

Social Report 2022

Annex to the Annual Review



Executive summary

The European Patent Office (EPO) is committed to transparency and accountability. By monitoring Office-wide key indicators, we aim to build an engaged, knowledgeable, and collaborative organisation focused on employee wellbeing and long-term sustainability.

We have a total of 6 298 staff at the EPO. 35% of our employees and 27% of our managers are women.

Our employees represent 34 nationalities and 75% of them are not nationals of the country they work in.

The average employee is 49.8 years of age and 60% of staff have worked at the EPO for between 13 and 24 years.

After two years of limited recruitment, we hired 229 staff in 2022. Of these, 77 were examiners and 127 were young professionals, a new category of employees which replaced the former Pan-European Seal trainees. We received on average 126 applications for each job vacancy. Internal mobility continued in 2022, with 273 staff members changing role fully or partially.

We spent over EUR 3.3 million in 2022 on talent development activities, with 97% of staff participating in at least one training activity. Duty travel resumed to some extent in 2022 but remained below the pre-pandemic level.

The average monthly basic salary in 2022 was EUR 10 412. Spending on allowances and benefits – entitlement to which depends on individual circumstances – totalled EUR 227 million.









Payments from the EPO's pension and social security schemes amounted to EUR 405 million in 2022. The social security scheme covered 23 204 people. The average monthly basic pension was EUR 6 296.

Flexible working conditions continued in 2022, which also saw the transition from the emergency guidelines during the pandemic to the pilot project New Ways of Working. 6 121 employees recorded teleworking at some point in 2022, with an average of 142 days per employee. 53% of employees worked from a location other than their normal residence, and 50% of the teleworkers used the opportunity to work from a different country.

The number of days of sick leave in 2022 increased by 28% compared with 2021, with 25% of staff having zero days of sick leave (41% in 2021). Annual leave and home leave remained stable.

Health and safety-related expenditure in 2022 was EUR 2.2 million, including EUR 0.20 million for preventive medical measures. A further EUR 2.8 million was spent on subsidising general staff welfare and social activities.

Social dialogue is fundamental to the EPO's culture and our senior managers continually strive to strengthen it. A total of 102 meetings were held with social partners in 2022.

	2022	Changes 2022/2021	Trends
 Headcount	6 298 +0.59%	 4 116 men 2 182 women 34 nationalities	EPO staff has stayed relatively similar in age and gender.
 New Hires	229 +211	 127 Young Professionals 77 Examiners	EPO started hiring again after freezing recruitment during the pandemic. New hires increase diversity.
 Teleworking	142 days on average +5 days	 50% of teleworkers worked in another EPC country	Flexibility in working increased compared to pre-pandemic times.
 Remuneration	10 412 € average basic salary per month +361 €	 ~744 million € spent on basic salaries ~ -11 thousand € 227 million € allowances & benefits - 1 million €	Remuneration stayed constant over last two years.

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1. Staff structure and talent development

1.1 Demographics

This section focuses on the staff structure at the EPO and provides breakdowns of staff by site, function, age, gender and nationality.

Key data is presented regarding recruitment, internal mobility, training and personal development.

Statistics are also provided on the main reasons for the termination of active service.

Depending on the type of data, the statistics shown either refer to the status on 31 December 2022 or provide a summary of the whole year.¹

In 2022, the EPO transformed its Pan-European Seal Programme into a Young Professionals Programme (see also section 1.2.8). Young professionals became a special category of employees, which is now also reflected in the figures provided in this report. Where appropriate, figures relating to young professionals will be indicated separately.

1.1.1 Total number of staff working at the EPO

At the end of 2022, the EPO employed 6 298 staff members. The total number of staff increased by 0.59% compared with the previous year.

Table 1 – Change in total number of staff working at the EPO, 2021/2022

	2021			2022			
	Female	Male	Total	Female	Male	Total	Variation
Headcount on 31 December	2 125	4 136	6 261	2 182	4 116	6 298	0.59%
<i>Of which young professionals</i>				77	48	125	n/a
FTE (full-time equivalents)*	1 959	4 076	6 035	1 955	3 998	5 953	-1.36%

* Rounding differences may occur in the totals.

Source: EPO – FIPS

Although the number of staff ending active service in 2022 increased by 15% compared with 2021 (see Table 21), the notably higher number of staff hired in 2022, partly driven by the young professionals, resulted in a slight increase in

¹ The figures relating to previous years are kept as published in previous reports and not recalculated, unless they were provisional or there has been a change in the methodology to calculate the specific indicator, in which case this is explicitly mentioned. Similarly, the 2022 figures reflect the situation at the time the data was extracted. Retroactive changes made afterwards are not considered.

headcount of 0.59%. The percentage of female staff showed a slight increase from 33.9% in 2021 to 34.6% in 2022.

1.1.2 Breakdown of staff by function

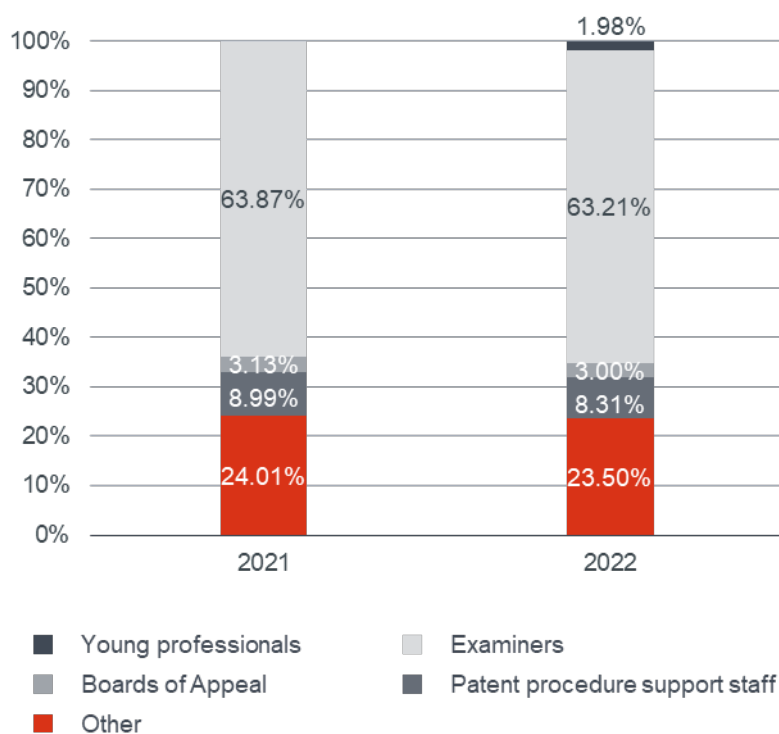
At the end of 2022, 4 170 staff were working as examiners or members of the Boards of Appeal. The remainder were either directly supporting the patent granting process as formalities officers or were involved in other activities, such as legal services, human resources, procurement and facility management, or they were young professionals.

Table 2 – Breakdown of number of staff (headcount) by type of function, 2021/2022

	31.12.2021	31.12.2022			
Function		Female	Male	Total	Variation
Examiners	3 999	969	3 012	3 981	-0.45%
Members of boards of appeal	196	40	149	189	-3.57%
Patent procedure support	563	396	127	523	-7.10%
Other	1 503	700	780	1 480	-1.53%
Young professionals		77	48	125	n/a
Total	6 261	2 182	4 116	6 298	0.59%

Source: EPO – FIPS

Graph 1 – Change in breakdown of staff by type of function, 2021/2022



Source: EPO – FIPS

1.1.3 Breakdown of staff by site

The EPO has five different sites: Munich, The Hague, Berlin, Vienna and Brussels.

Munich and The Hague are the two largest sites. At the end of 2022, 3 599 staff (57% of the total) were working in Munich and 2 438 (39% of the total) in The Hague.

Table 3 – Breakdown of number of staff (headcount) by site, 2021/2022

	31.12.2021			31.12.2022			
Site	Female	Male	Total	Female	Male	Total	Variation
Munich	1 286	2 227	3 513	1 357	2 242	3 599	2.45%
The Hague	739	1 735	2 474	730	1 708	2 438	-1.46%
Berlin	60	138	198	58	134	192	-3.03%
Vienna	38	34	72	35	30	65	-9.72%
Brussels	2	2	4	2	2	4	0.00%
Total	2 125	4 136	6 261	2 182	4 116	6 298	0.59%

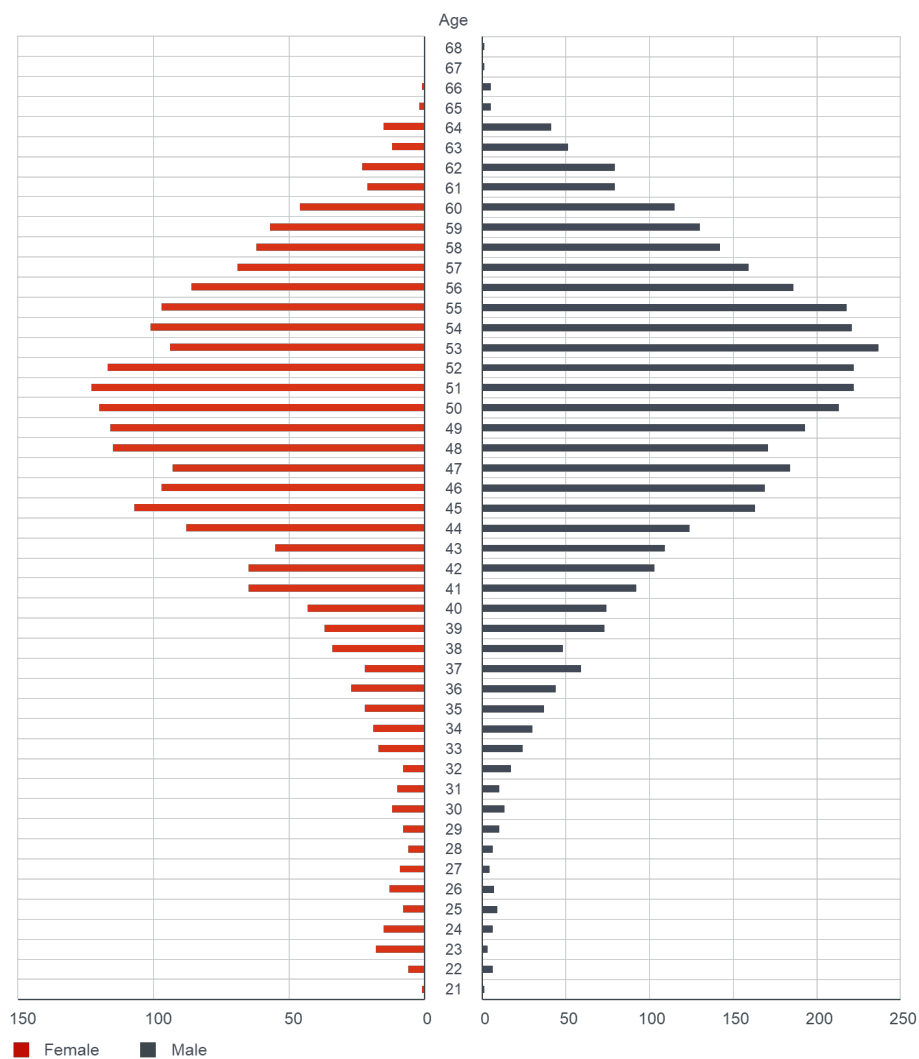
For practical reasons, all young professionals in 2022 were located in Munich, 77 females and 48 males. This affects the variation with respect to 2021.

Source: EPO – FIPS

1.1.4 Breakdown of staff by age

The average age of EPO staff at the end of 2022 was 49.8 years (versus 49.7 in 2021). If we exclude young professionals, the average age at the end of 2022 was 50.3 years. Staff between 40 and 55 years old make up 67% of total staff, while 41% are between 40 and 50 years old.

Graph 2 – Age pyramid of EPO staff, 31 December 2022

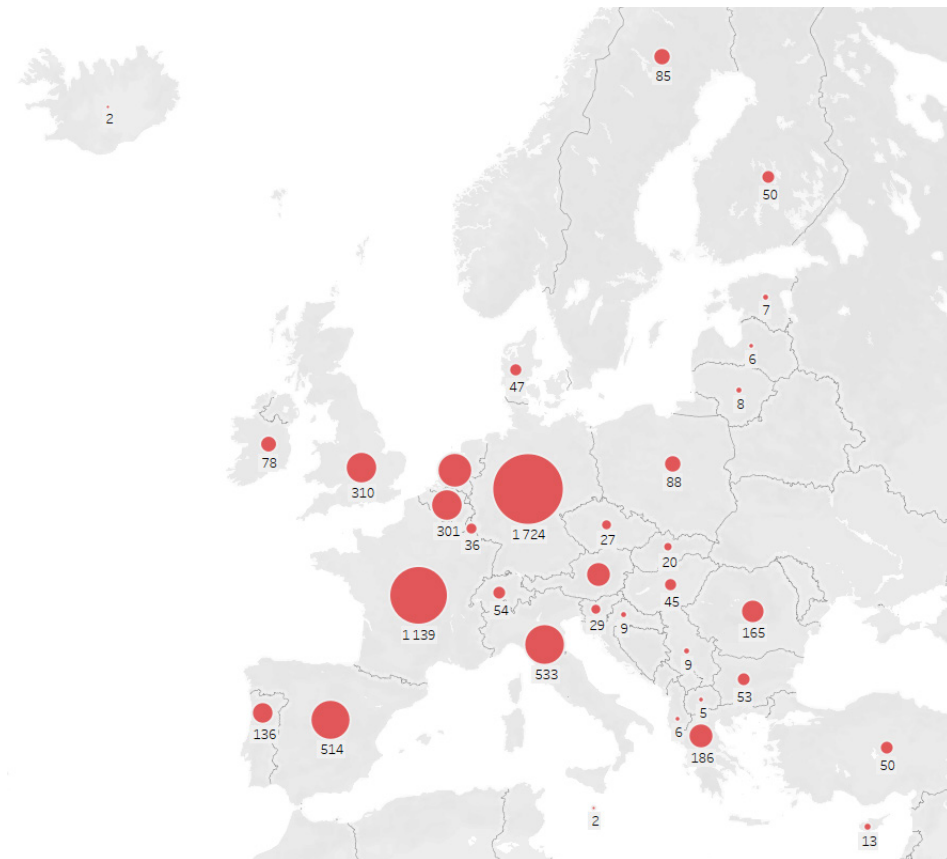


Source: EPO – FIPS

1.1.5 Breakdown of staff by nationality

At the end of 2022, 34 different nationalities of the EPC were represented at the EPO.

