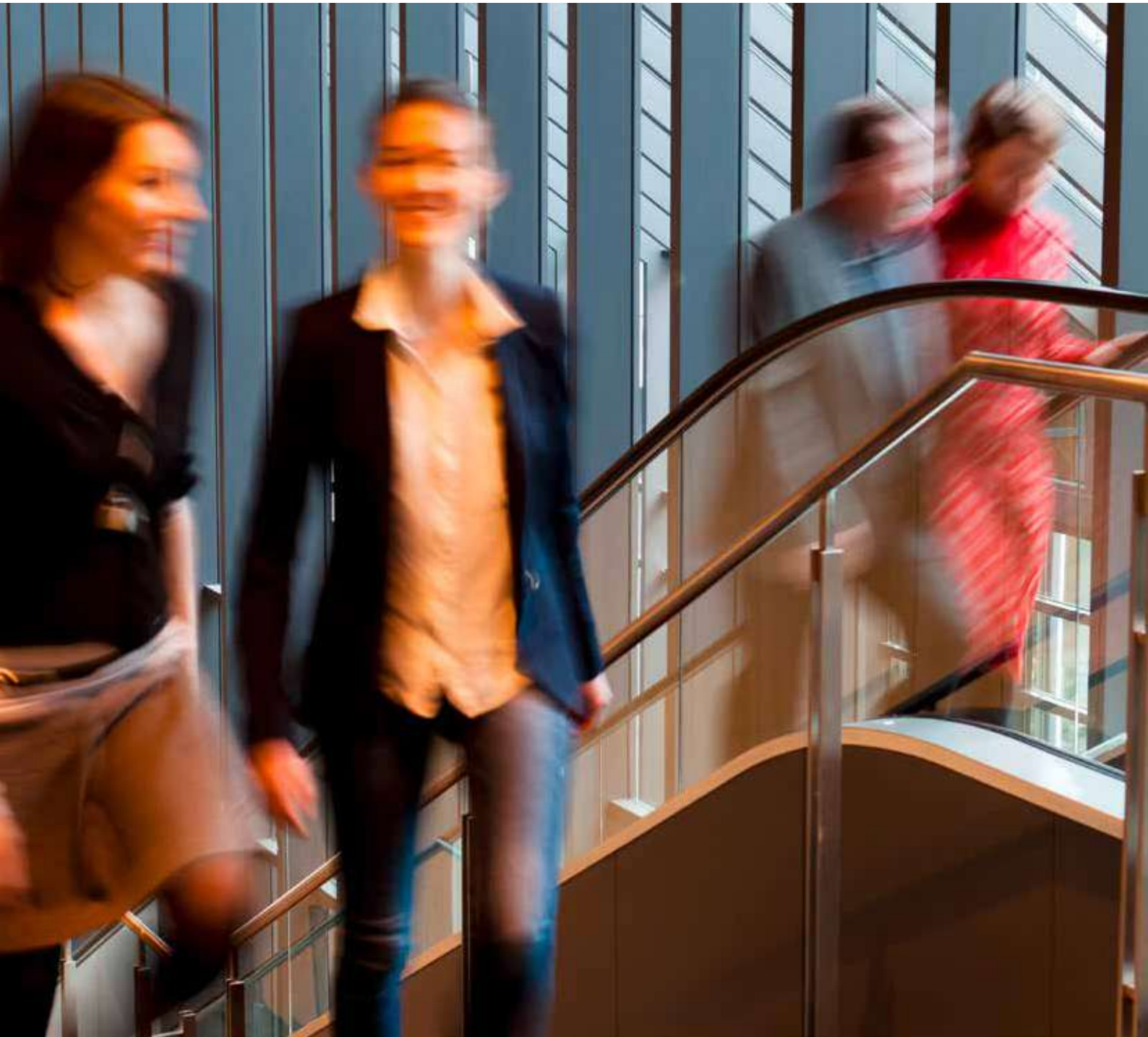
Europäisches Patentamt

European Patent Office

Office européen des brevets

Social Report for the year 2013



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Foreword

In 2013, the EPO was able to grow further while continuing to deliver the highest quality standards and outperform most expectations. Production and global efficiency (in terms of products per FTE) increased, while user satisfaction with search and examination continued to improve. These achievements helped to strengthen the already healthy budgetary situation of the EPO, in turn allowing the organisation to invest more in examiner recruitment and training and the stabilisation of the social package.

2013 was also a year of significant reform and change, in line with the strategic orientations set in the roadmaps approved by the Administrative Council. These changes are being implemented to adapt and modernise the social framework and to ensure a sustainable future.

At the EPO, staff constitutes the 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, as a reward for their exceptional expertise and their commitment to achieving the goals of the organisation.

The Social Report 2013 provides a comprehensive overview of staff and working conditions at the EPO. As far as possible, it compares the situation in 2013 with indicators of the previous year to show developments and trends. In line with last year's report, the 2013 edition is arranged in the following seven main sections, covering all major social issues:

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

By providing concise and factual information across these seven sections, this report is the document of reference on social issues. It enables all the different players involved in social dialogue to have a common understanding of the current situation and of the challenges ahead. It also clearly supports implementation of the HR Roadmap and helps 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 2013, 6 814 employees were working at the EPO. The total number of employees increased by 0.7% compared to the previous year.

Table 1:

Change in total number of employees (in headcount) working at the EPO, 2012-2013

	31 Dec 2012	31 Dec 2013	Variation
Total EPO	**6 766**	**6 814**	**+0.7%**

Source: FIPS

1.2 Breakdown of employees by function

At the end of 2013, 4 112 employees were working as examiners, representing 60% of the total EPO workforce. The remaining employees were involved in patent procedures support and other activities such as legal services, human resources, procurement or facility management.

The total number of staff remained stable. While the number of examiners increased by 3.0% in comparison to 2012, the number of employees in other functions decreased by 2.9%.

Table 2:

Breakdown of number of employees (in headcount) by type of function, 2012-2013

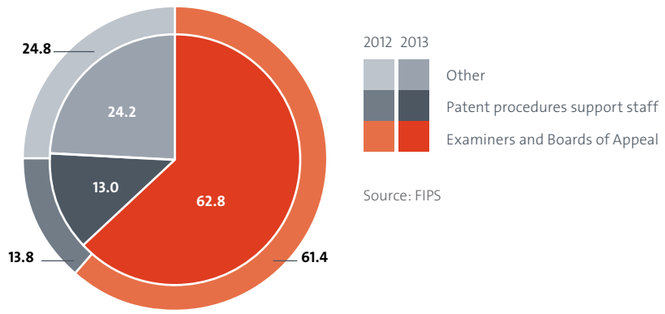
Function	31 Dec 12	31 Dec 13	Variation
Examiners and boards of appeal	4 153	4 278	+3.0%
Patent procedures support	934	883	-5.5%
Other	1 679	1 653	-1.5%
Total	**6 766**	**6 814**	**+0.7%**

Source: FIPS

Graph 1:

Change in breakdown of employees by type of function, 2012-2013

in %



Source: FIPS

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 2013, 3 769 employees (56% of total staff) were working in Munich and 2 658 (39% of total staff) in The Hague.

Table 3:

Breakdown of number of employees (in headcount) by site, 2012-2013

Site	31 Dec 2012	31 Dec 2013	Variation
Munich	3 746	3 771	+0.7%
The Hague	2 628	2 658	+1.1%
Berlin	277	272	-1.8%
Vienna	109	109	+0.0%
Brussels	6	4	-33.3%
Total	**6 766**	**6 814**	**+0.7%**

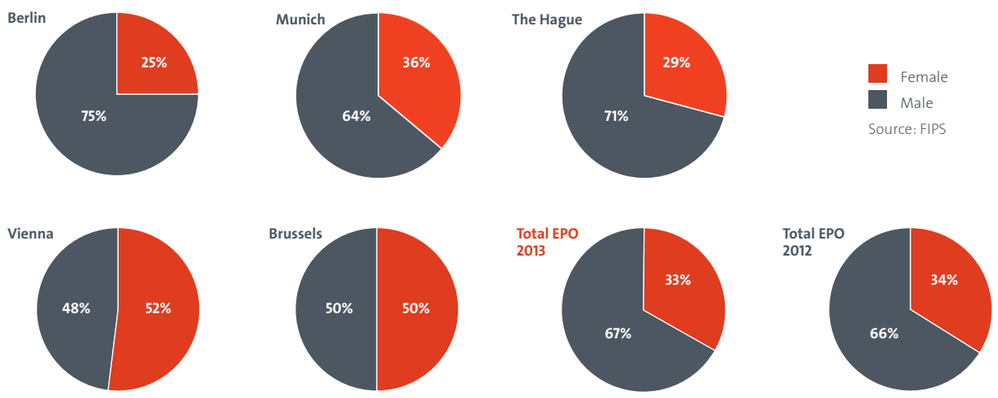
Source: FIPS

1.4 Breakdown of employees by gender

At the end of 2013, 33% 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, 2013



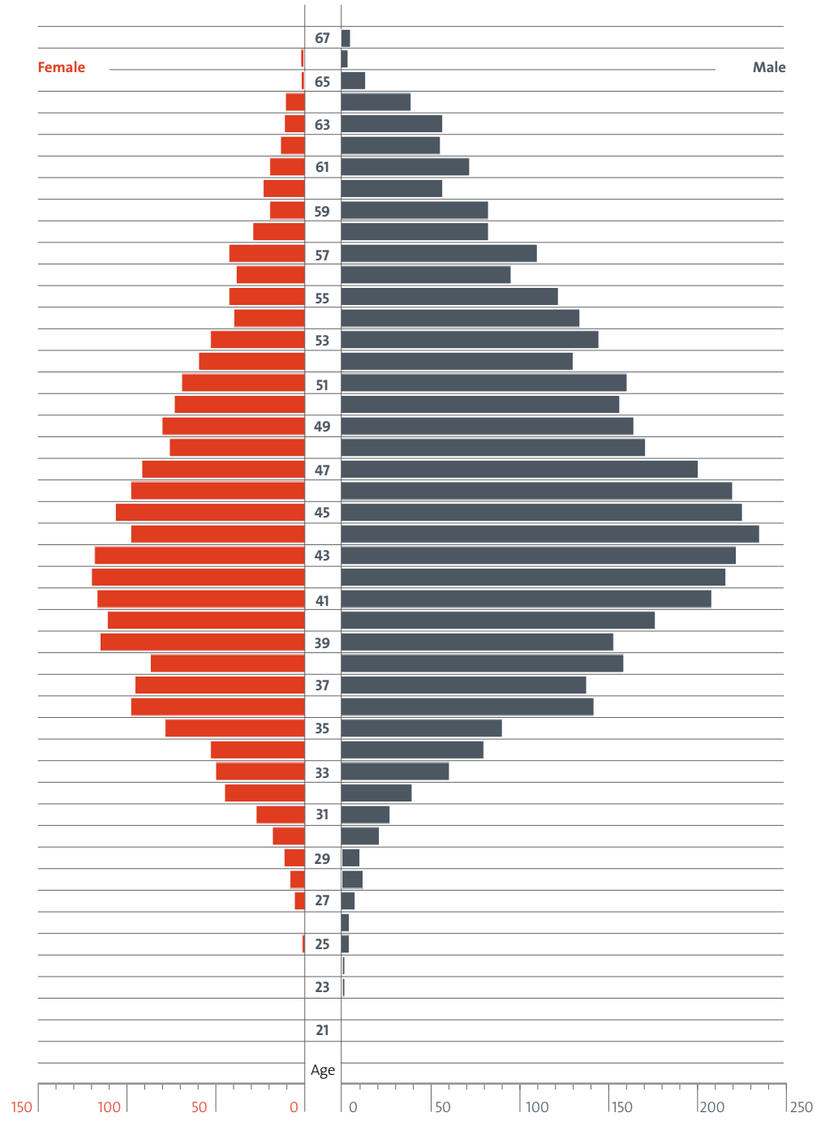
Please note that the employees in Brussels are administratively grouped with Munich in the tables to follow.

1.5 Breakdown of employees by age

The average age of an EPO staff member is 46.5 years (was 45 in 2012). 55% of total staff is between 36 and 48 years old.

