



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets

# Social Report for the year **2012**





# **Social Report** **for the year 2012**



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# Foreword

Over the last decade, the EPO has been able to grow further while continuing to deliver the highest quality standards and outperform most expectations. Credit for this should be given primarily to the EPO's staff, especially considering its level of expertise and its commitment to achieving the goals of the organisation.

As an employer, the EPO is fully aware that human capital constitutes its primary asset for delivering a high level of performance in the long term. The Office is therefore fully committed to ensuring best-in-class working conditions for all EPO employees and to promoting transparent and constructive social dialogue.

In order to increase transparency in social issues and to build, among the different players involved in the social dialogue, a common understanding of the current situation and of the challenges ahead, the present report provides a comprehensive overview of staff and working conditions at the EPO.

This report is arranged in the following seven main sections, which cover all major social issues:

1. Employment and professional development;
2. Remuneration;
3. Social security scheme;
4. Working conditions;
5. Health, safety and welfare;
6. Social dialogue;
7. Conflict resolution.

By providing concise and factual information across these seven sections, this report is to become our reference document on social issues. It will enable the Office to conduct its social dialogue on the basis of clear and objective data, to support implementation of the HR Roadmap and to identify further actions for improving working conditions and more generally the organisation as a whole.



# Employment and professional development

## 1. Employment and professional development

This section deals with the structure of the staff at the EPO and provides breakdowns of employees by site, by function, by age, by gender and by nationality.

This section also provides key data regarding recruitment, internal mobility, training and personal development.

It finally provides statistics on the main reasons for the termination of active service at the EPO.

### 1.1 Total number of employees working at the EPO

At the end of 2012, 6 766 employees were working at the EPO. The total number of employees decreased by 0.4% compared to the previous year.

Table 1:

Change in total number of employees (in headcount) working at the EPO, 2011-2012

	31 Dec 2011	31 Dec 2012	Variation
Total EPO	6 790	6 766	-0.4%

Source: FIPS

## 1.2 Breakdown of employees by function

At the end of 2012, 3 994 employees were working as examiners, representing 59% of the total EPO workforce. The remaining employees were involved in patent procedures support (16% of total staff) and other activities (25% of total staff) such as legal services, human resources, procurement or facility management.

In comparison with 2011 the number of examiners increased by 0.8%. In other functions, the number of employees decreased compared to 2011.

Table 2:

Breakdown of number of employees (in headcount) by type of function, 2011-2012

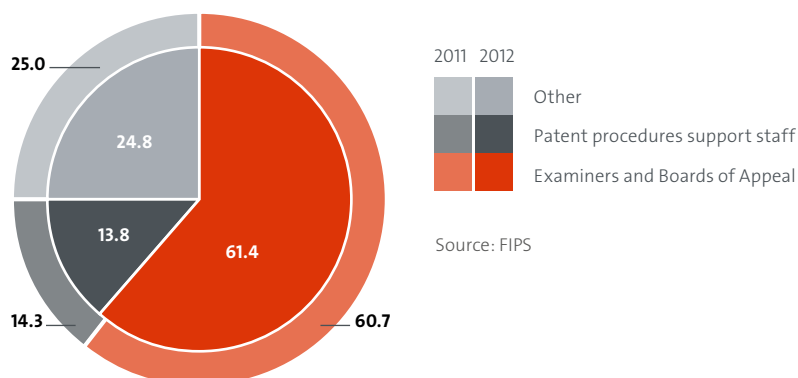
Function	31 Dec 2011	31 Dec 2012	Variation
Examiners and Boards of Appeal	4 119	4 153	0.8%
Patent procedures support staff	972	934	-3.9%
Other	1 699	1 679	-1.2%
<b>Total</b>	<b>6 790</b>	<b>6 766</b>	<b>-0.4%</b>

Source: FIPS

Graph 1:

Change in breakdown of employees by type of function, 2011-2012

in %



### 1.3 Breakdown of employees by site

The employees of the EPO are spread across five different sites: Munich, The Hague, Berlin, Vienna and Brussels.

Munich and the Hague are the two largest sites. At the end of 2012, 3 746 employees (55% of total staff) were working in Munich and 2 628 (39% of total staff) in The Hague.

Table 3:

Breakdown of number of employees (in headcount) by site, 2011-2012

Site	31 Dec 2011	31 Dec 2012	Variation
Munich	3 760	3 746	-0.3%
The Hague	2 636	2 628	-0.3%
Berlin	278	277	-0.4%
Vienna	111	109	-1.8%
Brussels	5	6	20.0%
<b>Total</b>	<b>6 790</b>	<b>6 766</b>	<b>-0.4%</b>

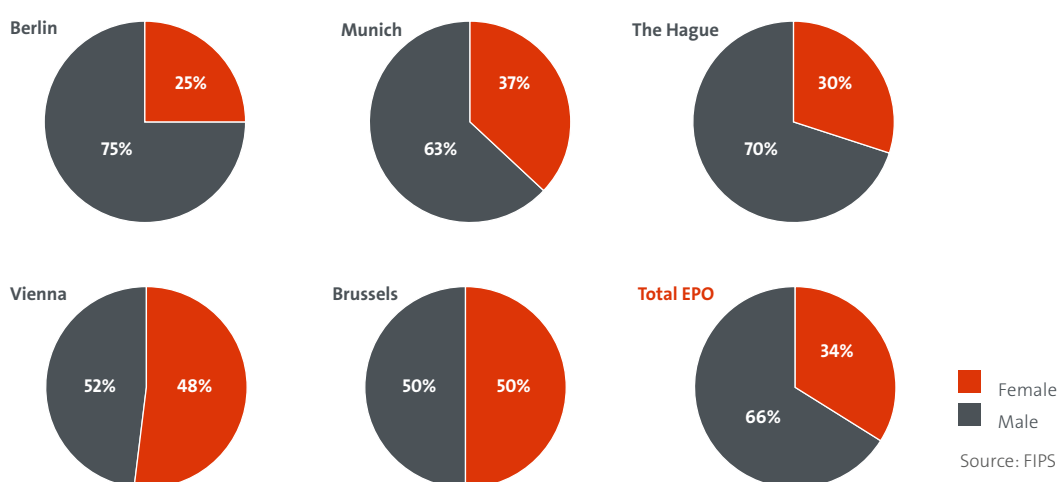
Source: FIPS

### 1.4 Breakdown of employees by gender

At the end of 2012, 34% of total EPO staff were women. The proportion of women varies by site, ranging from 25% in Berlin up to 52% in Vienna.

Graph 2:

Change in breakdown of employees by gender, 2012



Please note that the employees in Brussels are administratively grouped with Munich in the tables to follow.

1.5 Breakdown of employees by age

The average age of an EPO staff member is 45 years. 62% of total staff is between 35 and 49 years old.

Graph 3:

Age pyramid of EPO staff, 31 Dec 2012



Source: FIPS

## 1.6 Breakdown of employees by nationality

At the end of 2012, 31 different nationalities were represented at the EPO.

Graph 4:

Breakdown of EPO staff by nationality, 31 Dec 2012

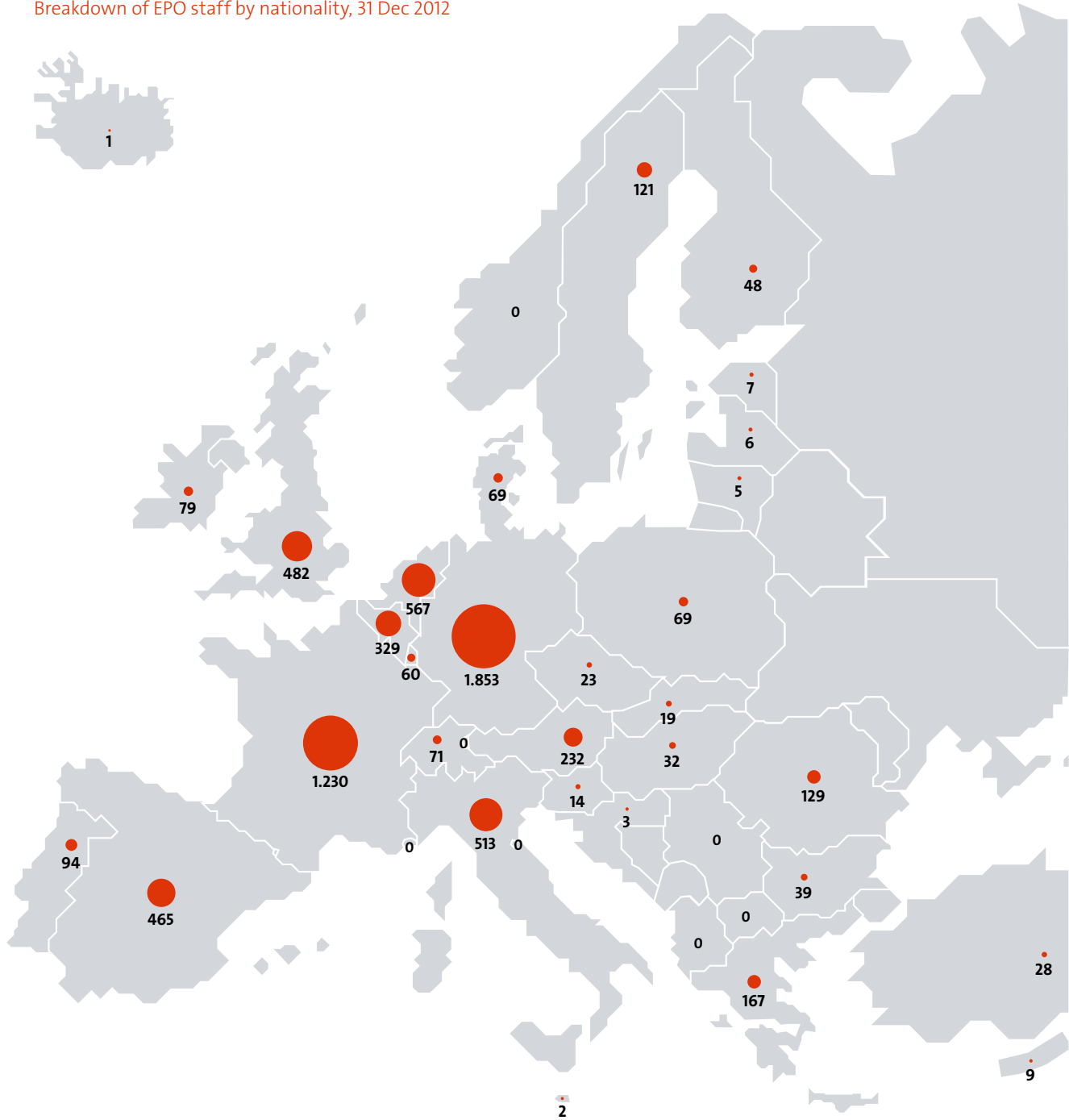


Table 4:

### Change in breakdown of employees by nationality, 2011-2012

Nationality	31 Dec 2011	31 Dec 2012	Variation
German	1 860	1 853	-0.4%
French	1 234	1 230	-0.3%
Dutch	577	567	-1.7%
Italian	512	513	0.2%
British	492	482	-2.0%
Spanish	456	465	2.0%
Belgian	341	329	-3.5%
Austrian	233	232	-0.4%
Greek	163	167	2.5%
Romanian	124	129	4.0%
Swedish	121	121	0.0%
Portuguese	89	94	5.6%
Irish	83	79	-4.8%
Swiss	74	71	-4.1%
Danish	71	69	-2.8%
Polish	70	69	-1.4%
Luxembourgers	63	60	-4.8%
Finnish	49	48	-2.0%
Bulgarian	36	39	8.3%
Hungarian	29	32	10.3%
Turkish	28	28	0.0%
Czech	22	23	4.5%
Slovakian	18	19	5.6%
Slovenian	14	14	0.0%
Cypriot	9	9	0.0%
Estonian	6	7	16.7%
Latvian	6	6	0.0%
Lithuanian	5	5	0.0%
Croatian	2	3	50.0%
Maltese	2	2	0.0%
Icelandic	1	1	0.0%
Albanian	0	0	-
FYROM*	0	0	-
Liechtenstein	0	0	-
Monegasque	0	0	-
Norwegian	0	0	-
San Marino	0	0	-
Serbian	0	0	-
<b>Total</b>	<b>6 790</b>	<b>6 766</b>	<b>-0.4%</b>

\* Former Yugoslav Republic of Macedonia

Source: FIPS

Table 5:

## Comparison between nationality representation of EPO employees and population of EPC countries

Nationality	EPO employees, 31 Dec 2012	In % of total EPO	Population of EPC countries (in million), 1 Jan 2012	In % of total EPC population
German	1 853	27.39%	81.84	13.45%
French	1 230	18.18%	65.33	10.74%
Dutch	567	8.38%	16.73	2.75%
Italian	513	7.58%	60.82	10.00%
British	482	7.12%	62.99	10.36%
Spanish	465	6.87%	46.20	7.59%
Belgian	329	4.86%	11.09	1.82%
Austrian	232	3.43%	8.44	1.39%
Greek	167	2.47%	11.29	1.86%
Romanian	129	1.91%	21.36	3.51%
Swedish	121	1.79%	9.48	1.56%
Portuguese	94	1.39%	10.54	1.73%
Irish	79	1.17%	4.58	0.75%
Swiss	71	1.05%	7.95	1.31%
Danish	69	1.02%	5.58	0.92%
Polish	69	1.02%	38.54	6.34%
Luxembourgers	60	0.89%	0.52	0.09%
Finnish	48	0.71%	5.40	0.89%
Bulgarian	39	0.58%	7.33	1.20%
Hungarian	32	0.47%	9.96	1.64%
Turkish	28	0.41%	74.72	12.28%
Czech	23	0.34%	10.51	1.73%
Slovakian	19	0.28%	5.40	0.89%
Slovenian	14	0.21%	2.06	0.34%
Cypriot	9	0.13%	0.86	0.14%
Estonian	7	0.10%	1.34	0.22%
Latvian	6	0.09%	2.04	0.34%
Lithuanian	5	0.07%	3.01	0.49%
Croatian	3	0.04%	4.40	0.72%
Maltese	2	0.03%	0.42	0.07%
Icelandic	1	0.01%	0.32	0.05%
Albanian	0	0.00%	2.83	0.47%
FYROM*	0	0.00%	2.06	0.34%
Liechtenstein	0	0.00%	0.04	0.01%
Monegasque**	0	0.00%	0.04	0.01%
Norwegian	0	0.00%	4.99	0.82%
San Marino***	0	0.00%	0.03	0.01%
Serbian	0	0.00%	7.24	1.19%
<b>Total</b>	<b>6 766</b>	<b>100.00%</b>	<b>608.28</b>	<b>100.00%</b>

Source: FIPS, Eurostat (as of 1 January 2012), except for Monaco and San Marino.