Graph 3 – Breakdown of EPO staff by nationality, 31 December 2022



Source: EPO – FIPS

Table 4 – Change in number of staff by nationality, 2021/2022

Nationality	31.12.2021	31.12.2022	Of which young professionals	Variation	Variation (excl. young professionals)
German	1 729	1 724	7	-0.29%	-0.69%
French	1 151	1 139	7	-1.04%	-1.65%
Italian	530	533	13	0.57%	-1.89%
Spanish	490	514	23	4.90%	0.20%
Dutch	401	380	2	-5.24%	-5.74%
British	324	310	0	-4.32%	-4.32%
Belgian	307	301	2	-1.95%	-2.61%
Greek	180	186	5	3.33%	0.56%
Austrian	182	181	1	-0.55%	-1.10%
Romanian	161	165	4	2.48%	0.00%
Portuguese	107	136	23	27.10%	5.61%
Polish	84	88	1	4.76%	3.57%
Swedish	90	85	0	-5.56%	-5.56%
Irish	76	78	3	2.63%	-1.32%
Swiss	58	54	1	-6.90%	-8.62%
Bulgarian	50	53	2	6.00%	2.00%
Finnish	47	50	2	6.38%	2.13%
Turkish	39	50	8	28.21%	7.69%
Danish	46	47	0	2.17%	2.17%
Hungarian	42	45	3	7.14%	0.00%
Luxembourgian	42	36	1	-14.29%	-16.67%
Slovenian	19	29	10	52.63%	0.00%
Czech	27	27	0	0.00%	0.00%
Slovakian	20	20	0	0.00%	0.00%
Cypriot	10	13	2	30.00%	10.00%
Croatian	10	9	0	-10.00%	-10.00%
Serbian	9	9	0	0.00%	0.00%
Lithuanian	8	8	0	0.00%	0.00%
Estonian	7	7	0	0.00%	0.00%
Albanian	2	6	4	200.00%	0.00%
Latvian	6	6	0	0.00%	0.00%
Macedonian	3	5	1	66.67%	33.33%
Icelandic	2	2	0	0.00%	0.00%
Maltese	2	2	0	0.00%	0.00%
Liechtenstein	0	0	0	n/a	n/a
Monegasque	0	0	0	n/a	n/a
Montenegrin	0	0	0	n/a	n/a
Norwegian	0	0	0	n/a	n/a
San Marino	0	0	0	n/a	n/a
Total	6 261	6 298	125	0.59%	-1.43%

Source: EPO – FIPS

Table 5 – Comparison between nationality representation of EPO staff and population of EPC countries

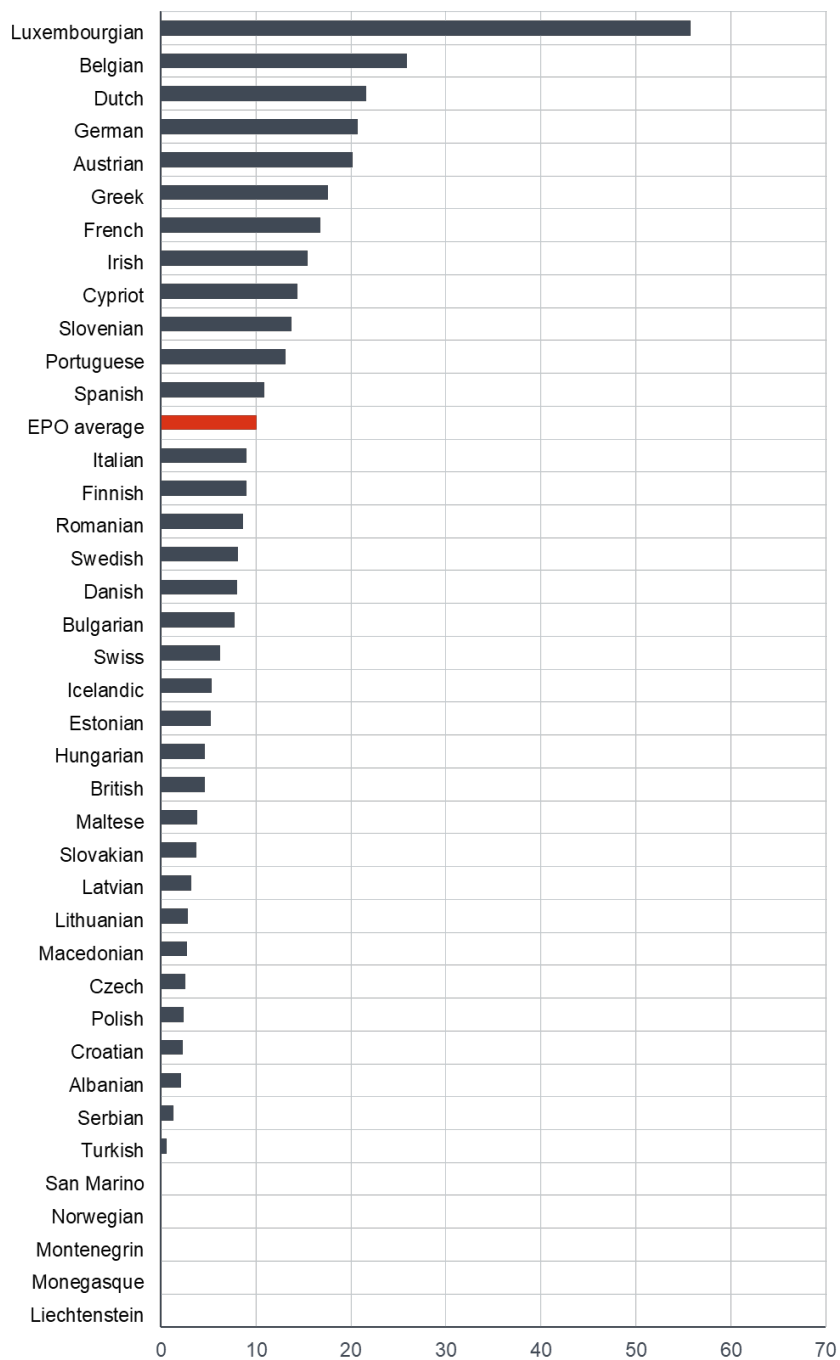
Nationality	EPO staff, 31.12.2022	% of total EPO staff*	Population (in millions), 1.1.2022	% of total EPC population*	Patent applications per country of residence of applicant
German	1 724	27.37%	83.24	13.31%	24 684
French	1 139	18.09%	67.84	10.85%	10 900
Italian	533	8.46%	58.98	9.43%	4 864
Spanish	514	8.16%	47.43	7.59%	1 925
Dutch	380	6.03%	17.59	2.81%	6 806
British	310	4.92%	67.03	10.72%	5 697
Belgian	301	4.78%	11.63	1.86%	2 604
Greek	186	2.95%	10.60	1.70%	185
Austrian	181	2.87%	8.98	1.44%	2 388
Romanian	165	2.62%	19.04	3.04%	46
Portuguese	136	2.16%	10.35	1.66%	312
Polish	88	1.40%	37.65	6.02%	615
Swedish	85	1.35%	10.45	1.67%	5 036
Irish	78	1.24%	5.06	0.81%	1 140
Swiss	54	0.86%	8.74	1.40%	9 008
Bulgarian	53	0.84%	6.84	1.09%	45
Finnish	50	0.79%	5.55	0.89%	2 140
Turkish	50	0.79%	84.68	13.54%	542
Danish	47	0.75%	5.87	0.94%	2 662
Hungarian	45	0.71%	9.69	1.55%	102
Luxembourgian	36	0.57%	0.65	0.10%	343
Slovenian	29	0.46%	2.11	0.34%	123
Czech	27	0.43%	10.52	1.68%	219
Slovakian	20	0.32%	5.43	0.87%	49
Cypriot	13	0.21%	0.90	0.14%	42

Nationality	EPO staff, 31.12.2022	% of total EPO staff*	Population (in millions), 1.1.2022	% of total EPC population*	Patent applications per country of residence of applicant
Croatian	9	0.14%	3.88	0.62%	32
Serbian	9	0.14%	6.80	1.09%	12
Lithuanian	8	0.13%	2.81	0.45%	78
Estonian	7	0.11%	1.33	0.21%	66
Albanian	6	0.10%	2.79	0.45%	3
Latvian	6	0.10%	1.88	0.30%	22
Macedonian	5	0.08%	1.84	0.29%	2
Icelandic	2	0.03%	0.38	0.06%	48
Maltese	2	0.03%	0.52	0.08%	72
Liechtenstein	0	0.00%	0.04	0.01%	456
Monegasque	0	0.00%	0.04	0.01%	21
Montenegrin	0	0.00%	0.62	0.10%	0
Norwegian	0	0.00%	5.43	0.87%	660
San Marino	0	0.00%	0.03	0.01%	6
Total*	6 298	100.00%	625.23	100.00%	83 955

* Rounding differences may occur in the total percentages.

Source: EPO – FIPS; Eurostat (as at 1 January 2022)

Graph 4 – Number of EPO staff per million inhabitants*



* Compares EPO staff per nationality on 31 December 2022 with EPC countries' population as of 1 January 2022 (see Table 5).

Source: EPO – FIPS

Table 6 – Grouping of different nationalities at EPO sites, 31 December 2022

Site	Share of employees whose (first) nationality is different from that of the country in which they are serving	Number of nationalities represented
Munich*	66.50%	33
The Hague	87.16%	32
Berlin	66.15%	20
Vienna	69.23%	16
Total	74.52%	34

* Including staff based in Brussels.

Source: EPO – FIPS

Table 7 – Breakdown of different nationalities at EPO sites, 31 December 2022

Nationality	Berlin	% of total at site**	Munich*	% of total at site**	The Hague	% of total at site**	Vienna	% of total at site**
German	65	33.85%	1 207	33.50%	441	18.09%	11	16.92%
French	38	19.79%	603	16.74%	494	20.26%	4	6.15%
Italian	9	4.69%	345	9.58%	178	7.30%	1	1.54%
Spanish	21	10.94%	281	7.80%	204	8.37%	8	12.31%
Dutch		0.00%	67	1.86%	313	12.84%		0.00%
British	13	6.77%	187	5.19%	105	4.31%	5	7.69%
Belgian	3	1.56%	76	2.11%	217	8.90%	5	7.69%
Greek	2	1.04%	81	2.25%	102	4.18%	1	1.54%
Austrian	8	4.17%	123	3.41%	30	1.23%	20	30.77%
Romanian	2	1.04%	92	2.55%	69	2.83%	2	3.08%
Portuguese	5	2.60%	62	1.72%	68	2.79%	1	1.54%
Polish	5	2.60%	48	1.33%	34	1.39%	1	1.54%
Swedish	9	4.69%	59	1.64%	17	0.70%		0.00%
Irish	1	0.52%	53	1.47%	23	0.94%	1	1.54%
Swiss	3	1.56%	37	1.03%	14	0.57%		0.00%

Nationality	Berlin	% of total at site**	Munich*	% of total at site**	The Hague	% of total at site**	Vienna	% of total at site**
Bulgarian		0.00%	36	1.00%	17	0.70%		0.00%
Turkish	1	0.52%	26	0.72%	22	0.90%	1	1.54%
Finnish	1	0.52%	37	1.03%	12	0.49%		0.00%
Danish	1	0.52%	31	0.86%	15	0.62%		0.00%
Hungarian		0.00%	25	0.69%	19	0.78%	1	1.54%
Luxembourgian	1	0.52%	23	0.64%	12	0.49%		0.00%
Slovenian		0.00%	25	0.69%	3	0.12%	1	1.54%
Czech	2	1.04%	18	0.50%	7	0.29%		0.00%
Slovakian		0.00%	15	0.42%	3	0.12%	2	3.08%
Cypriot	2	1.04%	9	0.25%	2	0.08%		0.00%
Serbian		0.00%	6	0.17%	3	0.12%		0.00%
Croatian		0.00%	4	0.11%	5	0.21%		0.00%
Lithuanian		0.00%	6	0.17%	2	0.08%		0.00%
Estonian		0.00%	6	0.17%	1	0.04%		0.00%
Latvian		0.00%	4	0.11%	2	0.08%		0.00%
Albanian		0.00%	6	0.17%		0.00%		0.00%
Macedonian		0.00%	3	0.08%	2	0.08%		0.00%
Maltese		0.00%	2	0.06%		0.00%		0.00%
Icelandic		0.00%		0.00%	2	0.08%		0.00%
Total**	192	100.00%	3 603	100.00%	2 438	100.00%	65	100.00%

* Including staff based in Brussels.

** Rounding differences may occur in the total percentages.

Source: EPO – FIPS

1.1.6 Breakdown of staff by permanent and non-permanent employees

At the EPO, the current employment framework consists of two types of employment relationships: permanent and fixed-term appointments.

Table 8a – Change in number of permanent and non-permanent staff, global view, 2021/2022

Headcount	Function	31.12.2021	31.12.2022	Variation
Permanent staff ²	Examiners	3 907	3 815	-2.35%
	Patent procedure support	556	518	-6.83%
	Other	1 332	1 297	-2.63%
Total permanent staff		5 795	5 630	-2.85%
Fixed-term appointments	Examiners	92	166	80.43%
	Patent procedure support	7	6	-14.29%
	Other	171	182	6.43%
	Young professionals		125	n/a
Total non-permanent staff		270	479	77.41%
Members of boards of appeal		196	189	-3.57%
Total members of boards of appeal		196	189	-3.57%
Total		6 261	6 298	0.59%

Source: EPO – FIPS

The increase in the number of examiners on fixed-term appointments is due to the resumption of the examiner recruitment in 2022 after this was stopped for two years.

² Staff members who are on fixed-term assignments but have a permanent employment relationship with the EPO are considered permanent. For example, principal directors who were permanent employees of the EPO before becoming a principal director are considered to be permanent staff in this breakdown, even if their appointment is on a fixed-term basis.

Table 8b – Change in number of permanent and non-permanent staff by site, 2021/2022

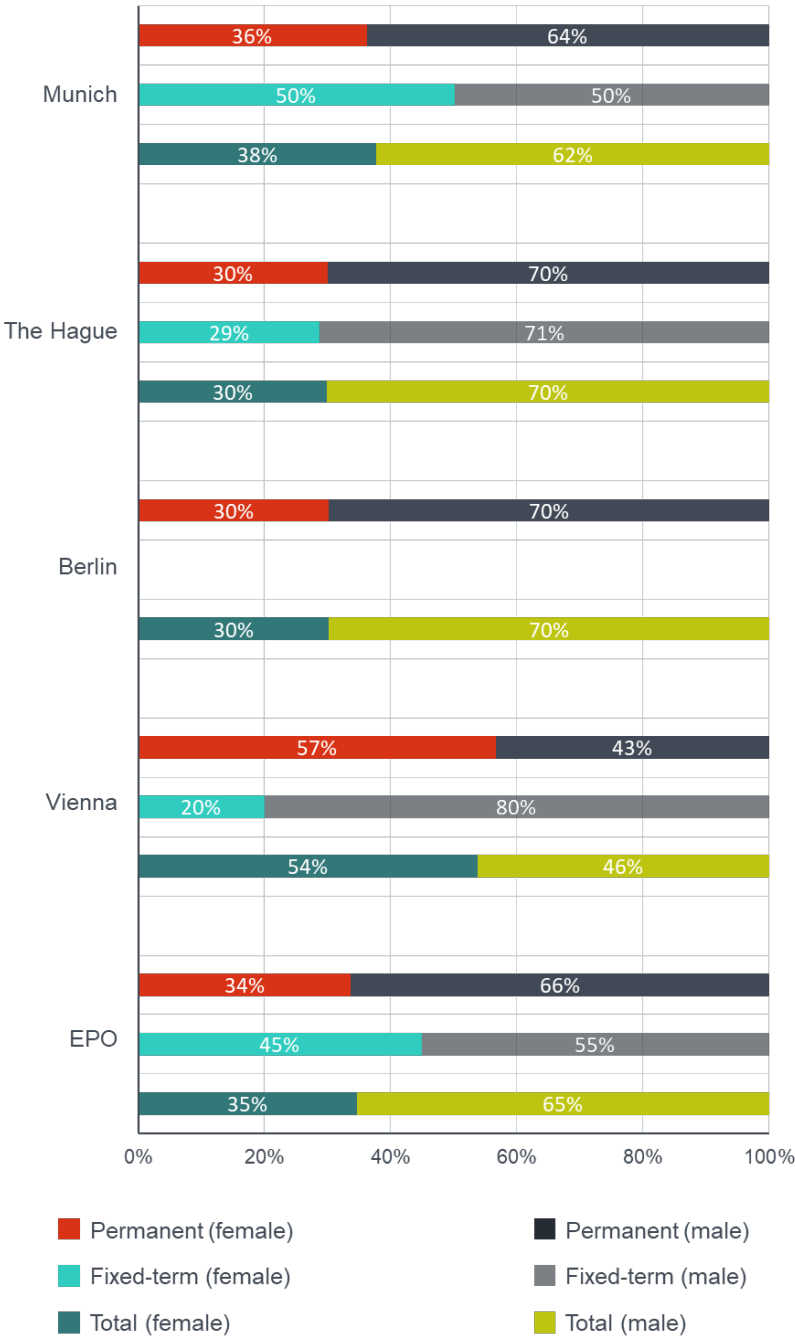
Headcount	Site	Function	31.12.2021	31.12.2022	Variation
Permanent staff	Munich*	Examiners	2 097	2 052	-2.15%
		Patent procedure support	321	293	-8.72%
		Other	722	713	-1.25%
	The Hague	Examiners	1 654	1 612	-2.54%
		Patent procedure support	210	200	-4.76%
		Other	526	508	-3.42%
	Berlin	Examiners	156	151	-3.21%
		Patent procedure support	25	25	0.00%
		Other	17	16	-5.88%
	Vienna	Other	67	60	-10.45%
Total permanent staff			5 795	5 630	-2.85%
Fixed-term appointments	Munich*	Examiners	47	88	87.23%
		Patent procedure support	4	4	0.00%
		Other	130	139	6.92%
		Young professionals**		125	n/a
	The Hague	Examiners	45	78	73.33%
		Patent procedure support	3	2	-33.33%
		Other	36	38	5.56%
	Vienna	Other	5	5	0.00%
Total fixed-term appointments			270	479	77.41%
Members of boards of appeal	Munich		196	189	-3.57%
Total members of boards of appeal			196	189	-3.57%
Total			6 261	6 298	0.59%

* Including staff based in Brussels.