Graph 3:

Age pyramid of EPO staff, 31 Dec 2013



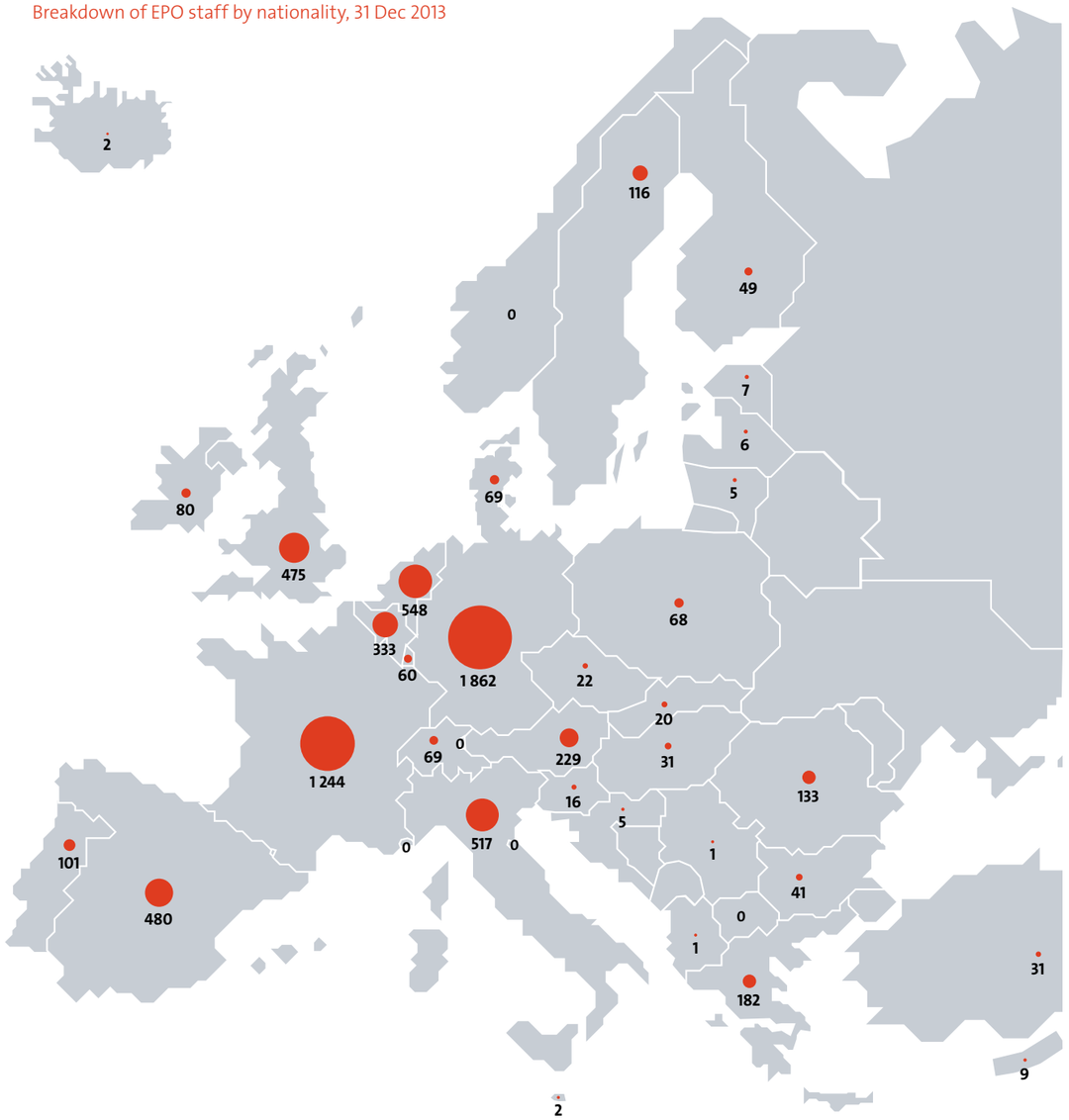
Source: FIPS

1.6 Breakdown of employees by nationality

At the end of 2013, 33 different nationalities were represented at the EPO (two nationalities more than in 2012).

Graph 4:

Breakdown of EPO staff by nationality, 31 Dec 2013



Source: FIPS

Table 4:

Change in number of employees by nationality, 2012-2013

Nationality	31 Dec 2012	31 Dec 2013	Variation
German	1 853	1 862	+0.49%
French	1 230	1 244	+1.14%
Dutch	567	548	-3.35%
Italian	513	517	+0.78%
Spanish	465	480	+3.23%
British	482	475	-1.45%
Belgian	329	333	+1.22%
Austrian	232	229	-1.29%
Greek	167	182	+8.98%
Romanian	129	133	+3.10%
Swedish	121	116	-4.13%
Portuguese	94	101	+7.45%
Irish	79	80	+1.27%
Swiss	71	69	-2.82%
Danish	69	69	+0.00%
Polish	69	68	-1.45%
Luxembourg	60	60	+0.00%
Finnish	48	49	+2.08%
Bulgarian	39	41	+5.13%
Hungarian	32	31	-3.13%
Turkish	28	31	+10.71%
Czech	23	22	-4.35%
Slovakian	19	20	+5.26%
Slovenian	14	16	+14.29%
Cypriot	9	9	+0.00%
Estonian	7	7	+0.00%
Latvian	6	6	+0.00%
Lithuanian	5	5	+0.00%
Croatian	3	5	+66.67%
Maltese	2	2	+0.00%
Icelandic	1	2	+100.00%
Albanian		1	-
Serbian		1	-
Liechtenstein			-
Monegasque			-
FYROM*			-
Norwegian			-
San Marino			-
Total	**6 766**	**6 814**	**+0.71%**

* Former Yugoslav Republic of Macedonia

Source: FIPS

Table 5:

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

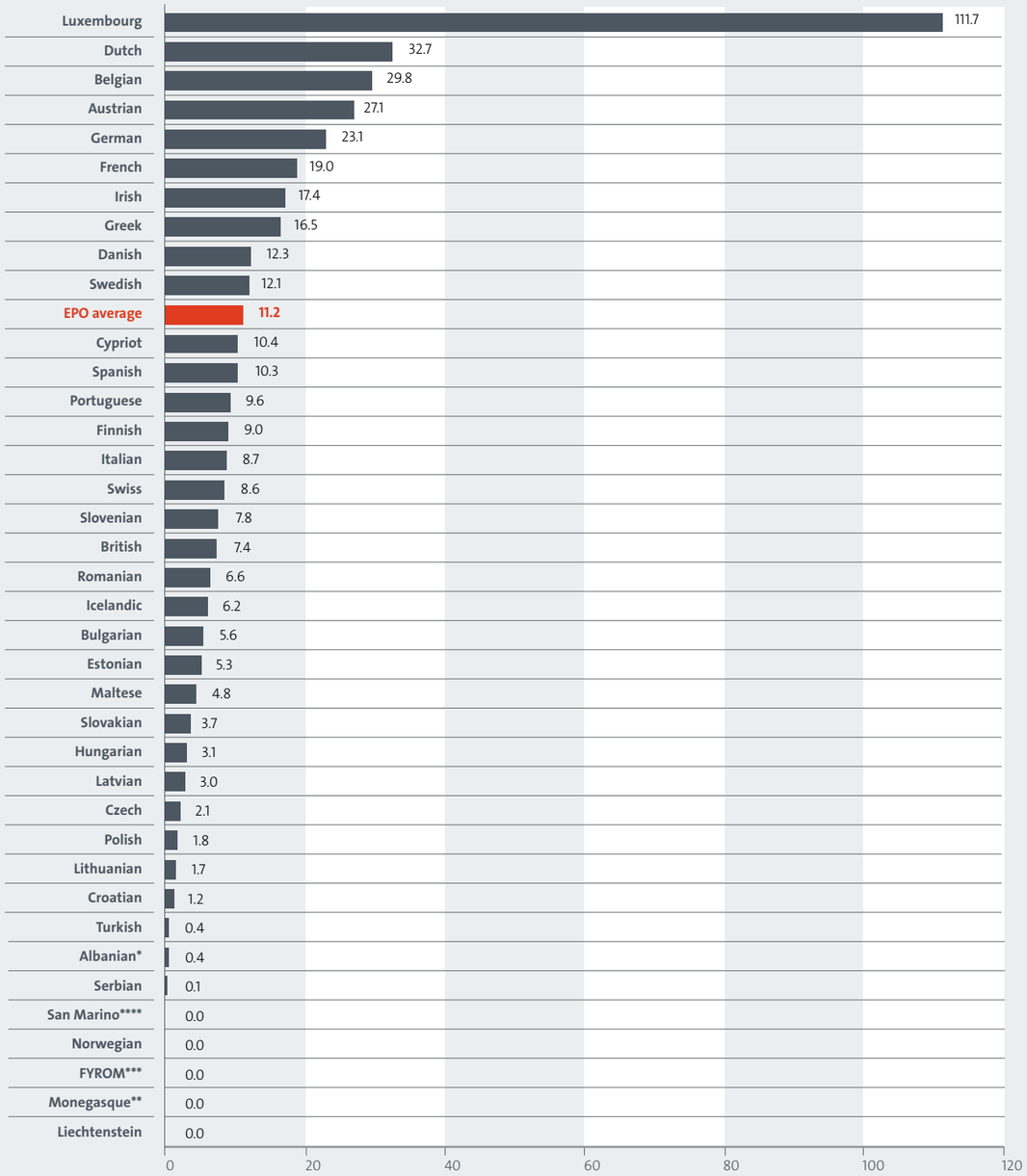
Nationality	EPO employees, 31 Dec 2013	In % of total EPO	Population of EPC countries (in million), 1 Jan 2013	In % of total EPC population	Patent applications per country of residence of the applicant[1]
German	1 862	27.33%	80.52	13.27%	26 645
French	1 244	18.26%	65.63	10.81%	9 754
Dutch	548	8.04%	16.78	2.76%	5 826
Italian	517	7.59%	59.69	9.84%	3 704
Spanish	480	7.04%	46.70	7.69%	1 504
British	475	6.97%	63.90	10.53%	4 567
Belgian	333	4.89%	11.16	1.84%	1 885
Austrian	229	3.36%	8.45	1.39%	1 995
Greek	182	2.67%	11.06	1.82%	66
Romanian	133	1.95%	20.02	3.30%	30
Swedish	116	1.70%	9.56	1.58%	3 668
Portuguese	101	1.48%	10.49	1.73%	94
Irish	80	1.17%	4.59	0.76%	548
Swiss	69	1.01%	8.04	1.32%	6 651
Danish	69	1.01%	5.60	0.92%	1 929
Polish	68	1.00%	38.53	6.35%	371
Luxembourg	60	0.88%	0.54	0.09%	398
Finnish	49	0.72%	5.43	0.89%	1 895
Bulgarian	41	0.60%	7.28	1.20%	22
Hungarian	31	0.45%	9.91	1.63%	103
Turkish	31	0.45%	75.63	12.46%	375
Czech	22	0.32%	10.52	1.73%	149
Slovakian	20	0.29%	5.41	0.89%	29
Slovenian	16	0.23%	2.06	0.34%	135
Cypriot	9	0.13%	0.87	0.14%	45
Estonian	7	0.10%	1.32	0.22%	41
Latvian	6	0.09%	2.02	0.33%	80
Lithuanian	5	0.07%	2.97	0.49%	22
Croatian	5	0.07%	4.26	0.70%	10
Maltese	2	0.03%	0.42	0.07%	43
Icelandic	2	0.03%	0.32	0.05%	39
Albanian *	1	0.01%	2.83	0.47%	0
Serbian	1	0.01%	7.18	1.18%	11
Liechtenstein	0	0.00%	0.04	0.01%	250
Monegasque**	0	0.00%	0.04	0.01%	22
FYROM***	0	0.00%	2.06	0.34%	1
Norwegian	0	0.00%	5.05	0.83%	508
San Marino****	0	0.00%	0.03	0.00%	5
Total	**6 814**	**100.00%**	**606.91**	**100.00%**	**73 420**

Source: FIPS, Eurostat (as of 1 Jan 2013), except for Monaco, San Marino and Albania..

* Only population as of 1 Jan 2011 available in Eurostat
** Population as of 31 Dec 2012 provided by Monegasque Institute for Statistics and Economic Studies (IMSEE)
*** Former Yugoslav Republic of Macedonia
**** Population as of December 2012 provided by the Secretariat of State for Foreign and Political Affairs of the Republic of San Marino (http://www.esteri.sm)
1 EPO website: "European patent applications filed with the EPO"

Graph 5:

Number of EPO employees per million inhabitants in EPC countries



Source: same as Table 5

This graph compares the number of EPO employees holding the nationality of a country to the number of inhabitants in this countries (in millions) e.g. : 1 862 Germans employed at EPO compared to 80.52 million inhabitants in Germany in 2013 gives a ratio of 23.1

Table 6:

Grouping of different nationalities at EPO sites, 31 Dec 2013

Site	Share of employees holding a nationality of a country other than that in which they are serving	Number of nationalities represented
Munich*	65%	31
The Hague	83%	30
Berlin	66%	21
Vienna	67%	18
Total EPO sites	**72%**	**33**

* including employees based in Brussels

Source: FIPS

Table 7:

Breakdown of different nationalities at EPO sites, 31 Dec 2013

Nationality	Berlin	% of total at site	Munich*	% of total at site	The Hague	% of total at site	Vienna	% of total at site
German	92	33.8%	1 312	34.7%	433	16.3%	25	22.9%
French	54	19.8%	631	16.7%	550	20.7%	9	8.3%
Italian	15	5.5%	332	8.8%	168	6.3%	2	1.8%
British	22	8.1%	264	7.0%	179	6.7%	10	9.2%
Spanish	24	8.8%	251	6.6%	197	7.4%	8	7.3%
Austrian	10	3.4%	147	3.9%	36	1.3%	36	33.0%
Dutch	3	1.1%	101	2.7%	443	16.7%	1	0.9%
Greek	5	1.8%	98	2.6%	78	2.9%	1	0.9%
Belgian	5	1.8%	86	2.3%	237	8.9%	5	4.6%
Romanian	1	0.1%	73	1.9%	57	2.1%	2	1.8%
Swedish	16	5.9%	72	1.9%	28	1.0%	0	0.0%
Irish	3	1.1%	53	1.4%	23	0.9%	1	0.9%
Swiss	4	1.5%	49	1.3%	16	0.6%	0	0.0%
Danish	1	0.4%	43	1.1%	25	0.9%	0	0.0%
Polish	5	1.8%	38	1.0%	24	0.9%	1	0.9%
Portuguese	5	1.8%	37	1.0%	59	2.2%	0	0.0%
Luxembourg	1	0.4%	34	0.9%	23	0.9%	2	1.8%
Finnish	1	0.4%	31	0.8%	16	0.6%	1	0.9%
Bulgarian	0	0.0%	26	0.7%	15	0.6%	0	0.0%
Hungarian	0	0.0%	17	0.4%	13	0.5%	1	0.9%
Slovakian	0	0.0%	15	0.4%	3	0.1%	2	1.8%
Czech	2	0.7%	14	0.4%	6	0.2%	0	0.0%
Turkish	1	0.4%	14	0.4%	15	0.6%	1	0.9%
Slovenian	0	0.0%	11	0.3%	4	0.2%	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%
Lithuanian	0	0.0%	5	0.1%	0	0.0%	0	0.0%
Latvian	0	0.0%	4	0.1%	2	0.1%	0	0.0%
Croatian	0	0.0%	2	0.1%	3	0.1%	0	0.0%
Maltese	0	0.0%	2	0.1%	0	0.0%	0	0.0%
Albanian	0	0.0%	1	0.0%	0	0.0%	0	0.0%
Icelandic	0	0.0%	0	0.0%	2	0.1%	0	0.0%
Serbian	0	0.0%	0	0.0%	1	0.0%	0	0.0%
Total	**272**	**100.0%**	**3 775**	**100.0%**	**2 658**	**100.0%**	**109**	**100.0%**

* including employees based in Brussels

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. The number of contract staff has increased for examiners in order to allow them time to improve and fulfil the minimum language requirements. Once the language requirements are attained, examiners on contract become permanent (decision CA/84/08).

