this figure will stabilise for the years 2010 – 2012.

2.2 Career developments in the agency: expected promotion and reclassification.

17 Staff members were promoted as a result of the first promotion/reclassification exercise which took place in 2008.

It is estimated that about 194 staff members will be eligible for promotion by the end of 2009, 250 end 2010, 250 end 2011 and 230 end 2012. EFSA estimates that the promotion rate for 2010 should approximately amount to 30 promotions, for 2011 to 35 promotions and for 2012 to 40 promotions.

The promotions will be the result of the points accumulated each year following the annual appraisal exercise, respecting as far as possible the average career indications contained in the Staff Regulations as well as a balanced distribution between AD and AST function groups and grades.

The outcome of the appraisal exercise will also lead to build the training plan based on the identified needs in order to cater for the career development. A training plan will be designed every year based on these specific needs and in line with the Learning and Training policy.

2.3 Workload.

2009 is the last year of important recruitment (20 new Temporary agents posts) at EFSA as it reaches its final growth at with the Establishment Plan (EP) of 2009 and as the execution rate of the 2008 EP stated at 95% showing that the delays experienced in the first years has been caught up. The allocation of the 2010 and 2011 new posts (5 posts each year) will be a smooth process.

As indicated in paragraph 1.1.1. of this plan, EFSA will face in the forthcoming years a number of challenges..

In order to address these from a staff/workload perspective the allocation of staff is foreseen to reach 65 % in Risk Assessment and Scientific Cooperation and Assistance, 10% in Communications, 22,5% in Administration, 2,5% in Executive Director's office, meaning that the focus will be on continuing to strengthen the Risk Assessment (in particular in the area of the examination of authorisation dossiers) and the Scientific Cooperation and Assistance Directorates.

2.4 Consequences of 1., 2. and 3. on the number of staff in the agency for the next 3 years.

Distinguishing between:

- Various types of employment (short-term or long-term).
- Levels of employment and corresponding level of grades.
- The recruitment flexibility of 20% for new posts with grades AD 9 to 12 calculated on the basis of the current situation and for the years 2010, 2011 and 2012³.
- The total number of posts (calculation of existing posts, new posts and posts to be replaced).

EFSA will increase its temporary and officials posts by 6% (20) in 2009, the 2010-2012 increase in posts will be less significant (respectively 1%, 1% and 1% meaning 5, 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 SCA Directorate and increase the number of staff in the Units of the Risk Assessment Directorate where the workload is particularly high notably in the examination of authorisation dossiers.

It is expected that EFSA will maintain the weight of permanent official posts as in the EP 2009 and increase it progressively to a maximum of 5% in 2012.

The number of contractual staff will be 85 in 2009.

The overall turn-over ratio including Temporary Agents/Officials/Contract Staff is expected to remain around 7% as the average of the past 3 years.

3. ADAPTATION OF THE ESTABLISHMENT PLAN FOLLOWING THE STAFF POLICY DEFINED IN I AND THE EVOLUTION FORESEEN FOR THE NEXT 3 YEARS IN II.

Following: the staff policy as defined in 1. and the evolution for the next 3 years as foreseen in 2.:

- The establishment plan for 2010 will be drawn up as presented in the preliminary draft budget;
- the establishment plans for 2011 and 2012 will show indicative numbers of posts and grades and will be subject to possible adaptations to the evolution and situation of the agency every year.
- See table II ⁽¹⁾ in 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
 - 30 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 11% in 2009 and reach € 73.0 millions including € 38.4 millions for Title I. (In 2010, the overall budget should amount to € 74,4 millions including about € 39,5 millions for Title 1).

³ The basis of the calculation of the 20 % limit of AD 9-12 recruitments is the annual number of all new posts in AD grades.

⁽¹⁾ As the departures are estimated, the table is filled at the level of AD5 and AST1 in order to allow flexibility in case of other scenario's. The departures will be replaced at the same grade and the promotions as best estimations based on the eligible population.

4. 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 5th grade in three language sections (English, French and Italian).

In 2008 the Scuola per l'Europa obtained full accreditation of the curriculum up to the baccalaurate. In 2009 the convention will be signed between the Board of Governors of the European Schools and the Italian government.

In order to strengthen the link between EFSA and the Scuola per l'Europa, EFSA hosted three pupils from the 5th and 6th grade during the summer for a two-weeks work experience. It is intended to continue and broaden this experience.

