



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets

# Social Report for the year **2018**





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# **Social Report for the year 2018**

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## Foreword

The EPO aims to be a leading employer that provides the best social conditions for its employees and its annual Social Report is a tool that's used to ensure the Office remains on the right course.

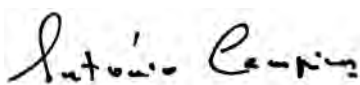
Published every year since 2013, the Social Report underpins our commitment to transparency and to our staff. The information it contains provides a comprehensive synopsis of working conditions across all EPO sites and gives the reader a unique insight into a range of important areas relating to the situation of staff at the EPO, including diversity, professional development, health and social dialogue.

The report is structured in such a way that it offers the reader a broad overview as well as answers to specific questions. For example, how many nationalities are represented at the EPO? What percentage of managers are women? What are the pension contributions of an EPO employee?

The report consists of seven sections:

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

Having a precise overview of all these areas gives both the EPO and its stakeholders an understanding as to how the Office is developing in areas that contribute to staff engagement and to a sense of pride, which ultimately helps the EPO to achieve its strategic goals and to support innovation everywhere.



António Campinos  
President, European Patent Office

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## Staff structure and talent development

## 1. Staff structure and talent development

### 1.1 Demographics

This section deals with 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 2018 or provide a summary of the whole year.

#### 1.1.1 Total number of staff working at the EPO

At the end of 2018, the EPO employed 6 696 staff. The total number of staff decreased by 2.25% compared with the previous year.

Table 1

#### Change in total number of staff working at the EPO, 2017/2018

	2017			2018			Variation
	Female	Male	Total	Female	Male	Total	
Headcount at 31 Dec.	2 292	4 558	6 850	2 259	4 437	6 696	-2.25%
FTE (full-time equivalents)	2 054	4 413	6 467	2 043	4 369	6 412	-0.85%

Source: FIPS

2018 saw an increase in the number of retirees compared with 2017, with 216 employees ending active service in 2018 compared with 170 in the previous year (+27%). At the same time, only 53 new staff were recruited in 2018, representing a decrease of 75% over the previous year and leading to a reduction in the total number of staff employed at the end of 2018. The percentage of female staff increased from 33.5% in 2017 to 33.7% in 2018.



### 1.1.2 Breakdown of staff by function

At the end of 2018, 4 442 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.

Table 2

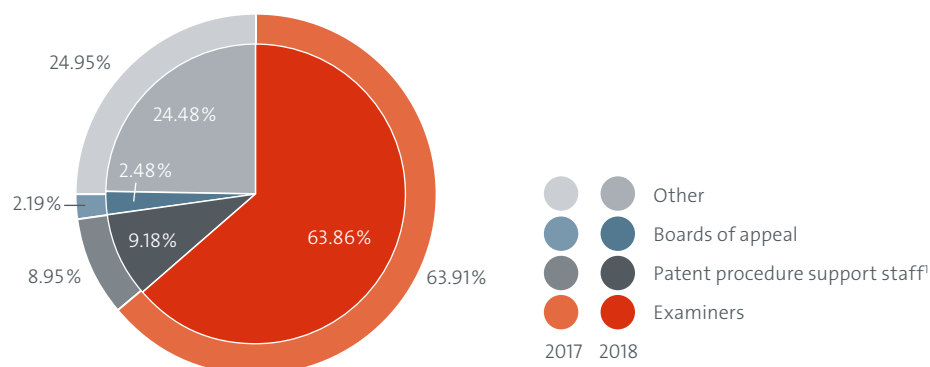
#### Breakdown of number of staff (headcount) by type of function, 2017/2018

Function	31 Dec 2017	31 Dec 2018			Variation
		Female	Male	Total	
Examiners	4 378	1 023	3 253	4 276	-2.33%
Members of boards of appeal	150	32	134	166	+10.67%
Patent procedure support <sup>1</sup>	613	443	172	615	+0.33%
Other	1 709	761	878	1 639	-4.10%
<b>Total</b>	<b>6 850</b>	<b>2 259</b>	<b>4 437</b>	<b>6 696</b>	<b>-2.25%</b>

Source: FIPS

Graph 1

#### Change in breakdown of staff by type of function, 2017/2018



Source: FIPS

<sup>1</sup> A major reorganisation on 1 January 2018 saw the merger of the former Directorate-General Operations (DG 1) (examiners) with parts of Directorate-General Operational Support (DG 2) (formalities officers). As a result of the merger, it is not possible to report on patent procedure support staff in the same way as before. Previously, patent procedure support staff included all staff in Patent Administration (including change management, customer relations, managerial staff at all levels and some other areas), some staff in quality management and staff in the Registry (who provide support to the Boards of Appeal), adding up to a total of 793 staff members in 2017. The figures produced in accordance with this new definition are based exclusively on the function and relate to formalities officers directly supporting the patent granting process.

### 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. At the end of 2018, 3 734 staff (56% of the total) were working in Munich, while in The Hague there were 2 643 (39% of the total).