** For practical reasons, all young professionals in 2022 were located in Munich.

The ceiling for fixed-term employees is 20% of the total number of budgeted posts at the EPO (7 075 in 2025). For the purpose of calculating this ceiling, young professionals are excluded, as they do not occupy a budgeted post. This leads to 354 non-permanent staff shown in Tables 8a and 8b. In addition to these, 31 members of the boards of appeal who were not permanent employees of the EPO before their appointment and were in active employment on 31 December 2022 are considered fixed-term employees for the purpose of calculating the percentage of budgeted posts held by staff on fixed-term appointments, which came to 5.44% in 2022 (4.25% in 2021).

Graph 5 – Breakdown of permanent and fixed-term employees by gender and by site, 31 December 2022

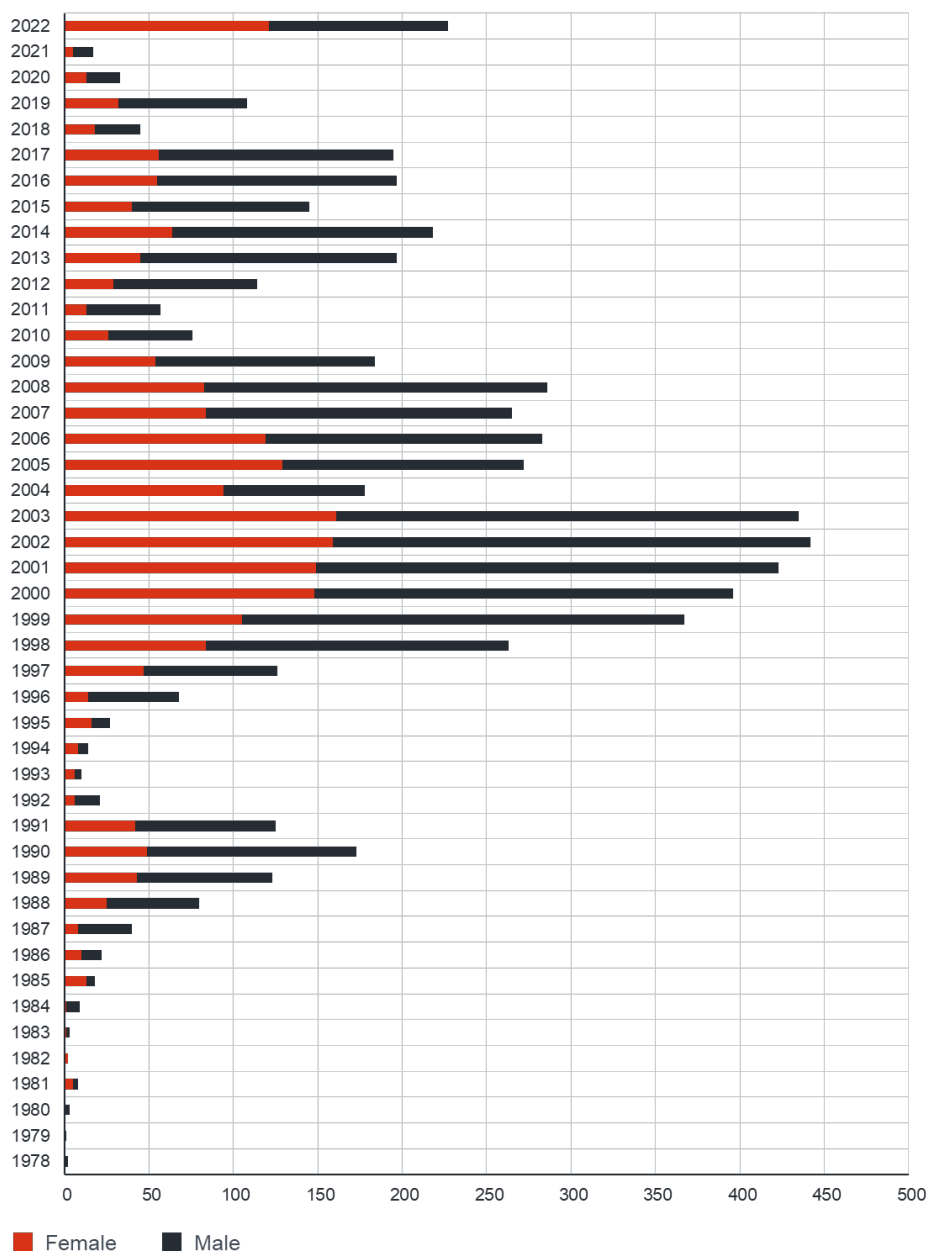


Source: EPO – FIPS

1.1.7 Breakdown of staff by length of service

More than 60% (3 794) of EPO staff were recruited between 1998 and 2009 (and are still active). Another 430 (7%) current staff members were recruited in the last five years (and are still active). Examiners make up 174 of these staff members.

Graph 6 – Number of staff by year of recruitment, 31 December 2022



Source: EPO – FIPS

1.2 Employment and career

The EPO employs a "single-spine" grading structure with 17 different grades and 3 to 5 steps within these grades.

Staff are classified into six job groups along this single spine and follow either a technical or a managerial career path. Young professionals are not assigned to any job group.

Table 9 – Single-spine grading structure and career paths

Job group	Technical career path	Managerial career path	Range of grades
Job group 1	n/a	Vice-president/president of a board of appeal	G16 step 3 – G17 step 3
Job group 2	Principal advisor/ board of appeal chair	Principal director	G15 step 1 – G16 step 4
Job group 3	Senior expert/ board of appeal member	Director	G13 step 3 – G15 step 4
Job group 4	Examiner/ administrator/lawyer	Head of department/ team manager	G7 step 1 – G13 step 5
Job group 5	Expert	Head of section	G7 step 1 – G10 step 5
Job group 6	Administrative employee	n/a ³	G1 step 1 – G9 step 5

Source: EPO Service Regulations, Annex I

³ Some job group 6 employees exercise certain managerial functions, for which they receive a functional allowance.

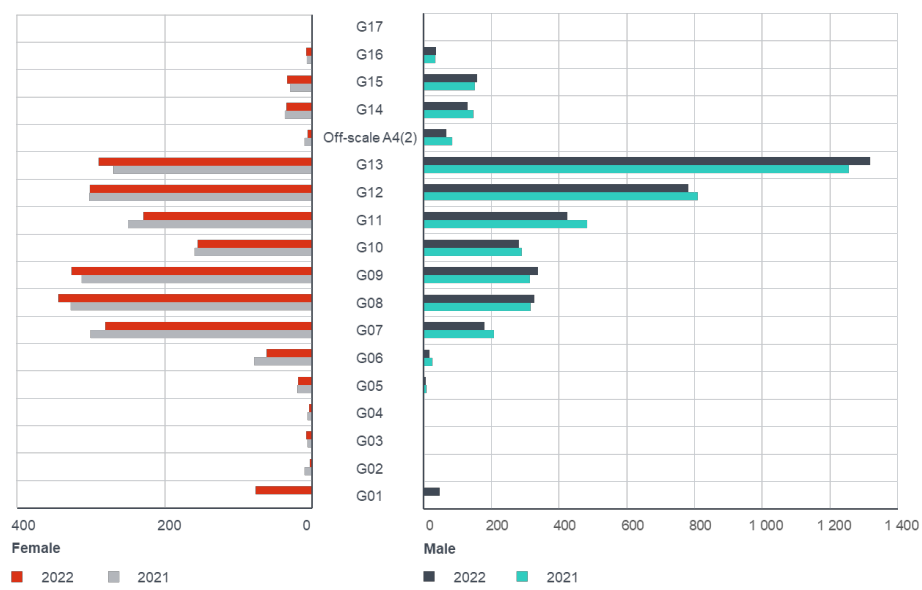
Table 10 – Breakdown of staff by job group and grade, 31 December 2022

Job group	Grade	Headcount 31.12.2021	Headcount 31.12.2022	Variation	% of total EPO staff*	% of total in category*
1	G17	3	3	0.00%	0.05%	60.00%
	G16	2	2	0.00%	0.03%	40.00%
Total		5	5	0.00%	0.08%	100.00%
2	G16	39	42	7.69%	0.67%	72.41%
	G15	16	16	0.00%	0.25%	27.59%
Total		55	58	5.45%	0.92%	100.00%
3	G15	165	175	6.06%	2.78%	48.48%
	G14	185	164	-11.35%	2.60%	45.43%
	G13	30	22	-26.67%	0.35%	6.09%
Total		380	361	-5.00%	5.73%	100.00%
4	Off-scale A4(2)	94	73	-22.34%	1.16%	1.61%
	G13	1 496	1 586	6.02%	25.18%	34.89%
	G12	1 112	1 082	-2.70%	17.18%	23.80%
	G11	733	654	-10.78%	10.38%	14.39%
	G10	381	364	-4.46%	5.78%	8.01%
	G09	289	325	12.46%	5.16%	7.15%
	G08	281	308	9.61%	4.89%	6.78%
	G07	178	154	-13.48%	2.45%	3.39%
Total		4 564	4 546	-0.39%	72.18%	100.00%
5	G10	67	73	8.96%	1.16%	40.11%
	G09	62	57	-8.06%	0.91%	31.32%
	G08	46	41	-10.87%	0.65%	22.53%
	G07	16	11	-31.25%	0.17%	6.04%
Total		191	182	-4.71%	2.89%	100.00%
6	G09	275	281	2.18%	4.46%	27.52%
	G08	317	321	1.26%	5.10%	31.44%
	G07	314	295	-6.05%	4.68%	28.89%
	G06	105	79	-24.76%	1.25%	7.74%
	G05	28	25	-10.71%	0.40%	2.45%
	G04	8	6	-25.00%	0.10%	0.59%
	G03	8	10	25.00%	0.16%	0.98%
	G02	11	4	-63.64%	0.06%	0.39%
Total		1 066	1 021	-4.22%	16.21%	100.00%
Young professionals	G01		125	n/a	1.98%	100.00%
Total			125	n/a	1.98%	100.00%
Grand total*		6 261	6 298	0.59%	100.00%	

* Rounding differences may occur in the total percentages.

Source: EPO – FIPS

Graph 7 – Distribution of staff by gender and grade, 2021/2022

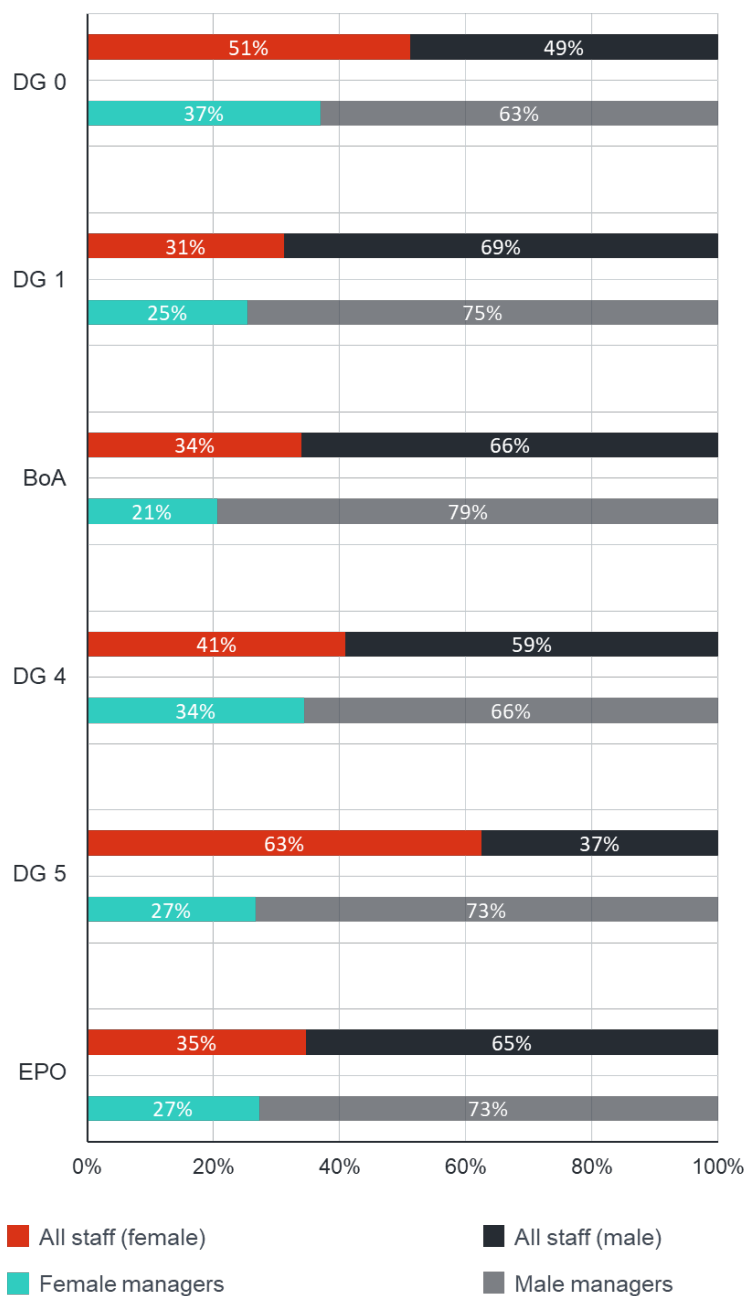


Source: EPO – FIPS

1.2.1 Breakdown of managers by gender, DG and job group

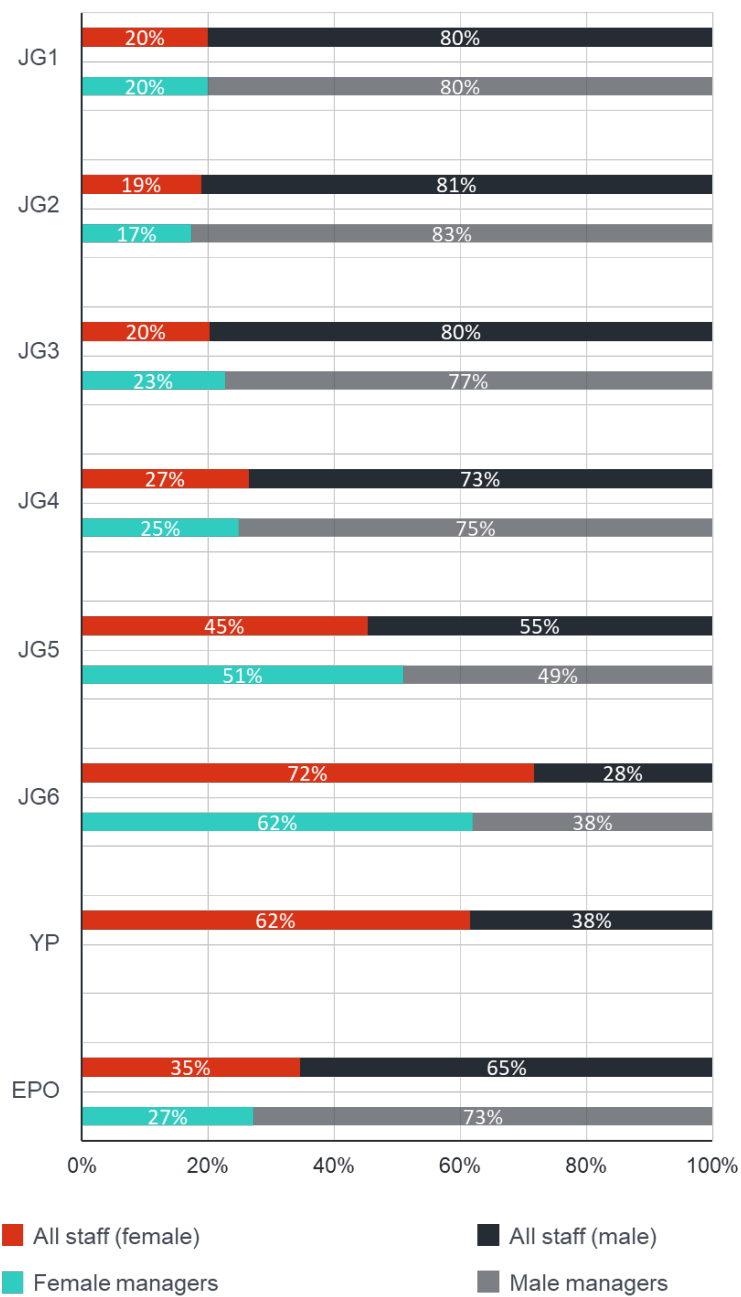
At the end of 2022, 27% of all managers were women. This represents a slight decrease with respect to the previous year (28% in 2021). The proportion of female managers varies from directorate-general (DG) to DG, ranging from 21% in the boards of appeal (BoA) to 37% in DG 0. The variation considering the job group ranges from 17% in job group 2 (JG2) to 62% in job group 6 (JG6). Young professionals do not exercise managerial functions.