\* Former Yugoslav Republic of Macedonia

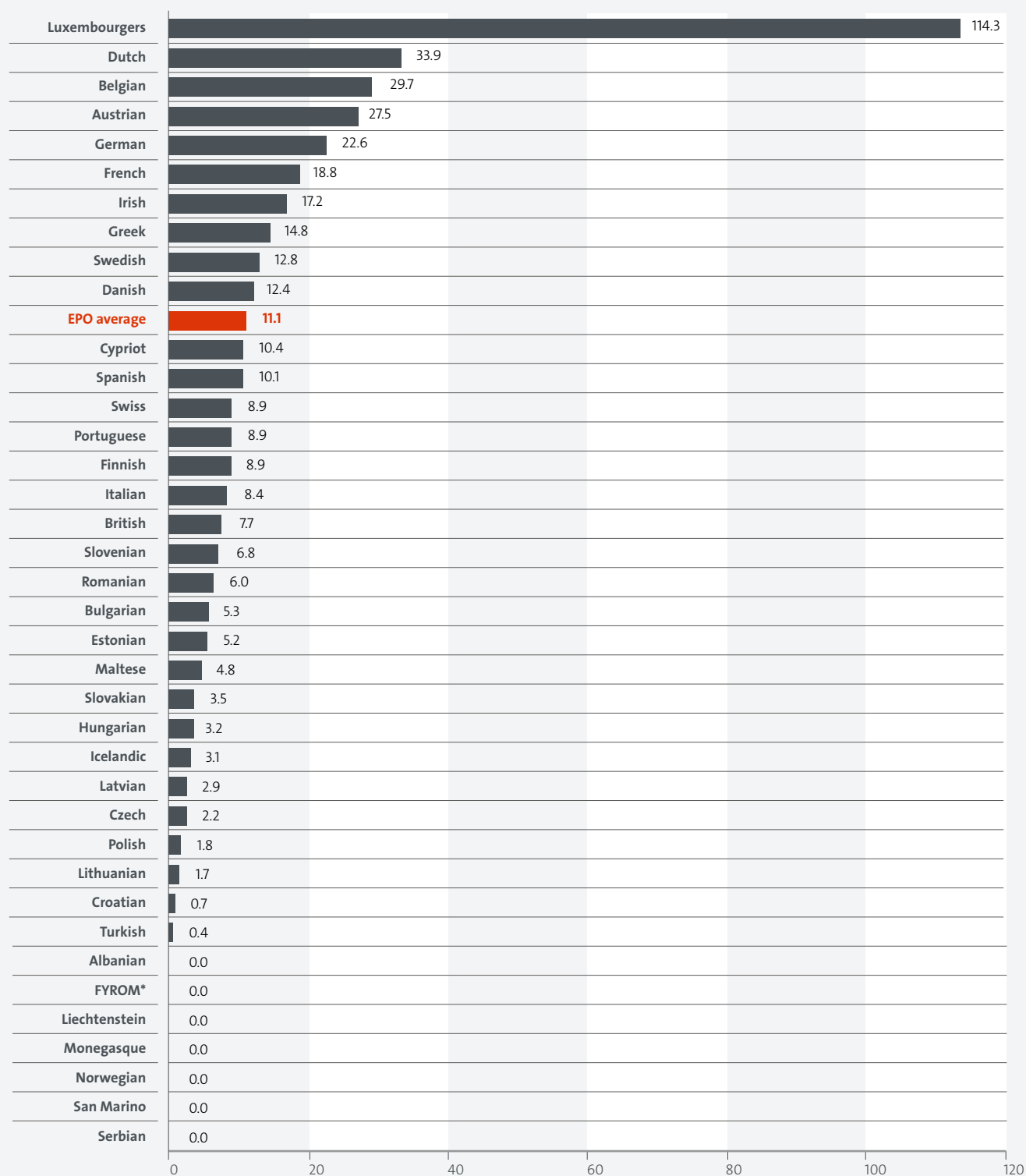
\*\* population as of 2011 provided by Monegasque Institute for Statistics and Economic Studies (IMSEE)

\*\*\* population as of June 2011 provided by the Secretariat of State for Foreign and Political Affairs of the Republic of San Marino (<http://www.esteri.sm>)



Graph 5:

## Number of EPO employees per million inhabitants in EPC countries



Source: FIPS, Eurostat (as of 1 January 2012), except for Monaco and San Marino.

\* Former Yugoslav Republic of Macedonia

Note: For Monaco, population as of 2011 provided by the Monegasque Institute for Statistics and Economic Studies (IMSEE).

For San Marino, population as of June 2011 provided by the Secretariat of State for Foreign and Political Affairs of the Republic of San Marino (<http://www.esteri.sm>)

Table 6:

## Grouping of different nationalities at EPO sites, 31 Dec 2012

Site	Share of employees holding a nationality of a country other than that in which they are serving	Number of nationalities represented
Munich*	65%	30
The Hague	82%	29
Berlin	66%	21
Vienna	66%	17
Total EPO sites	64%	31

\* including employees based in Brussels

Source: FIPS

Table 7:

## Breakdown of different nationalities at EPO sites, 31 Dec 2012

Nationality	Berlin	% of total at site	Munich*	% of total at site	The Hague	% of total at site	Vienna	% of total at site
German	94	33.9%	1309	34.9%	425	16.2%	25	22.9%
French	54	19.5%	615	16.4%	551	21.0%	10	9.2%
Dutch	4	1.4%	101	2.7%	461	17.5%	1	0.9%
Italian	15	5.4%	332	8.8%	164	6.2%	2	1.8%
British	23	8.3%	269	7.2%	180	6.8%	10	9.2%
Spanish	24	8.7%	244	6.5%	190	7.2%	7	6.4%
Belgian	5	1.8%	86	2.3%	233	8.9%	5	4.6%
Austrian	10	3.6%	151	4.0%	34	1.3%	37	33.9%
Greek	5	1.8%	94	2.5%	67	2.5%	1	0.9%
Romanian	1	0.4%	69	1.8%	57	2.2%	2	1.8%
Swedish	16	5.8%	75	2.0%	30	1.1%	0	0.0%
Portuguese	5	1.8%	35	0.9%	54	2.1%	0	0.0%
Irish	3	1.1%	54	1.4%	21	0.8%	1	0.9%
Swiss	4	1.4%	51	1.4%	16	0.6%	0	0.0%
Danish	1	0.4%	43	1.1%	25	1.0%	0	0.0%
Polish	5	1.8%	38	1.0%	25	1.0%	1	0.9%
Luxembourgers	2	0.7%	34	0.9%	22	0.8%	2	1.8%
Finnish	1	0.4%	32	0.9%	15	0.6%	0	0.0%
Bulgarian	0	0.0%	25	0.7%	14	0.5%	0	0.0%
Hungarian	0	0.0%	19	0.5%	12	0.5%	1	0.9%
Turkish	1	0.4%	13	0.3%	13	0.5%	1	0.9%
Czech	2	0.7%	14	0.4%	7	0.3%	0	0.0%
Slovakian	0	0.0%	14	0.4%	3	0.1%	2	1.8%
Slovenian	0	0.0%	11	0.3%	2	0.1%	1	0.9%
Cypriot	2	0.7%	6	0.2%	1	0.0%	0	0.0%
Estonian	0	0.0%	6	0.2%	1	0.0%	0	0.0%
Latvian	0	0.0%	4	0.1%	2	0.1%	0	0.0%
Lithuanian	0	0.0%	5	0.1%	0	0.0%	0	0.0%
Croatian	0	0.0%	1	0.0%	2	0.1%	0	0.0%
Maltese	0	0.0%	2	0.1%	0	0.0%	0	0.0%
Icelandic	0	0.0%	0	0.0%	1	0.0%	0	0.0%
Albanian	0	0.0%	0	0.0%	0	0.0%	0	0.0%
FYROM**	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Liechtenstein	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Monegasque	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Norwegian	0	0.0%	0	0.0%	0	0.0%	0	0.0%
San Marino	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Serbian	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Total</b>	<b>277</b>	<b>100.0%</b>	<b>3752</b>	<b>100.0%</b>	<b>2628</b>	<b>100.0%</b>	<b>109</b>	<b>100.0%</b>

\* including employees based in Brussels

\*\* Former Yugoslav Republic of Macedonia

Source: FIPS

## 1.7 Breakdown of employees by permanent and contract staff

Contract staff are appointed on the basis of a fixed-term contract. They account for less than 2% of total staff (1.7% in 2012, 1.9% in 2011). The overall number of contract staff decreased by 10% in 2012 in comparison with the previous year.

33% of permanent staff and 63% of contract staff are female (mostly employed in the support areas).

Table 8:

### Change in number of permanent and contract staff, 2011-2012

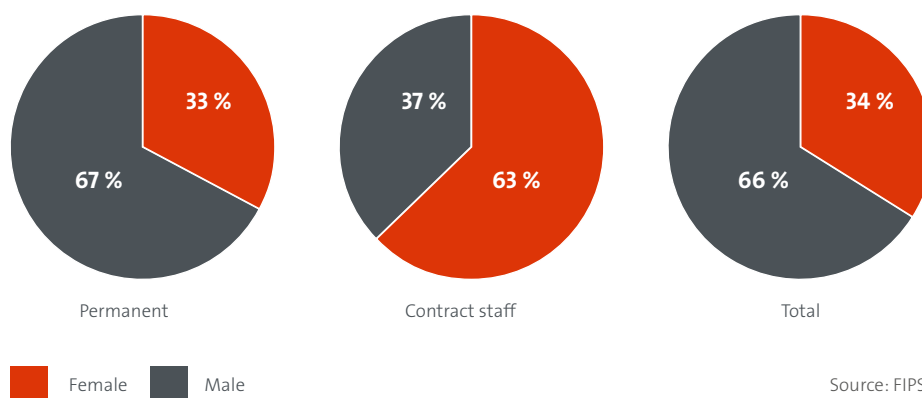
Headcount	Function	31 Dec 2011	31 Dec 2012
Permanent staff	Examiners and Boards of Appeal	4 119	4 150
	Patent procedures support staff	948	917
	Other	1 595	1 584
Total permanent staff		6 662	6 651
Contract staff	Examiners*	0	3
	Patent procedures support staff	24	17
	Other	104	95
Total contract staff		128	115
Total		6 790	6 766

\* Following decision CA/84/08

Source: FIPS

Graph 6:

### Breakdown of permanent and contract staff by gender, 31 Dec 2012



Source: FIPS

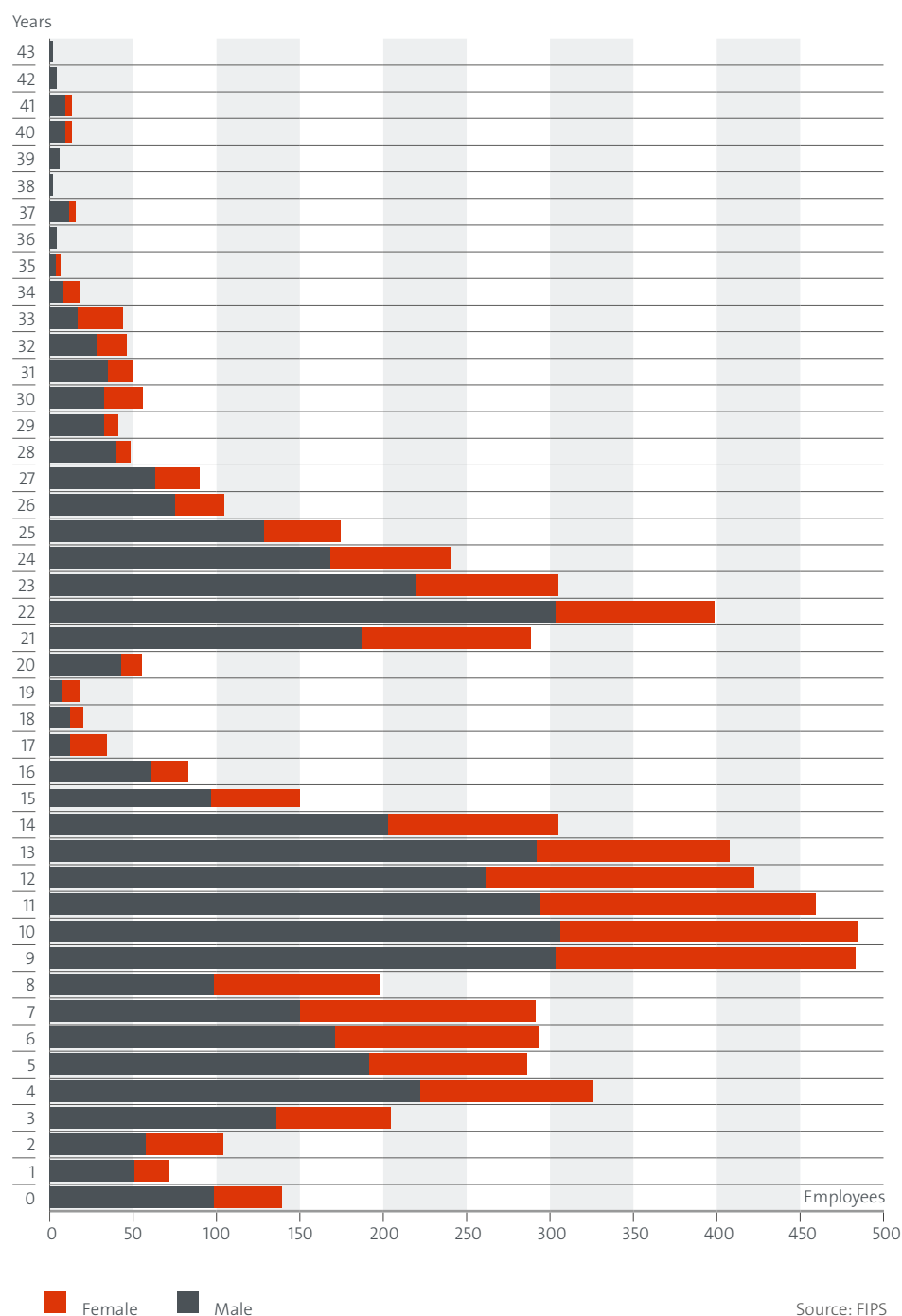
## 1.8 Breakdown of employees by length of service at the EPO

Over half of EPO staff have been at the EPO for more than 5 years and less than 15 years.

30% of current EPO staff joined the organisation between 1999 and 2003. During that period recruitment increased sixfold in relation to the previous five years (1994-1999).

Graph 7:

Number of employees by number of years of service at the EPO, 31 Dec 2012



## 1.9 Breakdown of employees by category, grade and gender

Staff in category A are mainly examiners, administrators and lawyers:

- Staff in grades A3 and A4 account for 75% of staff in category A;
- On average, 23% of A-grade staff are female. The percentage of female staff is 15% in A5 (Directors) and 12.5% in A6 (Principal Directors).

Staff in category B are mainly administrative employees:

- 66% of staff in category B are female, mostly concentrated across grades B3 and B4;
- Males are predominant in the B6 grade (supervisor), accounting there for 65% of the total.

Staff in category C are mainly service employees:

- 81% of staff in category C are in the C4 and C5 grade;
- 91% of staff in category C are male.