Table 3

#### Breakdown of number of staff (headcount) by site, 2017/2018

Site	31 Dec 2017			31 Dec 2018			Variation
	Female	Male	Total	Female	Male	Total	
Munich	1 375	2 431	3 806	1 359	2 375	3 734	-1.89%
The Hague	797	1 911	2 708	784	1 859	2 643	-2.40%
Berlin	68	171	239	66	161	227	-5.02%
Vienna	49	44	93	47	41	88	-5.38%
Brussels	3	1	4	3	1	4	0.00%
<b>Total</b>	<b>2 292</b>	<b>4 558</b>	<b>6 850</b>	<b>2 259</b>	<b>4 437</b>	<b>6 696</b>	<b>-2.25%</b>

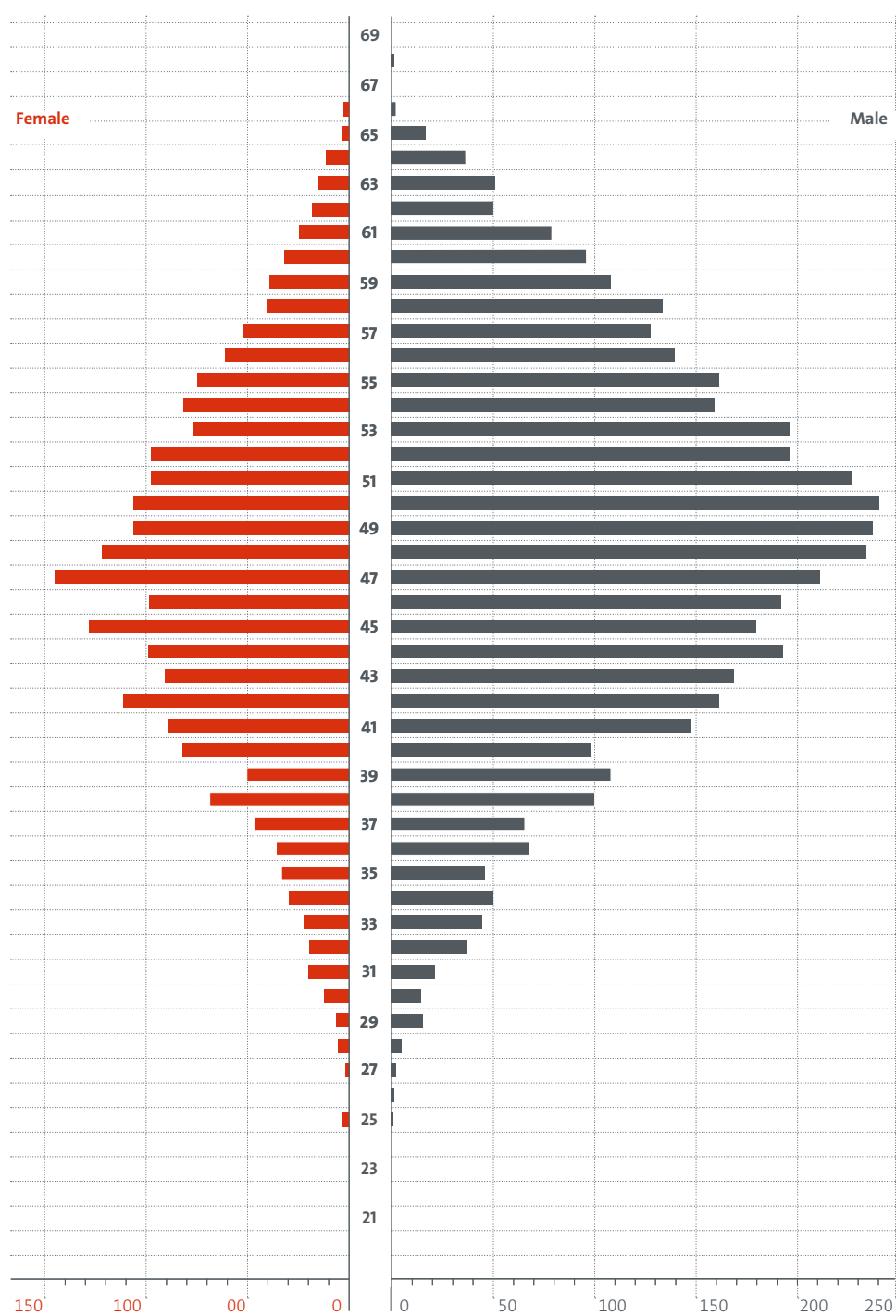
Source: FIPS

### 1.1.4 Breakdown of staff by age

The average age of EPO staff at the end of 2018 was 47.9 years (versus 47.3 in 2017<sup>2</sup>). 69% of total staff are between 40 and 55 years old, while 48% are between 40 and 50 years old.