Graph 8 – Breakdown of managers by DG and gender, 2022



Source: EPO – FIPS

Graph 9 – Breakdown of managers by job group (JG) and gender, 2022



YP = Young professionals.

Some job group 6 employees exercise certain managerial functions, for which they receive a functional allowance. This is reflected in this graph.

Source: EPO – FIPS

1.2.2 Job opportunities: number of vacancies

Table 11 – Number of vacancies by publication type and job group, 2022

Publication type	Job group	Technical	Managerial	Total
Internal/external publications	3	2	2	4
	4	51	1	52
	5	2		2
	Total	55	3	58
Internal publications*	2	2	4	6
	3	2	22	24
	4	79	9	88
	5	5		5
	6	23		23
	Multiple job groups	2		2
	Total	113	35	148
Total		168	38	206

Shows vacancies with a publication date in 2022.

* Internal publications include:

TRF: transfer opportunity open to all EPO staff in the specific job group – full mobility.

TAL: internal publication open to all EPO staff with a possibility of promotion – full mobility.

Opportunities open to multiple job groups for partial mobility.

Source: EPO – SuccessFactors

Of the 51 internal/external publications in job group 4, technical career path, two were published to build a talent pipeline for lawyers.

While the number of internal/external publications increased by 93% from 30 in 2021 to 58 in 2022, internal vacancy notices dropped by 72%, mainly influenced by a decrease of internal examiner rebalancing (63 in 2022 compared to 432 in 2021). The increase in internal/external publications in job group 4 was mainly driven by increased examiner recruitment (33 vacancies in 2022 compared to 16 in 2021). One publication may result in several positions being filled.

Table 12 – Number of job applications, 2020-2022

Number of applications	Examiner posts*	Non-examiner posts*	Total
Total 2022	4 546	3 658	8 204
Total 2021	3 218	3 116	6 334
Total 2020	551	5 768	6 319

* Includes applications for internal/external publications and internal publications.

Source: EPO – SuccessFactors

In 2022, the EPO received 8 204 job applications, which is almost a 30% increase compared to the previous two years. This was mainly influenced by the intensification of the examiner recruitment campaigns.

The average number of applications received in 2022 per job vacancy was 126, a decrease of 25% compared to 2021. This is partly explained by the fact that the number of vacancy notices for examiner positions was increased in order to address the different technical fields in a more targeted way.

Table 13 – Average number of applications per vacancy, 2020-2022

Average number of applications per vacancy	Examiner posts*	Non-examiner posts*	Total
2022	137	113	126
2021	191	147	169
2020**	318	113	118

*Applications for internal/external publications only.

** There was only one vacancy for examiner posts in 2020.

Source: EPO – SuccessFactors

1.2.3 Recruitment and internal mobility

In 2022, 229 staff were recruited externally (including 127 young professionals) compared with 18 in 2021. This represents an increase of 211, driven by the resumption of examiner recruitment, in addition to the launch of the Young Professionals Programme.

The average age of staff hired in 2022 was 30.7 years (39.6 years in 2021), and the age of the hires ranged from 21.1 to 53.8 years. Disregarding the young professionals category, the average age on recruitment was 37.0 years, ranging from 26.8 to 53.8 years.

Vacant positions are filled through competition, following a selection procedure. The corresponding appointment may be the result of an external candidate being recruited, an employee from a lower job group being promoted or an employee in the same job group being transferred. In 2022, 280 positions were filled through one of the three types of appointment, compared with 106 in 2021.

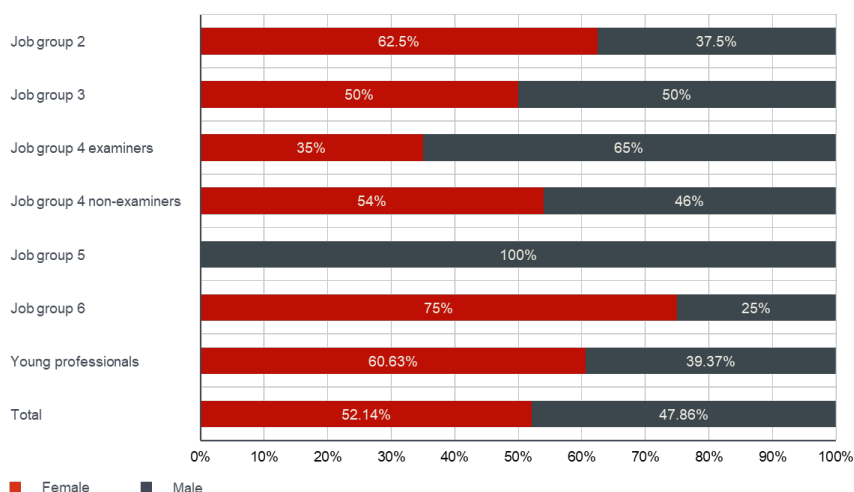
Table 14 – Number of appointments following a selection procedure (external and internal), 2021/2022

Type of appointment	Function	2021	2022	Difference
External recruitment	BoA	1	1	0
	Other	17	24	7
	Examiner		77	77
	Young professional		127	127
External recruitment (total)		18	229	211
Promotion	BoA	8	3	-5
	Other	11	13	2
	Patent procedure support	7	0	-7
Promotion (total)		26	16	-10
Transfer in the same job group	Other	22	32	10
	Examiner*	39	3	-36
	Patent procedure support	1	0	-1
Transfer in the same job group (total)		62	35	-27
Total		106	280	174

*39 examiners were appointed as team managers in 2021 and 3 in 2022.

Source: EPO – FIPS, Talent Acquisition

Graph 10 – Breakdown of appointments (external and internal) by gender and job group, 2022



Source: EPO – FIPS, Department Talent Acquisition

In addition to internal recruitment to fill a vacant position, the EPO's approach to fostering internal mobility, which started in 2020 and continued in 2022, resulted in 150 full moves in 2022, including 36 examiners changing their technical field. Furthermore, 89 "partial" moves were registered in 2022, in other words, staff members assuming other tasks for a percentage of their working time. Of these, 4 correspond to project or programme managers in the context of the EPO's Strategic Plan 2023 (17 in 2021).

Table 15 – Internal mobility, 2021/2022

Type of move	2021	2022	Variation
Full	152	150	-1.32%
Partial	65	89	36.92%
Total	217	239	10.14%

Source: EPO – FIPS, Talent Acquisition, Corporate Governance Service

All in all, 273 staff members changed their role, fully or partially, in 2022, through either appointment to the boards of appeal, promotion to a higher job group, transfer within the same job group or internal mobility.⁴

⁴ Some staff members changed roles more than once in the course of 2022.

Table 16 – Number of new hires by nationality, 2021/2022

Nationality	2021	2022	Share	Difference	Of which young professionals 2022
German	2	39	17.03%	37	7
Spanish	1	31	13.54%	30	23
Portuguese	1	30	13.10%	29	23
Italian	3	21	9.17%	18	13
French	0	19	8.30%	19	7
Greek	0	11	4.80%	11	5
Slovenian	0	10	4.37%	10	10
Turkish	0	10	4.37%	10	8
British	3	7	3.06%	4	0
Romanian	1	6	2.62%	5	4
Albanian	0	6	2.62%	6	6
Irish	0	5	2.18%	5	3
Dutch	2	5	2.18%	3	2
Belgian	2	4	1.75%	2	2
Austrian	1	4	1.75%	3	1
Polish	1	4	1.75%	3	1
Hungarian	0	4	1.75%	4	3
Bulgarian	0	3	1.31%	3	2
Finnish	0	3	1.31%	3	2
Cypriot	0	2	0.87%	2	2
Macedonian	0	2	0.87%	2	1
Swiss	1	1	0.44%	0	1
Danish	0	1	0.44%	1	0
Luxembourgian	0	1	0.44%	1	1
Total	18	229	100.00%	211	127

Source: EPO – FIPS

1.2.4 Promotions

EPO staff can advance their career either by means of normal promotion within their current job group or, following a selection procedure, by means of promotion to a higher grade in another job group (Article 49 ServRegs).

Only staff members who are at the last step of the grade within their current job group are eligible for normal promotion. The number of such promotions therefore varies from year to year, depending on the demographic situation, the number of eligible staff and the available budget. In 2022, a total of 659 staff received normal promotions within the same job group. A further 18 staff advanced in their career through appointment to a higher job group following a selection procedure or a reclassification of their post.

The members of the boards of appeal, who are appointed by the Administrative Council rather than the President of the EPO, follow a different career system. Therefore, their data is presented separately. The term "appointment" in this part of the table refers to promotions following a selection procedure for positions in the boards of appeal.

All in all, 694 staff advanced their careers in 2022 through promotion.

Table 17 – Number of staff that received career advancement through promotion, 2021/2022

	2021		2022			
Reason for action	Job group	Total	Female	Male	Total	Variation
Normal promotion	2	2		3	3	50.00%
	3	23	6	20	26	13.04%
	4	485	131	364	495	2.06%
	5	17	8	18	26	52.94%
	6	118	85	24	109	-7.63%
Normal promotion (total)		645	230	429	659	2.17%
Promotion after selection procedure	2	2	2	2	4	100%
	3	0	1	3	4	n/a
	4	7	5		5	-28.57%
	5	9			0	-100.00%
Promotion after selection procedure (total)		18	8	5	13	-27.78%
Promotion after reclassification	2	0		2	2	n/a
	3	0		1	1	n/a
	4	0		1	1	n/a
	5	0	1		1	n/a
Promotion after reclassification (total)		0	1	4	5	n/a
Grand total		663	239	438	677	2.11%
Boards of appeal						
Appointment	2	2	2	1	3	50.00%
	3	6			0	-100.00%
Appointment (total)		8	2	1	3	-62.50%
Promotion	3	14	3	11	14	0.00%
Promotion (total)		14	3	11	14	0.00%
Grand total for boards of appeal		22	5	12	17	-22.73%
Grand total for ALL		685	244	450	694	1.31%

Source: EPO – FIPS

1.2.5 Talent development

The total budget allocated for development activities in 2022 was EUR 9 695 000, with 34% of the total allocated budget being actually spent.

The learning time for talent development activities in 2022 was:

- 74 305 hours following instructor-led learning courses and mandatory or recommended eLearning modules. This corresponds to an average of 12.10 hours per employee who followed a training course.
- 6 993 hours on external online learning platforms. This corresponds to an average of 4.19 hours per employee who followed a training course.

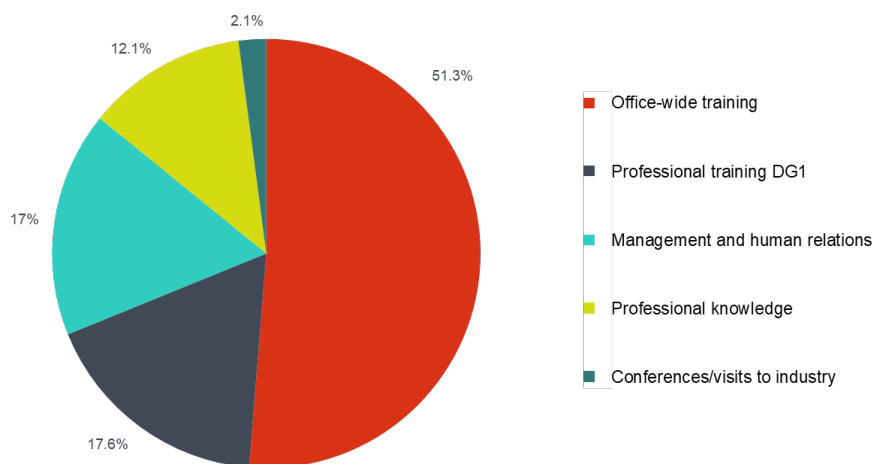
Of the training hours, 24.8% were dedicated to the initial training provided to staff who were newly hired or taking up a new role.

Table 18 – Talent development expenditure planned and spent (in EUR), 2021/2022

	2021			2022		
	Planned	Spent	% spent	Planned	Spent	% spent
Total expenditure	10 340 000	4 486 937	43.39%	9 695 000	3 323 213	34.28%

Source: EPO – FIPS

Graph 11 – Breakdown of talent development expenditure in 2022



Source: EPO – FIPS

Table 19 – Indicators related to talent development activities, 2021/2022

Training indicators	2021	2022	Variation
Number of employees having completed at least one instructor-led training course or an EPO mandatory or recommended e-learning module (in headcount)	5 385	6 139	14.00%
Share of employees having completed at least one instructor-led training course or an EPO mandatory or recommended e-learning module (in % of total EPO staff)	86.01%	97.47%	13.33%
Number of employees having completed at least one training course on an external online learning platform (in headcount)	2 100	1 668	-20.57%
Share of employees having completed at least one training course on an external online learning platform (in % of total EPO staff)	33.54%	26.48%	-21.05%
Average training expenses per employee (in EUR)	717	528	-26.36%
Average training expenses per employee having completed at least one training course (in EUR)	833	541	-35.05%

Training expenses cover the cost of external trainers as well as the e-learning platforms (not internal trainers).

Source: EPO – FIPS

1.2.6 Duty travel

Table 20 – Number of duty travel trips made, 2021/2022

	2021			2022			Variation		
Purpose of the trip	Trips	Staff	Expenditure *	Trips	Staff	Expenditure *	Trips	Staff	Expenditure
Business	18	17	28 843	260	157	350 482	1 344.44%	823.53%	1 115.15%
Training	0	0	0	62	56	77 847	n/a	n/a	n/a
Combined missions	0	0	0	1	1	1 455	n/a	n/a	n/a
Total	18	17	28 843	323	214	429 784	1 694.54%	1 158.82%	1 390.10%

* In EUR.

Source: EPO – Pensions and Specialised Services Department

All indicators in this category underwent a strong increase in 2022 as travel across Europe resumed under normal circumstances compared to the pandemic-related restrictions in 2021. A total of 157 staff travelled for business purposes in 2022 (compared with 17 in 2021, 389 in 2020 and 1 452 in 2019).

1.2.7 Termination of active service at the EPO

In 2022, 190 employees ended active service. The main reason for ending active service was retirement (in 78% of cases). In 2021, the average retirement age was 60.9 years; the 2022 figure was 61.0 years.

Staff turnover increased from 2.64% in 2021 to 3.02% in 2022.

Table 21 – Breakdown of staff ending active service, 2021/2022

Reason	2021	% of total in 2021*	2022	% of total in 2022*	Variation
Retirement	144	87.27%	149	78.42%	3.47%
Resignation	10	6.06%	32	16.84%	220.00%
End of contract	1	0.61%	1	0.53%	0.00%
Other reason	10	6.06%	8	4.21%	-20.00%
Total*	165	100.00%	190	100.00%	15.15%

* Rounding differences may occur in the total percentages.

Source: EPO – FIPS

Table 22 – Staff turnover by function, 2021/2022

Function	2021	Turnover in 2021*	2022	Turnover in 2022*
Examiner	69	1.73%	85	2.14%
BoA	7	3.57%	8	4.23%
Patent procedure support	28	4.97%	22	4.21%
Other	61	4.06%	73	4.93%
Young professionals		n/a	2	1.60%
	165	2.64%	190	3.02%

* Turnover is calculated with reference to the headcount at the end of the respective year.

Source: EPO – FIPS

1.2.8 Pan-European Seal/Young Professionals Programme

The original one-year Pan-European Seal traineeship programme was extended into a first employment experience of up to three years. After an internal selection procedure by the end of their first year, 39 participants were offered the opportunity to continue as employees of the EPO and complete a more tailored, 2-year development programme.