Table 9:

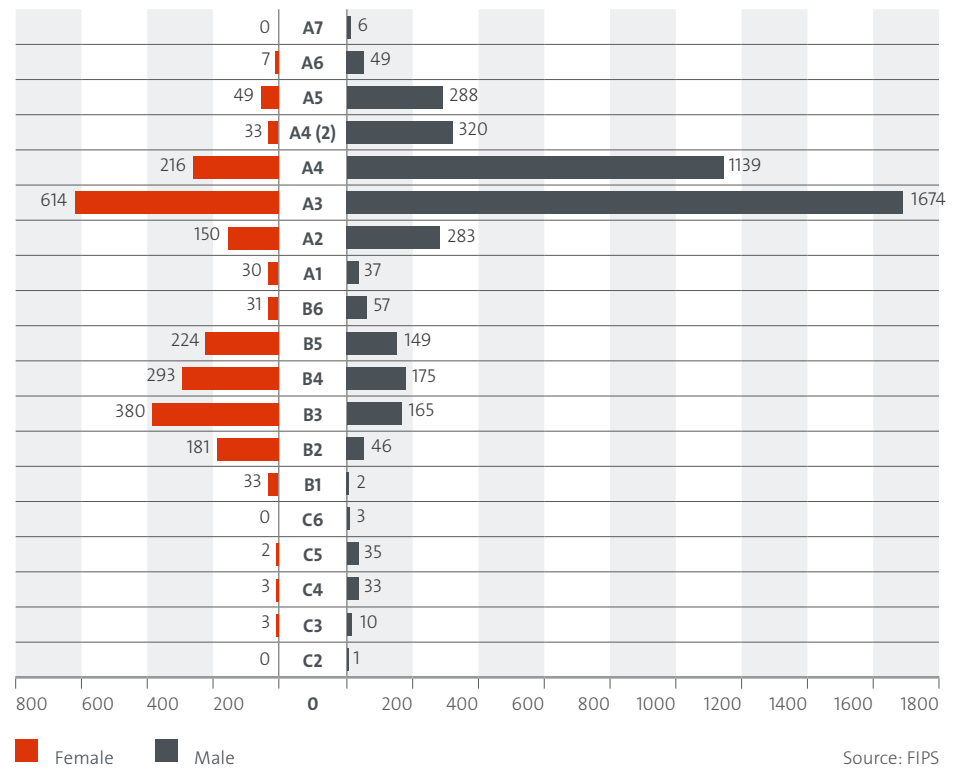
Breakdown of employees by category and grade, 31 Dec 2012

Grade	Headcount	% of total EPO staff	% of total in category
A7	6	0.1%	0.1%
A6	56	0.8%	1.1%
A5	337	5.0%	6.8%
A4(2)	353	5.2%	7.2%
A4	1 400	20.7%	28.4%
A3	2 288	33.8%	46.4%
A2	433	6.4%	8.8%
A1	67	1.0%	1.4%
<b>Total A</b>	<b>4 940</b>	<b>73%</b>	<b>100.0%</b>
B6	88	1.3%	5.1%
B5	373	5.5%	21.5%
B4	468	6.9%	27.0%
B3	545	8.1%	31.4%
B2	227	3.4%	13.1%
B1	35	0.5%	2.0%
<b>Total B</b>	<b>1 736</b>	<b>25.7%</b>	<b>100.0%</b>
C6	3	0.0%	3.3%
C5	37	0.5%	41.1%
C4	36	0.5%	40.0%
C3	13	0.2%	14.4%
C2	1	0.0%	1.1%
<b>Total C</b>	<b>90</b>	<b>1.3%</b>	<b>100.0%</b>
<b>Total EPO</b>	<b>6 766</b>	<b>100.0%</b>	

Source: FIPS

Graph 8:

Distribution of employees by gender and grade, 31 Dec 2012



## 1.10 Job opportunities: number of vacancies

Table 10:

### Number of vacancies by publication type and by career group, 2011-2012

Publication types	Career group	2011	2012	Variation
Internal publications	A6	4	2	-50%
	A5	10	17	70%
	A4/1	10	20	100%
	B6/4	7	13	86%
	B5/1	69	39	-43%
	<b>Total</b>	<b>100</b>	<b>91</b>	<b>-9%</b>
Internal/external publications	A6	2	1	-50%
	A5	10	18	80%
	A4/1	15	44	193%
	B6/4	1	1	0%
	B5/1	7	4	-43%
	<b>Total</b>	<b>35</b>	<b>68</b>	<b>94%</b>
<b>Total</b>		<b>135</b>	<b>159</b>	<b>18%</b>

Note: One open vacancy may correspond to multiple recruitments.

Source: CADABRA

Note: A7 vacancies are subject to specific procedures not recorded in CADABRA.

Table 11:

### Number of applications, 2012

Site	Examiners	Non-examiners	Total
Munich	2 462	4 504	6 966
The Hague	2 352	974	3 326
Berlin	109	33	142
Vienna	0	23	23
<b>Total</b>	<b>4 923</b>	<b>5 534</b>	<b>10 457</b>

Source: CADABRA

In 2012, 10 457 applications were submitted. This represents a 25% increase in comparison with applications received in 2011.



## 1.11 External recruitments by grade

In 2012, 138 people were recruited at EPO, an 84% increase in comparison with the previous year.

The great majority of hires (91%) were examiners and administrators (A4/A1 career group). More than 70% of hires were male.

The average age of staff hired in 2012 was 34 years.

Table 12:

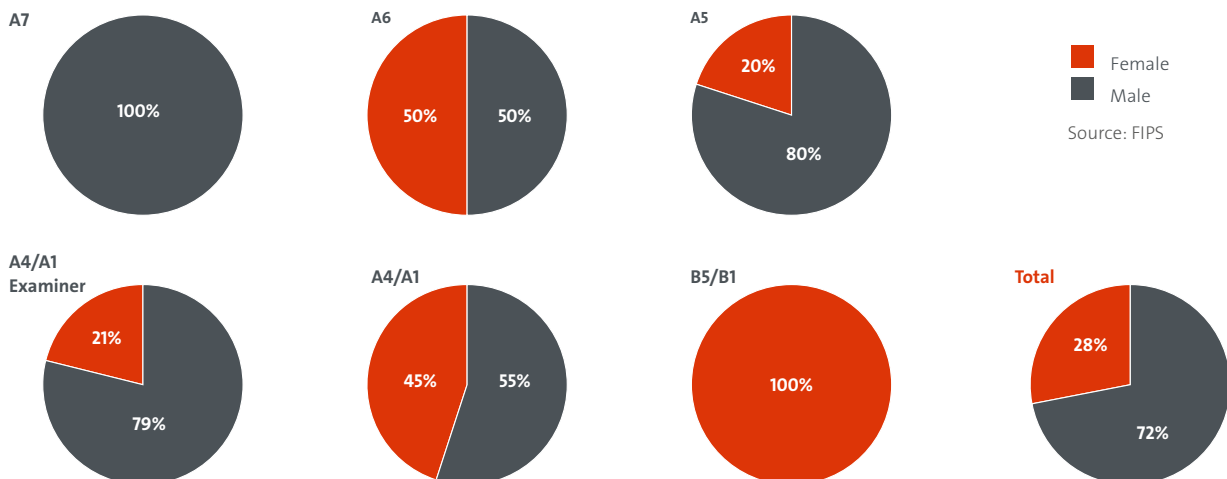
Breakdown of external recruitments, 2011-2012

Function	Career group	2011	2012	Variation
Examiners and Boards of Appeal	A4/A1	46	103	123.9%
	A5	2	2	0.0%
	<b>Total</b>	<b>48</b>	<b>105</b>	<b>118.8%</b>
Other	A7	1	2	100.0%
	A6	3	2	-33.3%
	A5	1	3	200.0%
	A4/A1	15	22	46.7%
	B6/B4	2		-100.0%
	B5/B1	4	4	0.0%
	<b>Other Total</b>	<b>26</b>	<b>33</b>	<b>26.9%</b>
<b>Total</b>		<b>74</b>	<b>138</b>	<b>86.5%</b>

Source: FIPS

Graph 9:

Breakdown of external recruitments by gender and career group, 2012



## 1.12 Appointments and promotions

EPO employees can be either promoted, following a recommendation by the Promotion Board, or appointed to another post following a selection procedure (Article 49 of the Service Regulations).

In 2012 a total of 528 staff were either promoted or appointed. This represents 8% of total staff. 94% of those staff were promoted, while the remaining 6% were appointed.

Table 13:

### Number of employees appointed or promoted, 2012

	Career group	Female	Male	Total
<b>Appointment</b>	A6	0	6	6
	A5	4	13	17
	A4/A1	4	1	5
	B5/B1	1	2	3
<b>Appointment Total</b>		<b>9</b>	<b>22</b>	<b>31</b>
<b>Promotion</b>	A4/A1	95	257	352
	B6/B4	4	9	13
	B5/B1	84	40	124
	C6/C4	0	3	3
	C5/C1	0	5	5
<b>Promotion Total</b>		<b>183</b>	<b>314</b>	<b>497</b>
<b>Total</b>		<b>192</b>	<b>336</b>	<b>528</b>

Source: FIPS

### 1.13 Training

The total budget spent for training in 2012 was 8.5 million EUR, 1% less than in 2011.

In 2012, the total allocated budget for training was 11.6 million EUR, representing an increase of 3% over the previous year. 73% of the allocated budget was effectively consumed.

Table 14:

Training expenses planned and spent (in EUR), 2011-2012

	2011			2012		
	Planned	Spent	% spent	Planned	Spent	% spent
<b>Total expenses</b>	10 935 000	8 544 710	78%	11 555 000	8 470 359	73%

Source: FIPS

Graph 10:

Breakdown of training expenditure in 2012

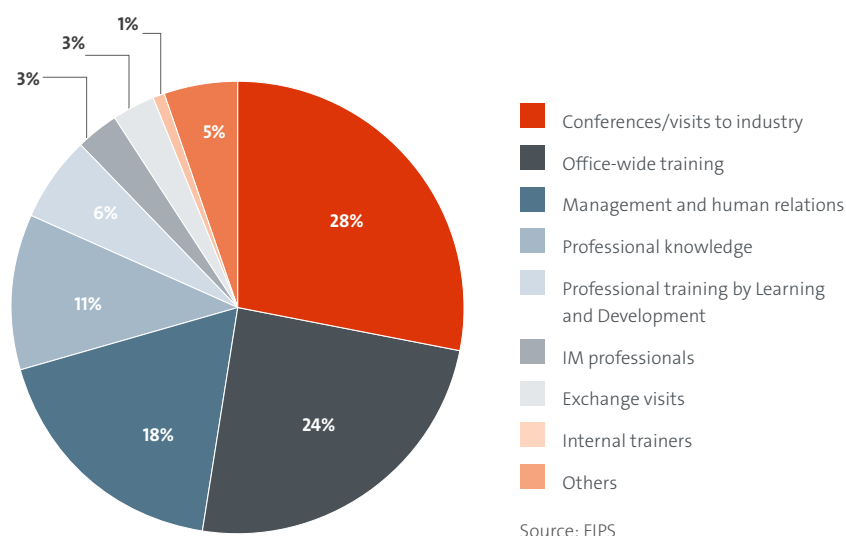


Table 15:

## Indicators related to training activities, 2011-2012

Training indicators	2011	2012	Variation
Number of employees having received at least one training activity (in headcount)	4 685	3 897	-17%
Share of employees having received at least one training activity (in % of total EPO staff)	69%	58%	
Average training expenses spent per employee (in EUR)	1 258	1 252	0%
Average training expenses spent per employee having received at least one training activity (in EUR)	1 824	2 174	19%

Source: FIPS

## 1.14 Termination of active service at the EPO, including invalidity

153 persons ended active service at the Office in 2012. The primary reason for ending active service was retirement (62% of the cases).

In 2012, the turnover rate at the EPO was 1.8%.

Table 16:

## Breakdown of employees ending active service, 2011-2012

Reason	2011	% of total in 2011	2012	% of total in 2012
Retirement	77	64%	95	62%
Resignation	9	8%	15	10%
End of contract	6	5%	15	10%
Invalidity	23	19%	20	13%
Other*	5	4%	8	5%
<b>Total</b>	<b>120</b>	<b>100%</b>	<b>153</b>	<b>100%</b>

\* Other includes: deceased or dismissed

Source: FIPS

At the end of 2012, 27 people were not in active service because they were on secondment or on long-term (over 6 months) unpaid leave.

# Remuneration

## 2. Remuneration<sup>1</sup>

In 2012, the total expenditure for basic salaries, allowances and collective reward was EUR 825 million. This includes EUR 621 million (75% of total) for basic salaries.

### 2.1 Payroll for the year and average basic salary

Table 17:

#### Basic salary paid, 2012

Category	Total basic salaries paid in 2012	Average basic salary paid in 2012	Basic salary ranges 2012, as per salary scale	
			Lowest	Highest
A	510 322 955	8 619	4 972	15 006
B	105 992 840	5 088	2 903	7 885
C	4 845 828	4 487	2 600	5 681
<b>Total</b>	<b>621 161 623</b>	<b>7 651</b>		

Source: FIPS

Three categories of staff are working at the EPO<sup>2</sup>:

- staff in category A are mainly examiners, administrators, lawyers and managers;
- staff in category B are mainly administrative employees;
- staff in category C are mainly service employees.

Please note that, for simplification, the average of the salary tables of EPO employees residing in Germany and in The Netherlands has been taken for the lowest and the highest basic salaries.

<sup>1</sup> All values in euro

<sup>2</sup> Detailed definition in the glossary

## 2.2 Comparison of the 10th and 90th percentiles

The 10% highest paid employees earn monthly full basic salaries<sup>3</sup> above 11 420 EUR (90th percentile). The 10% lowest paid employees earn monthly full basic salaries below 4 876 EUR (10th percentile). The ratio between the 90th percentile and the 10th percentile is therefore 2.3.

## 2.3 Collective reward 2012

The collective reward was paid to staff in 2012 on the basis of the number of days effectively worked in 2011. It was paid on a pro rata temporis basis to those who only worked part of 2011. This explains why the number of recipients (6 930) is higher than the number of staff in 2011 (6 790).

Table 18:

### Collective reward 2012

Total amount paid, in EUR	24 078 880
Number of recipients (all staff employed at any time throughout the year)	6 930
Average collective reward per recipient, in EUR	3 475

Source: FIPS

The collective reward represented, on average, an additional 45% to their monthly remuneration in December 2012. Overall this is equivalent to a 3.9% reward on average annual basic salary.

- for A-grade staff, the collective reward paid in December 2012 was equivalent to a reward of 3.4% on average annual basic salary;
- for B-grade staff, it was equivalent to a reward of 5.7% on average annual basic salary;
- for C-grade staff, it was equivalent to a reward of 6.5% on average annual basic salary.

<sup>3</sup> Not allowing for deductions for part-time and absences leading to salary deductions

## 2.4 Allowances and benefits

In 2012, in addition to basic salaries, EUR 179 million was paid in allowances and benefits. This amount increased by 5% compared to 2011. This includes EUR 81 million for expatriation allowance to the 64% of total staff with expatriation status (Article 72 of the Service Regulations).