Graph 2

Age pyramid of EPO staff, 31 Dec 2018



Source: FIPS

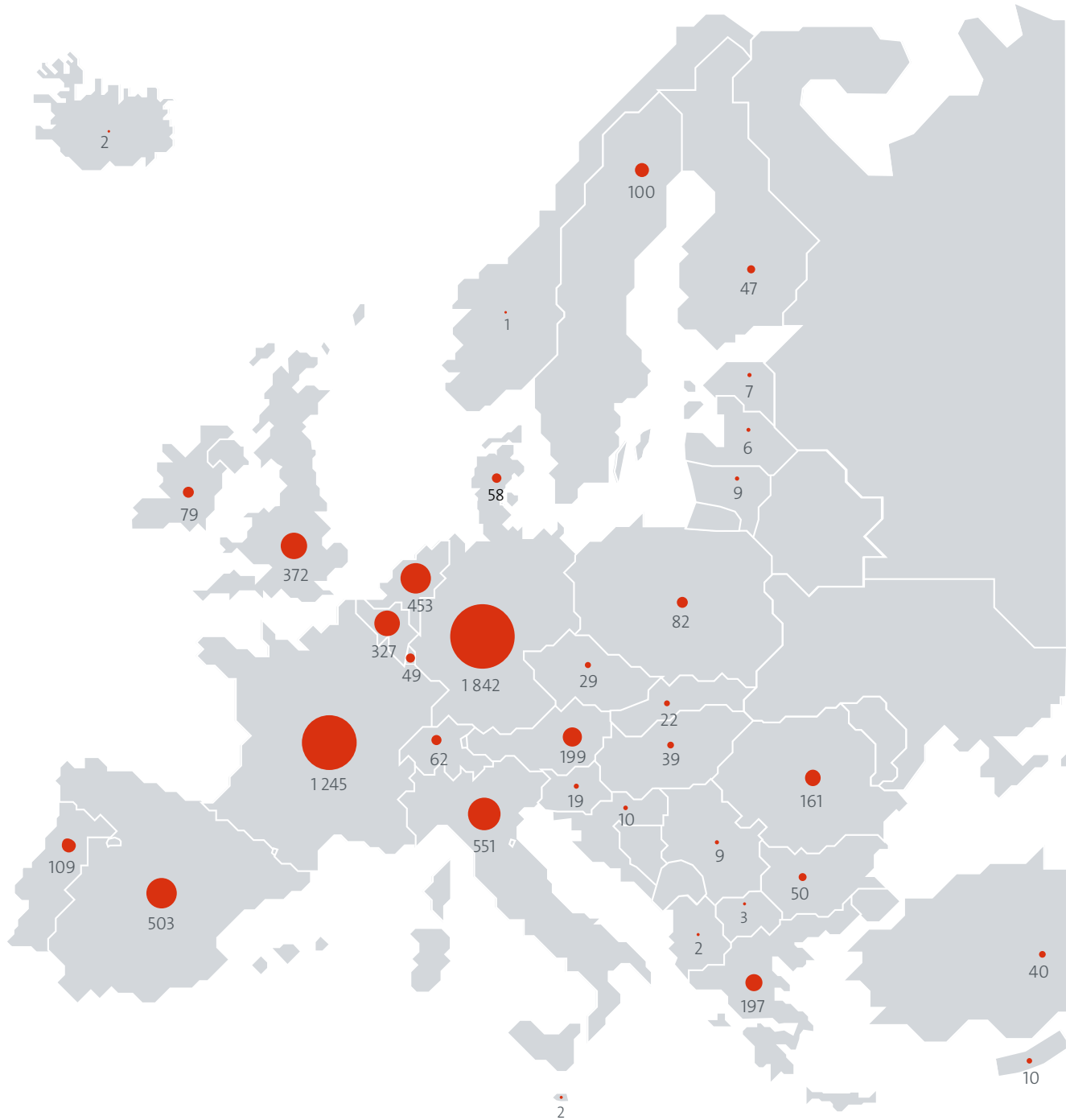
<sup>2</sup> The method of calculation used in 2017 (nearest rounded-down figure) rounded down the average age by around 0.5 years. The figure of 47.3 years represents the average age of staff active on 31 December 2017.

### 1.1.5 Breakdown of staff by nationality

As in 2017, 35 different nationalities of the EPC were represented at the EPO at the end of 2018.