Expected number of EFSA pupils in the European School :

2009/2010	2010/2011	2011/2012	2012/2013	2013/2014
170	220	250	255	260

5. STATE OF PLAY OF IMPLEMENTING RULES ADOPTED BY THE AGENCY CONSISTENT WITH ITS STAFF POLICY.

In 2008 EFSA has started processing the implementing rules linked to the Staff Regulations and the Conditions of Employment of Other Servants. This means that during 2009 these important rules 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 2008-2009, the following Implementing rules have been adopted or are undergoing the Article 110 procedure:

- Career Development and Appraisal Cycle
- Protecting the dignity of the person and preventing psychological and sexual harassment
- Rules governing the election of the Staff Committee
- Reclassification of Temporary agents
- Engagement and use of Temporary agents
- Absences on grounds of health or accident
- Temporary Management Posts
- Maintaining individual professional standards
- Implementing rules for the conduct of administrative inquiries and for disciplinary procedures

In addition EFSA has processed or is processing a number of specific Policies and Decisions:

- Flexitime Policy
- Declaration of interests Policy
- Guidance for Selection Committee
- Guidance for Interim Staff

as well as an internal administrative guidance document on specific areas of the Staff rules. These comprise inter alia:

- Overtime
- Breastfeeding
- Medical and Dental appointments
- Sick leave procedure
- Time tracking and Flexitime

EFSA staff can access these documents on the intranet.

6. Training

In 2008 EFSA adopted a Learning and Training policy. It will allow EFSA staff to be provided with sustained and accessible means of adding to their knowledge and expertise as well as strengthening their skills and competences.

As from 2009 focus will be placed, in addition to the more general training needs ranging from language training to acquiring proficiency in IT tools and other areas that target a more broader audience deriving from the annual Career Development and Assessment Cycle, on the following areas:

- a. Management training at different levels, from team leader to middle and senior managers and their deputies. Standard training programmes will be put in place, for the acquisition of best practices in the area of staff management;
- b. Training for scientific staff to increase efficiency and quality of output. In this respect a network of training coordinators of Agencies of a scientific nature is being set up, in which EFSA is taking a leading role. This work will be carried out in close collaboration with representatives from scientific units, with the scope of providing scientific staff with a common approach in their daily work for example in assessing and analyzing risk.
- c. Training to improve writing and editing skills dedicated to EFSA scientific staff in order to improve their redacting skills.
- d. Training in communication skills and media relations will be launched in 2009 for scientific staff.

In terms of internships, further to a call launched in June 2008, EFSA selected 12 trainees to carry out an in-service training period of 5 months (in 2008/2009) a significant increase from the 6 selected in 2007.

The trainees started during November-December 2008. EFSA will launch the next call for trainees early 2009.

7. Internal Communication

In view of EFSA's considerable growth in 2008 and the continuation of its growth in 2009 EFSA's working environment is changing. Internal communication is becoming a more important and challenging task. EFSA has therefore recruited a dedicated Internal Communications (IC) assistant (July 2008).

The Internal Communication Strategy has been established on 3 clear objectives for the coming years:

- To structure and centralise information of common interest to keep all staff informed and updated
- To create a common identity by building awareness of each other's work and enhancing communication between management and staff
- To encourage staff to play an active part in strengthening the EFSA community by sharing information, experiences and ideas

EFSA's Intranet portal will be developed and implemented in 2009.

8. Staff Survey

Following the 2007 staff survey launched by the Staff Committee to identify key issues for its attention, working groups on Internal Communication and Facilities (working environment) were launched in collaboration with the

Staff Committee. Two actions plans were implemented in November 2008 in order to improve both areas and monitor progress.

The annual 2008 Staff Survey was launched by EFSA Management to obtain feedback form staff on five specific aspects: Working environment, Organisation of work and staff relations, Satisfaction and career development, Information in EFSA, and EFSA and Parma.

This type of survey will be launched every year in order to monitor progress and identify areas for improvement and will put emphasis in 2009 on motivation and commitment of staff.

ANNEXE I

1. Administrators (AD)

Generic jobs	Grades
Executive Director	AD 15
Strategy & Prospective Advisor Head of Unit (pre-reform)	AD12 - 14
Director (Directorate) Head of Unit (pre-reform) Senior Scientific Officer / Senior Administrator (pre-reform)	AD11- AD12
Senior Scientific Officer (pre-reform) Head of Unit	AD 10
Head of Unit Senior Scientific Officer	AD 9
Senior Scientific Officer / Senior Administrator	AD 8
Scientific Officer / Administrator	AD 7
Scientific Officer / Administrator	AD 6
Junior Scientific Officer / Junior Administrator	AD 5

2. Assistants (AST)

Generic jobs	Grades
Senior Assistant (pre-reform)	AST 7
Senior Assistant	AST 5
Senior Secretary Senior Assistant	AST 4
Assistant Secretary	AST 3
Assistant Secretary	AST 2
Junior Assistant Secretary	AST 1

3. Contract agents (CA)

Generic Jobs	Grades
Scientific Officer (CA) IT Project Manager (CA) Administrative Officer Web Editor	FG IV
Assistant Staff Proofreader	FG III
Administrative / Support Staff	FG II
Administrative / Support Staff	FG I

Annex II – Adaptations to the establishment plan in the year 2010 and indicative adaptations in 2011&2012).