Table 19:

### Allowances and benefits paid, 2011-2012<sup>4</sup>

Category	Detailed category	2011	2012	Variation
<b>Family</b>	Dependants' allowance	26 238 370	27 607 561	5.2%
	Household allowance	26 035 565	27 004 649	3.7%
	Childcare allowance*	3 319 978	4 904 735	47.7%
	Education allowance	22 223 567	24 266 393	9.2%
	Parental / family leave allowance	1 164 233	1 084 688	-6.8%
	Birth grant	236 649	195 683	-17.3%
<b>Work-related</b>	Overtime and shift allowance	2 047 804	2 009 799	-1.9%
	Rent allowance	1 239 204	1 153 862	-6.9%
	Installation allowance	871 940	1 141 822	31.0%
	Removal expenses	896 882	923 366	3.0%
	Language allowance	287 572	213 491	-25.8%
	Travel expenses	48 332	50 286	4.0%
	Acting allowance	23 811	27 012	13.4%
	Miscellaneous**	909 423	710 489	-21.9%
<b>Expatriation</b>	Expatriation allowance	78 878 368	81 222 115	3.0%
	Home leave	4 329 208	4 563 736	5.4%
<b>Termination</b>	Severance grant	1 048 216	2 256 126	115.2%
	Salary Savings Plan payment	21 321	59 321	178.2%
	Dismissal compensation	12 784	10 796	-15.5%
	Termination indemnity		5 922	-
<b>Total</b>		<b>169 833 227</b>	<b>179 411 852</b>	<b>5.6%</b>

Source: FIPS

\* Including exceptional refund of parental contribution (exceptional limited reimbursement for a maximum of 3 years related to appeals on parental contributions for in-house crèches and upon a decision of the President).

\*\* Miscellaneous allowances include Reserve status allowance, Representation allowance, Housing allowance, Bonus, Promotion compensation, Employers contribution to National Insurance Scheme, Temporary fixed allowance, Various allowances.

4 The invalidity allowance is not included under allowances and benefits in chapter 2.4, but shown separately in chapter 3.3.



Please note that staff are entitled to different allowances according to their specific circumstances in line with the provisions of the EPO Service Regulations.

In addition to the above, the EPO directly contributes to the budget of the European School Munich and subsidises places in various crèches:

Table 20:

Contribution to crèches and to the European School Munich (ESM)

Type of expenditure	2011	2012	Variation
Subsidies to crèches*	953 076	991 803	4.1%
European School Munich	19 304 723	19 494 857	1.0%

\*Provision of childcare facilities exclusively for EPO staff

Source: FIPS

A typical examiner in grade A3 step 9 (the most frequent step in grade A3<sup>5</sup>), working in Germany, married, with the spouse not gainfully employed, two dependent children and expatriate status, can expect a total net monthly remuneration of approximately EUR 10 746, of which:

– Basic salary:	8 756 EUR
– Household allowance:	525 EUR
– Expatriation allowance:	1 928 EUR
– Dependants' allowance:	631 EUR
– Deductions <sup>6</sup> :	- 1 094 EUR

An administrative employee in grade B4 step 13 (the most frequent step in grade B4<sup>7</sup>), working in Germany, married, with the spouse not gainfully employed, two dependent children and no expatriate status, can expect a total net monthly remuneration of approximately EUR 6 189, of which:

– Basic salary:	5 989 EUR
– Household allowance:	359 EUR
– Dependants' allowance:	631 EUR
– Deductions:	- 750 EUR

<sup>5</sup> 21% of employees in grade A3

<sup>6</sup> Deductions include the contributions to health insurance, pension, long-term care and death and invalidity insurance

<sup>7</sup> 26% of employees in grade B4

# Social security and pension schemes

### 3. Social security and pension schemes

The EPO provides social security schemes including a pension scheme, a healthcare insurance scheme (administered by Vanbreda International) and provisions in case of death, invalidity and long-term care. The total payments in 2012 amounted to approximately EUR 212 million.

#### 3.1 Population covered under the EPO social security scheme

At the end of 2012, 21 437 persons were covered by the EPO social security scheme. The total population covered under the EPO social security scheme also includes staff who are in non-active service (such as unpaid leave) and are still affiliated to the EPO scheme.

Table 21:

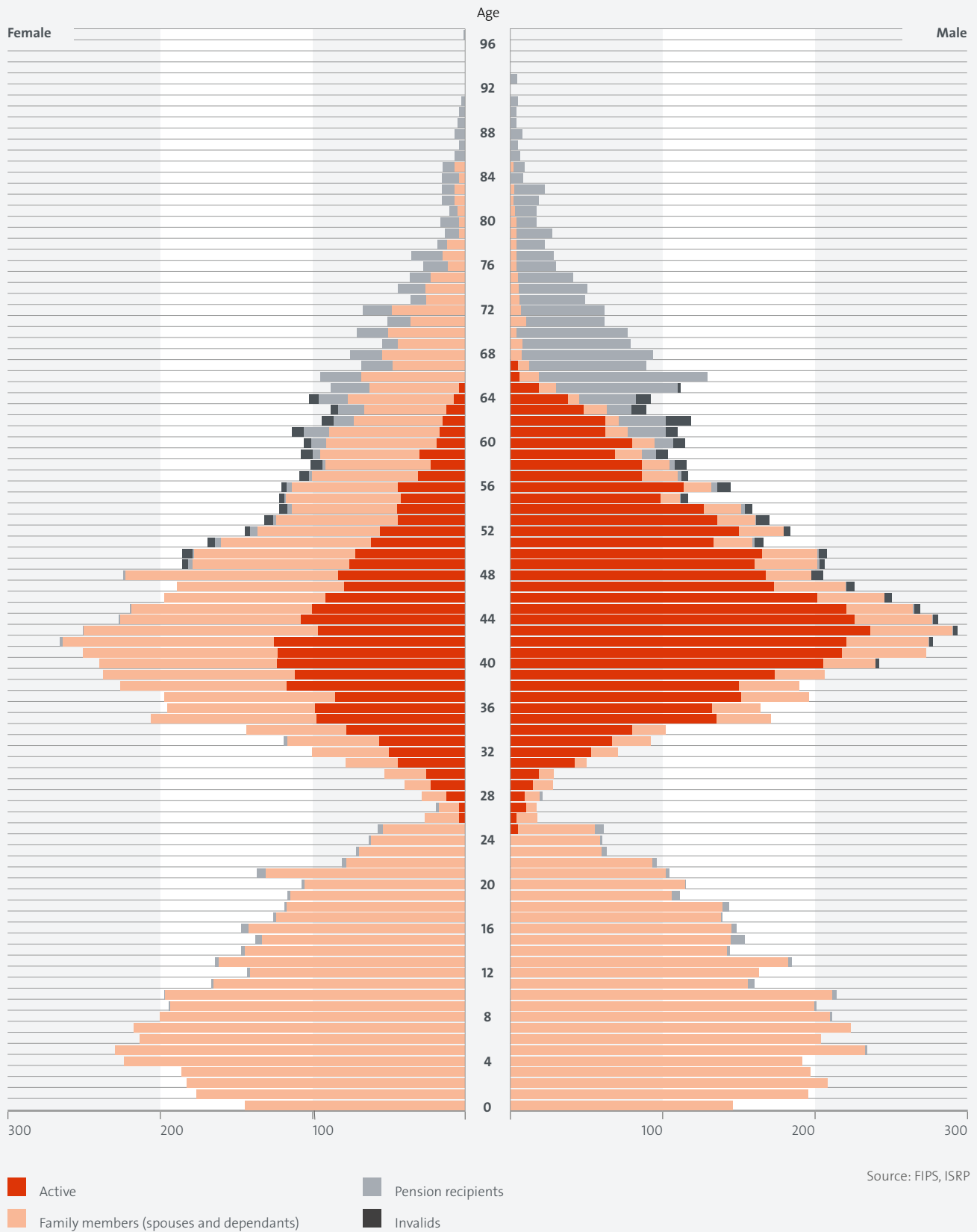
Breakdown of persons covered by the EPO social security scheme, 31 Dec 2012

Category	Total
Active staff	6 766
Unpaid leave, secondment and reserve status	27
Pension recipients	1 620
Invalidity allowance recipients	244
Family members (Spouses and dependants)	12 780
<b>Total</b>	<b>21 437</b>

Source: FIPS

Graph 11:

Breakdown by age of the total population covered by the EPO healthcare insurance scheme,  
31 Dec 2012



## 3.2 Social security benefits

Table 22:

### Breakdown of social security payments relating to collective insurances, 2012

Type of benefits	Social security payments, in EUR
Healthcare reimbursement	62 058 785
Long-term care insurance	3 452 119
Death insurance	1 989 008
Invalidity insurance (lump sum)	5 139 404
<b>Total benefits</b>	<b>72 639 316</b>

Source: FIPS, Vanbreda International

## 3.3 Payments for invalidity recipients

At the end of 2012, there were 244 recipients of invalidity allowance.

Table 23:

### Breakdown of payments, 2012

Type of benefits	Payments, in EUR
Invalidity allowance*	15 029 745
Other (family) allowances	1 389 029
<b>Total</b>	<b>16 418 774</b>

\* Includes the transitional compensation for invalids before 2008

Source: FIPS

### 3.4 Payments for pensioners

At the end of 2012, there were 1 620 recipients of an EPO pension.

Table 24:

#### Breakdown by type of pension, 31 Dec 2012

Type of pension	Number of recipients	Average monthly basic pension, in EUR
Retirement	1 274	5 901
Survivor's	247	3 380
Orphan's	99	1 007
<b>Total</b>	<b>1 620</b>	<b>Not applicable</b>

Source: ISRP

Table 25:

#### Breakdown of payments, 2012

Benefits linked to pension	Payments, in EUR
Basic pension	98 053 451
Partial compensation	19 991 923
Other (allowances, compensation)	5 415 997
<b>Total</b>	<b>123 461 371</b>

Source: FIPS

Table 26:

## Key figures related to retired staff, 31 Dec 2012

Category	Number of retired employees (in headcount)	Average age at retirement (in years)	Average number of years of service at the EPO (in years)	Average basic monthly salary before retirement (in EUR)	Average monthly pension received (in EUR)
A	889	62.2	26.4	12 622	6 858
B	263	61.3	27.2	6 739	3 890
C	122	61.3	23.1	3 690	3 267
<b>Total</b>	<b>1 274</b>	<b>61.9</b>	<b>26.2</b>	<b>10 598</b>	<b>5 901</b>

Source: FIPS, ISRP

The typical A-grade pensioner, married with no dependent children, after the current average at the EPO of 27 reckonable years of service (retiring at grade A4 step 13, German salary table) and living in Germany, can expect a total net monthly remuneration of EUR 5 647, of which:

– Basic pension:	6 167 EUR
– Household allowance:	370 EUR
– Partial compensation:	1 008 EUR
– Deductions for medical and long-term care insurance:	- 174 EUR
– National tax <sup>8</sup> :	- 1724 EUR

The typical B-grade pensioner, married with no dependent children, after the current average at the EPO of 27 reckonable years of service (retiring at grade B5 step 13, German salary table) and living in Germany, can expect a total net monthly remuneration of EUR 3 595, of which:

– Basic pension:	3 708 EUR
– Household allowance:	238 EUR
– Partial compensation:	328 EUR
– Deductions for medical and long-term care insurance:	- 104 EUR
– National tax:	- 575 EUR

8 Based on German tax scheme 2011



### 3.5 Contributions to the EPO's social security and pension schemes

Similar to other international organisations, the EPO has to provide, to organise and to finance its social security and pension schemes independently.

In order to finance the benefits paid under the different social security and pension schemes, contributions are paid by the Office and by the beneficiaries. With a contribution of EUR 183 million (68% of total contribution), the EPO is the main contributor. As in most European international organisations, the share of contributions to all schemes follows the general approach "1/3 employee, 2/3 employer", except in the case of health-care insurance, where the employee contributions are fixed at 2.4% of basic salary until the end of 2013.

Table 27:

Total contributions to the social security and pension and Salary Savings Plan schemes, 2011-2012

Contributions to social security and pension schemes, in EUR	2011	2012
<b>EPO</b>	173 383 290	182 571 918
<b>Employees</b>	75 874 595	80 546 478
<b>Pension recipients</b>	2 462 495	2 753 155
<b>Invalidity allowance recipients</b>	1 520 187	1 631 301
<b>Total</b>	<b>253 240 566</b>	<b>267 502 852</b>

Source: FIPS

Table 28:

Contributions to the social security scheme (without pensions), 2011-2012

Contributions to social security scheme without pensions, in EUR	2011	2012
<b>EPO</b>	59 419 078	62 763 253
<b>Employees</b>	20 213 471	22 054 686
<b>Pension recipients</b>	2 462 495	2 753 155
<b>Invalidity allowance recipients</b>	384 960	405 705
<b>Total</b>	<b>82 480 003</b>	<b>87 976 798</b>

Source: FIPS

Table 29:

## Contributions to the pension scheme, 2011-2012

Contributions to the pension scheme, in EUR	2011	2012
EPO	113 964 212	119 808 665
Employees	55 661 124	58 491 792
Invalidity allowance recipients	1 135 227	1 225 597
<b>Total</b>	<b>170 760 563</b>	<b>179 526 054</b>

Source: FIPS

The pension scheme, the long-term care insurance scheme and the healthcare insurance scheme are financed under a funding method, i.e. the contribution rates are set in such a way that reserves can be put aside into a reserve fund in order to be used to cover the future. Since the insured population is still relatively young, most of the schemes are in their saving period.

The exception to the funding approach is the death and permanent invalidity insurance scheme, which follows a pay-as-you-go method, i.e. the contribution rates are set in such a way that benefits are only financed in the period in which they are used and no reserves are built up.

As at 31 December 2012 there were 521 employees affiliated to the NPS (New Pension Scheme) and SSP (Salary Savings Plan) as at 31-12-2012 were 512 (those who entered the Office after 1 January 2009). The rest (6 254 + 27 in non-active status) were affiliated to the OPS (Old Pension Scheme). For both employee groups the global contribution for post-employment benefits is the same (27.9%), of which 1/3 is paid by staff and 2/3 by the Office.

Assets managed in the SSP scheme amounted to EUR 10.5 million at 31 December 2012.

# Working conditions

## 4. Working conditions

At the EPO, staff can benefit from various flexible working arrangements, which include part-time work, part-time home working and flexitime.

### 4.1 Staff working part-time

As at 31 December 2012, 13% of total EPO staff were working part-time. 50% part-time is the minimum working time allowed. 72% of employees working part-time were women.

Table 30:

#### Breakdown of employees working part-time, 2011-2012

Employees working part-time	31 Dec 2011	31 Dec 2012
Female	611	630
Male	215	243
<b>Total</b>	<b>826</b>	<b>873</b>
In % of total staff	12%	13%

Source: FIPS

Table 31:

#### Breakdown of working time percentages, 2011-2012

Working time percentage	Number of staff at 31 Dec 2011	Percentage of staff working part-time	Number of staff at 31 Dec 2012	Percentage of staff working part-time
50 - 59 %	90	10.9%	76	8.7%
60 - 69 %	111	13.4%	105	12.0%
70 - 79 %	141	17.1%	149	17.1%
80 - 89 %	334	40.4%	380	43.5%
90 - 99 %	150	18.2%	163	18.7%
<b>Total</b>	<b>826</b>	<b>100.0%</b>	<b>873</b>	<b>100.0%</b>

Source: FIPS

## 4.2 Staff on Part-Time Home Working

On 31 December 2012, 8% of total staff were in the Part-Time Home Working programme introduced in April 2012. Over 80% of Part-Time Home Workers are working full-time.