Graph 3

Breakdown of EPO staff by nationality, 31 Dec 2018



Source: FIPS

Table 4

## Change in number of staff by nationality, 2017/2018

Nationality	31 Dec 2017	31 Dec 2018	Variation
German	1 876	1 842	-1.81%
French	1 268	1 245	-1.81%
Italian	562	551	-1.96%
Spanish	511	503	-1.57%
Dutch	470	453	-3.62%
British	401	372	-7.23%
Belgian	338	327	-3.25%
Austrian	206	199	-3.40%
Greek	205	197	-3.90%
Romanian	160	161	+0.63%
Portuguese	107	109	+1.87%
Swedish	106	100	-5.66%
Polish	80	82	+2.50%
Irish	78	79	+1.28%
Swiss	62	62	0.00%
Danish	62	58	-6.45%
Bulgarian	49	50	+2.04%
Luxembourgian	54	49	-9.26%
Finnish	49	47	-4.08%
Turkish	41	40	-2.44%
Hungarian	37	39	+5.41%
Czech	28	29	+3.57%
Slovakian	22	22	0.00%
Slovenian	18	19	+5.56%
Croatian	9	10	+11.11%
Cypriot	10	10	0.00%
Lithuanian	9	9	0.00%
Serbian	9	9	0.00%
Estonian	7	7	0.00%
Latvian	6	6	0.00%
Macedonian	2	3	+50.00%
Icelandic	2	2	0.00%
Albanian	3	2	-33.33%
Maltese	2	2	0.00%
Norwegian	1	1	0.00%
Liechtenstein			
Monegasque			
San Marino			
<b>Total</b>	<b>6 850</b>	<b>6 696</b>	<b>-2.25%</b>

Source: FIPS

Table 5

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

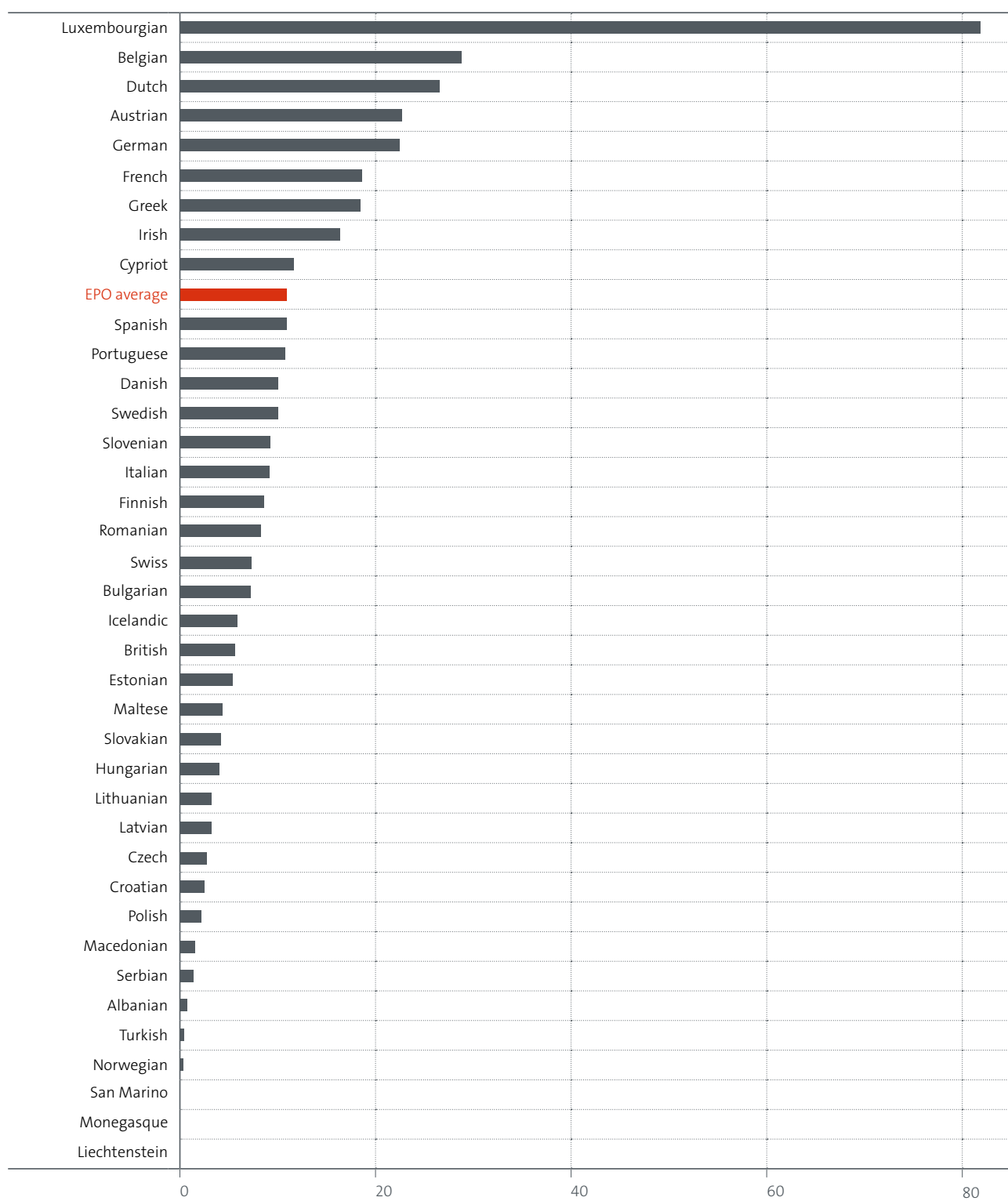
Nationality	EPO staff, 31 Dec 2018	In % of total EPO*	Population (in millions), 1 Jan 2018	In % of total EPC population*	Patent applications per country of residence of applicant
German	1 842	27.51%	82.85	13.37%	26 734
French	1 245	18.59%	67.22	10.85%	10 317
Italian	551	8.23%	60.48	9.76%	4 399
Spanish	503	7.51%	46.66	7.53%	1 776
Dutch	453	6.77%	17.18	2.77%	7 140
British	372	5.56%	66.24	10.69%	5 736
Belgian	327	4.88%	11.41	1.84%	2 360
Austrian	199	2.97%	8.82	1.42%	2 292
Greek	197	2.94%	10.74	1.73%	120
Romanian	161	2.40%	19.52	3.15%	47
Portuguese	109	1.63%	10.29	1.66%	220
Swedish	100	1.49%	10.12	1.63%	4 050
Polish	82	1.22%	37.98	6.13%	534
Irish	79	1.18%	4.84	0.78%	801
Swiss	62	0.93%	8.48	1.37%	7 927
Danish	58	0.87%	5.78	0.93%	2 390
Bulgarian	50	0.75%	7.05	1.14%	32
Luxembourgian	49	0.73%	0.60	0.10%	455
Finnish	47	0.70%	5.51	0.89%	1 728
Turkish	40	0.60%	80.81	13.04%	572
Hungarian	39	0.58%	9.78	1.58%	120
Czech	29	0.43%	10.61	1.71%	242
Slovakian	22	0.33%	5.44	0.88%	50
Slovenian	19	0.28%	2.07	0.33%	99
Croatian	10	0.15%	4.11	0.66%	14
Cypriot	10	0.15%	0.86	0.14%	51
Lithuanian	9	0.13%	2.81	0.45%	37
Serbian	9	0.13%	7.00	1.13%	9
Estonian	7	0.10%	1.32	0.21%	46
Latvian	6	0.09%	1.93	0.31%	12
Macedonian	3	0.04%	2.08	0.33%	0
Icelandic	2	0.03%	0.35	0.06%	33
Albanian	2	0.03%	2.87	0.46%	0
Maltese	2	0.03%	0.48	0.08%	51
Norwegian	1	0.01%	5.30	0.85%	610
Liechtenstein	0	0.00%	0.04	0.01%	429
Monegasque	0	0.00%	0.04	0.01%	24
San Marino	0	0.00%	0.03	0.01%	11
<b>Total</b>	<b>6 696</b>	<b>100.00%</b>	<b>619.70</b>	<b>100.00%</b>	<b>81 468</b>