In 2022, 127 young professionals in total (117 in 2021) representing 22 nationalities (27 in 2021), 61% of whom were women (59% in 2021), joined the programme. The group comprises 88 young professionals in their first year and 39 young professionals in their second year. The average age of this group is 25.7 years. Two young professionals left the EPO in 2022. At the end of the year, there were 125 young professionals in total.

In 2022, 52 young professionals were allocated to the patent granting process area (44 in 2021). Of these young professionals, 35 are in the first year and 17 in the second year.

Since the start of the programme in 2015, in all 8 intakes together, the EPO has welcomed 501 trainees/young professionals from 32 different nationalities, of whom 61% were women.

2. Remuneration

The total expenditure for basic salaries and allowances in 2022 was EUR 971 million, including EUR 744 million for basic salaries and EUR 227 million for allowances and benefits.

In 2022, the total amount paid for basic salaries decreased compared with 2021.

2.1 Payroll for the year and basic salaries

Table 23 – Basic salaries paid (in EUR), 2021/2022

	2021	2022	
Job group	Total basic salaries paid	Total basic salaries paid	Average monthly basic salary paid ⁵
JG1	1 105 718	1 105 718	18 428
JG2	10 734 712	11 156 721	16 057
JG3	67 045 344	63 907 465	14 665
JG4	575 556 948	569 539 542	10 970
Total JG1-4	654 442 723	645 709 447	11 322
JG5	17 824 277	17 429 931	7 997
JG6	82 896 213	79 529 511	6 749
Total JG5-6	100 720 490	96 959 441	6 944
Young professionals		1 125 873	2 529
Total	755 163 213	743 794 873	10 412

Source: EPO – FIPS

2.2 Comparison of the 10th and 90th percentiles

The 10% highest-paid staff earn full basic salaries at or above EUR 15 108 (90th percentile) per month. The 10% lowest paid earn full basic salaries at or

⁵ The methodology to calculate the average monthly basic salary was changed in 2022 by referring to the Full Time Equivalent (FTE) over the year instead of the headcount at year end. The total average basic salary in 2021 following this methodology was EUR 10 428.

below EUR 7 082 (10th percentile) per month. The ratio between the 90th and 10th percentiles is therefore 2.13 (2.09 in 2021).⁶

2.3 Performance and rewards

Table 24 – Rewards paid (in EUR), 2021/2022

Reward type	Pensionable/ non-pensionable	2021	2022
Step/promotion	Pensionable	11 485 719	10 701 193
Individual bonus	Non-pensionable	5 356 000	6 221 329
Collaborative bonus	Non-pensionable	5 018 000	2 962 000
Total		21 859 719	19 884 522

Source: EPO – Directorate Compensation & Benefits

The following percentage of staff received a reward in 2022 based on their performance in 2021:

- 59.7% of staff eligible for a pensionable reward (e.g. step advancement or promotion) received such a reward (compared with 69.3% in 2021).
- 29.1% of eligible staff received an individual bonus as a non-pensionable reward for their 2021 performance (compared with 29.2% in 2021).
- 24.7% of eligible staff received a collaborative bonus for their specific contribution to EPO-wide/strategic projects, collaborative initiatives or particularly successful units (compared with 40.4% in 2021).
- A total of 76.6% of eligible staff received a reward in the individual rewards exercise (compared with 84.4% in 2021).

⁶ Not considering young professionals.

2.4 Allowances and benefits

In 2022, in addition to basic salaries, over EUR 227 million was paid in allowances and benefits, including EUR 96 million paid as expatriation allowance to the 66% of total staff with expatriate status (Article 72 ServRegs).

Table 25 – Allowances and benefits paid, 2021/2022

Category	Allowance/benefit*	2021	2022	Variation
Family	Dependants' allowance	35 052 825	34 231 836	-2.34%
	Household allowance	35 042 379	34 480 429	-1.60%
	Childcare allowance/young child allowance ⁷	3 041 517	4 169 532	37.09%
	Education allowance	40 064 238	43 963 127	9.73%
	Parental/family leave allowance	1 059 052	1 103 009	4.15%
	Birth grant	109 870	97 957	-10.84%
Work-related	Overtime and shift allowance	1 383 020	973 084	-29.64%
	Rent allowance	1 116 130	1 091 747	-2.18%
	Installation allowance	235 814	471 429	99.92%
	Removal expenses	620 510	714 587	15.16%
	Language allowance	112 324	93 955	-16.35%
	Travel expenses	31 735	27 854	-12.23%
	Functional allowance	2 166 046	2 165 201	-0.04%
	Extra examiner activities	35 000	275	-99.21%
	Young professionals lump sum allowance	n/a	40 732	n/a
Expatriation	Expatriation allowance	100 756 168	96 412 713	-4.31%
	Home leave	3 274 909	2 991 648	-8.65%
Termination	Severance grant	777 832	1 659 765	113.38%
	Salary savings plan payment	1 677 828	1 573 509	-6.22%
	Dismissal compensation	38 126	0	-100.00%
	Termination indemnity	0	0	n/a
Other	Miscellaneous	962 010	981 952	2.07%
Total		227 557 331	227 244 341	-0.14%

* See glossary, "Allowances/other benefits".

Source: EPO – FIPS

⁷ The young child allowance introduced in 2021 used a different accounting method than the rest of the allowances and was reported under "Miscellaneous". The 2021 figures have been corrected to reflect the young child allowance in the correct category.

In September 2021, the EPO implemented an education and childcare allowance reform for children of all staff, regardless of the nationality of the staff member. This reform introduced the young child allowance, which will progressively replace the childcare allowance.

Please note that staff entitlement to the different allowances depends on their specific circumstances, in line with the provisions of the EPO Service Regulations.

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

Table 26 – Contribution to crèches and to the European School Munich (ESM) (in EUR), 2021/2022

Type of expenditure	2021	2022	Variation
Subsidies to crèches	505 880	533 415	5.44%
European School Munich	26 408 740	25 889 380	-1.97%
Total	26 914 620	26 422 795	-1.83%

Source: EPO – FIPS

The most common grade in job group 4 is G13. Within this grade, the most common step is step 5. As an example, an examiner with permanent status in grade G13/5, working in Germany, married, with a spouse who is not gainfully employed, two dependent children, of which one is less than 4 years old and the other is between 4 and 18, and expatriate status, can expect a total net monthly remuneration of approximately **EUR 16 258**, made up of:

- basic salary: 13 508 EUR
- household allowance: 810 EUR
- expatriation allowance: 2 702 EUR
- dependants' allowance: 746 EUR
- young child allowance⁸: 350 EUR
- education allowance: 112 EUR
- total deductions: -1 970 EUR

The same examiner working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 16 634**, made up of:

- basic salary: 13 529 EUR
- household allowance: 812 EUR
- expatriation allowance: 2 706 EUR
- dependants' allowance: 748 EUR
- young child allowance: 700 EUR
- education allowance: 112 EUR
- total deductions: -1 973 EUR

⁸ A double young child allowance of EUR 700 may be paid to employees if the cost of the childcare facilities exceeds a certain amount per month. In Munich, the majority of staff receive the standard amount of EUR 350, whereas in The Hague, there are more staff receiving the double allowance. This has been reflected in the typical salaries shown.

In job groups 5 and 6, the most common grade is G8. Within this grade, the most common step is step 1. As an example, an administrative employee with permanent status in grade G8/1, working in Germany, married, with a spouse who is not gainfully employed, two dependent children, of which one is less than 4 years old and the other is between 4 and 18, and no expatriate status, can expect a total net monthly remuneration of approximately **EUR 7 275**, made up of:

▪ basic salary:	6 637 EUR
▪ household allowance:	398 EUR
▪ dependants' allowance:	746 EUR
▪ young child allowance:	350 EUR
▪ education allowance:	112 EUR
▪ total deductions:	-968 EUR

An administrative employee with the same circumstances working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 7 637**, made up of:

▪ basic salary:	6 647 EUR
▪ household allowance:	399 EUR
▪ dependants' allowance:	748 EUR
▪ young child allowance:	700 EUR
▪ education allowance:	112 EUR
▪ total deductions:	-969 EUR

2.5 Home loans

Any permanent employee with active status and a minimum of two years of service may be granted a loan for the building, purchase, renovation or refinancing of a residential property destined to be used as a main residence at the place of employment at conditions which are 1.5% below the average market interest rates. The maximum amount which can be borrowed is EUR 110 000, with an increase of 5% for each dependent child.

By the end of 2022, a total of 1 505 loans were active, with a total outstanding balance of around EUR 102.5 million.

Table 27 – Home loans, 2021/2022

Home loans	2021	2022	Variation
Number of new applications	138	100	-27.54%
Amount of new loans to staff, in EUR (budget)	12 296 591	8 936 803	-27.32%
Number of new loans paid out to staff	127	81	-36.22%
Total number of active outstanding loans	1 498	1 505	0.47%
Average interest rate over the total average capital	0.72%	0.60%	-16.67%
Total amount of home loans outstanding, in EUR	108 298 658	102 497 995	-3.36%

Source: EPO – Home Loans Department

3. Social security and pension schemes

The EPO provides its employees with a pension scheme and a social security scheme, which includes a healthcare insurance scheme and provisions in case of death, incapacity or long-term care. Total payments in 2022 amounted to approximately EUR 405 million.

3.1 Population covered by the EPO social security scheme

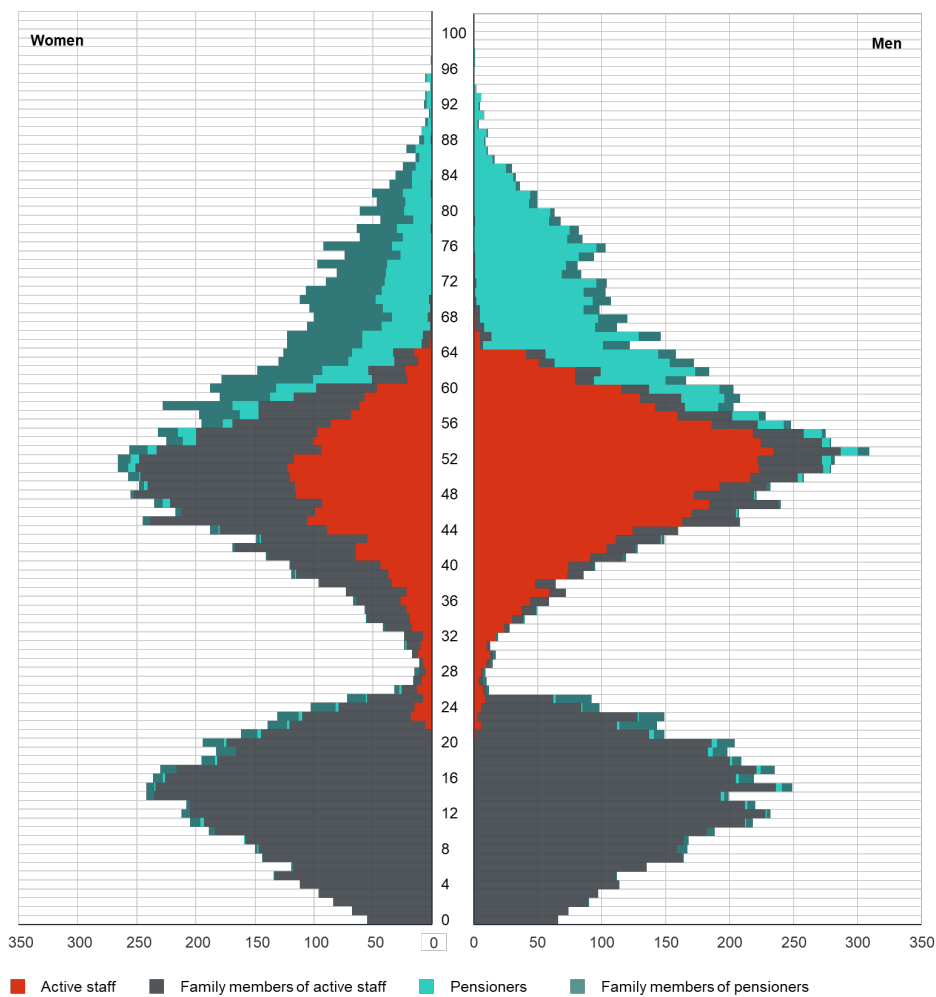
At the end of 2022, 23 204 persons were covered by the EPO social security scheme. The total population insured also includes staff in non-active service (such as unpaid leave) who are still affiliated to the EPO scheme.

Table 28 – Breakdown of persons covered by the EPO social security scheme, 2021/2022

Category	2021	2022	Variation
Active staff covered by the social security scheme	6 261	6 298	0.59%
Unpaid leave, secondment and reserve status	9	11	22.22%
Pension recipients	3 084	3 200	3.76%
Family members (spouses and dependants)	13 647	13 695	0.35%
Total	23 001	23 204	0.88%

Source: ISRP; EPO – FIPS

Graph 12 – Breakdown by age of the total population covered by the EPO's social security scheme, 31 December 2022



Source: ISRP; EPO – FIPS

3.2 Social security benefits

Table 29 – Breakdown of social security payments relating to collective insurances (in EUR), 2021/2022

Type of benefits	2021	2022	Variation
Healthcare reimbursement	74 333 021	81 531 328	9.68%
Long-term care insurance	6 258 179	6 648 110	6.23%
Death insurance	1 883 808	3 218 775	70.87%
Total benefits	82 475 008	91 398 213	10.82%

Source: EPO – FIPS; Cigna

3.3 Payments for pensioners

At the end of 2022, there were 3 322 recipients of an EPO pension, which represents a 4.6% increase compared to the end of 2021.

Table 30 – Breakdown by type of pension, 2021/2022

Type of pension	Number of recipients in 2021	Number of recipients in 2022	Average monthly basic pension (in EUR) in 2021	Average monthly basic pension (in EUR) in 2022
Retirement	2 671	2 800	6 801	6 804
Survivor's	389	405	4 258	4 261
Orphan's	116	117	1 144	1 175
Total	3 176	3 322	6 283	6 296

Source: ISRP

Table 31 – Breakdown of payments (in EUR), 2021/2022

Benefits linked to pension	2021	2022	Variation
Basic pension	236 772 681	247 259 958	4.43%
Tax adjustment	48 307 211	51 512 881	6.64%
Other (allowances, compensation)	13 220 029	14 479 540	9.53%
Total	298 299 921	313 252 378	5.01%

Source: EPO – FIPS

Table 32 – Key figures related to retired staff, 31 December 2022

Job group (JG)	Number of retired employees (in headcount)	Average age at retirement (in years)	Average length of service at the EPO (in years)	Average basic monthly salary before retirement (in EUR)
JG 1-4	1 834	61.2	28.6	13 920
JG 5-6	966	60.6	30.7	7 452
Total	2 800	61.0	29.3	11 688

Source: ISRP; EPO – FIPS

The typical package for a G13/5 pensioner, married with no dependent children and living in Germany, after the current average of 28 reckonable years of service at the EPO and based on the German salary table, is composed of the following elements:

▪ basic pension:	7 564 EUR
▪ household allowance:	454 EUR
▪ tax adjustment	1 424 EUR
▪ deductions for healthcare and long-term care insurance:	-269 EUR
▪ national tax:	-2 253 EUR
▪ total:	6 920 EUR

The typical package for a G9/5 pensioner, married with no dependent children and living in Germany, after the current average of 30 reckonable years of service at the EPO and based on the German salary table, is composed of the following elements:

▪ basic pension:	4 873 EUR
▪ household allowance:	292 EUR
▪ tax adjustment:	549 EUR
▪ deductions for healthcare and long-term care insurance:	-173 EUR
▪ national tax:	-924 EUR
▪ total:	4 617 EUR

The examples above relate to the old pension scheme, applicable to staff who joined the EPO before 1 January 2009. Staff joining after this date are subject to the new pension scheme regulations. On retirement, they receive a pension based on a capped salary. The capped salary is set at twice G1/4. Staff joining after this date will also receive a lump sum payment from their participation in the salary savings plan, paid upon termination of employment.

3.4 Contributions to the EPO social security and pension schemes

Like other international organisations, the EPO has to provide, organise and 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 both the EPO and the beneficiaries. With a contribution of EUR 240 million in 2022 (66% 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 of "1/3 employee, 2/3 employer".