33% of permanent staff and 40% of contract staff are female (mostly employed in the non-examiner area).

Table 8:

Change in number of permanent and contract staff, 2012-2013

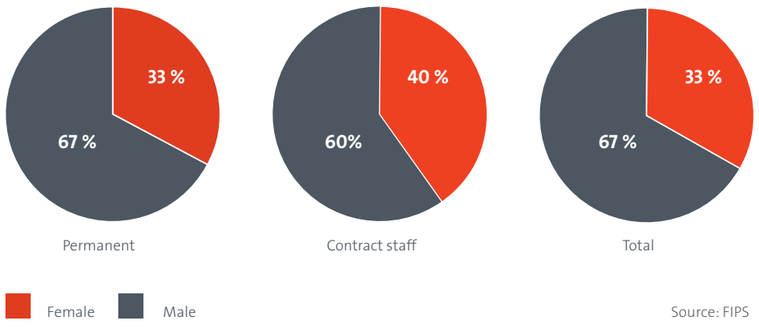
Headcount	Function	31 Dec 2012	31 Dec 2013	Variation
Permanent staff	Examiners and boards of appeal	4 150	4 223	+1.8%
	Patent procedures support staff	917	883	-3.7%
	Other	1 585	1 584	-0.1%
Total permanent staff		**6 652**	**6 690**	**+0.6%**
Contract staff	Examiners*	3	55	+1 733.3%
	Patent procedures support staff	17	0	-100.0%
	Other	94	69	-26.6%
Total contract staff		**114**	**124**	**+8.8%**
Total		**6 766**	**6 814**	**+0.7%**

* Following decision CA/84/08

Source: FIPS

Graph 6:

Breakdown of permanent and contract staff by gender, 31 Dec 2013



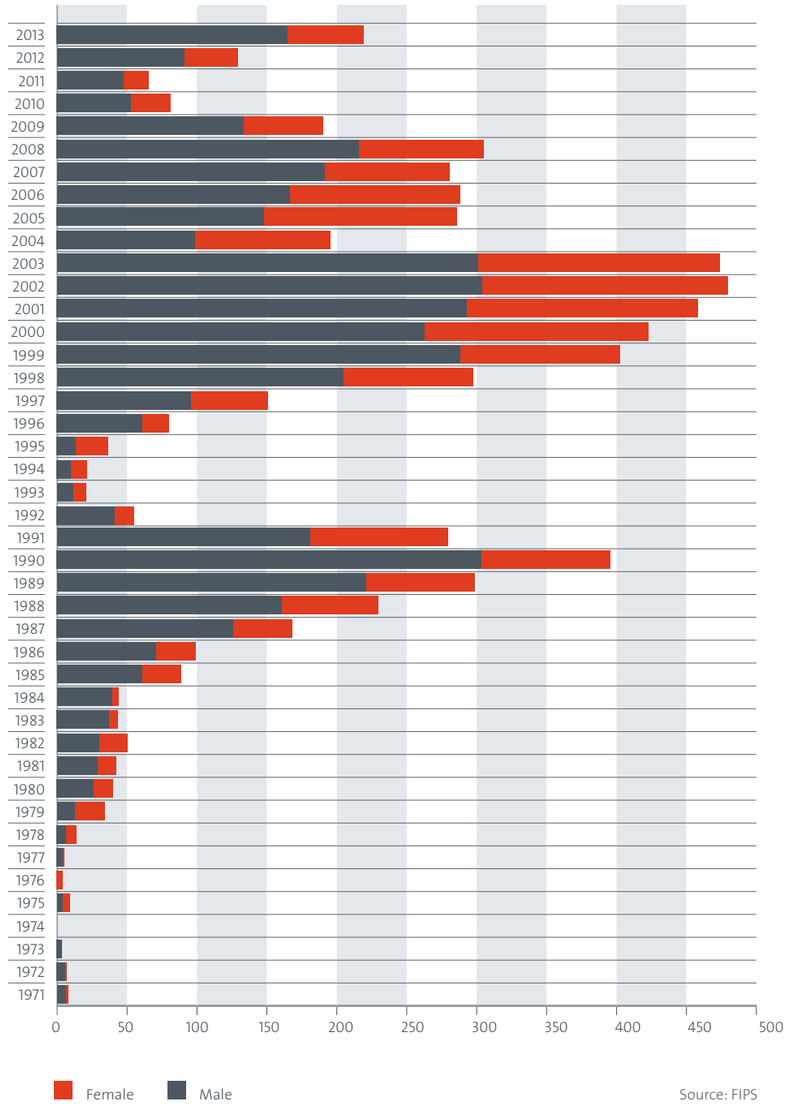
Source: FIPS

1.8 Breakdown of employees by length of service at the EPO

Almost 60% 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 (1994-1998), when there had been a freeze in recruitment.

Graph 7:

Number of employees by year of recruitment at the EPO, 31 Dec 2013



Source: FIPS

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, 24% of A-grade staff are female (+1 percentage point compared to last year). The percentage of female staff in A5 (directors) is 15%.

Staff in category B are mainly administrative employees:
- 63% of staff in category B are female, mostly concentrated across grades B3 and B4;
- Males are predominant in the B6 grade (supervisors), accounting there for 62% of the total.

Staff in category C are mainly service employees:
- 84% of staff in category C are in the C4 and C5 grade;
- 92% of staff in category C are male.

Table 9:

Breakdown of employees by category and grade, 31 Dec 2013

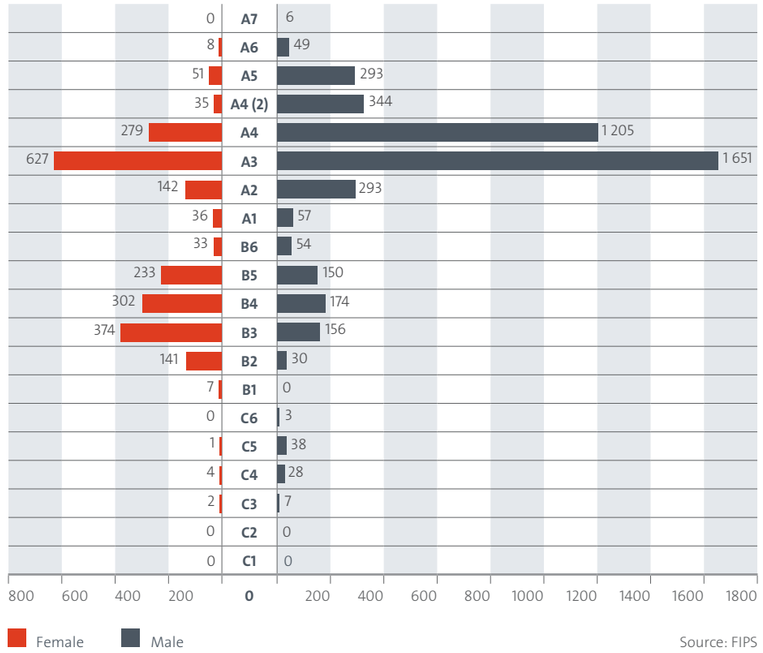
Grade	Headcount 31 Dec 2012	Headcount 31 Dec 2013	Variation	% of total EPO staff	% of total in category
A7	6	6	0.0%	0.09	0.12
A6	56	57	1.8%	0.84	1.12
A5	337	344	2.1%	5.05	6.78
A4(2)	353	379	7.4%	5.56	7.47
A4	1 400	1 484	6.0%	21.78	29.24
A3	2 288	2 278	-0.4%	33.43	44.88
A2	433	435	0.5%	6.38	8.57
A1	67	93	38.8%	1.36	1.83
Total A	**4 940**	**5 076**	**2.8%**	**74.50**	**100.00**
B6	88	87	-1.1%	1.28	5.26
B5	373	383	2.7%	5.62	23.16
B4	468	476	1.7%	6.99	28.78
B3	545	530	-2.8%	7.78	32.04
B2*	227	171	-24.7%	2.51	10.34
B1*	35	7	-80.0%	0.10	0.42
Total B	**1 736**	**1 654**	**-4.7%**	**24.27**	**100.00**
C6	3	3	0.0%	0.04	3.57
C5	37	39	5.4%	0.57	46.43
C4	36	32	-11.1%	0.47	38.10
C3	13	9	-30.8%	0.13	10.71
C2	1	1	0.0%	0.01	1.19
Total C	**90**	**84**	**-6.7%**	**1.23**	**100.00**
Total EPO	**6 766**	**6 814**	**0.7%**	**100.00**	

*In line with the efficiency model, the recruitment of B-grade staff is very low
Efforts are being made to cover the needs of the Office by internal redeployment.

Source: FIPS

Graph 8:

Distribution of employees by gender and grade, 31 Dec 2013



Source: FIPS

1.10 Job opportunities: number of vacancies

Table 10:

Number of vacancies by publication type and by career group, 2012-2013

Publication types	Career group	2012	2013	Variation
Internal publications	A6	2	4	100%
	A5	17	6	-65%
	A4/1	20	26	30%
	B6/4	13	6	-54%
	B5/1	39	82	110%
	C5/1	0	1	-
	Total	**91**	**125**	**37%**
Internal/external publications	A6	1	0	-100%
	A5	18	19	6%
	A4/1	44	39	-11%
	B6/4	1	2	100%
	B5/1	4	5	25%
	Total	**68**	**65**	**-4%**
Total		**159**	**190**	**19%**

Note: One open vacancy may correspond to multiple recruitments (examiner posts).
Note: A7 vacancies are subject to specific procedures not recorded in CADABRA.

Source: CADABRA

Table 11:

Number of applications, 2013

Site	Examiners	Non-examiners	Total
Munich	5 043	3 277	8 320
The Hague	4 249	1 885	6 134
Berlin	218	38	265
Vienna	0	78	78
Total	**9 510**	**5 278**	**14 788**

Source: CADABRA

14 788 applications were received in 2013, a 41% increase over 2012.

1.11 External recruitment by grade

In 2013, 222 people were recruited at EPO, a 61% increase over the previous year.

The great majority of hires (83%) were examiners and administrators (A4/A1 career group). More than 75% of hires were male.

The average age of staff hired in 2013 was 35 years.

Table 12:

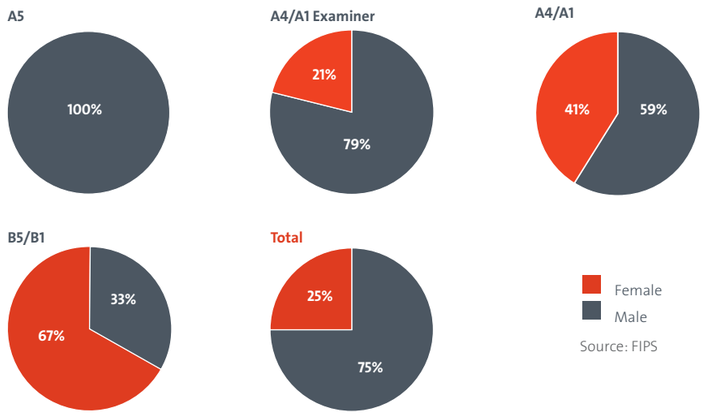
Breakdown of external recruitment, 2012-2013

Function	Career group	2012	2013	Variation
Examiners and Boards of Appeal	A5	2	2	0.0%
	A4/A1	103	182	76.7%
	Total	**105**	**184**	**75.2%**
Other	A7	2	0	-
	A6	2	0	-
	A5	3	5	66.7%
	A4/A1	22	27	22.7%
	B6/B4	0	0	-
	B5/B1	4	6	50.0%
	Other Total	**33**	**38**	**15.2%**
Total		**138**	**222**	**60.9%**

Source: FIPS

Graph 9:

Breakdown of external recruitment by gender and career group, 2013



Source: FIPS

1.12 Appointments and promotions

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

In 2013 a total of 480 staff were either promoted or appointed (against 528 in 2012). This represents 7% of total staff. 92% of those staff were promoted, while the remaining 8% were appointed.

Table 13:

Number of employees appointed or promoted, 2013

	Career group	Female	Male	Total
Appointment	A6	1	4	5
	A5	5	18	23
	A4/A1	3	2	5
	B6/B4	1	0	1
	B5/B1	0	1	1
Appointment Total		**10**	**25**	**35**
Promotion	A4/A1	80	241	321
	B6/B4	32	19	51
	B5/B1	47	19	66
	C6/C4	0	2	2
	C5/C1	1	4	5
Promotion Total		**160**	**285**	**445**
Total		**170**	**310**	**480**

Source: FIPS

In addition, 375 employees (5.5% of total staff) changed their department or moved to another site.