\* Rounding differences may occur in the total percentages.

Source: FIPS, Eurostat (as of 1 Jan 2018)

Graph 4

## Number of EPO staff per million inhabitants



Source: FIPS

Table 6

## Grouping of different nationalities at EPO sites, 31 Dec 2018

Site	Share of employees whose (first) nationality is different than that of the country in which they are serving	Number of nationalities represented
Munich*	65.46%	34
The Hague	86.04%	32
Berlin	67.40%	21
Vienna	65.91%	16
<b>Total<sup>3</sup></b>	<b>73.66%</b>	<b>35</b>

\* Including staff based in Brussels.

Source: FIPS

3 The method used to calculate the overall percentage has been revised. In the past, in order to calculate this figure, the number of staff not having Dutch, German or Austrian nationality at any of the EPO sites was divided by the total number of staff. The new method considers the site at which the employees are working (Total % = (non-Germans in Munich and Berlin + non-Dutch in The Hague + non-Austrian in Vienna) divided by the total number of staff).



Table 7

## Breakdown of different nationalities at EPO sites, 31 Dec 2018

Nationality	Berlin	% of total at site**	Munich*	% of total at site**	The Hague	% of total at site**	Vienna	% of total at site**
German	74	32.60%	1 291	34.54%	460	17.40%	17	19.32%
French	44	19.38%	648	17.34%	545	20.62%	8	9.09%
Italian	12	5.29%	345	9.23%	192	7.26%	2	2.27%
Spanish	24	10.57%	265	7.09%	207	7.83%	7	7.95%
British	17	7.49%	216	5.78%	131	4.96%	8	9.09%
Austrian	8	3.52%	127	3.40%	34	1.29%	30	34.09%
Romanian	1	0.44%	87	2.33%	71	2.69%	2	2.27%
Greek	4	1.76%	87	2.33%	105	3.97%	1	1.14%
Belgian	3	1.32%	83	2.22%	236	8.93%	5	5.68%
Dutch	2	0.88%	81	2.17%	369	13.96%	1	1.14%
Swedish	13	5.73%	64	1.71%	23	0.87%		
Irish	3	1.32%	50	1.34%	25	0.95%	1	1.14%
Polish	5	2.20%	45	1.20%	31	1.17%	1	1.14%
Swiss	4	1.76%	43	1.15%	15	0.57%		
Portuguese	5	2.20%	39	1.04%	65	2.46%		
Danish	1	0.44%	39	1.04%	18	0.68%		
Luxembourgian	1	0.44%	34	0.91%	14	0.53%		
Finnish	1	0.44%	34	0.91%	12	0.45%		
Bulgarian			33	0.88%	17	0.64%		
Czech	2	0.88%	19	0.51%	8	0.30%		
Hungarian			19	0.51%	19	0.72%	1	1.14%
Turkish	1	0.44%	17	0.45%	21	0.79%	1	1.14%
Slovakian			16	0.43%	4	0.15%	2	2.27%
Slovenian			15	0.40%	3	0.11%	1	1.14%
Cypriot	2	0.88%	7	0.19%	1	0.04%		
Lithuanian			7	0.19%	2	0.08%		
Estonian			6	0.16%	1	0.04%		
Croatian			5	0.13%	5	0.19%		
Serbian			5	0.13%	4	0.15%		
Latvian			4	0.11%	2	0.08%		
Macedonian			2	0.05%	1	0.04%		
Albanian			2	0.05%				
Maltese			2	0.05%				
Norwegian			1	0.03%				
Icelandic					2	0.08%		
<b>TOTAL</b>	<b>227</b>	<b>100.00%</b>	<b>3 738</b>	<b>100.00%</b>	<b>2 643</b>	<b>100.00%</b>	<b>88</b>	<b>100.00%</b>