Table 33 – Total contributions to the social security and pension schemes and the salary savings plan (in EUR), 2021/2022

Contributions to the social security scheme, the pension schemes and the salary savings plan, in EUR	2021	2022	Variation
EPO	240 266 989	240 090 693	-0.07%
Employees	113 857 134	113 357 729	-0.44%
Pension recipients	8 425 334	8 791 535	4.35%
Total	362 549 457	362 239 958	-0.09%

Source: EPO – FIPS

Table 34 – Contributions to the social security scheme (not including pensions) (in EUR), 2021/2022

Contributions to the social security scheme (not including pensions), in EUR	2021	2022	Variation
EPO	74 274 163	75 417 262	1.54%
Employees	30 861 412	31 020 883	0.52%
Pension recipients	8 425 334	8 791 535	4.35%
Total	113 560 909	115 229 680	1.47%

Source: EPO – FIPS

Table 35 – Total contributions to the pension schemes (in EUR), 2021/2022

Contributions to the pension schemes	2021	2022	Variation
EPO	154 112 416	151 896 693	-1.44%
Employees	77 055 478	75 948 413	-1.44%
Total	231 167 894	227 845 106	-1.44%

Source: EPO – FIPS

Table 35a – Total contributions to the salary savings plan (in EUR), 2021/2022

Contributions to the salary savings plan	2021	2022	Variation
EPO	11 880 410	12 776 738	7.54%
Employees	5 940 244	6 388 433	7.54%
Total	17 820 654	19 165 172	7.54%

Source: EPO – FIPS

The assets managed in the salary savings plan amounted to EUR 188.9 million on 31 December 2022, while the assets managed by the RFPSS amounted to 10.43 billion EUR on 31 December 2022.

In addition, in 2022, the EPO decided to make a transfer of EUR 196 million from its Treasury funds to the RFPSS Fund, as well as a cash transfer of EUR 4 million

to the salary savings plan. With these transfers, the total contribution of the EPO to the pension scheme and the salary savings plan was EUR 364.7 million, resulting in a contribution ratio for 2022 of 81.58% for the EPO (in 2021: 79%) and 18.42% for staff (in 2021: 21%).

4. Working conditions

At the EPO, staff can opt for various flexible working arrangements, including working part-time, working from home or from any other location within the territory of the European Patent Organisation, and flexitime.

In 2022, 6 121 employees registered for teleworking at some point; each employee teleworked an average of 142 days. Employees were allowed to telework from a location other than their normal residence, with a maximum of 60 days in a different EPC country than their place of employment. Employees who teleworked in another location at least once represent 53% (3 233) of the teleworkers, of which 3 050 teleworked from abroad. For these employees, the average number of days teleworked from abroad was 30 days in 2022.

In June 2022, the EPO began the project “New Ways of Working” as a two-year pilot. The project is envisioned as a roadmap for how people at the Office will work in the future. The year 2022 was therefore a mixture of the emergency guidelines that had been established at the onset of the pandemic and the “New Ways of Working”.

4.1 Staff working part-time

In 2022, about 13% of all EPO staff worked part-time (50% part-time being the minimum working time allowed). Women represented around 75% of the total staff working part-time. These figures are stable in comparison with previous years.

Table 36 – Breakdown of staff working full-time/part-time per site, 2021/2022

Employees	Site	31.12.2021			31.12.2022			Variation
		Female	Male	Grand total	Female	Male	Grand total	
Full-time	Munich	898	2 114	3 012	1 005	2 129	3 134	4.05%
	The Hague	540	1 616	2 156	550	1 585	2 135	-0.97%
	Berlin	50	119	169	46	118	164	-2.96%
	Vienna	29	34	63	27	30	57	-9.52%
	Total	1 517	3 883	5 400	1 628	3 862	5 490	1.67%
	In % of total staff	71.39%	93.88%	86.25%	74.61%	93.83%	87.17%	
Part-time	Munich	390	115	505	354	115	469	-7.13%
	The Hague	199	119	318	180	123	303	-4.72%
	Berlin	10	19	29	12	16	28	-3.45%
	Vienna	9		9	8		8	-11.11%
	Total	608	253	861	554	254	808	-6.16%
	In % of total staff	28.61%	6.12%	13.75%	25.39%	6.17%	12.83%	
Grand total		2 125	4 136	6 261	2 182	4 116	6 298	0.59%

Source: EPO – FIPS

Table 37 – Breakdown of working time percentages, 2021/2022

Working time percentage	Number of staff on 31.12.2021	Percentage of staff working part-time	Number of staff on 31.12.2022				Percentage of staff working part-time
			Female	Male	Total		
50-59%	46	5.34%	32	9	41		5.07%
60-69%	93	10.80%	75	16	91		11.26%
70-79%	120	13.94%	97	21	118		14.60%
80-89%	447	51.92%	252	151	403		49.88%
90-99%	155	18.00%	98	57	155		19.18%
Total*	861	100.00%	554	254	808		100.00%

* Rounding differences may occur in the total percentages.

Source: EPO – FIPS

4.2 Flexitime and compensation hours

In 2022, the average amount of flexitime taken per employee (in FTE^s) was equivalent to 1.2 days. The average amount of compensation hours taken per employee (in FTE^s) was equivalent to 5.9 days.

Table 38 – Breakdown of flexitime and compensation hours, 2021/2022

Type of leave	Absence days* in 2021	Absence days* in 2022	Variation
Flexitime	4 978	7 657	53.82%
Compensation hours	33 805	37 093	9.73%

* Absence days are not the same as employee days. For instance, an absence day for a 50% part-timer (four hours) counts as a full day.

Source: EPO – FIPS

4.3 Overtime, shift work and on-call

A decrease in overtime and on-call services can be observed. Shift hours decreased for the third year in a row.

Table 39 – Breakdown of overtime, shift work and on-call services, 2021/2022

Overtime, shift work and on-call (in hours)	2021	2022	Variation
Overtime	1 120	916	-18.23%
On-call	117 805	82 338	-30.11%
Shift hours	1 317	1 313	-0.32%

Source: EPO – FIPS

4.4 Working days and absences

Parental and family leave are classed as social leave. In 2022, 1 094 employees took an average of 18.4 days of parental leave. Also, 87 employees took family leave. On average, each of these employees took 22.7 days of family leave.

Table 40 – Reasons for absence, volume and impact on total working days, 2021/2022

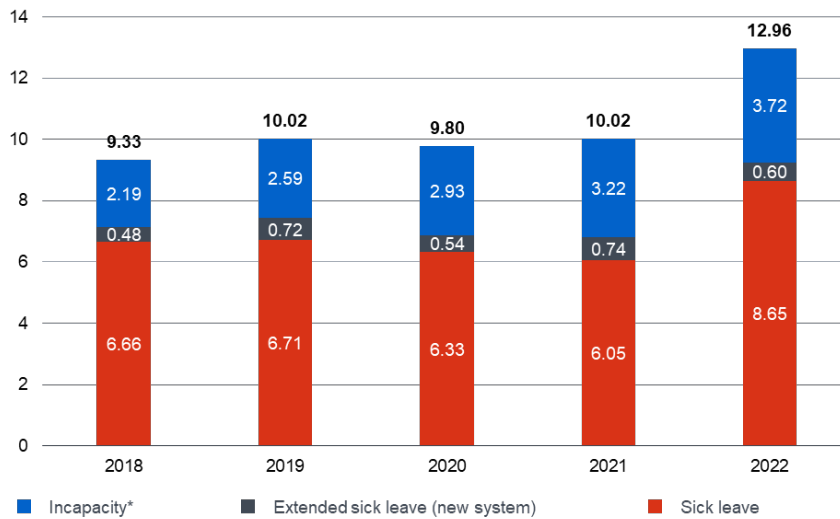
Categories of absence	2021			2022			Variation
	Number of absence days*	Average number of absence days/FTE ^s **	Absence days as % of total working days	Number of absence days*	Average number of absence days/FTE ^s **	Absence days as % of total working days	Number of absence days
Annual leave and home leave	217 861	34.51	13.72%	221 083	35.02	13.93%	1.48%
Sick leave	63 235	10.02	3.98%	80 842	12.96	5.20%	27.85%
Social leave	62 461	9.89	3.93%	35 143	5.57	2.21%	-43.74%
Unpaid leave	1 129	0.18	0.07%	3 147	0.50	0.20%	178.70%
Total	344 686	54.60	21.71%	340 214	54.04	21.54%	-1.18%

* Absence days are not the same as employee days. For instance, an absence day for a 50% part-timer (four hours) counts as a full day.

** The calculations are based on FTE^s and not FTE (see glossary).

Source: EPO – FIPS

Graph 13 – Total sickness days per FTE^s, 12 months rolling, 2018-2022



* The observed increase in incapacity is an expected progression of the new system adopted in 2015. The increase is due to the fact that, under the old system, staff members on invalidity would not be included in the sick leave statistics, whereas in the current incapacity system, they remain in active status and are included in the statistics.

Source: EPO – FIPS

Table 41 – Breakdown of total sickness days, 2021/2022

Type	2021		2022		Variation for total days per FTE ^s	Variation for capacity loss
	Total days per FTE ^s	Capacity loss %	Total days per FTE ^s	Capacity loss %		
Short-term/normal sick leave	6.05	2.41%	8.65	3.47%	42.98%	43.98%
Extended sick leave	0.74	0.30%	0.6	0.24%	-18.92%	-20.00%
Incapacity	3.22	1.28%	3.72	1.49%	15.53%	16.41%
Total sickness days*	10.02	3.98%	12.96	5.20%	29.34%	30.65%

* Rounding differences may occur in the totals.

Source: EPO – FIPS

Table 42 – Number of sickness days by percentage of staff, 2021/2022

Number of sickness days (d)	% of staff in 2021	% of staff in 2022
0 days	41.39%	25.02%
0 days < d < 3 days	17.05%	11.31%
3 days ≤ d < 5 days	9.94%	11.72%
5 days ≤ d < 10 days	12.32%	21.87%
10 days ≤ d < 15 days	5.97%	10.70%
15 days ≤ d	13.34%	19.38%
Total*	100.00%	100.00%

* Rounding differences may occur in the total percentages.

Source: EPO – FIPS

5. Health, safety and welfare services

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

Table 43 – Volume of activities* undertaken by the Occupational Health Services (OHS), 2021/2022

Volume of activities undertaken by OHS	2021	2022	Variation
Number of staff that consulted OHS	1 267	2 594	104.74%
Number of cases**	1 513	3 350	121.41%
Number of in-house consultations	4 437	4 861	9.56%

* Due to COVID-19, most activities took place by videocall/phone.

** With a diagnosis.

Source: EPO – Health & Safety, Cority

Table 44 – Type of activities related to health services, 2021/2022

Type of activities*	2021	2022	Variation
Mandatory examinations, Circular 367	380	525	38.16%
Reintegration meetings	471	351	-25.48%
Workplace visits by OHS ergonomist/nurses/ErgoWucs**	11	27	145.45%
Virtual workplace visits by OHS ergonomist/nurses/ErgoWucs***	1 103	1 686	52.86%
Preventive medical examinations	511	535	4.70%
Initial medical examinations	47	126	168.09%
Emergency cases	28	11	-60.71%
Vision tests**	0	14	n/a
In-house physiotherapy sessions**	3 475	3 496	0.60%
Influenza vaccinations	2 681	2 199	-17.98%
COVID-19 vaccinations	1 369	0	-100.00%

* Due to COVID-19, most activities took place by videocall/phone.

** Restricted access to the premises and reduced face-to-face contact due to COVID-19.

*** Virtual workplace visits introduced – contacts visit staff on teleworking virtually via MS Teams.

Source: EPO – Health & Safety, Cority

Utilisation of the Employee Assistance Programme (EAP) amounted to 3.68% in 2022. The service was accessed a total of 243 times, of which 143 times for counselling and 100 times for work/life services.

5.2 Occupational accidents

Table 45 – Number of occupational accidents reported, 2021/2022

Site	2021	2022
Munich	6	6
The Hague	5	8
Berlin	0	0
Vienna	0	0
Brussels	0	0
Total	11	14

Source: EPO – Health & Safety

Six occupational accidents occurred on the premises, six were commuting accidents and two occurred during teleworking. Overall, these resulted in 13 sickness days.

5.3 Health and safety-related expenditure

Overall expenditure for health and safety increased by 26% compared with 2021, mainly due to the increase in recruitment and the costs for pre-employment

examinations. Occupational safety services in The Hague were also partially outsourced.

Table 46 – Breakdown of other health service costs (in EUR), 2021/2022

Category	2021	2022	Variation
Preventive medical examinations	260 732	197 585	-24.22%
Initial medical examinations	9 579	53 045	453.76%
Health and safety costs	1 462 882	1 935 320	32.30%
Total	1 733 193	2 185 950	26.12%

Source: EPO – FIPS

5.4 Funding for general staff welfare

Over the course of 2021, the DG 1 team reinforcement budget was merged into the motivation budget, centralised for the whole EPO. The amount per employee was also increased for non-DG 1 staff.

Table 47 – Breakdown of expenditure for general staff welfare (in EUR), 2021/2022

Category	2021	2022	Variation
Canteen subsidies	257 863	440 308	70.75%
AMICALE, culture and sports clubs, social events	1 360 000	1 385 390	1.87%
Pensioners' Association subsidy	118 500	123 450	4.18%
Social events office	170 958	206 478	20.78%
Motivation budget	664 520	605 966	-8.81%
DG 1 team reinforcement budget	44 121	0	-100.00%
Total	2 615 962	2 761 592	5.57%

Source: EPO – FIPS

6. Social dialogue

All figures in Table 48 were taken from the self-declaration made by staff representatives regarding the number of days spent on staff representation activities.

Table 48 – Staff representation activities in days, 2021/2022

Staff representation activities	2021	2022
Total time available	5 600.00	5 600.00
Statutory bodies ⁹	161.30	131.70
Administrative Council and its bodies	19.80	33.10
Thematic meetings and working groups	1 266.30	1 163.50
Internal staff representative work & training	3 285.00	3 345.00
Total time used	4 732.40	4 673.30

Source: EPO – FIPS

Table 49 – Number of staff involved in staff representation activities by site, 2021/2022

	2021	2022			
Site	Total	Female	Male	Total	Variation
Berlin	6	1	5	6	0.00%
Munich	19	4	15	19	0.00%
The Hague	18	7	11	18	0.00%
Vienna	6	3	3	6	0.00%
Total	49	15	34	49	0.00%

Source: EPO – FIPS

⁹ Excluding settlement of disputes and disciplinary committees, see also the glossary.

6.1 Meetings with social partners

Table 50 – Number of meetings with social partners, 2021/2022

Meetings with social partners	2021	2022
Meetings of statutory bodies	41	41
Participation of staff representatives in the Administrative Council and its bodies	13	14
Thematic meetings and working groups	37	35
Other meetings	11	12
Total	102	102

Source: EPO – President's Office/Social Dialogue secretariat

In addition, one meeting of the Appraisals Committee took place in 2022 (one meeting in 2021).

6.2 Industrial action

Table 51 – Number of strike days, 2021/2022

Number of strikes	2021	2022
Number of strike days	0	1
Number of FTE days*	0	1 320

* EPO-wide. Full-day and half-day participants included as well as all four sites (Munich, Berlin, The Hague and Vienna).

Source: EPO – FIPS

7. Conflict resolution

7.1 Informal conflict resolution

Table 52 – Types of cases dealt with by the Ombuds Office, 2021/2022

Nature of conflict	2021		2022	
	Number of cases	% of total*	Number of cases	% of total*
Manager/employee in the hierarchical line	144	66.67%	128	68.45%
Between colleagues	25	11.57%	17	9.09%
Between managers	11	5.09%	6	3.21%
Request for information	13	6.02%	3	1.60%
Counselling on workplace difficulties	23	10.65%	33	17.65%
Total	216	100.00%	187	100.00%

* Rounding differences may occur in the total percentages.

Source: EPO – Ombuds Office

Table 53 – Status of cases dealt with by the Ombuds Office, 2021/2022

Status of cases	2021		2022	
	Number of cases	% of total*	Number of cases	% of total*
Conflicts resolved via coaching	188	87.04%	97	51.87%
Conflicts resolved via conciliation	27	12.50%	14	7.49%
Referrals to a formal procedure (management review, Appraisals Committee, investigation, etc.)	1	0.46%	0	0.00%
Ongoing cases	0	0.00%	76	40.64%
Total	216	100.00%	187	100.00%

* Rounding differences may occur in the total percentages.