1.13 Training

The total budget allocated for training in 2013 was EUR 12 million, an increase of 4.5% over the previous year. 70% of the total allocated budget was effectively spent. The total number of training hours was 205 000 hours, an increase of 10% over 2012. The increase in training is mainly due to the newcomers training and to the training provided for the Microsoft Office 2010 migration. In addition, 18 160 hours of e-learning were performed.

Table 14:

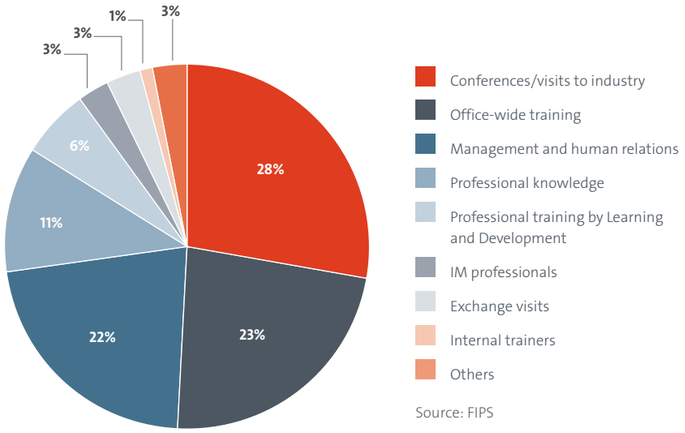
Training expenses planned and spent (in EUR), 2012-2013

	2012			2013		
	Planned	Spent	% spent	Planned	Spent	% spent
Total expenses	11 555 000	8 470 359	73%	12 065 000	8 486 776	70%

Source: FIPS

Graph 10:

Breakdown of training expenditure in 2013



Source: FIPS

Table 15:

Indicators related to training activities, 2012-2013

Training indicators	2012	2013	Variation
Number of employees having received at least one training activity (in headcount)	3 897	4 880	25.2%
Share of employees having received at least one training activity (in % of total EPO staff)	58%	72%	
Average training expenses spent per employee in relation to all staff (in EUR)	1 252	1 245	-0.6%
Average training expenses spent per employee having received at least one training activity (in EUR)	2 174	1 739	-20.0%

Source: FIPS

1.14 Duty travel

Table 16:

Number of duty travel trips made, 2012-2013

Trip purpose	2012		2013		Variation	
	Trips	Staff	Trips	Staff	Trips	Staff
Business	6 856	1 822	6 804	1 739	-0.8%	-4.6%
Training	3 467	2 201	3 560	2 387	2.7%	8.5%
Combined missions	385	265	359	277	-6.8%	4.5%
Total	**10 708**	**2 952**	**10 723**	**3 065**	**0.1%**	**3.8%**

In 2013, about 25% of staff travelled for business purposes, 35% for training, for a total of 10 723 trips. Business trips decreased by 0.8% in 2013 in comparison to 2012. This is believed to be partly due to the considerable investment in videoconference facilities. At the EPO, 89 videoconference rooms are in use.

1.15 Termination of active service at the EPO, including invalidity

191 persons ended active service at the Office in 2013. The primary reason for ending active service was retirement (57% of the cases).

In 2013, the turnover rate at the EPO was 2.5%, it was 1.8% in 2012.

Table 17:

Breakdown of employees ending active service, 2012-2013

Reason	2012	% of total in 2012	2013	% of total in 2013
Retirement	95	62%	108	56%
Resignation	15	10%	17	9%
End of contract	15	10%	47	25%
Invalidity	20	13%	12	6%
Other*	8	5%	7	4%
Total	**153**	**100%**	**191**	**100%**

* Other includes: deceased or dismissed

Source: FIPS

At the end of 2013, 22 people were not in active service because they were on secondment or on long-term (over 6 months) unpaid leave.

Remuneration

2. Remuneration[1]

In 2013, the total expenditure for basic salaries and allowances was EUR 821 million. This includes EUR 643 million (78% of the total) for basic salaries.

2.1 Payroll for the year and average basic salary

Table 18:

Basic salary paid, 2013

Category	Total basic salaries paid in 2013	Variation compared to 2012	Average basic salary paid in 2013	Basic salary ranges 2013, as per salary scale	
				Lowest	Highest
A	532 741 692	+4.4%	8 746	5 093	15 370
B	105 325 022	-0.6%	5 307	2 974	8 076
C	4 781 226	-1.3%	4 743	2 663	5 819
Total	**642 847 940**	**+3.5%**	**7 862**		

Source: FIPS

In 2013, the total amount paid as basic salary was 3.5% more than in 2012. The increase is driven by the basic salaries for the A category and is due to the combined effect of several factors (increase of A-grade staff, salary adjustment, increase in the number of staff of higher grades in the A category).

Three categories of staff are working at the EPO[2]:

- 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 Germany and The Netherlands has been taken for the lowest and the highest basic salaries.

The following adjustments of the salary scales were applied from 1 July 2013:

Austria: +1.7%
Belgium: -0.1%
Germany: +1.6%
The Netherlands: +3.3%

2.2 Comparison of the 10th and 90th percentiles

The 10% highest-paid employees earn monthly full basic salaries[3] at or above EUR 11 669 (90th percentile). The 10% lowest paid employees earn monthly full basic salaries at or below EUR 5 086 (10th percentile). The ratio between the 90th and 10th percentiles is therefore 2.3.

2.3 Collective reward

No collective reward (ad hoc payment in 2012) was paid to staff in 2013.

1 All values in euro
2 Detailed definition in the glossary

3 Not allowing for deductions for part-time and absences leading to salary deductions

2.4 Allowances and benefits

In 2013, in addition to basic salaries, EUR 178 million was paid in allowances and benefits (22% of total remuneration). This includes EUR 84 million paid as expatriation allowance to the 66% of total staff with expatriate status (Article 72 of the Service Regulations).

Table 19:

Allowances and benefits paid, 2012-2013[4]

Category	Detailed category	2012	2013	Variation
Family	Dependants' allowance	27 607 561	29 077 776	+5.33%
	Household allowance	27 004 649	28 194 031	+4.40%
	Childcare allowance	4 904 735	4 095 245	-16.50%
	Education allowance	24 266 393	17 810 938*	-26.60%
	Parental/family leave allowance	1 084 688	1 153 909	+6.38%
	Birth grant	195 683	167 527	-14.39%
Work-related	Overtime and shift allowance	2 009 799	1 872 924	-6.81%
	Rent allowance	1 153 862	1 097 063	-4.92%
	Installation allowance	1 141 822	1 516 263	+32.79%
	Removal expenses	923 366	1 154 401	+25.02%
	Language allowance	213 491	180 755	-15.33%
	Travel expenses	50 286	59 355	+18.03%
	Acting allowance	27 012	29 092	+7.70%
	Miscellaneous**	660 282	630 030	-4.58%
Expatriation	Expatriation allowance	81 222 115	84 382 055	+3.89%
	Home leave	4 563 736	3 735 465	-18.15%
Termination	Severance grant	2 256 126	2 357 364	+4.49%
	Salary savings plan payment	59 321	558 984	+842.30%
	Dismissal compensation	10 796	25 145	+132.91%
	Termination indemnity	5 922	349 097	+5 795.34%
Total		**179 361 645**	**178 447 419**	**-0.51%**

Source: FIPS

* The decrease in education allowance expenditure in 2013 is due to a change in the invoicing system at the EPO. The level of expenditure expected in 2014 will be realigned to the level observed in 2012.
** Miscellaneous allowances include: Reserve status allowance, Representation allowance, Housing allowance, Promotion compensation, Employer's contribution to National Insurance Scheme, Temporary fixed allowance, Various allowances.

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

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

The increase in the installation allowance and removal expenses is explained by the increase in recruitment in 2013 compared to 2012. The considerable increase in payments relating to termination of the salary savings plan is due to temporary contracts being terminated, which also explains the increase in termination indemnity payments.

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	2012	2013	Variation
Subsidies to crèches*	991 803	857 740	-13.5%
European School Munich**	18 979 623	19 028 602	+0.3%

* Provision of childcare facilities exclusively for EPO staff.
** Compared to last year's report, the figures represent actual expenditure for each year.

Source: FIPS

A typical examiner in grade A3 step 9 (the most frequent step in grade A3[5]), 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 10 860**, of which:

– Basic salary:	8 895 EUR
– Household allowance:	534 EUR
– Expatriation allowance:	1 959 EUR
– Dependants' allowance:	641 EUR
– Total deductions[6]:	- 1 169 EUR

An administrative employee in grade B4 step 13 (the most frequent step in grade B4[7]), 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 6 291**, of which:

– Basic salary:	6 084 EUR
– Household allowance:	365 EUR
– Dependants' allowance:	641 EUR
– Total deductions:	- 799 EUR

5 22% of employees in grade A3 (December 2013)
6 Deductions include contributions to health insurance, pension, long-term care and death and invalidity insurance.
7 24% of employees in grade B4 (December 2013)

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 2013 amounted to approximately EUR 223 million.

3.1 Population covered under the EPO social security scheme

At the end of 2013, 21 751 persons were covered by the EPO social security scheme. The total population covered under the EPO social security scheme also includes staff who were in non-active service (such as unpaid leave) but are still affiliated to the EPO scheme. Only five employees decided not to be covered under the EPO social security scheme.

Table 21:

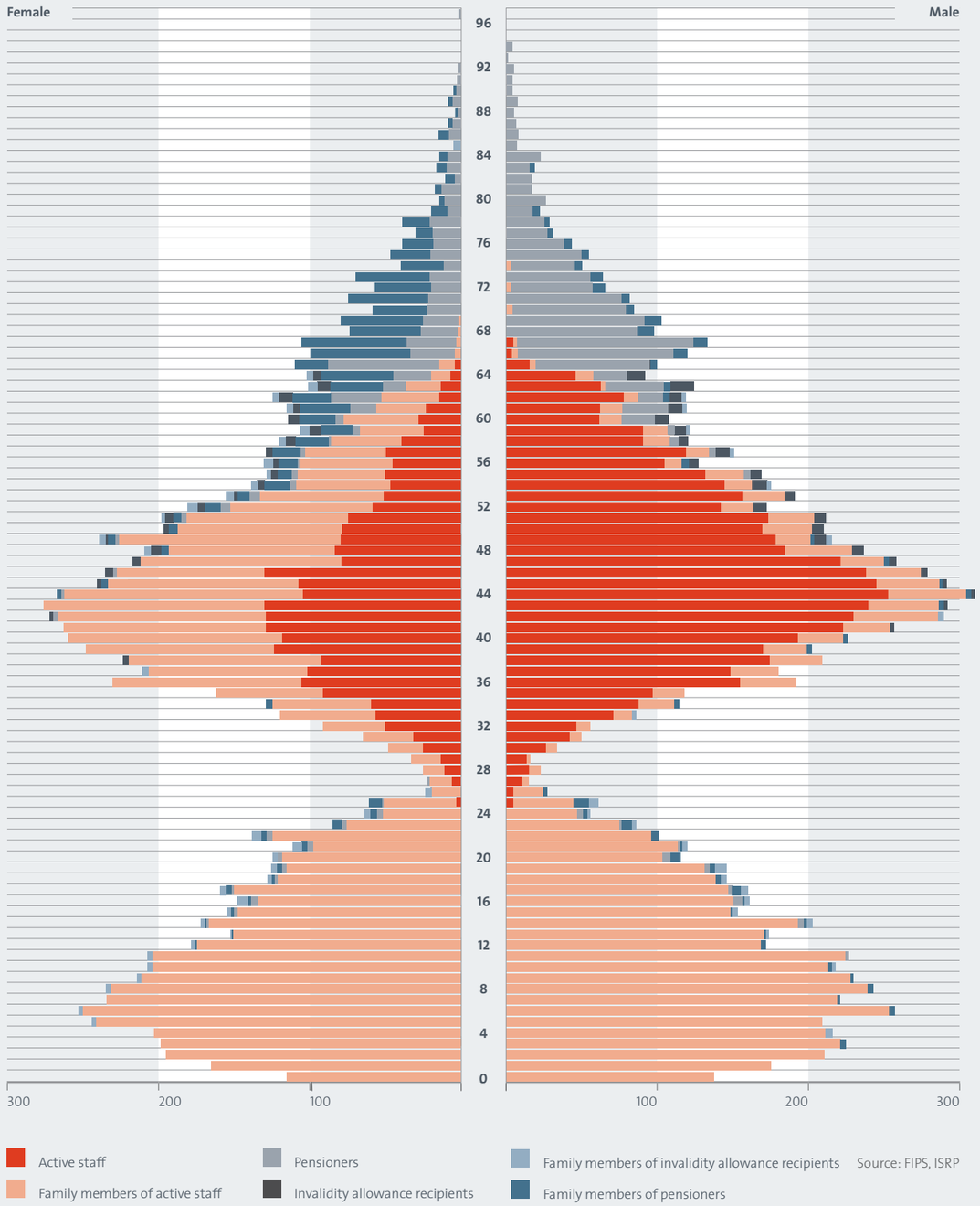
Breakdown of persons covered by the EPO social security scheme, 31 Dec 2013

Category	2012	2013	Variation
Active staff covered by social security scheme	6 766	6 809	+0.64%
Unpaid leave, secondment and reserve status	27	22	-18.52%
Pension recipients	1 620	1 734	+7.04%
Invalidity allowance recipients	244	236	-3.28%
Family members (Spouses and dependants)	12 780	12 950	+1.33%
Total	**21 437**	**21 751**	**1.46%**

Source: FIPS

Graph 11:

Breakdown by age of the total population covered by the EPO healthcare insurance scheme, 31 Dec 2013



Source: FIPS, ISRP

3.2 Social security benefits

Table 22:

Breakdown of social security payments relating to collective insurances, in EUR

Type of benefits	2012	2013	Variation
Healthcare reimbursement	62 058 785	62 091 396	+0.1%
Long-term care insurance	3 452 119	3 550 102	+2.8%
Death insurance	1 989 008	288 944	-85.5%
Invalidity insurance (lump sum)	5 139 404	2 617 606	-49.1%
Total benefits	**72 639 316**	**68 548 048**	**-5.6%**

Source: FIPS, Vanbreda International

3.3 Payments for invalidity recipients

At the end of 2013, there were 236 recipients of invalidity allowance.