\* Including staff based in Brussels.

\*\* Rounding differences may occur in the total percentages.

Source: FIPS

### 1.1.6 Breakdown of staff by permanent and non-permanent employees

In 2018 the Administrative Council approved a set of changes to the Service Regulations with the aim of modernising the EPO's employment framework. One of the pillars of this reform was the introduction of more flexibility in the employment structure through fixed-term appointments<sup>4</sup>. Another was the harmonisation of the conditions of employment applicable to employees on fixed-term appointments and of guarantees upon contract expiry.

Co-existing with staff recruited from 1 April 2018 on fixed-term appointments and those who converted to the new framework, some non-permanent staff members remain subject to the former conditions of employment for contract staff. The majority of them are examiners in job group 4 who were recruited on the basis of a three-year contract because their knowledge of one of the official languages was not at the level required, and who will become permanent if they reach this level before the end of their contract (CA/D 09/08).

To distinguish between these two types of non-permanent employment, Table 8 shows separate figures for "language" contracts and "normal" contracts. The substantial decrease in the number of examiners on contract with respect to 2017 is due to the fact that many of them were converted to permanent in the course of 2018 and the number of examiners hired in 2018 was rather low.

Table 8

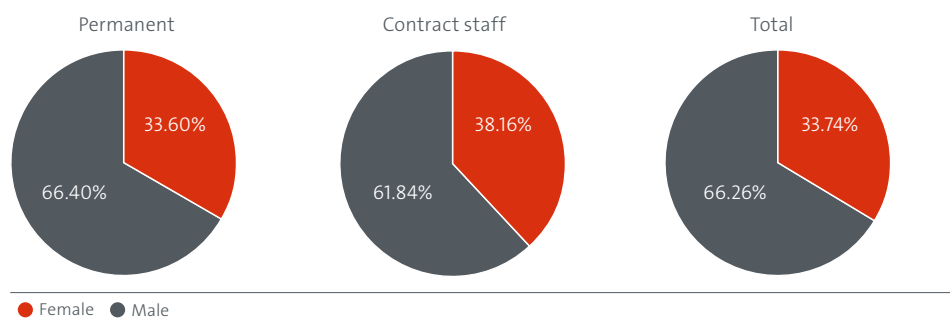
#### Change in number of permanent and non-permanent staff, 2017/2018

Headcount	Function	31 Dec 2017	31 Dec 2018	Variation
Permanent staff	Examiners	4 237	4 204	-0.78%
	Patent procedure support <sup>5</sup>	613	615	+0.33%
	Other	1 593	1 506	-5.46%
<b>Total permanent staff</b>		<b>6 443</b>	<b>6 325</b>	<b>-1.83%</b>
Language contracts	Examiners	141	60	-57.45%
	Other	11	9	-18.18%
Normal contracts	Examiners	0	12	n/a
	Other	105	124	+18.10%
<b>Total non-permanent staff</b>		<b>257</b>	<b>205</b>	<b>-20.23%</b>
Members of boards of appeal		150	166	+10.67%
<b>Total members of boards of appeal</b>		<b>150</b>	<b>166</b>	<b>+10.67%</b>
<b>Total</b>		<b>6 850</b>	<b>6 696</b>	<b>-2.25%</b>

Source: FIPS

Graph 5

#### Breakdown of permanent and non-permanent staff by gender, 31 Dec 2018



Source: FIPS

<sup>4</sup> The ceiling for fixed-term employees is 20% of the total of budgeted posts at the EPO. The current 205 contract staff represent 2.9% of the total.