Source: EPO – Ombuds Office

7.2 Management review

The management review is a pre-litigation step co-ordinated by the Ombuds Office. It aims to resolve employment law-related administrative disputes at an early stage, thus preventing further litigation. In 2022, 160 requests for management review were registered, involving a total of 1 329 requesters.

Table 54 – Overview of general categorisation of management reviews, 2021/2022

	2021			2022		
Supra-categories	Registered cases	% of total*	Number of requesters	Registered cases	% of total*	Number of requesters
Regulations/policies	16	14.68%	1 687	53	33.13%	1 222
Individual	93	85.32%	111	107	66.88%	107
Total	109	100.00%	1 798	160	100.00%	1 329

* Rounding differences may occur in the total percentages.

Source: EPO – Ombuds Office

Table 55 – Nature of cases dealt with by management review, 2021/2022

	2021			2022		
Categories	Management reviews	% of total*	Number of requesters	Management reviews	% of total*	Number of requesters
Career/promotion/step advancement/bonus	47	43.12%	58	61	38.13%	61
Salary/allowances/payments	27	24.77%	1 547	60	37.50%	1 224
Pensions/incapacity	12	11.01%	15	7	4.38%	7
Staff Committee rights/collective rights	4	3.67%	159	4	2.50%	4
Leave/working time	8	7.34%	8	8	5.00%	8
Disciplinary procedures	0	0.00%	0	0	0.00%	0
Transfer/appointment/contract	0	0.00%	0	5	3.13%	5
Healthcare/long-term care	4	3.67%	4	4	2.50%	4
Investigation/dignity	2	1.83%	2	3	1.88%	3
Other	5	4.59%	5	8	5.00%	13
Total	109	100%	1 798	160	100%	1 329

The above figures include cases in both the "Regulations/policies" and "Individual" supra-categories.

* Rounding differences may occur in the total percentages.

Source: EPO – Ombuds Office

Table 56 – Outcome of management review cases, 2021/2022

Status/outcome	2021		2022	
	Requests	% of total*	Requests	% of total*
Rejected as irreceivable	11	10.0%	3	1.88%
Decision maintained	54	49.54%	97	60.63%
Allowed (in whole or in part)	14	12.84%	14	8.75%
Withdrawn	13	11.93%	11	6.88%
No review (filter function)	17	15.60%	17	10.63%
Pending	0	0.00%	18	11.25%
Total	109	100%	160	100%

* Rounding differences may occur in the total percentages.

Source: EPO – Ombuds Office

Of the 160 requests in 2022, approximately 17.5% of the closed cases had progressed to the appeal stage as at 25 January 2023 (by way of comparison, of the 109 requests in 2021, about 18% of the closed cases had progressed to the appeal stage as at 10 February 2022).

The figure of 17.5% is preliminary. The definitive number of internal appeals following a management review will be available in the next social report, given that up to six months may elapse from the date of filing a management review to the subsequent registration of an appeal (up to two months to conduct the review, up to three months to file a subsequent appeal and up to one month to register the appeal).

By way of reference, the final figures for 2021 show that, of the 109 registered requests for review, approximately 65% did not progress to the appeal stage.

7.3 Internal appeals

In 2022, 620 new appeals were lodged by 620 staff members (individual appellants and appellants filing collective appeals). This is slightly lower than the number of appeals in 2021 (659).

In 2022, the average duration from filing an appeal until the final decision of the President was 25.9 months (39.8 months in 2021).

At the end of 2022, the number of pending cases before the Appeals Committee increased to 1 360 appeals (at the end of 2021, 744 appeals were pending before the Appeals Committee).

Table 57 – Internal appeals registered, 2021/2022

Year	Number of registered appeals
2021	659
2022	620

Source: EPO – Appeals Committee Secretariat

7.3.1 Appeals by category

Table 58 – Number of new appeals by category, 2021/2022

Categories (individual)	2021			2022		
	Internal appeals	% of total*	Number of appellants	Internal appeals	% of total*	Number of appellants
Salary/allowances/payments	599	90.90%	633	566	91.29%	566
Career/promotion/step advancement/bonus	33	5.01%	33	16	2.59%	16
Pensions/incapacity	10	1.52%	10	6	0.96%	6
Investigation/dignity	6	0.91%	6	1	0.16%	1
Staff Committee rights/collective rights	4	0.61%	6	16	2.59%	16
Leave/working time	2	0.30%	2	7	1.13%	7
Transfer/appointment/contract	1	0.15%	1	4	0.64%	4
Healthcare/long-term care	1	0.15%	1	0	0.00%	0
Disciplinary procedures	0	0.00%	0	0	0.00%	0
Reckonable experience	0	0.00%	0	3	0.48%	3
Other	3	0.46%	3	1	0.16%	1
Total	659	100.00%	695	620	100.00%	620

* Rounding differences may occur in the total percentages.

Source: EPO – Appeals Committee Secretariat

Table 59 – Number of cases finalised by the Appeals Committee, 2021/2022

Outcome of appeals	2021	2022	Variation
Cases on which the Appeals Committee issued an opinion	231*	62	-73.16%
Cases closed by withdrawal (before issuing of opinion/decision of the President)	11**	5***	-54.55%
Cases closed by amicable settlement facilitated by the Appeals Committee	6	4	-33.33%

* Sixty-nine cases, on which opinions were issued, were remitted to the Appeals Committee due to procedural issues connected to the composition of the Appeals Committee.

**This figure does not include one appeal that was withdrawn following the issuance of the Appeals Committee's opinion.

*** This figure does not include six appeals that were withdrawn following the issuance of the Appeals Committee's opinion.

Source: EPO – Appeals Committee Secretariat

Table 60 – Outcome of appeals at the EPO, 2021/2022

Final decisions of the appointing authority on appeals (opinions delivered in 2021/2022)	2021*	2022*
Appeals allowed	0.62%	50.98%
Appeals allowed in part	17.39%	15.69%
Appeals rejected	81.98%	33.33%

* Note: at the time the data was produced, not all final decisions for 2022 opinions had been taken by the appointing authority.

Source: EPO – Appeals Committee Secretariat

7.3.2 Complaints filed by EPO staff with the ILOAT

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

Table 61 – Internal appeal cases continuing to the ILOAT, 2020-2022

Year	Appeal cases closed with final decision	Of which continued to ILOAT	% of total
2022	69	15**	21.74%
2021	261*	87**	33.33%
2020	168	69	41.07%

* The final decisions issued for some appeals in 2021 were withdrawn as a result of procedural issues connected with the composition of the Appeals Committee.

** Provisional number – status as at 5 February 2023.

Source: EPO – Employment Law & Social Dialogue Advice

Table 62 – Outcome of complaints filed with ILOAT, 2021/2022

Outcome of complaints filed with ILOAT	2021	2022
Number of complaints pending with ILOAT	322	351
Number of new complaints received by the EPO	59	73
Number of judgments delivered*	37 (66)	32 (39)
% of ILOAT complaints allowed	56.8%	22%**
% of ILOAT complaints partially allowed	2.7%	9%
% of ILOAT complaints not allowed	40.5%	63%
% of judgments summarily dismissing the complaint(s)	0%	6%

* The number in brackets shows the number of actual complaints (several complaints can receive one judgment).

** Of the judgments in which the complaint was allowed, two (6% of judgments) remitted the matter to the EPO for reconsideration.

Source: EPO – Employment Law & Social Dialogue Advice

7.3.3 Settlements in 2022

In 2022, amicable settlements were explored in 37 cases covering all stages of dispute resolution: from pre-litigation to the ILOAT stage. The settlement attempts were successful in 57% of those cases.

The success rate in 2022 was higher (64%) for settlements involving staff members with three or fewer individual disputes.

Table 63 – Number of cases settled and cases with a recorded withdrawal in 2022

Outcome	Pre-litigation stage	Internal appeals	ILOAT complaints	Total
Withdrawal		2	6	8
Amicable resolution	6	12	3	21

Cases withdrawn/closed by amicable resolution are counted as of the date of signature.

Cases are counted just once, even if several people have withdrawn the case/reached an amicable resolution (i.e. group cases).

Source: EPO – Employment Law & Social Dialogue Advice

7.4 Ethics and compliance: ensuring integrity and accountability

7.4.1 Investigations

Table 64 – Number of investigations, 2021/2022

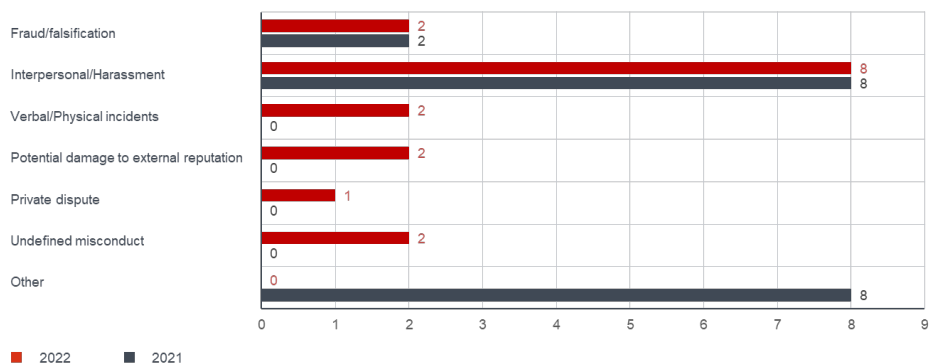
Status of cases	2021	2022	Variation
Cases in progress at the beginning of the reporting year	4	2	-50.00%
Of which completed in the reporting year	7	2	-71.43%
New intakes/complaints received during the year	18	17	-5.56%
Cases not registered	13	12	-7.69%
Cases opened	5	5	0.00%
Of which completed in the same year	7	1	-85.71%

Note: interviews and evidence gathering partly took place remotely.

Source: EPO – Directorate Ethics and Compliance

In 2022, the number of reported allegations decreased by 6% compared with the previous year: 17 reports of misconduct were received in 2022 (versus 18 received in 2021).

Graph 14 – Categories of allegations, 2021/2022



Source: EPO – Directorate Ethics and Compliance

In 2022, DEC again handled a variety of misconduct allegations, a number of which concerned harassment. The number of cases relating to harassment remained the same as in 2021, as did the number of cases pertaining to fraud and falsification. The category “Other”, which was used in 2021, has been broken down into more detailed categories in order to make identification of the alleged misconduct clearer.

8. Glossary

Active service

Active employment of staff not assigned to a different administrative status whilst performing tasks for the EPO and deriving full employment benefits on either a full-time or part-time basis.

Allowances/other benefits

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 employees for the upkeep of children or relatives.
Household allowance	Art. 68 ServRegs	Payment aimed at supporting employees who assume family responsibilities.
Childcare allowance	Art. 70a ServRegs	Payment aimed at providing support for employees whose children attend a childcare facility. Replaced on 1 September 2021 by the young child allowance.
Young child allowance	Art. 70a ServRegs	Payment aimed at supporting employees with children under the age of four.
Education allowance	Art. 71 ServRegs	Payment aimed at providing support to employees 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	Annual contribution of the EPO to the budget of the European School Munich.
Parental/family leave allowance	Art. 44a, Art. 44b ServRegs	Payment aimed at supporting employees whose remuneration is reduced during parental or family leave.
Budget of the crèches	Circular 301	Subsidy for childcare facilities exclusively available to EPO staff.
Birth (maternity) grant	Art. 85 ServRegs	One-off payment made to employees upon the birth of a child.
Overtime, shift, on-call allowance	Art. 57, Art. 58, Art. 58a ServRegs	Additional remuneration as compensation for supplementary working hours, for a specific working schedule or for remaining on standby at the requirement of the EPO, outside the employee's normal working hours.

Term	Legal basis	Description
Rent allowance	Art. 74 ServRegs	Payment aimed at providing support to employees for renting a residence at the place of employment.
Installation allowance	Art. 73 ServRegs	Lump-sum payment aimed at covering costs incurred by employees upon taking up employment or transferring to another duty station.
Removal expenses	Art. 81 ServRegs	Lump-sum payment aimed at covering costs for moving an employee's household to/from their place of employment.
Language allowance	Art. 75 ServRegs	Payment made to employees in specific grades who are required in their function to use two or three of the official languages other than their mother tongue and whose language abilities have been acknowledged by the EPO.
Travel expenses	Art. 77 ServRegs	Compensation aimed at refunding employees holding a travel order for costs incurred for travelling to/from their place of employment.
Miscellaneous allowances		Amounts under specific budget articles, which include elements such as reserve status allowance, housing allowance, promotion compensation, loss-of-job indemnity, employer's contribution to national insurance scheme and temporary fixed allowance.
Expatriation allowance	Art. 72 ServRegs	Payment aimed at covering additional costs incurred by employees whilst working and residing outside the country of citizenship.
Functional allowance	Art. 12(2) ServRegs	Supplementary compensation to reward employees for additional duties or duties involving specific constraints.
Severance grant	Art. 11 PenRegs Art. 11 New PenRegs	Payment made upon cessation of employment prior to accruing pension entitlements, aimed at compensating former employees for participation in the EPO's pension scheme.
Young Professional allowance	Art. 12a(1) Part 2c	Payment aimed at supporting additional costs of young professionals
Salary savings plan payment	Art. 65(3) ServRegs	Settlement made upon cessation of employment corresponding to the amount in the employee's salary savings plan account.
Dismissal compensation	Art. 13(5) ServRegs	Payment made to employees leaving the service who do not pass the probationary period.
Loss-of-job indemnity	Art. 53(5) ServRegs	Payment made at the end of a fixed-term contract, usually in addition to a severance grant and the salary savings plan settlement.

Amicale

Association organising social events and programmes for staff and their families, including sports and cultural activities.

Appointment

Appointment may be:

- by recruitment, transfer or promotion as a result of a general competition open to both employees of the EPO and external candidates;
- by transfer at the same grade within the EPO, either on the initiative of the appointing authority or at the request of the employee concerned;
- by transfer or promotion as a result of an internal competition open to all employees of the EPO.

Basic salary tables

Net salary tables are published following the decisions of the Administrative Council on the salary adjustment, usually taken in December.

Categories of social leave

Social leave includes maternity leave (Art. 61 ServRegs), special leave (Art. 59(3) ServRegs; Circular 22, Rules 6-9), adoption leave (Art. 61a ServRegs), unpaid leave (Art. 45 ServRegs), parental leave (Art. 45a ServRegs) and family leave (Art. 45b ServRegs).

Categories of special leave

Special leave includes leave granted for marriage of the employee, change of residence, serious illness of a spouse or child, death of a spouse, death or serious illness of a relative in the ascending line, death or serious illness of a child, hospitalisation of a child aged 12 or under, birth of a child, marriage of a child, death of wife during maternity leave (Art. 59(3) ServRegs).

It also includes the death of another immediate relative, death/serious illness of a parent-in-law or any other person related by blood or marriage, court appearances, voting in national elections, transfer to another place of employment, further training, EQE (Circular 22, Rules 6-9), Berlin special leave, special leave travel days and special leave pending.

Cigna

Third-party administrator of the EPO healthcare insurance scheme.

Cority

Occupational health and safety software; a web-based application.

Cure

The aim of a cure is to improve a person's general health and their capacity to perform daily activities. There are two types of cure:

- Type A – cases of absolute medical necessity only (for staff members, their family members and pensioners)
- Type B – five-yearly cure (for staff members only)

Dependant

A person (usually a child of the employee) in respect of whom an employee qualifies for the payment of a dependants' allowance.

Duty travel

Mission undertaken by an employee at the request of their line manager to fulfil business needs (business mission) or attend training (training mission) outside of the place of employment. A combined mission is a mission that combines these two elements or that fulfils business needs relating to several units in the EPO.

Employee

An employee is a person appointed under and covered by the Service Regulations and/or other terms of employment on either a permanent or a temporary basis.

Employee Assistance Programme

The Employee Assistance Programme (EAP) provides staff and their immediate family members with confidential and direct access to professional support to help them resolve work and life issues. Services include general and psychological counselling, legal advice, financial guidance and much more. The multilingual EAP is available 24/7/365 and is free of charge to EPO staff and their dependants.