Table 32:

### Part-time Home Workers by gender, 2012

Part-Time Home Workers	31 Dec 2012
Female	239
Male	275
<b>Total</b>	<b>514</b>

Source: FIPS

## 4.3 Flexi- and compensation leave

In 2012, the average amount of flexi-leave taken per employee (in FTE) was equivalent to 3 days. The average amount of compensation leave taken per employee (in FTE) was equivalent to 5 days<sup>9</sup>.

Table 33:

### Breakdown of flexi- and compensation leave, 2011-2012

Number of flexi- and compensation leave (in man-days)	2011	2012	Variation
Total flexi-leave taken	19 398	20 051	3%
Total compensation leave taken	31 114	34 496	11%

Source: FIPS

<sup>9</sup> Basis for calculation: 6 815 FTE in 2011; 6 757 FTE in 2012

## 4.4 Working days and absences

Table 34:

### Volume and reasons of absences and impact on total working days, 2011-2012

Categories of absence	2011			2012		
	Number of absence days*	Average number of absence days/ FTE**	Percentage of absence days of total working days	Number of absence days*	Average number of absence days/ FTE**	Percentage of absence days of total working days
Annual leave and home leave	232 213	34.1	13.6%	228 123	33.8	13.6%
Sick leave	97 151	14.3	5.7%	90 126	13.3	5.4%
Social leave	50 705	7.4	3.0%	47 032	7	2.8%
Unpaid leave	6 120	0.9	0.4%	4 558	0.7	0.3%
<b>Total</b>	<b>386 146</b>	<b>56.7</b>	<b>22.6%</b>	<b>369 988</b>	<b>54.8</b>	<b>22.0%</b>

\* An absence day is not equivalent to a man-day. For instance, an absence day for a 50% part-timer (4 hours) counts as a full day. This is the official unit for reporting sickness.

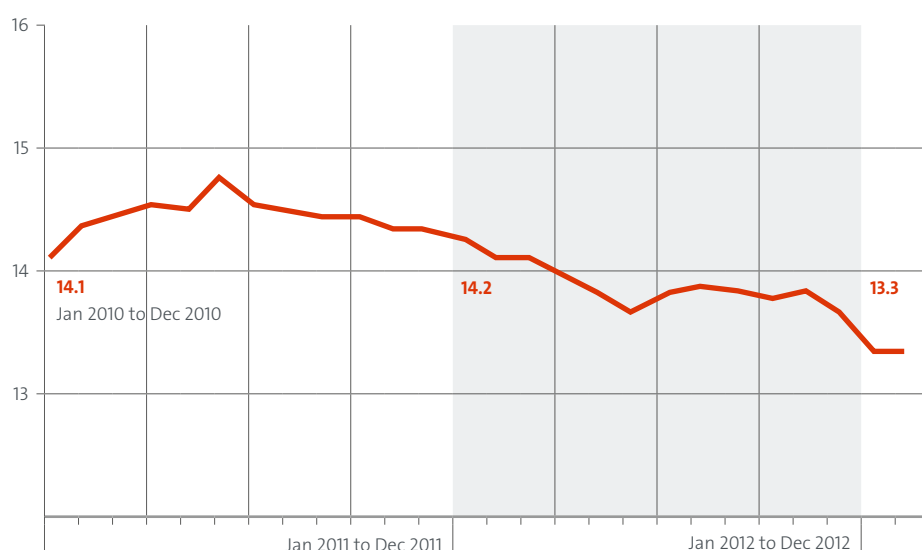
Source: SAS, FIPS.

\*\* Basis for calculation: 6 815 FTE in 2011; 6 757 FTE in 2012

Parental and family leave are counted as social leave. In 2012, 908 employees took on average 25.6 days of parental leave each. In 2012, 65 employees took family leave. On average, each of these employees has taken 18 days of family leave.

Graph 12:

### Total sickness days per FTE, 12 months rolling, 2010-2012



Source: SAS, FIPS

Average annual sick leave days per FTE were 13.3 in 2012. This represents a 6% decrease in comparison with the previous year.

## Health, safety and welfare services

## 5. Health, safety and welfare services

### 5.1 Activities related to medical services (Occupational Health Services and Medical Advisory Unit)

Table 35:

#### Volume of activities undertaken by the Occupational Health Services (OHS), 2011-2012

	2011	2012	Variation
Number of employees visiting OHS	1 818	1 817	-0.1%
Number of visits at OHS (in-house consultations)	6 143	5 983	-2.6%
Type of activities carried out by OHS	Number of activities carried out by OHS		
Vision tests	671	519	-22.7%
Workplace visits made by OHS nurses	108	110	1.9%
Emergency cases	104	71	-31.7%
Workplace visits made by OHS ergonomists	1 684	2 328	38.7%
Reintegration meetings	392	397	1.3%
Consultations with manager	334	447	33.8%
Biennial medical examinations	1 317	1 006	-23.6%
In-house physiotherapy treatment sessions*	5 835	5 900	1.1%

\* Invoiced to the employee and covered under the healthcare insurance scheme

Source: Occupational Health Services, Medgate



Table 36:

**Volume of activities undertaken by the Medical Advisory Unit (MAU), 2011-2012**

Activities undertaken by the MAU	2011	2012	Variation
200 Days Sick Leave meetings	62	59	-5%
Request for prolongation of dependants' allowance for medical reasons (Art 69(5) ServRegs)	11	24	118%
Request for dependants' allowance for handicapped children (Art 69(1).II ServRegs)	67	85	27%
Medical Committee Sick Leave	202	184	-9%
Consultation to prepare next Medical Committee meeting	260	146	-44%
Cure consultations	386	382	-1%
Special leave requests	1 343	1 615	20%
Requests to spend sick leave elsewhere than at employee's place of residence (Art 62(3) ServRegs)	99	71	-28%
Advice on Vanbreda matters	43	75	74%
Initial examinations	158	209	32%
Family leave	48	77	60%
Examinations Art 26(2)	25	25	0%

Source: Medical Advisory Unit

**5.2 Health & Safety-related expenditure**

Table 37:

**Breakdown of expenditure 2011-2012**

Medical care, in EUR	2011	2012	Variation
Medical costs Occupational Health Service	740 486	773 448	4%
Biennial medical examination	444 228	319 990	-28%
Medical Committee	149 276	284 873	91%
Initial medical examination	28 881	58 105	101%
Other medical costs (e.g. computer glasses)	165 941	222 724	34%
Safety-related expenditure	59 350	33 910	-43%
<b>Total</b>	<b>1 588 162</b>	<b>1 693 050</b>	<b>7%</b>

Source: FIPS, Medical Advisory Unit, Occupational Health Service, Safety Office

### 5.3 Main activities of the Safety Office

The Safety Office provides an occupational safety service according to Article 26c ServReg and provides input into the EPO's prevention process.

Table 38:

#### Reported number of occupational accidents, 2011-2012

Site	2011	2012
Munich	15	18
The Hague	18	19
Berlin	0	2
Vienna	0	1
Brussels	0	0

Source: Safety office

Most of the reported accidents were commuting accidents (over 70% in Munich and 57% in The Hague). The remaining were mainly slips and falls and infrastructure-related accidents. 45% of the reported occupational accidents in Munich were categorised as serious, i.e. accidents that lead to more than 3 days of sick leave.

### 5.4 Internal resources dedicated to Health and Safety

Table 39:

#### EPO staffing for Health and Safety activities

Type of resources	2012
Staffing OHS	11
Staffing Medical Advisory Unit	6
Staffing Safety Office	2
<b>Total</b>	<b>19</b>

Source: Budget CA/50

In addition, external agents (physicians/nurses/ergonomists/experts) are supporting the delivery of Health and Safety services and activities.

## 5.5 Funding for general staff welfare in 2012

Table 40:

### Breakdown of expenditure for general staff welfare in 2012

Office contribution	2012
Canteen subsidies	2 207 431
AMICALE, culture and sport clubs, social events	1 010 961
Social events Office	991 945
Motivation budget	190 284
Welfare miscellaneous (e.g. Special circumstances, sporting and crèche facilities)	104 664
<b>Total</b>	<b>4 507 297</b>

Source: PDHR

The Office contribution for general staff welfare increased in 2012 by 7% compared to 2011.

## 5.6 Home loans

Every staff member who has served with the Office for at least two years may apply for a loan. These loans are only for the construction, purchase or renovation of a house or flat destined to be used as a main residence at the place of employment. By the end of 2012 over 1 679 staff members had made use of such a loan, borrowing a total of over EUR 120 million.

Table 41:

### Home loans

Home loans	
Number of new beneficiaries in 2012	158
Amount of new loans lent to staff in 2012, in EUR	16 800 000
Number of total beneficiaries (31 Dec 2012)	1 679
Average interest rate on loans	3.14%
<b>Total amount of home loans outstanding (31 Dec 2012), in EUR</b>	<b>120 200 000</b>

Source: CA/9

# Social dialogue

## 6. Social dialogue

The Service Regulations provide for the creation of elected local staff committees at each place of employment, together with a Central Staff Committee constituted of representatives of local branches. In addition to elected staff representatives, a number of staff each year (around 200 in 2012) take part in such joint activities as selection and promotion boards, appeals and disciplinary boards, as well as the General and Local Advisory Committees.

### 6.1 Involvement in staff representation activities

207 staff engaged in staff representation activities in 2012. This represents a 13% increase on the previous year. About 93% of those staff were examiners.

Table 42:

Number of staff by site and function involved in staff representation activities, 2011-2012

Site	2011				2012			
	Examiners	Others	Total	Distribution by site	Examiners	Others	Total	Distribution by site
Berlin	21		21	11%	23		23	11%
Munich	73	5	78	42%	83	2	85	41%
The Hague	76	2	78	42%	87	2	89	43%
Vienna		7	7	4%		10	10	5%
<b>Total</b>	<b>170</b>	<b>14</b>	<b>184</b>	<b>100%</b>	<b>193</b>	<b>14</b>	<b>207</b>	<b>100%</b>

Source: FIPS

Table 43:

Time allocation for staff representation-related activities by site and function, in man-days, 2011-2012

Site	2011				2012				Variation
	Examiners	Others	Total	% site	Examiners	Others	Total	% site	
<b>Berlin</b>	1 693		1 693	22%	1 801*		1 801	21%	6%
<b>Munich</b>	2 019*	419*	2 438*	32%	2 655	126	2 781	32%	14%
<b>The Hague</b>	2 988	210	3 198	41%	3 592	211	3 802	43%	19%
<b>Vienna</b>		413	413	5%		373	373	4%	-10%
<b>Total</b>	<b>6 700</b>	<b>1 042</b>	<b>7 742</b>	<b>100%</b>	<b>8 048</b>	<b>710</b>	<b>8 757</b>	<b>100%</b>	<b>13%</b>

\* Please note that the figures above vary slightly from what has been previously communicated internally due to retroactive adjustments.

Source: FIPS

## 6.2 Staff representatives

At the end of the year 2012, 24 elected staff representatives (Central and Local Staff Committees) were involved in staff representation.

Please note that 2012 was exceptionally low due to the resignation of part of the Munich Staff Committee following the elections in 2012.

12% of staff involved in staff representation are elected, the remaining non-elected being appointed by Central Staff Committee (CSC) and Local Staff Committees (LSC).

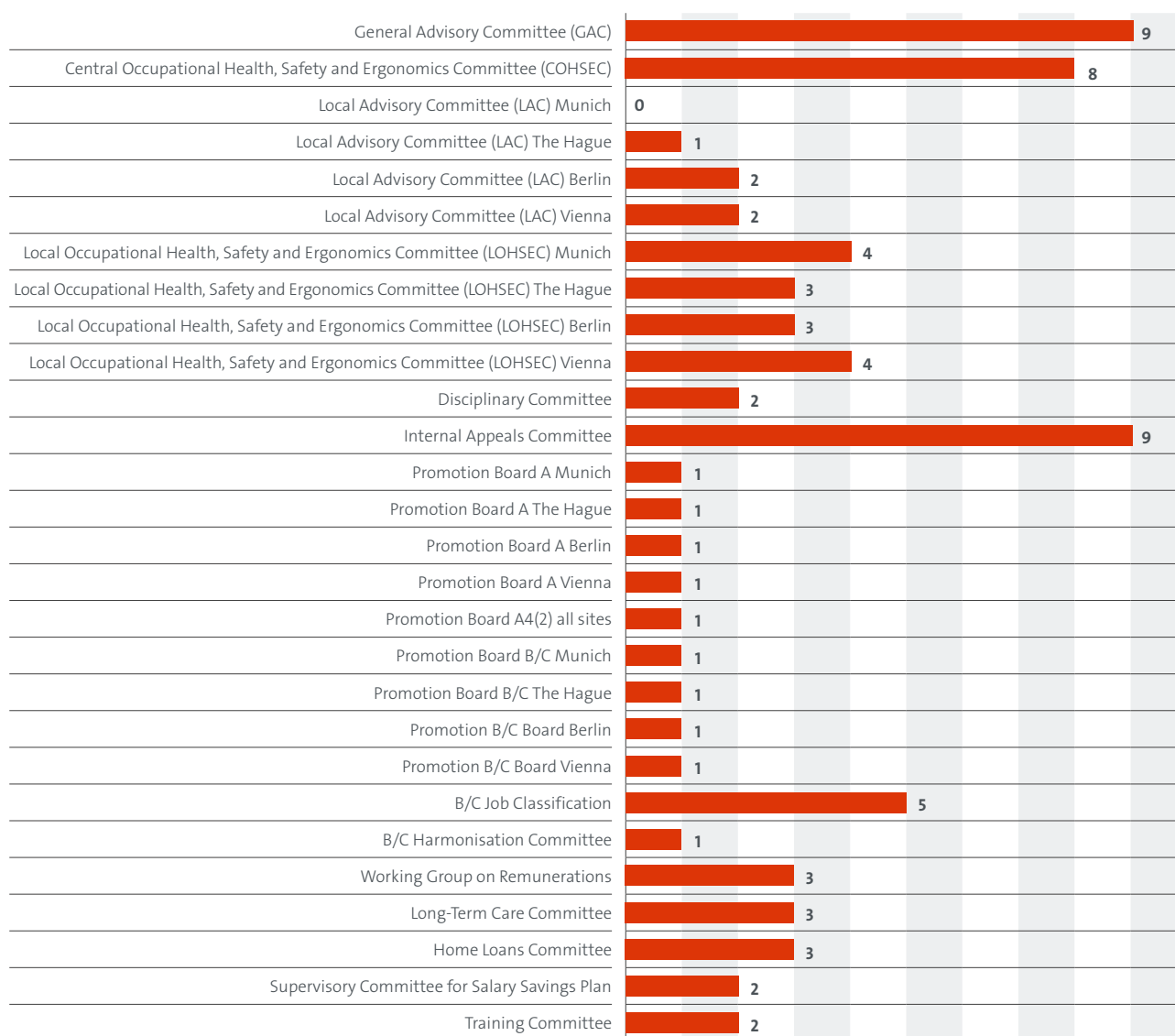
## 6.3 Meetings of statutory bodies

In total, 75 meetings of the different statutory bodies took place in 2012.