Table 23:

Breakdown of payments, in EUR

Type of benefits	2012	2013	Variation
Invalidity allowance*	15 029 745	15 485 306	+3.0%
Other (family) allowances	1 389 029	1 406 142	+1.2%
Total	**16 418 774**	**16 891 448**	**+2.9%**

* Includes the transitional compensation for invalids before 2008

Source: FIPS

3.4 Payments for pensioners

At the end of 2013, there were 1 734 recipients of an EPO pension, which represents a 7% increase over 2012.

Table 24:

Breakdown by type of pension, 31 Dec 2013

Type of pension	Number of recipients	Average monthly basic pension, in EUR
Retirement	1 365	6 022
Survivor's	261	3 499
Orphan's	108	1 025
Total	**1 734**	

Source: ISRP

Table 25:

Breakdown of payments, in EUR

Benefits linked to pension	2012	2013	Variation
Basic pension	98 053 451	108 174 791	+10.3%
Partial compensation	19 991 923	23 115 280	+15.6%
Other (allowances, compensation)	5 415 997	5 957 051	+10.0%
Total	**123 461 3714**	**137 247 122**	**+11.2%**

Source: FIPS

Table 26:

Key figures related to retired staff, 31 Dec 2013

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	935	62.4	26.6	12 851	7 025
B	344	61.7	27.4	6 786	3 942
C	86	62.0	24.9	4 761	3 437
Total	**1 365**	**62.2**	**26.7**	**10 813**	**6 022**

Source: FIPS, ISRP

The typical package of an A-grade pensioner, married with no dependent children, after the current average of 27 reckonable years of service at the EPO (retiring at grade A4 step 13, German salary table) and living in Germany, is composed of the following elements:

- Basic pension: 6 265 EUR
- Household allowance: 376 EUR
- Partial compensation: 1 040 EUR
- Deductions for medical and long-term care insurance: - 192 EUR
- National tax[8]: - 1 831 EUR
- **Total: 5 658 EUR**

The typical package of a B-grade pensioner, married with no dependent children, after the current average of 27 reckonable years of service at the EPO (retiring at grade B5 step 13, German salary table) and living in Germany, is composed of the following elements:

- Basic pension: 3 767 EUR
- Household allowance: 242 EUR
- Partial compensation: 337 EUR
- Deductions for medical and long-term care insurance: - 115 EUR
- National tax: -636 EUR
- **Total: 3 595 EUR**

8 Based on German tax scheme 2013

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 188 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 healthcare 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 in EUR

Contributions to social security and pension schemes, in EUR	2012	2013	Variation
EPO	182 571 918	188 104 930	+3.0%
Employees	80 546 478	82 191 269	+2.0%
Pension recipients	2 753 155	3 032 954	+10.2%
Invalidity allowance recipients	1 631 301	1 720 242	+5.5%
Total	**267 502 852**	**275 049 395**	**+2.8%**

Source: FIPS

Table 28:

Contributions to the social security scheme (without pensions), in EUR

Contributions to social security scheme without pensions, in EUR	2012	2013	Variation
EPO	62 763 253	63 222 360	+0.7%
Employees	22 054 686	21 190 315	-3.9%
Pension recipients	2 753 155	3 032 954	+10.2%
Invalidity allowance recipients	405 705	418 431	+3.1%
Total	**87 976 799**	**87 864 060**	**-0.1%**

Source: FIPS

Table 29:

Contributions to the pension scheme, in EUR

Contributions to the pension scheme, in EUR	2012	2013	Variation
EPO	119 808 665	124 882 570	+4.2%
Employees	58 491 792	61 000 954	+4.3%
Invalidity allowance recipients	1 225 597	1 301 811	+6.2%
Total	**179 526 054**	**187 185 335**	**+4.3%**

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 financed only in the period in which they are used and no reserves are built up.

As at 31 December 2013 there were 689 employees affiliated to the NPS (New Pension Scheme) and SSP (Salary Savings Plan) (employees who entered the Office on or after 1 January 2009). The rest (6 122 + 21 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 18 million at 31 December 2013.

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 2013, 14% of total EPO staff were working part-time (note that 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, 2012-2013

Employees working part-time	31 Dec 2012	31 Dec 2013
Female	630	666
Male	243	260
Total	**873**	**926**
In % of total staff	**13%**	**14%**

Source: FIPS

Table 31:

Breakdown of working time percentages, 2012-2013

Working time percentage	Number of staff at 31 Dec 2012	Percentage of staff working part-time	Number of staff at 31 Dec 2013	Percentage of staff working part-time
50 - 59 %	76	8.70%	71	7.67%
60 - 69 %	105	12.03%	115	12.42%
70 - 79 %	149	17.07%	153	16.52%
80 - 89 %	380	43.53%	411	44.38%
90 - 99 %	163	18.67%	176	19.01%
Total	**873**	**100.00%**	**926**	**100.00%**

Source: FIPS

4.2 Staff on Part-Time Home Working

On 31 December 2013, 12% of total staff were in the Part-Time Home Working scheme (against 8% in 2012). 77% of Part-Time Home Workers are working full-time.

According to a recent review, the Part-Time Home Working scheme has had a positive impact on productivity (1.7 more products per examiner on PTHW per year) and has resulted in an increase in paid capacity of 4.8 FTE per year. Also, participants in the scheme have registered on average a 20% reduction in sick leave. 96% PTHW participants report that the scheme has contributed favourably to their personal work/life balance.

Table 32:

Part-Time Home Workers by gender, 2013

Part-Time Home Workers	2012	2013	Variation
Female	239	396	+66%
Male	275	429	+56%
Total	**514**	**825**	**+61%**

Source: FIPS

Table 33:

Part-Time Home Workers by number of days worked at home, 2013

Days on Part-Time Home Working	31 Dec 2013	% of total
1 day or less	175	21%
1 day < d <=2 days	335	41%
2 days < d <=3 days	282	34%
Other (variable schedule)	33	4%
Total	**825**	**100%**

Source: FIPS

4.3 Flexi- and compensation leave

In 2013, 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 5.4 days[9].

Table 34:

Breakdown of flexi- and compensation leave, 2012-2013

Amount of flexi- and compensation leave (in man-days)	2012	2013	Variation
Total flexi-leave taken	20 466	20 386	-0.4%
Total compensation leave taken	35 437	36 382	+2.7%

Source: FIPS

9 Basis for calculation: 6 757 FTE in 2012; 6 737 FTE in 2013

4.4 Overtime, shift work and on call

As of 1 January 2013, new guidelines for overtime, shift work and on-call duty (Circular 339) have entered into force.

Table 35:

Breakdown of overtime, shift and on call work, 2012-2013

Overtime, shift work and on call (in hours)	2012	2013	Variation
Overtime	10 207	8 200	-19.7%
On call	148 826	147 516	-0.9%
Shift hours	7 176	5 964	-16.9%

Source: FIPS

4.5 Working days and absences

Table 36:

Volume and reasons of absences and impact on total working days, 2012-2013

Categories of absence	2012			2013		
	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	228 123	33.8	13.6%	230 425	34.2	13.8%
Sick leave	90 126	13.3	5.4%	77 801	11.5	4.7%
Social leave	47 032	7	2.8%	45 585	6.8	2.7%
Unpaid leave	4 558	0.7	0.3%	17 307	2.6	1.0%
Total	**369 989**	**54.8**	**22.0%**	**371 118**	**55.1**	**22.2%**

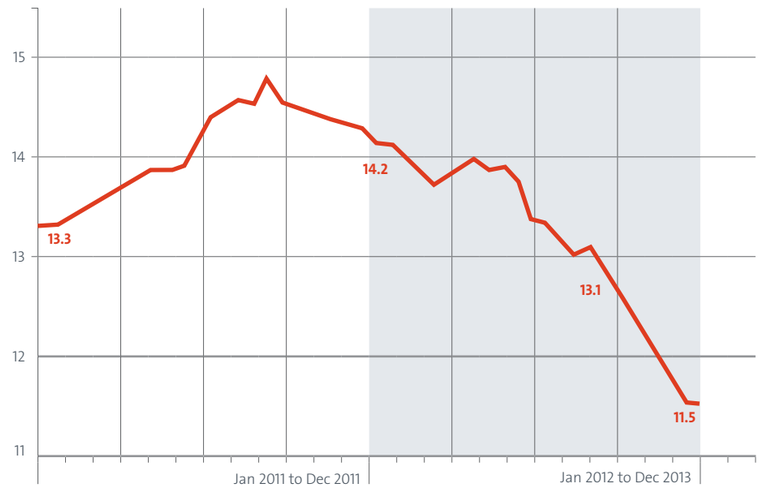
* An absence day is not equivalent to a man-day. For instance, an absence day for a 50% part-timer (4 hours) counts as a full day. This is the official unit for reporting sickness.

Source: SAS,FIPS

Parental and family leave are counted as social leave. In 2013, 996 employees took on average 21.8 days of parental leave each. In 2013, 79 employees took family leave. On average, each of these employees took 24.3 days of family leave.

Graph 12:

Total sickness days per FTE, 12 months rolling, 2010-2013



Source: SAS, FIPS

Average annual sick leave days per FTE were 11.5 in 2013. This represents a 14% 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 37:

Volume of activities undertaken by the Occupational Health Services (OHS), 2012-2013

	2012	2013	Variation
Number of employees visiting OHS	1 817	1 639	-9.8%
Number of visits at OHS (in-house consultations)	5 983	6 006	+0.4%
Type of activities carried out by OHS	**Number of activities carried out by OHS**		
Vision tests	519	596	+14.8%
Workplace visits made by OHS nurses /ErgoWucs	110	95	-13.6%
Emergency cases	71	7	-90.1%
Workplace visits made by OHS ergonomists	2 328	2 975	+27.8%
Reintegration meetings	397	359	-9.6%
Consultations with manager	447	480	+7.4%
Mandatory Examination (Circular 22)		233	-
Biennial medical examinations	1 006	1 233	+22.6%
In-house physiotherapy treatment sessions*	5 900	5 704	-3.3%

Source: Occupational Health Services, Medgate

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

Table 38:

Volume of activities undertaken by the Medical Advisory Unit (MAU), 2012-2013

Activities undertaken by the MAU	2012	2013	Variation
200 Days Sick Leave meetings	59	57	-3,4%
Request for prolongation of dependants' allowance for medical reasons (Art 69(5) ServRegs)	24	31	+29.2%
Request for dependants' allowance for handicapped children (Art 69(1).II ServRegs)	85	71	-16.5%
Medical Committee Sick Leave	184	140	-23.9%
Consultation to prepare next Medical Committee meeting	146	177	+21.2%
Cure consultations	382	411	+7.6%
Special leave requests	1 615	1 028	-36.3%
Requests to spend sick leave elsewhere than at employee's place of residence (Art 62(3) ServRegs)	71	82	+15.5%
Special leave requests	N/A	7	-
Advice on Vanbreda matters	75	52	-30.7%
Initial examinations	209	451	+115.8%
Family leave	77	98	+27.3%
Examinations under Art. 26(2)	25	28	+12.0%

Source: Medical Advisory Unit

5.2 Health & Safety-related expenditure

Overall expenditure for health and safety increased by 6% in 2013 compared to 2012.

Table 39:

Breakdown of expenditure 2012-2013, in EUR

Medical care, in EUR	2011	2012	Variation
Medical costs Occupational Health Service	773 448	927 752	+20%
Biennial medical examination	319 990	404 185	+26%
Medical Committee	284 873	116 818	-59%
Initial medical examination	58 105	109 328	+88%
Medical Advisory Unit cost	130 757	84 931	-35%
Safety-related expenditure	33 910	57 798	+70%
Total	**1 601 257**	**1 700 812**	**+6%**

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 and provides input to the EPO's prevention process, aimed at ensuring the safety and well-being of all those present on EPO premises.

Table 40:

Reported number of occupational accidents, 2012-2013

Site	2012	2013
Munich	18	11
The Hague	19	18
Berlin	2	1
Vienna	1	3
Brussels	0	0

Source: Safety Office

The reported accidents decreased by almost 20% in 2013 in comparison with 2012. 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 41:

EPO staffing for Health and Safety activities

Type of resources	2012	2012
Staffing OHS	11	10
Staffing Medical Advisory Unit	6	5
Staffing Safety Office	2	2
Total	**19**	**17**

Source: EPO Budget

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

Overall, expenditure for general staff welfare increased by 18% in 2013 compared to 2012 (mainly due to the celebration of the 40 years of EPC). On average the Office spend 781€ per staff for general welfare.

Table 42:

Breakdown of expenditure for general staff welfare, in EUR.