Examiner

Examiners are technically qualified staff responsible for search, substantive examination and opposition, the three main phases of the patent granting process.

FIPS

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

Fixed-term appointment

A fixed-term appointment is an appointment for a specified duration of up to five years. It may be extended by express mutual agreement.

Full-time equivalent (FTE)

A statistical factor of 1 for an employee who has been employed full-time in a given calendar year (e.g. 0.5 FTE for someone who is part-time).

Full-time equivalent for sickness statistics (FTE^s)

An FTE^s represents an employee working for the whole of the reporting period, irrespective of whether they work part-time or full-time (in this respect, the definition differs from the usual FTE definition). The calculation of the FTE^s is based on working days. For example, if the reporting period is from 1 January to 31 December, an employee working for the whole period equals 1 FTE^s. An employee retiring on 1 July equals 0.5 FTE^s.

Full basic salary

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

Initial medical examination

Examination conducted upon recruitment to determine whether a candidate meets the medical requirements of the post.

Investigative Unit

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

ISRP

Short for International Service for Remuneration and Pensions. The ISRP has been the EPO's pension services provider since 1 January 2013.

Job groups (Circular 365, Annex I ServRegs)

The term "job group" is used to cover jobs that require similar types of educational qualification, knowledge and expertise. Accordingly, each of the six job groups is associated with a specific range of grades.

Job profiles

Job profiles exist for all job groups and contain a generic description of the following job aspects:

- the tasks to be performed
- the educational qualifications
- the required competencies
- the area and job group to which the profile belongs

Depending on the job group and area of activity, all staff are assigned a generic job profile.

Leave types

Term	Legal basis	Description
Flexi hours	Art. 5(2) Guidelines on arrangements for working hours	Type of leave by which staff may accrue surplus working hours and take leave at their convenience.
Compensation hours	Art. 5(4) Guidelines on arrangements for working hours	Type of leave by which a quarter of an hour is credited to the employee per full day of presence.
Annual leave	Art. 59 ServRegs	Entitlement of 30 days of holiday for a full working year.
Home leave	Art. 60 ServRegs	Additional leave granted every two years to employees recruited before 1 April 2018 for maintaining links to their home country outside their place of employment.
Absences for health reasons	Arts. 62, 62a, 62b and 62c ServRegs	Absence due to incapacity to perform duties for medical reasons. The system covers three phases: <ul style="list-style-type: none">▪ short-term or normal sick leave▪ extended sick leave: starts when the cumulative sick leave reaches 125 days in 18 months▪ incapacity: starts when the cumulative sick leave reaches 250 days in 36 months
Social leave	Arts. 44a, 44b, 59(3), 61 ServRegs	Parental, family, special and maternity leave.
Unpaid leave	Art. 44 ServRegs	Leave benefit by which an employee ceases active employment for a certain period of time on personal grounds.

Length of service

Number of years an employee has been working at the EPO (without deductions for unpaid leave, secondment, part-time work, etc.).

Long-term care insurance

Risk covered by the EPO's social security schemes, aimed at offsetting some of the expenses incurred if an insured person's autonomy becomes seriously impaired on a long-term basis.

Management review (Art. 109 ServRegs)

A management review is a pre-litigation step aimed at amicably resolving disputes about individual decisions at an early stage.

Mass appeal

Internal appeal filed by several staff members against the same decision, often on the same grounds. Such appeals are counted as one appeal in the summaries concerning internal litigation prepared by the EPO.

Members of the Boards of Appeal

Appointed by the Administrative Council and responsible for the examination of appeals against decisions taken in the patent granting process.

Nationality

The nationality of an employee is the nationality given in their electronic personal files and FIPS. In cases of dual citizenship, it is the first nationality recorded in FIPS.

New pension scheme

The new pension scheme is applicable to staff recruited as of 1 January 2009. Under the new scheme, the monthly pension is calculated on the basis of twice the reference basic salary at G1/4. The total contribution rate (EPO and staff) in 2022 amounted to 28.8% of the basic salary up to a ceiling of twice the salary for grade G1/4.

Contributions to the new pension scheme by the EPO and staff are apportioned 2/3 and 1/3 respectively.

Non-active status (Art. 42 ServRegs)

A permanent employee may be assigned to non-active status as follows:

- a. to fulfil obligations regarding military service or comparable service
- b. for parental leave
- c. for family leave
- d. on personal grounds

Unless otherwise expressly provided for in the Service Regulations, a permanent employee assigned to non-active status is not entitled to remuneration.

Off-scale (former A4(2))

Under the new career system, some staff graded under the former system in grade A4(2) at a salary level that exceeded the amount corresponding to G13 step 5 have been placed "off-scale", retaining their former basic salary.

Old pension scheme

Pension scheme applicable to staff recruited before 1 January 2009, under 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. In 2022, the total contribution rate (EPO and staff) for the old pension scheme amounted to 32.7% of the basic salary.

Ombuds Office

The Ombuds Office (Conflict Resolution Unit until 1 February 2021) deals with the prevention and early resolution of workplace disputes and promotes informal and pre-litigation mechanisms.

Orphan's or dependant's pension (Chapter V PenRegs)

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

Other staff

Staff whose activities are not directly related to the granting of patents.

Part-time home working

PTHW for short. This is a form of teleworking whereby work normally performed on the EPO's premises is carried out at the employee's residence (up to three days per week).

Patent procedure support staff

Formalities officers in the sectors, providing direct support in the patent granting process.

Permanent staff

Staff employed on a permanent basis.

Promotion

Promotion is access to a higher grade. It may take place following different procedures:

- normal promotion to a higher grade within the same job group
- promotion to a higher grade or job group following a selection procedure (in a higher job group)

In exceptional cases, it may follow reclassification of a post to another job group.

Remuneration

Basic salary and, where applicable, allowances.

Reserve status (Art. 46 ServRegs)

Reserve status refers to the position of staff who have become supernumerary by reason of a reduction in the number of posts, decided upon by the Administrative Council under the budgetary procedure, and who cannot be assigned to any other post corresponding to their grade within the EPO.

Retirement (Art. 54 ServRegs)

A permanent employee is retired:

- automatically on the last day of the month during which they reach the age of sixty-five
- automatically below the age of sixty-five if they fulfil the conditions for receiving a pension under Chapter III of the Pension Scheme Regulations or Chapter IIa of the New Pension Scheme Regulations (retirement for health reasons)
- at their own request under the conditions stipulated in the Pension Scheme Regulations.

Staff must inform the EPO in writing of the date of commencement of their retirement and their annual leave plans at least six months prior to the requested starting date of retirement.

RFPSS

Reserve Funds for Pensions and Social Security.

Salary adjustment procedure

Salaries and allowances are adjusted each year, in accordance with a method that follows the increase in salaries in the central government of EPO member states and takes into account purchasing power parities for the different places of employment. As of 2020, the adjustment takes effect on 1 January of the following year (formerly 1 July of the year in question).

Salary savings plan

The salary savings plan is complementary to the new pension scheme applicable to staff recruited as of 1 January 2009. The monthly contribution is invested in accordance with a defined investment strategy. On termination of service, employees receive a lump sum that corresponds to savings accrued through long-term investment. The total compulsory contribution to the plan (EPO and staff) in 2022 amounted to 3.9% of the employee's basic salary, up to a ceiling of twice the salary for grade G1/4 and 32.7% of the part of basic salary exceeding that ceiling. Contributions to the salary savings plan by the EPO and staff are apportioned 2/3 and 1/3 respectively.

Secondment (Art. 45 ServRegs)

The appointing authority may second a permanent employee temporarily, with their agreement, to a private or public body. Secondment is governed by the following rules:

- The secondment decision is taken by the appointing authority with the agreement of the permanent employee concerned.
- The duration of secondment is determined by the appointing authority and may normally not exceed two years.
- At the end of every six months, the permanent employee concerned may request that their secondment be terminated.
- Permanent employees on secondment retain their grade and step.
- When their secondment ends, they are immediately reinstated in a post corresponding to their grade, even if this entails an increase in the staff complement.

ServRegs

Service Regulations for permanent and other employees of the European Patent Office.

Single spine

Linear grading structure with 17 grades (each usually comprising five steps). Six different job groups are scaled along this salary grid.

Sites

The European Patent Office has the following sites: Munich, The Hague, Berlin, Vienna and Brussels.

Social security scheme

The social security schemes of the EPO include healthcare insurance, death insurance, incapacity and long-term care insurance.

Statutory bodies

Term	Legal basis	Description
General Consultative Committee (GCC)	Art. 2(1)(b) Art. 38 ServRegs	Joint committee consulted with regard to amendments to the Service Regulations or the Pension Scheme Regulations and to the implementation of proposals regarding the conditions of employment. It can also be consulted on: <ul style="list-style-type: none"> any question of a general nature submitted to it by the President of the Office; any question that the Staff Committee has asked to have examined in accordance with the provisions of Art. 36 ServRegs and that is submitted to it by the President of the Office.
Central Occupational Health, Safety and Ergonomics Committee (COHSEC)	Art. 2(1)(e) 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 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 EPO.
Local Occupational Health, Safety and Ergonomics Committee (LOHSEC)	Art. 2(1)(e) 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 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)(c) Art. 98 ServRegs	Joint committee responsible for giving the President a reasoned opinion on disciplinary measures appropriate to the misconduct of a staff member.
Appeals Committee	Art. 2(1)(d) 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 EPO.
Home Loans Committee	Regulations for the grant of home loans	Joint committee advising the President on grants for home loans to staff.
Appraisals Committee	Art. 110a ServRegs	Joint committee responsible for reviewing whether an appraisal report was arbitrary or discriminatory.
Joint Committee on Articles 52 and 53	Art. 2(1)(g) Arts. 52, 53, 53a and 53b ServRegs	Joint committee responsible for giving the President a reasoned opinion on measures appropriate to the professional incompetence of a staff member.

SuccessFactors

SuccessFactors is an SAP tool that comprises a suite of modules offering an integrated solution for recruitment, talent management and other HR processes.

Survivor's pension

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

Withdrawal of appeal

Retraction of the entire appeal by the appellant before the final decision is taken.

Working day

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

Young Professional

Special category of EPO employees which applies to university graduates appointed to the Pan-European Seal Young Professionals Programme. This category of employees was introduced in 2022 with the aim to provide high-achieving university graduates with an opportunity to gain their first postgraduate work experience in the international, diverse and inclusive environment of the European Patent Office.

9. Basic salary tables in EUR from 1 January 2022

Germany

Basic salary tables in EUR from 1 January 2022

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	increment
17	17 290.75	17 566.89	17 843.03			276.14
16	16 141.36	16 432.46	16 723.56	17 014.66		291.10
15	14 971.83	15 264.68	15 557.53	15 850.38		292.85
14	13 800.63	14 093.45	14 386.27	14 679.09		292.82
13	12 351.14	12 640.31	12 929.48	13 218.65	13 507.82	289.17
12	10 955.39	11 232.10	11 508.81	11 785.52	12 062.23	276.71
11	9 635.96	9 896.64	10 157.32	10 418.00	10 678.68	260.68
10	8 372.25	8 623.01	8 873.77	9 124.53	9 375.29	250.76
9	7 461.66	7 626.66	7 791.66	7 956.66	8 121.66	165.00
8	6 636.80	6 801.77	6 966.74	7 131.71	7 296.68	164.97
7	5 911.89	6 051.87	6 191.85	6 331.83	6 471.81	139.98
6	5 375.99	5 474.98	5 573.97	5 672.96	5 771.95	98.99
5	4 881.06	4 980.05	5 079.04	5 178.03	5 277.02	98.99
4	4 400.72	4 496.04	4 591.36	4 686.68	4 782.00	95.32
3	3 924.18	4 019.50	4 114.82	4 210.14	4 305.46	95.32
2	3 451.88	3 546.12	3 640.36	3 734.60	3 828.84	94.24
1	3 091.12	3 157.75	3 224.38	3 291.01	3 357.64	66.63

The Netherlands

Basic salary tables in EUR from 1 January 2022

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	increment
17	17 318.14	17 594.72	17 871.30			276.58
16	16 166.93	16 458.49	16 750.05	17 041.61		291.56
15	14 995.55	15 288.86	15 582.17	15 875.48		293.31
14	13 822.50	14 115.79	14 409.08	14 702.37		293.29
13	12 370.70	12 660.32	12 949.94	13 239.56	13 529.18	289.62
12	10 972.74	11 249.89	11 527.04	11 804.19	12 081.34	277.15
11	9 651.23	9 912.32	10 173.41	10 434.50	10 695.59	261.09
10	8 385.51	8 636.67	8 887.83	9 138.99	9 390.15	251.16
9	7 473.48	7 638.74	7 804.00	7 969.26	8 134.52	165.26
8	6 647.32	6 812.56	6 977.80	7 143.04	7 308.28	165.24
7	5 921.26	6 061.46	6 201.66	6 341.86	6 482.06	140.20
6	5 384.51	5 483.66	5 582.81	5 681.96	5 781.11	99.15
5	4 888.78	4 987.93	5 087.08	5 186.23	5 285.38	99.15
4	4 407.69	4 503.17	4 598.65	4 694.13	4 789.61	95.48
3	3 930.40	4 025.88	4 121.36	4 216.84	4 312.32	95.48
2	3 457.35	3 551.73	3 646.11	3 740.49	3 834.87	94.38
1	3 096.02	3 162.75	3 229.48	3 296.21	3 362.94	66.73

Austria

Basic salary tables in EUR from 1 January 2022

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	increment
17	16 603.36	16 868.52	17 133.68			265.16
16	15 499.67	15 779.20	16 058.73	16 338.26		279.53
15	14 376.63	14 657.83	14 939.03	15 220.23		281.20
14	13 251.99	13 533.17	13 814.35	14 095.53		281.18
13	11 860.12	12 137.79	12 415.46	12 693.13	12 970.80	277.67
12	10 519.86	10 785.57	11 051.28	11 316.99	11 582.70	265.71
11	9 252.89	9 503.20	9 753.51	10 003.82	10 254.13	250.31
10	8 039.41	8 280.20	8 520.99	8 761.78	9 002.57	240.79
9	7 165.03	7 323.47	7 481.91	7 640.35	7 798.79	158.44
8	6 372.96	6 531.38	6 689.80	6 848.22	7 006.64	158.42
7	5 676.87	5 811.28	5 945.69	6 080.10	6 214.51	134.41
6	5 162.27	5 257.33	5 352.39	5 447.45	5 542.51	95.06
5	4 687.01	4 782.07	4 877.13	4 972.19	5 067.25	95.06
4	4 225.77	4 317.31	4 408.85	4 500.39	4 591.93	91.54
3	3 768.17	3 859.71	3 951.25	4 042.79	4 134.33	91.54
2	3 314.65	3 405.15	3 495.65	3 586.15	3 676.65	90.50
1	2 968.24	3 032.22	3 096.20	3 160.18	3 224.16	63.98

Belgium

Basic salary tables in EUR from 1 January 2022

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	increment
17	15 739.41	15 990.77	16 242.13			251.36
16	14 693.15	14 958.13	15 223.11	15 488.09		264.98
15	13 628.55	13 895.12	14 161.69	14 428.26		266.57
14	12 562.43	12 828.98	13 095.53	13 362.08		266.55
13	11 242.98	11 506.21	11 769.44	12 032.67	12 295.90	263.23
12	9 972.47	10 224.35	10 476.23	10 728.11	10 979.99	251.88
11	8 771.42	9 008.71	9 246.00	9 483.29	9 720.58	237.29
10	7 621.09	7 849.35	8 077.61	8 305.87	8 534.13	228.26
9	6 792.20	6 942.40	7 092.60	7 242.80	7 393.00	150.20
8	6 041.35	6 191.53	6 341.71	6 491.89	6 642.07	150.18
7	5 381.47	5 508.89	5 636.31	5 763.73	5 891.15	127.42
6	4 893.65	4 983.76	5 073.87	5 163.98	5 254.09	90.11
5	4 443.12	4 533.23	4 623.34	4 713.45	4 803.56	90.11
4	4 005.89	4 092.67	4 179.45	4 266.23	4 353.01	86.78
3	3 572.10	3 658.88	3 745.66	3 832.44	3 919.22	86.78
2	3 142.17	3 227.95	3 313.73	3 399.51	3 485.29	85.78
1	2 813.79	2 874.44	2 935.09	2 995.74	3 056.39	60.65