In 2012, 11 meetings took place between Staff Committees (Central and Local) and the President of the EPO. In 2011, 12 meetings were organised.

Graph 13:

## Number of meetings of statutory bodies, 2012



Source: PDHR

## 6.4 Industrial action

Table 44:

## Industrial action in 2011-2012

Industrial action	2011	2012
Total number of days of industrial action	0	0
Number of staff participating in industrial action	0	0

Source: PDHR



# Conflict resolution

## 7. Conflict resolution

### 7.1 Internal appeals

Table 45:

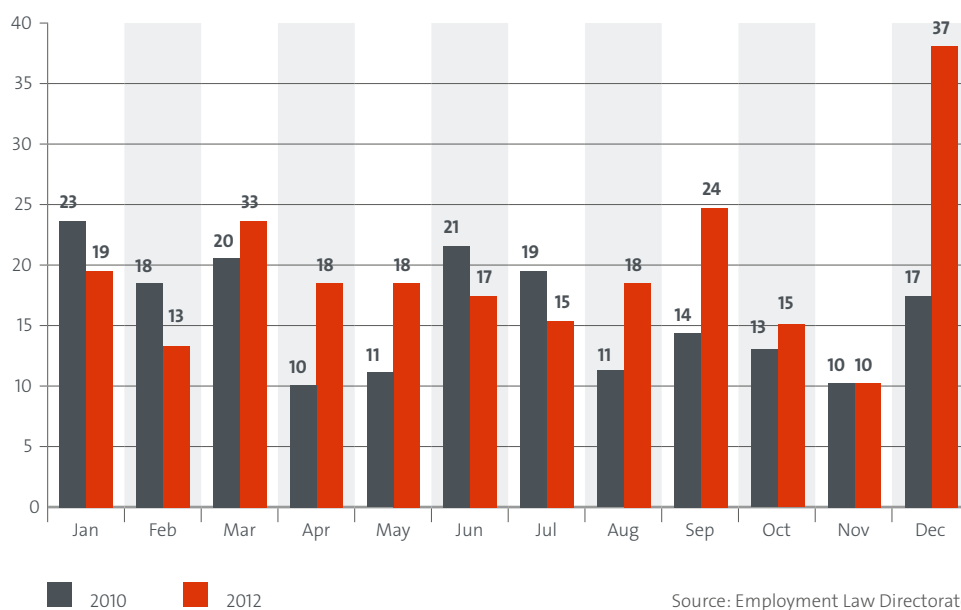
Change in internal appeals lodged in 2011 and 2012

	2011	2012	Variation
Internal Appeals	187	227	21%

Source: Employment Law Directorate

Graph 14:

Number of internal appeals registered by month, 2011-2012



In 2012, 227 registered appeals were lodged by 614 staff members.

The number of appeals in 2012 was 21% higher than in 2011, while withdrawals, 60 in 2012, decreased by 37%.

The three appeals with the most appellants in 2012 were:

1. on Composition of the Munich Staff Committee: 151 appellants
2. on Staff contribution to the Crèche in TH: 36 appellants
3. on compulsory deduction of leave on days of closure of the Office/Communiqué No. 12: 33 appellants

The average time from filing of an appeal to decision for cases finalised in 2012 was 36 months. At the end of 2012, 663 appeals were still pending (27% more than at the end of 2011).

## 7.2 Appeals by category

Graph 15:

Number of internal appeals registered by type, 2012



Source: Employment Law Directorate

## 7.3 Outcome of appeals at the EPO

Table 46:

Change in outcome of appeals at the EPO, 2011-2012

Outcome of appeals	2011	2012	Variation
Cases finalised by the IAC*	112	119	6%
Signed IAC opinions submitted to the President**	88	120	36%
Final decision by the appointing authority: % of appeals allowed	8%	8%	0%
Final decision by the appointing authority: % partially allowed	20%	10%	-50%
Final decision by the appointing authority: % rejected	72%	82%	14%

Source: Internal Appeals Committee and Employment Law Directorate

\* basis: date of final deliberation and vote on cases in corresponding year

\*\* basis: date of opinion within corresponding year

## 7.4 Complaints by EPO employees at the ILOAT

Once internal means of appeal have been exhausted, EPO staff members may file a complaint with the International Labour Organization's Administrative Tribunal (ILOAT).

Table 47:

### Change in EPO appeals at ILOAT, 2011-2012

	2011	2012	Variation
Number of complaints pending with ILOAT	132	163	23%
% of ILOAT complaints allowed	36%	14%	-61%
% ILOAT complaints partially allowed	5%	10%	100%
% ILOAT complaints not allowed	59%	76%	29%

Source: Employment Law Directorate

## 7.5 Harassment cases

In 2012, three harassment claims were filed. Two of the cases were closed in 2012 and harassment was partly found in one of the cases.

Table 48:

### Harassment cases, 2011-2012

Harassment	2011	2012
Number of claims filed	1	3
Examined	1	2
Thereof found to be harassment	0	1 (partly)
Still pending	0	1

Source: Directorate General 4

Three other cases were filed in December 2012 and are currently being dealt with under the new Circular 341.

## Glossary

## Active service

Situation of employees of the Office who are on the EPO payroll and who actually perform tasks for the Office, on either a full- or part-time basis, and have not been assigned to a different administrative status.

## Allowance

Additional elements of remuneration beyond the basic salary; see table on next page.

## Amicale

Association organising events for the benefit and leisure of employees and their families, such as social, sporting and cultural activities.

## Appointment

In the sense of Article 49 ServRegs and as opposed to promotion and external recruitment, refers to access to a higher grade or higher career group by decision of the appointing authority following a selection procedure.

According to Article 49 ServRegs, EPO employees may obtain a higher grade either by promotion, following a recommendation by the Promotion Board, or by appointment to another post following a selection or reclassification procedure.

## Allowance

Term	Legal Basis	Description
Dependants' allowance	Art. 69, Art. 70 ServRegs	Payment aimed at providing support to the employee for the upbringing of his/her children, or for supporting his/her relatives.
Household allowance	Art. 68 ServRegs	Payment aimed at supporting an employee who assumes family responsibilities.
Childcare allowance	Art. 70a ServRegs	Payment aimed at providing support to an employee whose children make use of a childcare facility.
Refund parents' contribution	Communiqué No. 8	Exceptional limited reimbursement for a maximum of 3 years related to appeals on parental contributions for in-house crèches.
Education allowance	Art. 71, Art. 120a ServRegs	Payment aimed at providing support to an employee whose children regularly attend an educational establishment on a full-time basis.
Budget of the ESM	Agreement between the EPO and the Board of Governors of the European Schools	Yearly contribution of the EPO to the budget of the European School Munich
Parental/family leave allowance	Art. 45a, Art. 45b ServRegs	Payment aimed at supporting an employee whose remuneration is reduced as a consequence of parental or family leave.
Budget of the crèches		Provision of childcare facilities exclusively for EPO staff
Birth grant	Art. 85 ServRegs	One-off payment made to an employee upon the birth of a child.
Overtime, shift, on-call allowance	Art. 57, Art. 58, Art. 58a ServRegs	Payment made to employees as compensation for additional working hours, for a specific schedule, or for remaining at the availability of the EPO.
Rent allowance	Art. 74 ServRegs	Payment aimed at providing support to the employee for renting his residence at the place of employment.
Installation allowance	Art. 73 ServRegs	Lump-sum payment aimed at supporting the employee in costs incurred upon taking up employment or transfer to another place of employment.
Removal expenses	Art. 81 ServRegs	Lump-sum payment aimed at supporting the employee upon moving his personal belongings to/from the place of employment.
Language allowance	Art. 75 ServRegs	Payment made to employees of specific grades who are required to use in their function two or three of the official languages other than their mother tongue and who have passed the necessary language tests.
Travel expenses	Art. 76 ServRegs	Payment aiming at reimbursing employee for costs incurred for travelling to/from the place of employment.
Acting allowance	Art. 12(4) ServRegs	Payment made to employees who are called upon to perform temporarily duties of a higher grade.
Miscellaneous		Budget article which includes various allowances, inter alia reserve status allowance, representation allowance, housing allowance, bonus, promotion compensation, Employers' contribution to National Insurance Scheme and Temporary fixed allowance
Expatriation allowance	Art. 72 ServRegs	Payment aimed mainly at supporting employees for additional costs incurred due to working and residing outside of the country of which they are nationals.
Home leave	Art. 60 ServRegs	Additional leave granted every two years to an employee for maintaining links to his home outside his place of employment and accompanied by reimbursement of the relevant travel costs for himself and his family.
Severance grant	Art. 11 PenRegs	Payment made upon cessation of employment before entitlement to a retirement pension arises, aimed at compensating staff for participation in the Office's pension scheme.
Salary savings plan payment	Art. 64(3) ServRegs	Payment made upon cessation of employment corresponding to the amount in the employee's SSP account.
Dismissal compensation	Art. 13 (3) ServRegs	Payment made upon leaving the service, to staff whose probationary period is not considered successful and whose employment is not confirmed.
Termination indemnity	Art. 15b Conditions of Employment for Contract Staff	Payment made at the end of a fixed-term contract, usually combined with a severance grant and salary savings plan payment.

## Cadabra

Lotus Notes-based electronic tool for recruitment procedures. Being replaced as part of the Lotus Notes phase-out process.

## Categories:

**Category A:** grade group A4(2)/A1, grades A5, A6, A7

**Category B:** grade groups B5/B1, B6/B4

**Category C:** grade groups C5/C1, C6/C4

## Career group

The career groups at the EPO are the following:

**A7:** Vice-President (minimum qualifications: Diploma of completed studies at university level or - in exceptional cases - equivalent knowledge acquired over many years of qualified work. Many years' professional experience. Excellent knowledge of one official language and ability to understand the other two.)

**A6:** Principal Director or Chairman of Board of Appeal (minimum qualifications: Diploma of completed studies at university level or - in exceptional cases - equivalent knowledge acquired over many years of qualified work. Many years' professional experience. Excellent knowledge of one official language and ability to understand the other two.)

**A5:** Director or Member of Board of Appeal (minimum qualifications: Diploma of completed studies at university level or - in exceptional cases - equivalent knowledge acquired over many years of qualified work. Many years' professional experience. Excellent knowledge of one official language and ability to understand the other two. In the case of the Director (Language Services), perfect mastery of one official language and excellent knowledge of the other two.)

**A4(2):** Directorate Assistant/Adviser (minimum qualifications: Work of special merit in grade group A4/A1. Very wide-ranging or highly specialised professional experience.)



**A4/A1:** Examiner/Lawyer/Administrator/Translator/Reviser/Interpreter (minimum qualifications: Diploma of completed studies at university level or – in exceptional cases – equivalent professional experience. Excellent knowledge of one official language and ability to understand the other two.

In exceptional cases, excellent knowledge of one official language and ability to understand another. In such cases, a fixed-term contract under Article 1, paragraph 3, of the conditions of employment for contract staff shall be concluded. This exception shall not apply to translator, reviser or interpreter posts.)

**B6/B4:** Supervisor/head of section (minimum qualifications: Completed secondary education is normally required, together with a diploma of post-secondary professional training, or equivalent professional experience acquired over many years of work. Eight years' relevant experience. Working knowledge of official languages.)

**B5/B1:** Administrative employee (minimum qualifications: Completed secondary education or - in exceptional cases - equivalent professional experience. Working knowledge of official languages.)

**C6/C4:** Technician/head of team (minimum qualifications: Completed compulsory education is normally required, together with a completed apprenticeship (with trade proficiency certificate) and eight years' professional experience in the field concerned. Working knowledge of an official language.)

**C5/C1:** Service employee (minimum qualifications: Completed compulsory education. Working knowledge of an official language.)

## Contract staff

Employees hired on a fixed-term contract and to whom the Conditions of Employment for Contract Staff at the European Patent Office apply (these conditions often refer to the Service Regulations).

Registered as contract staff in FIPS (including A3010 EURO contracts, A3010 NRCs, contracts paid under A3000). Senior managers on contract (A7 and A6 grades are covered by special terms of employment for VPs and PDs).

## Dependants

Persons who are covered by the EPO social security scheme and for whom the employee qualifies for the payment of a dependants' allowance; these are mostly children.

## Effective number of working days

Difference between the number of full-time equivalents (FTEs) and absences.

## Employee

Staff member on the payroll of the EPO, covered by the Service Regulations and/or other terms of employment and employed either on a permanent or on a contractual basis.

## FIPS

Finance and personnel information system based on SAP technology and used by HR (recruitment, personnel administration, time and leave, payroll, staff reporting), Finance and Procurement.

## Full-time equivalent (FTE)

Statistical factor that considers one single employee having been occupied all days from 1 January to 31 December of a given year. This varies as a function of the site (the number of official holidays differs).

## Full basic salary

Basic salary as per the net salary tables after internal tax, with no deduction due to absences leading to salary deductions or part-time work.

## Functions

- Examiners and boards of appeal: patent examiners (based on a budget number 1291xx) and members and chairpersons of the boards of appeal (based on a budget number 310xx);
- Patent procedures support staff: employees who are involved in the granting of patents, without being patent examiners or members of boards of appeal (budget number 21xxxx, 251xxx and 3010xx);
- Other staff: employees not included in the previous categories.

## Initial medical examination

Examination conducted upon recruitment with a view to determining whether a candidate meets the physical requirements of the post.

## ISRP

International Section for Remunerations and Pensions: the provider (located in Paris, formerly called JPAS) which has administered all EPO pensions since 1 January 2013.

## Leave types, short description

Term	Legal Basis	Description
Flexi Hours	Guidelines on working time	Leave benefit by which the employee may accrue surplus working hours and take leave at his convenience.
Compensation Hours	Guidelines on working time	Leave benefit by which a quarter of an hour is credited to the employee per full day of presence, enabling him to take leave at his convenience.
Annual Leave	Art. 59 ServRegs	Entitlement of 30 days of holiday per full working year
Home Leave	Art. 60 ServRegs	Additional leave granted every two years to an employee for maintaining links to his home outside his place of employment and accompanied by reimbursement of the relevant travel costs for himself and his family.
Sick Leave	Art. 62 ServRegs	Absence due to incapacity to perform duties for medical reasons
Social Leave	Art. 45a, 45b, 59(3), 61 ServRegs	Parental, family, special and maternity leave.
Unpaid Leave	Art. 45 ServRegs	Leave benefit by which the employee ceases active employment for a certain period of time on personal grounds.