Office contribution	2013
Canteen subsidies	2 191 376
AMICALE, culture and sport clubs*, social events	1 044 975
AMICALE, 40 years of EPC	1 364 055
Social events Office	452 189
Motivation budget	199 605
Special circumstances	69 216
Total	**5 321 416**

* At EPO there are more than 170 Amicale clubs with approximately 10 300 total number of members (staff, family members, pensioners).

Source: FIPS

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 2013 over 1 600 staff members had made use of such a loan, borrowing around EUR 120 million.

Table 43:

Home loans

Home loans	2012	2013	Variation
Number of new beneficiaries in 2013	158	150	-5.1%
Amount of new loans lent to staff in 2013, in EUR	16 800 000	16 800 000	0.0%
Number of total beneficiaries (31 Dec 2013)	1 679	1 607	-4.3%
Average interest rate on loans	3.14%	3.00%	-
Total amount of home loans outstanding (31 Dec 2013), in EUR	**120 200 000**	**118 176 000**	**-1.7%**

Source: Home Loans Department

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 220 in 2013) take part in such joint activities as selection and promotion boards, appeals and disciplinary boards, as well as the General and Local Advisory Committees[10] .

6.1 Involvement in staff representation activities

223 staff engaged in staff representation activities in 2013. This represents an 8% increase on the previous year. About 95% of those staff members were examiners.

Table 44:

Number of staff by site and function involved in staff representation activities, 2012-2013

Site	2012				2013			
	Examiners	Others	Total	Distribution by site	Examiners	Others	Total	Distribution by site
Berlin	23	0	23	11%	25	0	25	11%
Munich	83	2	85	41%	101	2	103	46%
The Hague	87	2	89	43%	86	3	89	40%
Vienna		10	10	5%	0	6	6	3%
Total	**193**	**14**	**207**	**100%**	**212**	**11**	**223**	**100%**

Source: FIPS

Table 45:

Time allocation for staff representation-related activities by site and function, in man-days, 2012-2013*

Site	2012				2013				Variation
	Examiners	Others	Total	% site	Examiners	Others	Total	% site	
Berlin	1 801	0	1 801	21%	1 591	0	1 591	19%	-12%
Munich	2 655	126	2 781	32%	2 758	85	2 843	34%	2%
The Hague	3 592	211	3 802	43%	3 284	250	3 534	43%	-7%
Vienna		373	373	4%	0	326	326	4%	-13%
Total	**8 048**	**710**	**8 757**	**100%**	**7 633**	**661**	**8 294**	**100%**	**-5%**

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

Source: FIPS

10 Please note that following the approval of CA/4/14, changes will apply to the social dialogue framework.

6.2 Staff representatives

At the end of 2013, 24 elected staff representatives (Central and Local Staff Committees) were involved in staff representation.

In 2013, 64 meetings were held. The Berlin Staff Committee's new composition was valid as from 2 December 2013, the Munich Staff Committee's as from 29 November 2013.

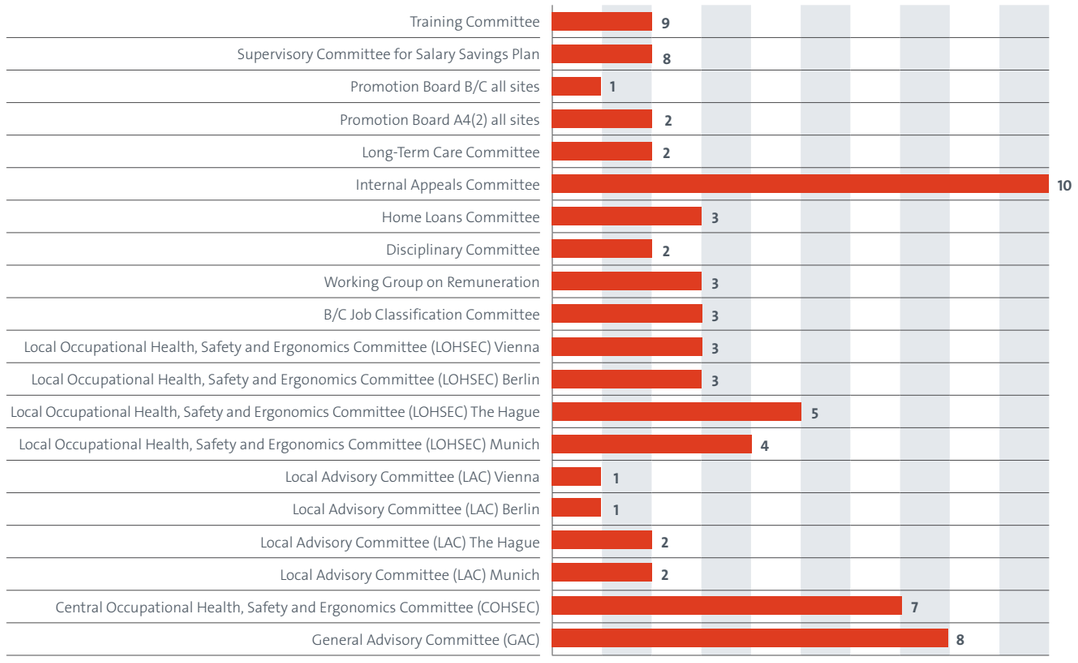
6.3 Meetings of statutory bodies

In total, 67 meetings of the different statutory bodies took place in 2013.

In 2013, 7 meetings took place between Staff Committees (Central and Local) and the President of the EPO.

Graph 13:

Number of meetings of statutory bodies, 2013



Source: PDHR

6.4 Industrial action

During the first semester of 2013 there were many days of strike with participation rates between 0.22% and 5.64%, with the exception of 3 days when participation was above 20%.

Strike regulations were introduced on 1 July 2013 following the entry into force of Article 30a and Circular 347. In the second semester of 2013 there were five days of strike with a participation rate between 11% and 36%.

Table 46:

Industrial action in 2013

Date	Number of participants	Percentage of staff	Number of man-days
20 Mar 2013	1 766	26.30%	1 350
21 Mar 2013	116	1.73%	90
25 Mar 2013	34	0.51%	17
26 Mar 2013	96	1.43%	78
27 Mar 2013	122	1.82%	98
28 Mar 2013	38	0.57%	19
02 Apr 2013	27	0.40%	14
03 Apr 2013	93	1.38%	76
04 Apr 2013	99	1.47%	79
05 Apr 2013	32	0.48%	16
08 Apr 2013	15	0.22%	7
09 Apr 2013	67	1.00%	51
10 Apr 2013	107	1.59%	88
11 Apr 2013	103	1.53%	78
12 Apr 2013	25	0.37%	12
15 Apr 2013	32	0.48%	16
16 Apr 2013	59	0.88%	47
17 Apr 2013	102	1.52%	81
18 Apr 2013	111	1.65%	84
19 Apr 2013	26	0.39%	13
22 Apr 2013	20	0.30%	10
23 Apr 2013	81	1.21%	60
24 Apr 2013	110	1.64%	83
25 Apr 2013	131	1.95%	101
16 Apr 2013	27	0.40%	13
29 Apr 2013	16	0.24%	8
30 Apr 2013	20	0.30%	10
02 May 2013	39	0.58%	19
03 May 2013	35	0.52%	17
06 May 2013	40	0.60%	20
07 May 2013	89	1.32%	73
08 May 2013	42	0.63%	21
13 May 2013	26	0.39%	13
14 May 2013	73	1.09%	53
15 May 2013	109	1.62%	85

Date	Number of participants	Percentage of staff	Number of man-days
16 May 2013	82	1.22%	62
17 May 2013	25	0.37%	12
21 May 2013	30	0.45%	14
22 May 2013	78	1.16%	61
23 May 2013	90	1.34%	64
24 May 2013	30	0.45%	14
27 May 2013	25	0.37%	12
28 May 2013	1 427	21.26%	1 227
29 May 2013	76	1.13%	60
30 May 2013	41	0.61%	34
31 May 2013	17	0.25%	9
03 Jun 2013	22	0.33%	11
04 Jun 2013	74	1.10%	60
05 Jun 2013	86	1.28%	68
06 Jun 2013	93	1.38%	75
07 Jun 2013	29	0.43%	14
10 Jun 2013	21	0.31%	10
11 Jun 2013	66	0.98%	52
12 Jun 2013	75	1.12%	63
13 Jun 2013	117	1.74%	91
14 Jun 2013	28	0.42%	14
17 Jun 2013	27	0.40%	13
18 Jun 2013	99	1.47%	76
19 Jun 2013	102	1.52%	88
20 Jun 2013	92	1.37%	74
21 Jun 2013	15	0.22%	7
24 Jun 2013	19	0.28%	9
25 Jun 2013	74	1.10%	55
26 Jun 2013	1 387	20.65%	1 034
27 Jun 2013	379	5.64%	313
28 Jun 2013	34	0.51%	16
17 Oct 2013*	2 437	35.97%	2 178
23 Oct 2013*	854	12.61%	729
25 Oct 2013*	847	12.50%	722
04 Nov 2013*	758	11.12%	655
12 Nov 2013*	905	13.30%	741

* After the new strike regulation applied as from 1st July 2013

Source: PDHR

Conflict resolution

7. Conflict resolution

7.1 Conflict Resolution Unit

This unit deals with the prevention of harassment (conflict resolution) and with work-related conflicts (management review).

7.1.1. Prevention of harassment

The prevention of harassment differentiates between "informal" cases, dealt with by amicable conflict resolution methods, and "formal" requests to investigate allegations of harassment.

Table 47:

Types of case dealt by the Conflict Resolution Unit

Cases dealt by the unit	Open in 2013	Forwarded to Investigative Unit	Closed in 2013
Informal conflict cases	76	0	40
Formal harassment complaints	22	16	22

Source: Conflict Resolution Unit

Table 48:

Nature of cases dealt with by the Conflict Resolution Unit

Nature of conflict	Number of cases
Superior with staff member	41
Between colleagues	22
Private	4
Other	9
Total	**76**

Source: Conflict Resolution Unit

7.1.2. Management review

The management review is a new pre-litigation step introduced by the Internal Appeals Reform (CA/99/12) aimed at resolving disputes at an early stage before litigation (internal appeal or complaint to ILOAT) starts.

The term "management review" refers to a review of decisions taken by the President (and his delegates) as appointing authority, in which the reviewer is a superior of the decision-maker of at least A5 level. The Conflict Resolution Unit registered 330 review requests in 2013 with a total of 2 863 requesters.

One mass management review request may lead to more than one internal appeal registration.

Table 49:

Nature of cases dealt with by management review

Categories	Share
Regulations/policies	57.8%
Other cases (mainly outside HR)	10.9%
Allowances/payments	10.0%
Selection procedure/transfer/appointment	3.6%
Promotion	3.3%
Pensions	3.3%
Medical procedure	2.4%
Invalidity allowance	1.8%
Reckonable experience	1.5%
Vanbreda	1.5%
Leave	1.2%
Investigation	1.2%
Disciplinary procedure	0.9%
Ombudsman procedure	0.3%
Total	**100.0%**

Source: Conflict Resolution Unit

Table 50:

Outcome of management review cases

Status/outcome	MR requests	Share
Allowed (in whole or in part)	11	3.33%
Decision maintained	250	75.76%
Forwarded to IAC	10	3.03%
Rejected as irreceivable	32	9.70%
Treated as request for decision	7	2.12%
Forwarded to AC	7	2.12%
Withdrawn	1	0.30%
Implied rejection	12	3.64%
Pending	0	0.00%
Total	**330**	**100%**

Source: Conflict Resolution Unit

Out of approximately 330 management reviews requested in 2013, approximately 55% to 60% led to an appeal (provisional data).

7.2 Internal appeals

Table 51:

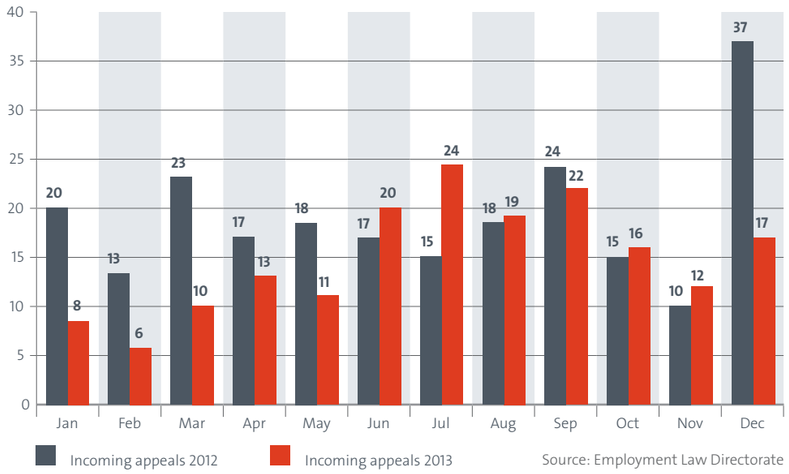
Change in internal appeals lodged in 2012 and 2013

Number of cases	2012	2013	Variation
Internal appeals	227	178	-22%

Source: Employment Law Directorate

Graph 14:

Number of internal appeals registered by month, 2012-2013



Source: Employment Law Directorate

In 2013, 178 registered appeals were lodged by 381 staff members.