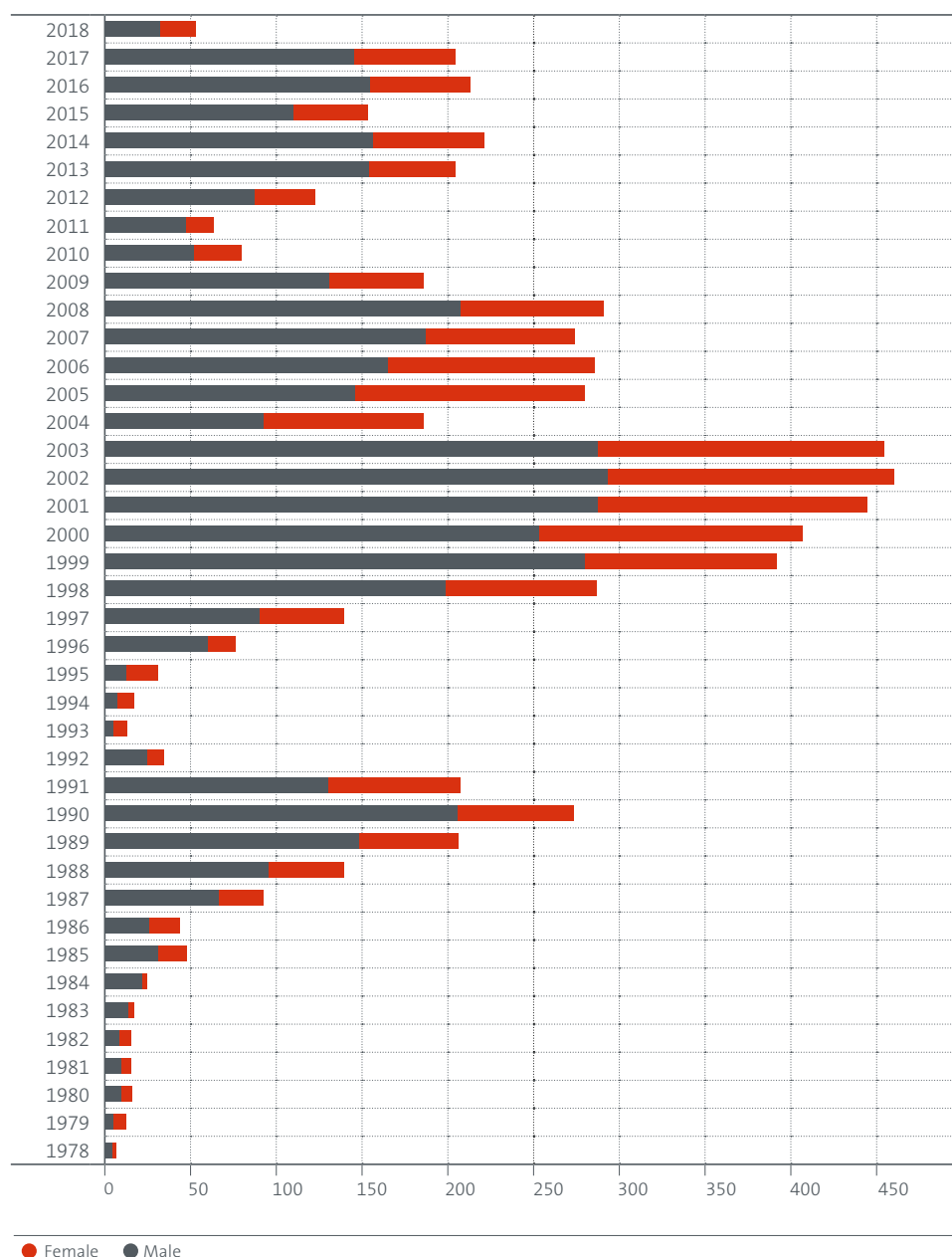
<sup>5</sup> See footnote 1.

### 1.1.7 Breakdown of staff by length of service

More than 59% (3 957) of EPO staff were recruited between 1998 and 2009 (and are still active). 845 (13%) current staff members were recruited in the last five years (and are still active). 654 of them are examiners.

Graph 6

Number of staff by year of recruitment, 31 Dec 2018



Source: FIPS

## 1.2 Employment and career

The EPO employs a so-called “single-spine” grading structure with 17 different grades and 3-5 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.

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 the Boards of Appeal	G16 step 3 – G17 step 3
Job group 2	Principal advisor/ board of appeal chairman	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	G2 step 1 – G9 step 5