## Leave categories

Absence	Categories
Maternity leave	Social leave
Marriage	Social leave
Change of residence	Social leave
Illness of spouse	Social leave
Death of spouse	Social leave
Death of spouse/Maternity	Social leave
Illness of relative	Social leave
Death of parents	Social leave
Death of near relative	Social leave
Death of other relative	Social leave
Illness of child	Social leave
Very serious illness of child	Social leave
Hospitalisation of child <12	Social leave
Death of child	Social leave
Birth of child	Social leave
Marriage of child	Social leave
Adoption of child	Social leave
Court appearance	Social leave
Voting	Social leave
Transfer to another location	Social leave
Examination (Circular 267)	Social leave
Training (Circular 267)	Social leave
Berlin Special Leave	Social leave
Special leave travel days	Social leave
Special leave pending	Social leave
Unauthorised absence	Social leave
Secondment (unpaid)	Social leave
Authorised absence	Social leave
President's decision	Social leave
Compulsory military service	Social leave
Other	Social leave
Paid absence with reduced working time	Social leave
Union leave	Social leave
Parental leave	Social leave
Family leave	Social leave
Unpaid absence	Unpaid leave
Strike	Unpaid leave

## Length of service

Difference between 31 December 2012 and the date of entry of an individual employee divided by 365.25.

## Long-term care

Element of the social security scheme aimed at covering part of the expenses incurred if an insured person's autonomy becomes seriously impaired on a long-term basis.

## Medgate

Occupational health & safety software (web-based application).

## Medical Committee

Committee composed of the one doctor appointed by the Office and the employee's doctor (as well as a third doctor, in case of disagreement) deciding on various medical matters such as invalidity and sick leave (Art. 89 ServRegs).

## Medical Advisory Unit (MAU) activities

Term	Description
200 Days Sick Leave Meeting	Meeting organised with an employee reaching 200 days of sick leave in a 3-year-period.
Dependants' allowance for medical reasons	Allowance paid to employee on behalf of a child prevented from earning a livelihood due to sickness.
Dependants' allowance for handicapped children	Allowance paid to employee on behalf of a disabled child, either for a defined duration or lifelong.
Medical Committee Sick Leave	Registration of sick leave (by HR) following a decision made at the level of the Medical Committee.
Consultation to prepare next Medical Committee meeting	Preliminary meeting organised within the doctors composing the Medical Committee.
Cure consultations	Meeting organised with an employee wishing to benefit from a cure for medical reasons.
Special leave requests	Recommendation given to HR on medical aspects of a special leave request for a sick child or relative, submitted by employees.
Request to spend sick leave elsewhere	Sick leave should, as a rule, be taken at the employee's place of employment. Any exception is subject to approval by the President.
Advice on Vanbreda matters	Help offered in special cases involving the healthcare insurance scheme.

## Miscellaneous allowances

These primarily include the following allowances:

Reserve status allowance, Representation allowance, Housing allowance, Bonus, Promotion compensation, Employers' contribution to national insurance scheme, Temporary fixed allowance

## Nationality

Citizenship of the employee as derived from the electronic personal files and reflected in FIPS. In case of dual citizenship, this is the first nationality recorded in FIPS.

## New Pension Scheme

Pension scheme applicable to employees recruited as from 1 January 2009.

The "defined benefits" pension is calculated on the basis of two times the reference salary at C1 step 3. The total employee contribution level for both the New Pension Scheme and the Salary Savings Plan amounts to 9.3% of the employee's basic salary. The EPO's contribution is 18.6% of said basic salary.

## Non-active service

Employees who may be on the payroll of the EPO (in view of the receipt of specific allowances or benefits, or contributions to specific schemes) but who do not perform tasks for the EPO and fall under one of the categories of Art. 42 ServRegs.

## Number of employees on 31 December

All employees (permanent and contractors) who were in active service on 31 December as per the "employee list" in FIPS.

## Occupational health activities

Term	Description
Vision tests	Eye test offered to employees by the Office on a regular basis (at least once a year).
Workplace visits by nurses	Visit made on request by nurses to an employee's workplace to ensure the arrangement of the workplace (desk, chair, computer) is optimal, mostly following illness or accident.
Emergency cases	Intervention by Occupational Health Services in urgent situations.
Workplace visits by ergonomists	Visit made regularly by ergonomics representatives to an employee's workplace to ensure the arrangement of the workplace (desk, chair, computer) is optimal.
Health Advisory Team meetings	Meetings of a doctor, social welfare, HR partner and manager, in order to discuss any issues in a unit.
Reintegration meetings	Meetings with employees who return from a long period of sick leave, and their managers, to discuss an optimal, smooth return to work.
Consultations with manager	Meetings with a line manager, to discuss individual cases.
Biennial medical examinations	Medical examination offered by the EPO every two years, for which the EPO provides financial support if performed externally.
In-house physiotherapy treatment sessions	Physiotherapy service made available at the EPO, at the employee's expense.

## Old Pension Scheme

Pension scheme applicable to employees recruited before 1 January 2009, by which a staff member with ten or more years of actual service is entitled to a retirement pension calculated on the basis of the final basic salary. The total employee contribution level for the Old Pension Scheme in 2012 amounts to 9.3% of the employee's basic salary. The EPO's contribution is 18.6% of said basic salary.

## Orphan's or dependant's pension

Pension paid, under conditions laid down in the Pension Scheme Regulations, to children or other dependants of a deceased or widowed employee.

## Other staff

Employees whose activities are not directly related to patents.

## Part-time home working (PTHW)

PTHW is a form of organising and/or performing work, whereby work which is normally performed on the Office's premises is carried out at the employee's residence for a better balance between family/private and professional responsibilities.

## Partial compensation

Payment aimed at partly mitigating the national tax levied on an EPO pension in the EPO member states. It replaced the former tax adjustment scheme as from 1 January 2009.

## Patent procedures support staff

Formalities officers in DG 2.

## Permanent staff

Employees employed on a permanent basis and to whom the Service Regulations for permanent employees of the European Patent Office apply.

## Promotion

Access to a higher grade within a group of grades by decision of the President upon recommendation of the Promotion Board.

## Remuneration

Basic salary and, where applicable, allowances.

## Reserve status

Non-active status of a permanent employee who has become supernumerary by reason of a reduction in the number of posts as decided by the Administrative Council under the budgetary procedure, and who cannot be assigned to any other post corresponding to his grade within the Office.



## Retirement

Cessation of active service with entitlement to a retirement pension. An unreduced pension is payable, based on the number of years of service, if retirement is taken between the age of 60 and 65. Continuation of service until 68 is possible on request. Employees entitled to a pension and resigning before the age of 60 receive a deferred pension when they reach that age. However, employees can request early retirement before the age of 60 with a reduced pension according to age coefficients.

## Salary savings plan

A defined contributions scheme which supplements the New Pension Scheme. It allows each employee recruited after 1 July 2009 to accumulate savings growing through long-term investment. The employee is given a choice in terms of investment options, which may be changed on a yearly basis.

## Salary tables (see Annex 2)

Information on net salary tables, published following the decisions of the Administrative Council on the salary adjustments, usually in December.  
Please see the net salary tables presented in Annex 2.

## Secondment

Outbound and temporary appointment of a permanent employee of the Office to a public or private body, following decisions governed by the interests of the service and taken by the appointing authority. Employees concerned are placed in non-active status.

## Site

Geographic location at which activities of the EPO are performed: Munich, The Hague, Berlin, Vienna, Brussels.

## Social security scheme

A security scheme covering health insurance, death and permanent invalidity insurance and long-term care insurance.

## Staff representation activities

These can be internal (e.g. internal meetings) or external. The latter include meetings with management or bodies set up by the President or the Administrative Council, as well as the necessary preparation and travel time for such meetings, and training.

Other external activities are:

### **Types of external staff representation activities**

- Ad hoc working groups
- Admin. Council and committees
- Conciliation
- Consultation Group VP 1
- Consultation Group VP 2
- Consultation Group VP 4
- Data protection
- Dignity policy
- External relations
- GAC
- GTR and Salaries
- Harmonisation Committee
- HC Steering Committee
- Health and Safety Issues
- Home Loans Committee
- Internal Appeals Committee
- LAC
- Managing performance
- Meetings - President/MAC
- Meetings local management
- Meetings/MGT Special issues
- Preparation and travel
- Promotion Boards
- Recruitment
- Restour Committee
- RFPSS and pensions
- IT Roadmap
- Staff Committee elections
- Staff rep. external various
- Training

## Statutory bodies

Term	Legal Basis	Description
General Advisory Committee (GAC)	Art. 2(1)b), Art. 38 ServRegs	Joint Committee responsible for giving the President a reasoned opinion inter alia on any proposal to amend the Service Regulations, or any proposal which concerns the whole or part of the staff to whom the Service Regulations apply, or any question of a general nature or any question which the Staff Committee has asked to have examined.
Central Occupational Health, Safety and Ergonomics Committee (COHSEC)	Art. 2(1)h), Art. 38a ServRegs	Joint Committee responsible for formulating, on its own initiative and on an unrestricted basis, proposals on all aspects of occupational health, safety and ergonomics affecting the staff at more than one place of employment as well as for giving a reasoned opinion on all measures and reports relating to occupational health, safety and ergonomics on all premises of the Office.
Local Advisory Committee (LAC)	Art. 2(1)h), Art. 38 ServRegs	Joint Committee of a specific place of employment responsible for giving the President a reasoned opinion inter alia on any proposal to make rules and on any proposal which concerns solely the whole or part of the staff at the place of employment concerned or on any question of a local nature submitted to it by the President of the Office or any question submitted to it for an opinion by the General Advisory Committee or any question which the Staff Committee has asked to have examined
Local Occupational Health, Safety and Ergonomics Committee (LOHSEC)	Art. 2(1)h), Art. 38a ServRegs	Joint Committee of a specific place of employment responsible for formulating, on its own initiative and on an unrestricted basis, proposals on all aspects of occupational health, safety and ergonomics affecting the staff at the place of employment concerned as well as for giving a reasoned opinion on all measures and reports relating to occupational health, safety and ergonomics on the premises of the place of employment concerned.
Disciplinary Committee	Art. 2(1)d), Art. 98 ServRegs	Joint Committee responsible for giving the President a reasoned opinion on the disciplinary measure appropriate to the misconduct of a staff member.
Internal Appeals Committee	Art. 2(1)e), Art. 111 ServRegs	Joint Committee responsible for giving the President a reasoned opinion on internal appeals filed by staff against adverse decisions or acts of the Office.
Promotion Board	Art. 2(1)c), Art. 49 ServRegs	Joint Committee responsible for providing the President with a list of staff eligible for promotion under the applicable provisions.
B/C Job Classification Panel		Joint Committee responsible for giving advice on B and C grade assessment.
B/C Harmonisation Committee	Circular No. 253	Joint Committee responsible for giving advice on the harmonisation and the criteria to be applied in evaluating the level of B and C duties entrusted to staff.
Working Group on Remuneration		Joint Committee advising the President on salary policy and annual adjustment of remuneration.
Long-Term Care Committee	ImplRule Art. 83a	Joint Committee responsible for supervising the LTC scheme and ensuring its uniform application.
Home Loans Committee	Regulations for the grant of home loans	Joint Committee advising the President as to whether to grant home loans.
Supervisory Committee for Salary Savings Plan	ImplRule Supervisory Committee	Joint Committee responsible for supervising investment management and administration for the salary savings plan.
Training Committee	Circular No. 267	Joint Committee responsible for giving advice on training measures and activities.

### Survivor's pension

Pension paid, under conditions laid down in the Pension Scheme Regulations, to the surviving spouse of an EPO employee or pensioner.

### Termination indemnity

Additional leaving benefit paid to contract staff, for contracts concluded on 1 January 2010 and thereafter. It is usually combined with a severance grant and a salary savings plan redemption amount.

### Turnover rate

Number of employees having ceased active employment in 2012 divided by the average number of employees in 2012.

### Withdrawal of appeal

Declaration of the appellant for the full and final closure of the appeal before the final decision is taken.

### Working day

Day on which at a specific place of employment the Office is open for business.



## Germany

## Salary table in EUR, 1 July 2012

	1	2	3	4	5	6	7
<b>A7</b>	11 797.90	12 212.43	12 626.96	13 041.49	13 456.02	13 870.55	14 478.20
<b>A6</b>	10 904.63	11 220.92	11 537.21	11 853.50	12 169.79	12 486.08	12 960.94
<b>A5</b>	9 425.24	9 702.91	9 980.58	10 258.25	10 535.92	10 813.59	11 091.26
<b>A4(2)</b>	9 405.27	9 682.94	9 960.61	10 238.28	10 515.95	10 793.62	11 071.29
<b>A4</b>	8 126.03	8 370.75	8 615.47	8 860.19	9 104.91	9 349.63	9 594.35
<b>A3</b>	6 936.47	7 155.34	7 374.21	7 593.08	7 811.95	8 030.82	8 249.69
<b>A2</b>	5 766.16	5 962.57	6 158.98	6 355.39	6 551.80	6 748.21	6 944.62
<b>A1</b>	4 998.37	5 168.21	5 338.05	5 507.89	5 677.73	5 847.57	6 017.41
<b>B6</b>	5 569.75	5 766.16	5 962.57	6 158.98	6 355.39	6 551.80	6 748.21
<b>B5</b>	4 828.53	4 998.37	5 168.21	5 338.05	5 507.89	5 677.73	5 847.57
<b>B4</b>	4 221.55	4 368.82	4 516.09	4 663.36	4 810.63	4 957.90	5 105.17
<b>B3</b>	3 701.65	3 832.09	3 962.53	4 092.97	4 223.41	4 353.85	4 484.29
<b>B2</b>	3 275.89	3 390.21	3 504.53	3 618.85	3 733.17	3 847.49	3 961.81
<b>B1</b>	2 918.49	3 022.33	3 126.17	3 230.01	3 333.85	3 437.69	3 541.53
<b>C6</b>	4 127.49	4 259.50	4 391.51	4 523.52	4 655.53	4 787.54	4 919.55
<b>C5</b>	3 653.45	3 770.91	3 888.37	4 005.83	4 123.29	4 240.75	4 358.21
<b>C4</b>	3 282.31	3 388.57	3 494.83	3 601.09	3 707.35	3 813.61	3 919.87
<b>C3</b>	2 995.72	3 092.36	3 189.00	3 285.64	3 382.28	3 478.92	3 575.56
<b>C2</b>	2 776.07	2 865.43	2 954.79	3 044.15	3 133.51	3 222.87	3 312.23
<b>C1</b>	2 613.47	2 697.98	2 782.49	2 867.00	2 951.51	3 036.02	3 120.53

8	9	10	11	12	13	12 M.	24 M.
15 085.85						414.53	607.65
13 435.80	13 910.66	14 385.52				316.29	474.86
11 368.93	11 775.36	12 181.79	12 588.22	12 994.65	13 401.08	277.67	406.43
11 348.96	11 665.25	11 981.54	12 297.83	12 614.12	12 930.41	277.67	316.29
9 839.07	10 155.36	10 471.65	10 787.94	11 104.23	11 420.52	244.72	316.29
8 468.56	8 755.89	9 043.22	9 330.55	9 617.88	9 905.21	218.87	287.33
7 141.03	7 337.44	7 533.85	7 730.26	7 926.67	8 123.09	196.41	196.41
6 187.25	6 357.09	6 526.93	6 696.77	6 866.61	7 036.46	169.84	169.84
6 944.62	7 141.03	7 337.44	7 533.85	7 730.26	7 926.67	196.41	196.41
6 017.41	6 187.25	6 357.09	6 526.93	6 696.77	6 866.61	169.84	169.84
5 252.44	5 399.71	5 546.98	5 694.25	5 841.52	5 988.79	147.27	147.27
4 614.73	4 745.17	4 875.61	5 006.05	5 136.49	5 266.93	130.44	130.44
4 076.13	4 190.45	4 304.77	4 419.09	4 533.41	4 647.73	114.32	114.32
3 645.37	3 749.21	3 853.05	3 956.89	4 060.73	4 164.57	103.84	103.84
5 051.56	5 183.57	5 315.58	5 447.59	5 579.60	5 711.61	132.01	132.01
4 475.67	4 593.13	4 710.59	4 828.05	4 945.51	5 062.97	117.46	117.46
4 026.13	4 132.39	4 238.65	4 344.91	4 451.17	4 557.43	106.26	106.26
3 672.20	3 768.84	3 865.48	3 962.12	4 058.76	4 155.40	96.64	96.64
3 401.59	3 490.95	3 580.31	3 669.67	3 759.03	3 848.39	89.36	89.36
3 205.04	3 289.55	3 374.06	3 458.57	3 543.08	3 627.59	84.51	84.51