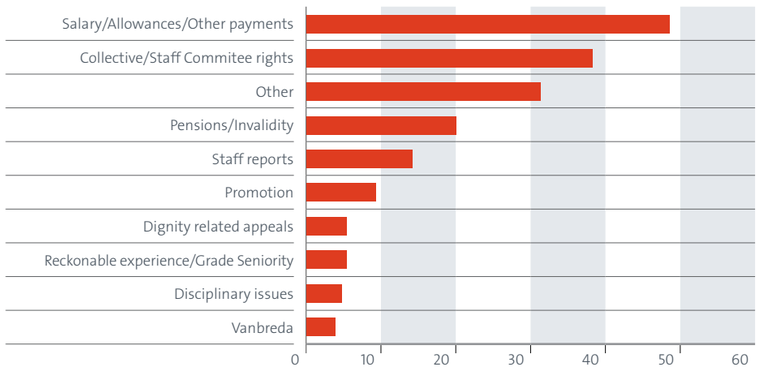
The number of appeals in 2013 decreased by 22% compared to 2012, while withdrawals, 32 in 2013, decreased by 50%.There were two mass appeals against Investigation Guidelines (Circular 341, 342). One mass appeal with 89 appellants, the second with 61.

The average time from filing of an appeal to decision for cases finalised in 2013 was 42 months. At the end of 2013, 714 appeals were still pending (7.7% more than at the end of 2012).

7.2.1. Appeals by category

Graph 15:

Number of internal appeals registered in 2013



Source: Internal Appeals Committee

7.2.2. Outcome of appeals at the EPO

Table 52:

Number of cases finalised by IAC, 2012-2013

Outcome of appeals	2012	2013	Variation
Cases finalised by IAC opinion*	122	113	-7%
Cases withdrawn before end of appeal	64	30	-53%

* The number of cases finalised takes into account all cases in which the IAC's recommendation was sent to the President in the respective year.

Source: Internal Appeals Committee

Table 53:

Change in outcome of appeals at the EPO, 2012-2013

Final decision of the appointing authority on appeals	2012	2013	Variation
Appeals allowed	7%	5%	-29%
Appeals allowed in part	8%	14%	+75%
Appeals rejected	85%	81%	-5%

Source: Employment Law Directorate

The average duration from appeal to decision is on average 43 months.

7.2.3. Complaints by EPO employees with 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 54:

Change in EPO complaints with ILOAT, 2012-2013

Change in EPO complaints with ILOAT	2012	2013	Variation
Number of complaints pending with ILOAT	163	226	+39%
% of ILOAT complaints allowed	14%	23%*	-
% ILOAT complaints partially allowed	10%	8%	-
% ILOAT complaints not allowed	76%	69%	-

* Comments of 3 complaints were allowed, to be possibly amended.

Source: Employment Law Directorate

7.3. Anti-fraud and misconduct indicators

The Investigative Unit has been active since 2013 as part of Principal Directorate Internal Audit. Its role is to establish the facts relating to an allegation of misconduct and to report the results to the appointing authority, after having applied all necessary procedural safeguards to ensure respect of the rights of all parties concerned. The unit does not investigate any allegations relating to purely managerial issues, such as unsatisfactory performance.

Table 55:

Investigative Unit key figures, 2013

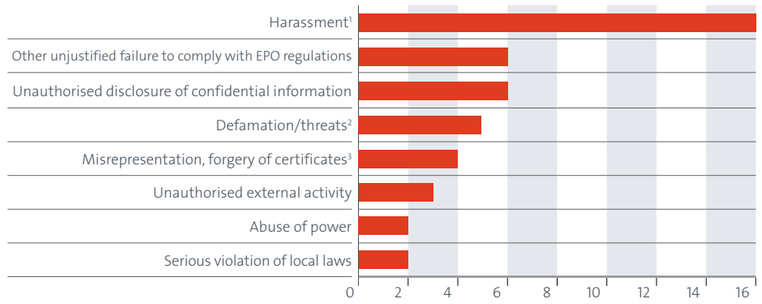
Status of case	2013
Allegations received	88
Allegations not accepted because insufficiently specified	44
Cases opened	44
Investigative processes completed*	25
Cases active on 31.12.2013	19

Source: Investigative Unit

* Out of the 25 cases completed in 2013:
- 8 cases were closed at initial review or preliminary evaluation (allegations not plausible or not material):
- 7 cases: allegations were unfounded
- 4 cases: allegations founded
- 6 cases: withdrawn by the complainant

Graph 16:

Category of allegations, 2013



1 Offensive or humiliating behaviour, including anonymous intimidatory actions
2 For example anonymous internal and external publication
3 Relating to allowances, credentials, health insurance

Source: Investigative Unit

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-time or part-time basis, and have not been assigned to a different administrative status.

Allowance

Additional elements of remuneration beyond the basic salary, as follows:

Term	Legal Basis	Description
Dependants' allowance	Art. 69, Art. 70 ServRegs	Payment aimed at providing support to an 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 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 aimed at reimbursing the 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 temporarily perform duties of a higher grade.
Miscellaneous		Budget article which includes various allowances, inter alia reserve status allowance, representation allowance, housing allowance, promotion compensation, employer's 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.

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.

Cadabra

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

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 Service, 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 is concluded. This exception does 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.)

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

Categories for absences:

Absence	Categories for BS
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 while on reduced working time	Social leave
Union leave	Social leave
Parental leave	Social leave
Family leave	Social leave
Unpaid absence	Unpaid leave
Strike	Unpaid leave

Conflict resolution unit

This unit deals with the prevention of harassment (conflict resolution) and with management reviews.

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 Article 3010 EURO contracts, Article 3010 NRCs, contracts paid under Article 3000). 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.

Duty travel

Mission undertaken by the employee at the request of his line manager with a view to fulfilling business needs outside of the place of employment.

Training: mission undertaken by the employee at the request of his line manager with a view to attending training sessions outside of the place of employment.

Combined mission: mission undertaken by the employee at the request of his line manager with a view to fulfilling business needs relating to several units in the Office, or to combine business duties and training sessions on the same trip.

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 on either a permanent or 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 1391xx) 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.

Investigative unit

Unit in charge of establishing the facts relating to an allegation of misconduct and reporting the results to the appointing authority.

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. For more details please refer to Categories of absences
Unpaid leave	Art. 45 ServRegs	Leave benefit by which the employee ceases active employment for a certain period of time on personal grounds. For more details please refer to Categories of absences

Length of service

Difference between 31 December 2013 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.

Management review

The management review is a new pre-litigation step introduced by the Internal Appeals Reform aiming at resolving disputes at an early stage before a litigation step (depending on the case, internal appeal or complaint to ILOAT) may start.

The term management review refers to the review of the decisions taken by the President (and his delegates) as Appointing Authority in which the reviewer will be the superior of the decision-maker at least of A5 level.

Man-day(s)

Unit for measuring working/absence time: it corresponds to the number of hours divided by 8 (as the standard work day at the EPO is 8 hours).

Mass appeal

Appeal filed by several staff members against the same decision, often on the same grounds and often at the initiative or with the support of the staff representation. Such appeals are counted as one appeal for the Office's statistics.

Medgate

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

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 an employee on behalf of a child prevented from earning a livelihood due to sickness.
Dependants' allowance for handicapped children	Allowance paid to an 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.

Medical Committee

Committee composed of 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).

Miscellaneous allowances

These primarily include the following allowances:
Reserve status allowance, Representation allowance, Housing allowance, Promotion compensation, Employer's 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 (NPS)

Pension scheme applicable to employees recruited as from 1 January 2009. On termination of service, the employee receives a lump-sum which corresponds to savings growing through long-term investment (Salary Saving Plan (SSP)). The employee also receives a monthly pension under the NPS. The pension is calculated on the basis of two times the reference salary at C1 step 3. The New Pension Scheme total contribution rate (Office and staff) shall remain unchanged at 21.0% of the basic salary, up to a ceiling of twice the salary for grade C1, step 3.

The Salary Savings Plan total compulsory contribution (Office and staff) shall be the sum of 6.9% of the employee's basic salary, up to a ceiling of twice the salary for grade C1, step 3, and 27.9% of the part of basic salary exceeding that ceiling. Contributions to the New Pension Scheme and to the Salary Savings Plan by the Office and staff are apportioned 2/3rds and 1/3rd respectively.

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.s.

Non-renewable contract (NRC)

Contract concluded under Budget Article 3010 for performance of short-term duties or for replacement of other staff for a maximum term of three years.

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 that 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 that the arrangement of the workplace (desk, chair, computer) is optimal.
Health Advisory Team meetings	Meetings of a doctor, social welfare, HR partner and management representative, 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 2013 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. Please refer to Functions for more details.

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

Supplement paid to pensioners to mitigate the national tax burden to which they are subject in some member states. It replaced the tax adjustment as from 1 January 2009.

Patent procedures support staff

Formalities officers in DG 2. Please refer to Functions for more details.

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 on a recommendation of the Promotion Board.

Remuneration

Basic salary and, where applicable, allowances.

Reserve status

Non-active 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 ages 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.before the age of 60 with a reduced pension according to age coefficients.

RFPSS

Reserve Funds for Pensions and Social Security.s.

Salary savings plan

See New Pension scheme (NPS).

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 body, following decisions governed by the interests of the service and taken by the appointing authority. Employees concerned are placed in non-active status.

Servregs

Service Regulations.

Site

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

Social security scheme

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

Staff representation activities

External activities: meetings with management or bodies set up by the President or the Administrative Council, the necessary preparation and travel time for such meetings, as well as training. Internal activities: all other activities

Types of external staff representation activities

- Ad hoc working groups
- Administrative Council and committees
- Conciliation
- Consultation Group VP 1
- Consultation Group VP 2
- Consultation Group VP 4
- Data protection
- Dignity policy
- External relations
- Future of work
- General Advisory Committee (GAC)
- Working group on salaries
- Harmonisation Committee
- HC Steering Committee
- Health and Safety Issues
- Home Loans Committee
- Internal Appeals Committee
- Local Advisory Committee (LAC)
- Managing performance
- Meetings - President/MAC
- Meetings local management
- Meetings/MGT Specific issues
- Preparation and travel
- Professional Pride
- Promotion Boards
- Recruitment
- Restour (Canteen in The Hague) Committee
- RFPSS and pensions
- Single Patent Process
- Staff Committee elections
- Staff representation 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 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 on 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 2013 (not including invalidity, deceased or dismissed) divided by the number of employees in 2013.

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

Annex
Net salary tables in EUR
1 July 2013

Germany

Salary table in EUR, 1 July 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	12 M.	24 M.
A7	11 985,92	12 407,05	12 828,18	13 249,31	13 670,44	14 091,57	14 708,91	15 326,25						421,13	617,34
A6	11 078,41	11 399,74	11 721,07	12 042,40	12 363,73	12 685,06	13 167,49	13 649,92	14 132,35	14 614,78				321,33	482,43
A5	9 575,45	9 857,55	10 139,65	10 421,75	10 703,85	10 985,95	11 268,05	11 550,15	11 963,06	12 375,97	12 788,88	13 201,79	13 614,70	282,10	412,91
A4(2)	9 555,11	9 837,21	10 119,31	10 401,41	10 683,51	10 965,61	11 247,71	11 529,81	11 851,14	12 172,47	12 493,80	12 815,13	13 136,46	282,10	321,33
A4	8 255,52	8 504,14	8 752,76	9 001,38	9 250,00	9 498,62	9 747,24	9 995,86	10 317,19	10 638,52	10 959,85	11 281,18	11 602,51	248,62	321,33
A3	7 047,01	7 269,37	7 491,73	7 714,09	7 936,45	8 158,81	8 381,17	8 603,53	8 895,44	9 187,35	9 479,26	9 771,17	10 063,08	222,36	291,91
A2	5 858,06	6 057,60	6 257,14	6 456,68	6 656,22	6 855,76	7 055,30	7 254,84	7 454,38	7 653,92	7 853,46	8 053,00	8 252,55	199,54	199,54
A1	5 078,03	5 250,58	5 423,13	5 595,68	5 768,23	5 940,78	6 113,33	6 285,88	6 458,43	6 630,98	6 803,53	6 976,08	7 148,64	172,55	172,55
B6	5 658,52	5 858,06	6 057,60	6 257,14	6 456,68	6 656,22	6 855,76	7 055,30	7 254,84	7 454,38	7 653,92	7 853,46	8 053,00	199,54	199,54
B5	4 905,48	5 078,03	5 250,58	5 423,13	5 595,68	5 768,23	5 940,78	6 113,33	6 285,88	6 458,43	6 630,98	6 803,53	6 976,08	172,55	172,55
B4	4 288,82	4 438,43	4 588,04	4 737,65	4 887,26	5 036,87	5 186,48	5 336,09	5 485,70	5 635,31	5 784,92	5 934,53	6 084,14	149,61	149,61
B3	3 760,64	3 893,16	4 025,68	4 158,20	4 290,72	4 423,24	4 555,76	4 688,28	4 820,80	4 953,32	5 085,84	5 218,36	5 350,88	132,52	132,52
B2	3 328,10	3 444,24	3 560,38	3 676,52	3 792,66	3 908,80	4 024,94	4 141,08	4 257,22	4 373,36	4 489,50	4 605,64	4 721,78	116,14	116,14
B1	2 965,00	3 070,49	3 175,98	3 281,47	3 386,96	3 492,45	3 597,94	3 703,43	3 808,92	3 914,41	4 019,90	4 125,39	4 230,88	105,49	105,49
C6	4 193,26	4 327,37	4 461,48	4 595,59	4 729,70	4 863,81	4 997,92	5 132,03	5 266,14	5 400,25	5 534,36	5 668,47	5 802,58	134,11	134,11
C5	3 711,67	3 831,00	3 950,33	4 069,66	4 188,99	4 308,32	4 427,65	4 546,98	4 666,31	4 785,64	4 904,97	5 024,30	5 143,63	119,33	119,33
C4	3 334,62	3 442,58	3 550,54	3 658,50	3 766,46	3 874,42	3 982,38	4 090,34	4 198,30	4 306,26	4 414,22	4 522,18	4 630,14	107,96	107,96
C3	3 043,46	3 141,64	3 239,82	3 338,00	3 436,18	3 534,36	3 632,54	3 730,72	3 828,90	3 927,08	4 025,26	4 123,44	4 221,62	98,18	98,18
C2	2 820,31	2 911,09	3 001,87	3 092,65	3 183,43	3 274,21	3 364,99	3 455,77	3 546,55	3 637,33	3 728,11	3 818,89	3 909,67	90,78	90,78
C1	2 655,12	2 740,98	2 826,84	2 912,70	2 998,56	3 084,42	3 170,28	3 256,14	3 342,00	3 427,86	3 513,72	3 599,58	3 685,44	85,86	85,86