Grade	Year 2009						Year 2010												
	Staff			Establishment plan			Staff evolution						Organisational evolution			Establishment Plan			
	Employed on 31.12 2008 (current grade)			authorised			Promotion / Career advancement			Turn-over			New posts (per grade)			Requested (Provisional Draft Budget)			
	Officials	TA_LT	TA_ST	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Officials	Temp - LT	Temp - ST	Officials	Temp	Total	
AD16						0											0	0	0
AD15		1			1	1											0	1	1
AD14					2	2											0	2	2
AD13					0	0											0	0	0
AD12		4		1	13	14		2									1	15	16
AD11		12			12	12			-2								0	10	10
AD10		3		1	4	5		2									1	6	7
AD9		24		1	30	31		3	-2								1	33	34
AD8		37			32	32		3	-3							1	1	32	33
AD7		37		1	48	49		3	-3							1	3	47	50
AD6	4	32		1	26	27		2	-3								2	23	25
AD5	1	22			24	24			-2				-18	18			0	22	22
Total AD	5	172	0	5	192	197	0	0	0	0	0	0	0	3	0	9	191	200	
AST11						0											0	0	0
AST10						0											0	0	0
AST9						0											0	0	0
AST8					1	1											0	1	1
AST7		3			5	5											0	5	5
AST6					4	4		1									0	5	5
AST5		6		2	18	20		3	-1								2	20	22
AST4		30			36	36		3	-3						2		0	38	38
AST3		28			26	26		3	-3								0	26	26
AST2		33			34	34		5	-3								0	38	38
AST1		41		2	30	32			-5				-12	12			3	22	25
Total AST	0	141	0	4	154	158	0	0	0	0	0	0	0	2	0	5	155	160	
Overall Total	5	313	0	9	346	355	0	0	0	0	0	0	0	5	0	14	346	360	

Grade	Year 2010			Year 2011														
	Establishment plan			Staff evolution									Organisational evolution			Establishment Plan		
	Requested (Provisional Draft Budget)			Promotion / Career advancement				Turn-over					New posts			Provisional Planning		
	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Officials	Temp - LT	Temp - ST	Officials	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	15	16			1								1	14	15		
AD11	0	10	10				-1							0	11	11		
AD10	1	6	7			3								1	7	8		
AD9	1	33	34			4	-3					1		1	51	52		
AD8	1	32	33			4	-4							2	12	14		
AD7	3	47	50			3	-4					2		3	47	50		
AD6	2	23	25			3	-3							3	26	29		
AD5	0	22	22				-3			-18	18			0	21	21		
Total AD	9	191	200	0	0	0	0	0	0	0	0	3	0	11	192	203		
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	5	5			1								0	5	5		
AST5	2	20	22			4	-1							2	21	23		
AST4	0	38	38			3	-4							0	52	52		
AST3	0	26	26			4	-3					2		0	14	14		
AST2	0	38	38			5	-4							1	34	35		
AST1	3	22	25				-5			-12	12			3	24	27		
Total AST	5	155	160	0	0	0	0	0	0	0	0	2	0	6	156	162		
Overall Total	14	346	360	0	0	0	0	0	0	0	0	5	0	17	348	365		

Grade	Year 2011			Year 2012															
	Establishment plan			Staff evolution									Organisational evolution			Establishment Plan			
	Requested (Provisional Draft Budget)			Promotion / Career advancement in global figures				Turn-over in global figures					New posts (per grade)			Provisional Planning			
	PERM	TEMP	TOTAL	Officials		TA - LT		TA - ST		Officials		TA - LT		TA - ST	Officials	Temp - LT	Temp - ST	Officials	Temp
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	14	15			1											1	14	15
AD11	0	11	11				-1										0	11	11
AD10	1	7	8			3											1	7	8
AD9	1	51	52			4	-3								1		2	61	63
AD8	2	12	14			5	-4								2		2	15	17
AD7	3	47	50	1		3	-5										3	37	40
AD6	3	26	29	1	-1	2	-3										3	25	28
AD5	0	21	21		-1		-2				-18	18					0	21	21
Total AD	11	192	203	0		0		0		0		0		0	3	0	12	194	206
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	5	5			1											0	5	5
AST5	2	21	23			5	-1										2	32	34
AST4	0	52	52			4	-5								2		1	53	54
AST3	0	14	14			5	-4										1	3	4
AST2	1	34	35			5	-5										1	33	34
AST1	3	24	27				-5				-12	12					3	24	27
Total AST	6	156	162	0		0		0		0		0		0	2	0	8	156	164
Overall Total	17	348	365	0		0		0		0		0		0	5	0	20	350	370