## The Netherlands

### Salary table in EUR, 1 July 2012

	1	2	3	4	5	6	7	
<b>A7</b>	11 672.62	12 082.75	12 492.88	12 903.01	13 313.14	13 723.27	14 324.47	
<b>A6</b>	10 788.84	11 101.77	11 414.70	11 727.63	12 040.56	12 353.49	12 823.31	
<b>A5</b>	9 325.15	9 599.87	9 874.59	10 149.31	10 424.03	10 698.75	10 973.47	
<b>A4(2)</b>	9 305.46	9 580.18	9 854.90	10 129.62	10 404.34	10 679.06	10 953.78	
<b>A4</b>	8 039.73	8 281.86	8 523.99	8 766.12	9 008.25	9 250.38	9 492.51	
<b>A3</b>	6 862.81	7 079.35	7 295.89	7 512.43	7 728.97	7 945.51	8 162.05	
<b>A2</b>	5 704.93	5 899.25	6 093.57	6 287.89	6 482.21	6 676.53	6 870.85	
<b>A1</b>	4 945.29	5 113.33	5 281.37	5 449.41	5 617.45	5 785.49	5 953.53	
<b>B6</b>	5 510.61	5 704.93	5 899.25	6 093.57	6 287.89	6 482.21	6 676.53	
<b>B5</b>	4 777.25	4 945.29	5 113.33	5 281.37	5 449.41	5 617.45	5 785.49	
<b>B4</b>	4 176.72	4 322.42	4 468.12	4 613.82	4 759.52	4 905.22	5 050.92	
<b>B3</b>	3 662.34	3 791.40	3 920.46	4 049.52	4 178.58	4 307.64	4 436.70	
<b>B2</b>	3 241.11	3 354.22	3 467.33	3 580.44	3 693.55	3 806.66	3 919.77	
<b>B1</b>	2 887.50	2 990.23	3 092.96	3 195.69	3 298.42	3 401.15	3 503.88	
<b>C6</b>	4 083.66	4 214.27	4 344.88	4 475.49	4 606.10	4 736.71	4 867.32	
<b>C5</b>	3 614.65	3 730.86	3 847.07	3 963.28	4 079.49	4 195.70	4 311.91	
<b>C4</b>	3 247.46	3 352.59	3 457.72	3 562.85	3 667.98	3 773.11	3 878.24	
<b>C3</b>	2 963.91	3 059.52	3 155.13	3 250.74	3 346.35	3 441.96	3 537.57	
<b>C2</b>	2 746.59	2 835.00	2 923.41	3 011.82	3 100.23	3 188.64	3 277.05	
<b>C1</b>	2 585.72	2 669.33	2 752.94	2 836.55	2 920.16	3 003.77	3 087.38	



8	9	10	11	12	13	12 M.	24 M.
14 925.67						410.13	601.20
13 293.13	13 762.95	14 232.77				312.93	469.82
11 248.19	11 650.31	12 052.43	12 454.55	12 856.67	13 258.79	274.72	402.12
11 228.50	11 541.43	11 854.36	12 167.29	12 480.22	12 793.15	274.72	312.93
9 734.64	10 047.57	10 360.50	10 673.43	10 986.36	11 299.29	242.13	312.93
8 378.59	8 662.87	8 947.15	9 231.43	9 515.71	9 799.99	216.54	284.28
7 065.17	7 259.49	7 453.81	7 648.13	7 842.45	8 036.78	194.32	194.32
6 121.57	6 289.61	6 457.65	6 625.69	6 793.73	6 961.78	168.04	168.04
6 870.85	7 065.17	7 259.49	7 453.81	7 648.13	7 842.45	194.32	194.32
5 953.53	6 121.57	6 289.61	6 457.65	6 625.69	6 793.73	168.04	168.04
5 196.62	5 342.32	5 488.02	5 633.72	5 779.42	5 925.12	145.70	145.70
4 565.76	4 694.82	4 823.88	4 952.94	5 082.00	5 211.06	129.06	129.06
4 032.88	4 145.99	4 259.10	4 372.21	4 485.32	4 598.43	113.11	113.11
3 606.61	3 709.34	3 812.07	3 914.80	4 017.53	4 120.26	102.73	102.73
4 997.93	5 128.54	5 259.15	5 389.76	5 520.37	5 650.98	130.61	130.61
4 428.12	4 544.33	4 660.54	4 776.75	4 892.96	5 009.17	116.21	116.21
3 983.37	4 088.50	4 193.63	4 298.76	4 403.89	4 509.02	105.13	105.13
3 633.18	3 728.79	3 824.40	3 920.01	4 015.62	4 111.23	95.61	95.61
3 365.46	3 453.87	3 542.28	3 630.69	3 719.10	3 807.51	88.41	88.41
3 170.99	3 254.60	3 338.21	3 421.82	3 505.43	3 589.04	83.61	83.61

## Austria

## Salary table in EUR, 1 July 2012

	1	2	3	4	5	6	7	
<b>A7</b>	11 791.25	12 205.54	12 619.83	13 034.12	13 448.41	13 862.70	14 470.01	
<b>A6</b>	10 898.49	11 214.60	11 530.71	11 846.82	12 162.93	12 479.04	12 953.63	
<b>A5</b>	9 419.93	9 697.44	9 974.95	10 252.46	10 529.97	10 807.48	11 084.99	
<b>A4(2)</b>	9 400.04	9 677.55	9 955.06	10 232.57	10 510.08	10 787.59	11 065.10	
<b>A4</b>	8 121.44	8 366.03	8 610.62	8 855.21	9 099.80	9 344.39	9 588.98	
<b>A3</b>	6 932.56	7 151.30	7 370.04	7 588.78	7 807.52	8 026.26	8 245.00	
<b>A2</b>	5 762.91	5 959.21	6 155.51	6 351.81	6 548.11	6 744.41	6 940.71	
<b>A1</b>	4 995.56	5 165.31	5 335.06	5 504.81	5 674.56	5 844.31	6 014.06	
<b>B6</b>	5 566.61	5 762.91	5 959.21	6 155.51	6 351.81	6 548.11	6 744.41	
<b>B5</b>	4 825.81	4 995.56	5 165.31	5 335.06	5 504.81	5 674.56	5 844.31	
<b>B4</b>	4 219.17	4 366.35	4 513.53	4 660.71	4 807.89	4 955.07	5 102.25	
<b>B3</b>	3 699.57	3 829.94	3 960.31	4 090.68	4 221.05	4 351.42	4 481.79	
<b>B2</b>	3 274.05	3 388.31	3 502.57	3 616.83	3 731.09	3 845.35	3 959.61	
<b>B1</b>	2 916.84	3 020.62	3 124.40	3 228.18	3 331.96	3 435.74	3 539.52	
<b>C6</b>	4 125.16	4 257.09	4 389.02	4 520.95	4 652.88	4 784.81	4 916.74	
<b>C5</b>	3 651.39	3 768.78	3 886.17	4 003.56	4 120.95	4 238.34	4 355.73	
<b>C4</b>	3 280.46	3 386.66	3 492.86	3 599.06	3 705.26	3 811.46	3 917.66	
<b>C3</b>	2 994.03	3 090.61	3 187.19	3 283.77	3 380.35	3 476.93	3 573.51	
<b>C2</b>	2 774.51	2 863.82	2 953.13	3 042.44	3 131.75	3 221.06	3 310.37	
<b>C1</b>	2 612.00	2 696.46	2 780.92	2 865.38	2 949.84	3 034.30	3 118.76	

8	9	10	11	12	13	12 M.	24 M.
15 077.32						414.29	607.31
13 428.22	13 902.81	14 377.40				316.11	474.59
11 362.50	11 768.70	12 174.90	12 581.10	12 987.30	13 393.50	277.51	406.20
11 342.61	11 658.72	11 974.83	12 290.94	12 607.05	12 923.16	277.51	316.11
9 833.57	10 149.68	10 465.79	10 781.90	11 098.01	11 414.12	244.59	316.11
8 463.74	8 750.91	9 038.08	9 325.25	9 612.42	9 899.59	218.74	287.17
7 137.01	7 333.31	7 529.61	7 725.91	7 922.21	8 118.52	196.30	196.30
6 183.81	6 353.56	6 523.31	6 693.06	6 862.81	7 032.57	169.75	169.75
6 940.71	7 137.01	7 333.31	7 529.61	7 725.91	7 922.21	196.30	196.30
6 014.06	6 183.81	6 353.56	6 523.31	6 693.06	6 862.81	169.75	169.75
5 249.43	5 396.61	5 543.79	5 690.97	5 838.15	5 985.33	147.18	147.18
4 612.16	4 742.53	4 872.90	5 003.27	5 133.64	5 264.01	130.37	130.37
4 073.87	4 188.13	4 302.39	4 416.65	4 530.91	4 645.17	114.26	114.26
3 643.30	3 747.08	3 850.86	3 954.64	4 058.42	4 162.20	103.78	103.78
5 048.67	5 180.60	5 312.53	5 444.46	5 576.39	5 708.32	131.93	131.93
4 473.12	4 590.51	4 707.90	4 825.29	4 942.68	5 060.07	117.39	117.39
4 023.86	4 130.06	4 236.26	4 342.46	4 448.66	4 554.86	106.20	106.20
3 670.09	3 766.67	3 863.25	3 959.83	4 056.41	4 152.99	96.58	96.58
3 399.68	3 488.99	3 578.30	3 667.61	3 756.92	3 846.23	89.31	89.31
3 203.22	3 287.68	3 372.14	3 456.60	3 541.06	3 625.52	84.46	84.46

## Belgium

## Salary table in EUR, 1 July 2012

	1	2	3	4	5	6	7	
<b>A7</b>	11 087.21	11 476.77	11 866.33	12 255.89	12 645.45	13 035.01	13 606.06	
<b>A6</b>	10 247.75	10 544.99	10 842.23	11 139.47	11 436.71	11 733.95	12 180.21	
<b>A5</b>	8 857.48	9 118.42	9 379.36	9 640.30	9 901.24	10 162.18	10 423.12	
<b>A4(2)</b>	8 838.75	9 099.69	9 360.63	9 621.57	9 882.51	10 143.45	10 404.39	
<b>A4</b>	7 636.52	7 866.50	8 096.48	8 326.46	8 556.44	8 786.42	9 016.40	
<b>A3</b>	6 518.62	6 724.30	6 929.98	7 135.66	7 341.34	7 547.02	7 752.70	
<b>A2</b>	5 418.82	5 603.40	5 787.98	5 972.56	6 157.14	6 341.72	6 526.30	
<b>A1</b>	4 697.27	4 856.88	5 016.49	5 176.10	5 335.71	5 495.32	5 654.93	
<b>B6</b>	5 234.24	5 418.82	5 603.40	5 787.98	5 972.56	6 157.14	6 341.72	
<b>B5</b>	4 537.66	4 697.27	4 856.88	5 016.49	5 176.10	5 335.71	5 495.32	
<b>B4</b>	3 967.25	4 105.65	4 244.05	4 382.45	4 520.85	4 659.25	4 797.65	
<b>B3</b>	3 478.67	3 601.25	3 723.83	3 846.41	3 968.99	4 091.57	4 214.15	
<b>B2</b>	3 078.56	3 186.00	3 293.44	3 400.88	3 508.32	3 615.76	3 723.20	
<b>B1</b>	2 742.68	2 840.26	2 937.84	3 035.42	3 133.00	3 230.58	3 328.16	
<b>C6</b>	3 878.85	4 002.91	4 126.97	4 251.03	4 375.09	4 499.15	4 623.21	
<b>C5</b>	3 433.37	3 543.75	3 654.13	3 764.51	3 874.89	3 985.27	4 095.65	
<b>C4</b>	3 084.59	3 184.45	3 284.31	3 384.17	3 484.03	3 583.89	3 683.75	
<b>C3</b>	2 815.26	2 906.07	2 996.88	3 087.69	3 178.50	3 269.31	3 360.12	
<b>C2</b>	2 608.84	2 692.82	2 776.80	2 860.78	2 944.76	3 028.74	3 112.72	
<b>C1</b>	2 456.04	2 535.46	2 614.88	2 694.30	2 773.72	2 853.14	2 932.56	

8	9	10	11	12	13	12 M.	24 M.
14 177.11						389.56	571.05
12 626.47	13 072.73	13 518.99				297.24	446.26
10 684.06	11 066.01	11 447.96	11 829.91	12 211.86	12 593.81	260.94	381.95
10 665.33	10 962.57	11 259.81	11 557.05	11 854.29	12 151.53	260.94	297.24
9 246.38	9 543.62	9 840.86	10 138.10	10 435.34	10 732.58	229.98	297.24
7 958.38	8 228.41	8 498.44	8 768.47	9 038.50	9 308.53	205.68	270.03
6 710.88	6 895.46	7 080.04	7 264.62	7 449.20	7 633.79	184.58	184.58
5 814.54	5 974.15	6 133.76	6 293.37	6 452.98	6 612.60	159.61	159.61
6 526.30	6 710.88	6 895.46	7 080.04	7 264.62	7 449.20	184.58	184.58
5 654.93	5 814.54	5 974.15	6 133.76	6 293.37	6 452.98	159.61	159.61
4 936.05	5 074.45	5 212.85	5 351.25	5 489.65	5 628.05	138.40	138.40
4 336.73	4 459.31	4 581.89	4 704.47	4 827.05	4 949.63	122.58	122.58
3 830.64	3 938.08	4 045.52	4 152.96	4 260.40	4 367.84	107.44	107.44
3 425.74	3 523.32	3 620.90	3 718.48	3 816.06	3 913.64	97.58	97.58
4 747.27	4 871.33	4 995.39	5 119.45	5 243.51	5 367.57	124.06	124.06
4 206.03	4 316.41	4 426.79	4 537.17	4 647.55	4 757.93	110.38	110.38
3 783.61	3 883.47	3 983.33	4 083.19	4 183.05	4 282.91	99.86	99.86
3 450.93	3 541.74	3 632.55	3 723.36	3 814.17	3 904.98	90.81	90.81
3 196.70	3 280.68	3 364.66	3 448.64	3 532.62	3 616.60	83.98	83.98
3 011.98	3 091.40	3 170.82	3 250.24	3 329.66	3 409.08	79.42	79.42

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