The Netherlands

Salary table in EUR, 1 July 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	12 M.	24 M.
A7	12 054,58	12 478,13	12 901,68	13 325,23	13 748,78	14 172,33	14 793,20	15 414,07						423,55	620,87
A6	11 141,87	11 465,04	11 788,21	12 111,38	12 434,55	12 757,72	13 242,91	13 728,10	14 213,29	14 698,48				323,17	485,19
A5	9 630,29	9 914,00	10 197,71	10 481,42	10 765,13	11 048,84	11 332,55	11 616,26	12 031,53	12 446,80	12 862,07	13 277,34	13 692,61	283,71	415,27
A4(2)	9 609,93	9 893,64	10 177,35	10 461,06	10 744,77	11 028,48	11 312,19	11 595,90	11 919,07	12 242,24	12 565,41	12 888,58	13 211,75	283,71	323,17
A4	8 302,81	8 552,86	8 802,91	9 052,96	9 303,01	9 553,06	9 803,11	10 053,16	10 376,33	10 699,50	11 022,67	11 345,84	11 669,01	250,05	323,17
A3	7 087,37	7 311,00	7 534,63	7 758,26	7 981,89	8 205,52	8 429,15	8 652,78	8 946,37	9 239,96	9 533,55	9 827,14	10 120,73	223,63	293,59
A2	5 891,61	6 092,29	6 292,97	6 493,65	6 694,33	6 895,01	7 095,69	7 296,37	7 497,05	7 697,73	7 898,41	8 099,09	8 299,78	200,68	200,68
A1	5 107,12	5 280,66	5 454,20	5 627,74	5 801,28	5 974,82	6 148,36	6 321,90	6 495,44	6 668,98	6 842,52	7 016,06	7 189,61	173,54	173,54
B6	5 690,93	5 891,61	6 092,29	6 292,97	6 493,65	6 694,33	6 895,01	7 095,69	7 296,37	7 497,05	7 697,73	7 898,41	8 099,09	200,68	200,68
B5	4 933,58	5 107,12	5 280,66	5 454,20	5 627,74	5 801,28	5 974,82	6 148,36	6 321,90	6 495,44	6 668,98	6 842,52	7 016,06	173,54	173,54
B4	4 313,39	4 463,86	4 614,33	4 764,80	4 915,27	5 065,74	5 216,21	5 366,68	5 517,15	5 667,62	5 818,09	5 968,56	6 119,03	150,47	150,47
B3	3 782,18	3 915,46	4 048,74	4 182,02	4 315,30	4 448,58	4 581,86	4 715,14	4 848,42	4 981,70	5 114,98	5 248,26	5 381,54	133,28	133,28
B2	3 347,16	3 463,97	3 580,78	3 697,59	3 814,40	3 931,21	4 048,02	4 164,83	4 281,64	4 398,45	4 515,26	4 632,07	4 748,88	116,81	116,81
B1	2 981,98	3 088,08	3 194,18	3 300,28	3 406,38	3 512,48	3 618,58	3 724,68	3 830,78	3 936,88	4 042,98	4 149,08	4 255,18	106,10	106,10
C6	4 217,28	4 352,16	4 487,04	4 621,92	4 756,80	4 891,68	5 026,56	5 161,44	5 296,32	5 431,20	5 566,08	5 700,96	5 835,84	134,88	134,88
C5	3 732,93	3 852,94	3 972,95	4 092,96	4 212,97	4 332,98	4 452,99	4 573,00	4 693,01	4 813,02	4 933,03	5 053,04	5 173,05	120,01	120,01
C4	3 353,72	3 462,29	3 570,86	3 679,43	3 788,00	3 896,57	4 005,14	4 113,71	4 222,28	4 330,85	4 439,42	4 547,99	4 656,56	108,57	108,57
C3	3 060,90	3 159,64	3 258,38	3 357,12	3 455,86	3 554,60	3 653,34	3 752,08	3 850,82	3 949,56	4 048,30	4 147,04	4 245,78	98,74	98,74
C2	2 836,47	2 927,77	3 019,07	3 110,37	3 201,67	3 292,97	3 384,27	3 475,57	3 566,87	3 658,17	3 749,47	3 840,77	3 932,07	91,30	91,30
C1	2 670,33	2 756,68	2 843,03	2 929,38	3 015,73	3 102,08	3 188,43	3 274,78	3 361,13	3 447,48	3 533,83	3 620,18	3 706,53	86,35	86,35

Austria

Salary table in EUR, 1 July 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	12 M.	24 M.
A7	11 991,46	12 412,79	12 834,12	13 255,45	13 676,78	14 098,11	14 715,73	15 333,35						421,33	617,62
A6	11 083,53	11 405,01	11 726,49	12 047,97	12 369,45	12 690,93	13 173,58	13 656,23	14 138,88	14 621,53				321,48	482,65
A5	9 579,87	9 862,10	10 144,33	10 426,56	10 708,79	10 991,02	11 273,25	11 555,48	11 968,58	12 381,68	12 794,78	13 207,88	13 620,98	282,23	413,10
A4(2)	9 559,58	9 841,81	10 124,04	10 406,27	10 688,50	10 970,73	11 252,96	11 535,19	11 856,67	12 178,15	12 499,63	12 821,11	13 142,59	282,23	321,48
A4	8 259,34	8 508,08	8 756,82	9 005,56	9 254,30	9 503,04	9 751,78	10 000,52	10 322,00	10 643,48	10 964,96	11 286,44	11 607,92	248,74	321,48
A3	7 050,26	7 272,72	7 495,18	7 717,64	7 940,10	8 162,56	8 385,02	8 607,48	8 899,53	9 191,58	9 483,63	9 775,68	10 067,73	222,46	292,05
A2	5 860,76	6 060,39	6 260,02	6 459,65	6 659,28	6 858,91	7 058,54	7 258,17	7 457,80	7 657,43	7 857,06	8 056,69	8 256,33	199,63	199,63
A1	5 080,37	5 253,00	5 425,63	5 598,26	5 770,89	5 943,52	6 116,15	6 288,78	6 461,41	6 634,04	6 806,67	6 979,30	7 151,94	172,63	172,63
B6	5 661,13	5 860,76	6 060,39	6 260,02	6 459,65	6 659,28	6 858,91	7 058,54	7 258,17	7 457,80	7 657,43	7 857,06	8 056,69	199,63	199,63
B5	4 907,74	5 080,37	5 253,00	5 425,63	5 598,26	5 770,89	5 943,52	6 116,15	6 288,78	6 461,41	6 634,04	6 806,67	6 979,30	172,63	172,63
B4	4 290,81	4 440,49	4 590,17	4 739,85	4 889,53	5 039,21	5 188,89	5 338,57	5 488,25	5 637,93	5 787,61	5 937,29	6 086,97	149,68	149,68
B3	3 762,38	3 894,96	4 027,54	4 160,12	4 292,70	4 425,28	4 557,86	4 690,44	4 823,02	4 955,60	5 088,18	5 220,76	5 353,34	132,58	132,58
B2	3 329,64	3 445,84	3 562,04	3 678,24	3 794,44	3 910,64	4 026,84	4 143,04	4 259,24	4 375,44	4 491,64	4 607,84	4 724,04	116,20	116,20
B1	2 966,37	3 071,91	3 177,45	3 282,99	3 388,53	3 494,07	3 599,61	3 705,15	3 810,69	3 916,23	4 021,77	4 127,31	4 232,85	105,54	105,54
C6	4 195,20	4 329,37	4 463,54	4 597,71	4 731,88	4 866,05	5 000,22	5 134,39	5 268,56	5 402,73	5 536,90	5 671,07	5 805,24	134,17	134,17
C5	3 713,38	3 832,76	3 952,14	4 071,52	4 190,90	4 310,28	4 429,66	4 549,04	4 668,42	4 787,80	4 907,18	5 026,56	5 145,94	119,38	119,38
C4	3 336,16	3 444,17	3 552,18	3 660,19	3 768,20	3 876,21	3 984,22	4 092,23	4 200,24	4 308,25	4 416,26	4 524,27	4 632,28	108,01	108,01
C3	3 044,87	3 143,09	3 241,31	3 339,53	3 437,75	3 535,97	3 634,19	3 732,41	3 830,63	3 928,85	4 027,07	4 125,29	4 223,51	98,22	98,22
C2	2 821,62	2 912,45	3 003,28	3 094,11	3 184,94	3 275,77	3 366,60	3 457,43	3 548,26	3 639,09	3 729,92	3 820,75	3 911,58	90,83	90,83
C1	2 656,34	2 742,24	2 828,14	2 914,04	2 999,94	3 085,84	3 171,74	3 257,64	3 343,54	3 429,44	3 515,34	3 601,24	3 687,14	85,90	85,90

Belgium

Salary table in EUR, 1 July 2013

	1	2	3	4	5	6	7	8	9	10	11	12	13	12 M.	24 M.
A7	11 087,21	11 476,77	11 866,33	12 255,89	12 645,45	13 035,01	13 606,06	14 177,11						389,56	571,05
A6	10 247,75	10 544,99	10 842,23	11 139,47	11 436,71	11 733,95	12 180,21	12 626,47	13 072,73	13 518,99				297,24	446,26
A5	8 857,48	9 118,42	9 379,36	9 640,30	9 901,24	10 162,18	10 423,12	10 684,06	11 066,01	11 447,96	11 829,91	12 211,86	12 593,81	260,94	381,95
A4(2)	8 838,75	9 099,69	9 360,63	9 621,57	9 882,51	10 143,45	10 404,39	10 665,33	10 962,57	11 259,81	11 557,05	11 854,29	12 151,53	260,94	297,24
A4	7 636,52	7 866,50	8 096,48	8 326,46	8 556,44	8 786,42	9 016,40	9 246,38	9 543,62	9 840,86	10 138,10	10 435,34	10 732,58	229,98	297,24
A3	6 518,62	6 724,30	6 929,98	7 135,66	7 341,34	7 547,02	7 752,70	7 958,38	8 228,41	8 498,44	8 768,47	9 038,50	9 308,53	205,68	270,03
A2	5 418,82	5 603,40	5 787,98	5 972,56	6 157,14	6 341,72	6 526,30	6 710,88	6 895,46	7 080,04	7 264,62	7 449,20	7 633,79	184,58	184,58
A1	4 697,27	4 856,88	5 016,49	5 176,10	5 335,71	5 495,32	5 654,93	5 814,54	5 974,15	6 133,76	6 293,37	6 452,98	6 612,60	159,61	159,61
B6	5 234,24	5 418,82	5 603,40	5 787,98	5 972,56	6 157,14	6 341,72	6 526,30	6 710,88	6 895,46	7 080,04	7 264,62	7 449,20	184,58	184,58
B5	4 537,66	4 697,27	4 856,88	5 016,49	5 176,10	5 335,71	5 495,32	5 654,93	5 814,54	5 974,15	6 133,76	6 293,37	6 452,98	159,61	159,61
B4	3 967,25	4 105,65	4 244,05	4 382,45	4 520,85	4 659,25	4 797,65	4 936,05	5 074,45	5 212,85	5 351,25	5 489,65	5 628,05	138,40	138,40
B3	3 478,67	3 601,25	3 723,83	3 846,41	3 968,99	4 091,57	4 214,15	4 336,73	4 459,31	4 581,89	4 704,47	4 827,05	4 949,63	122,58	122,58
B2	3 078,56	3 186,00	3 293,44	3 400,88	3 508,32	3 615,76	3 723,20	3 830,64	3 938,08	4 045,52	4 152,96	4 260,40	4 367,84	107,44	107,44
B1	2 742,68	2 840,26	2 937,84	3 035,42	3 133,00	3 230,58	3 328,16	3 425,74	3 523,32	3 620,90	3 718,48	3 816,06	3 913,64	97,58	97,58
C6	3 878,85	4 002,91	4 126,97	4 251,03	4 375,09	4 499,15	4 623,21	4 747,27	4 871,33	4 995,39	5 119,45	5 243,51	5 367,57	124,06	124,06
C5	3 433,37	3 543,75	3 654,13	3 764,51	3 874,89	3 985,27	4 095,65	4 206,03	4 316,41	4 426,79	4 537,17	4 647,55	4 757,93	110,38	110,38
C4	3 084,59	3 184,45	3 284,31	3 384,17	3 484,03	3 583,89	3 683,75	3 783,61	3 883,47	3 983,33	4 083,19	4 183,05	4 282,91	99,86	99,86
C3	2 815,26	2 906,07	2 996,88	3 087,69	3 178,50	3 269,31	3 360,12	3 450,93	3 541,74	3 632,55	3 723,36	3 814,17	3 904,98	90,81	90,81
C2	2 608,84	2 692,82	2 776,80	2 860,78	2 944,76	3 028,74	3 112,72	3 196,70	3 280,68	3 364,66	3 448,64	3 532,62	3 616,60	83,98	83,98
C1	2 456,04	2 535,46	2 614,88	2 694,30	2 773,72	2 853,14	2 932,56	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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