Source: EPO Service Regulations, Annex I

Table 10

## Breakdown of staff by job group and grade, 31 Dec 2018

Job Group <sup>6</sup>	Grade	Headcount 31 Dec 2017	Headcount 31 Dec 2018	Variation	% of total EPO staff*	% of total in category*
1	G17	4	5	+25.00%	0.07%	100.00%
	G16	1		-100.00%	0.00%	0.00%
<b>1 Total</b>		<b>5</b>	<b>5</b>	<b>0.00%</b>	<b>0.07%</b>	<b>100.00%</b>
2	G16	45	42	-6.67%	0.63%	77.78%
	G15	10	12	+20.00%	0.18%	22.22%
<b>2 Total</b>		<b>55</b>	<b>54</b>	<b>-1.82%</b>	<b>0.81%</b>	<b>100.00%</b>
3	G15	121	144	+19.01%	2.15%	37.80%
	G14	204	189	-7.35%	2.82%	49.61%
	G13	51	48	-5.88%	0.72%	12.60%
<b>3 Total</b>		<b>376</b>	<b>381</b>	<b>+1.33%</b>	<b>5.69%</b>	<b>100.00%</b>
4	Off-scale A4(2)	208	176	-15.38%	2.63%	3.66%
	G13	1 066	1 148	+7.69%	17.14%	23.87%
	G12	1 151	1 169	+1.56%	17.46%	24.31%
	G11	1 151	1 047	-9.04%	15.64%	21.77%
	G10	515	479	-6.99%	7.15%	9.96%
	G09	304	280	-7.89%	4.18%	5.82%
	G08	292	285	-2.40%	4.26%	5.93%
	G07	223	225	+0.90%	3.36%	4.68%
<b>4 Total</b>		<b>4 910</b>	<b>4 809</b>	<b>-2.06%</b>	<b>71.82%</b>	<b>100.00%</b>
5	G10	66	74	+12.12%	1.11%	34.42%
	G09	63	60	-4.76%	0.90%	27.91%
	G08	53	57	+7.55%	0.85%	26.51%
	G07	29	24	-17.24%	0.36%	11.16%
<b>5 Total</b>		<b>211</b>	<b>215</b>	<b>+1.90%</b>	<b>3.21%</b>	<b>100.00%</b>
6	G09	260	262	+0.77%	3.91%	21.27%
	G08	322	305	-5.28%	4.55%	24.76%
	G07	400	403	+0.75%	6.02%	32.71%
	G06	206	176	-14.56%	2.63%	14.29%
	G05	74	56	-24.32%	0.84%	4.55%
	G04	11	11	0.00%	0.16%	0.89%
	G03	7	6	-14.29%	0.09%	0.49%
	G02	13	13	0.00%	0.19%	1.06%
<b>6 Total</b>		<b>1 293</b>	<b>1 232</b>	<b>-4.72%</b>	<b>18.40%</b>	<b>100.00%</b>
<b>Total*</b>		<b>6 850</b>	<b>6 696</b>	<b>-2.25%</b>	<b>100.00%</b>	

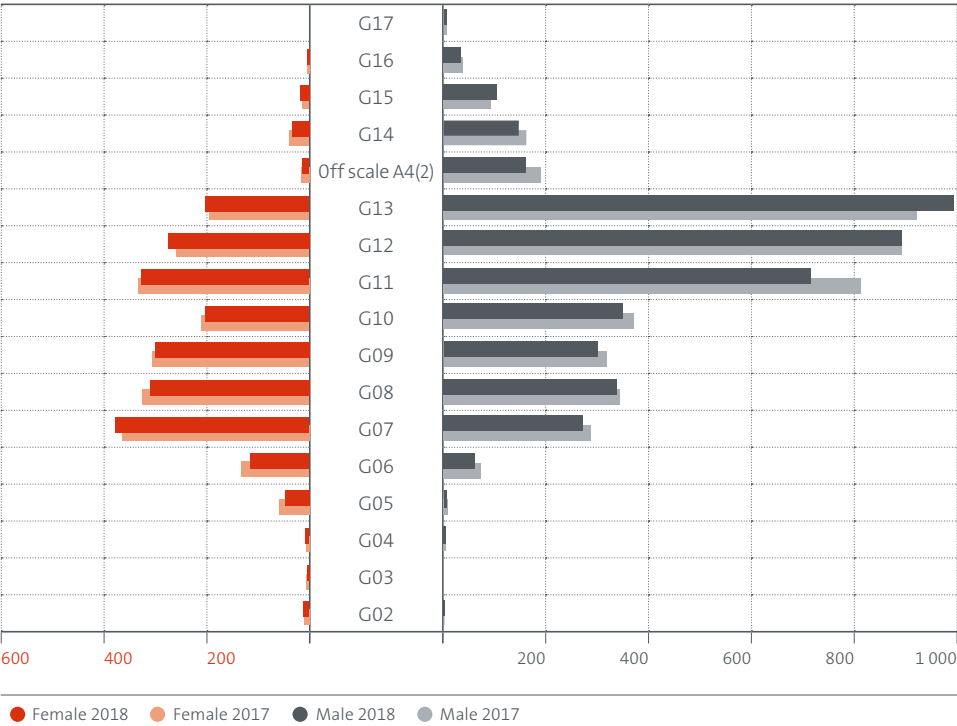
\* Rounding differences may occur in the total percentages.

Source: FIPS

6 The figures relate to the job group of the staff member. In 2017, the corresponding table showed the job group of the post, which was different to that of the person in four cases.

Graph 7

Distribution of staff by gender and grade, 2017/2018



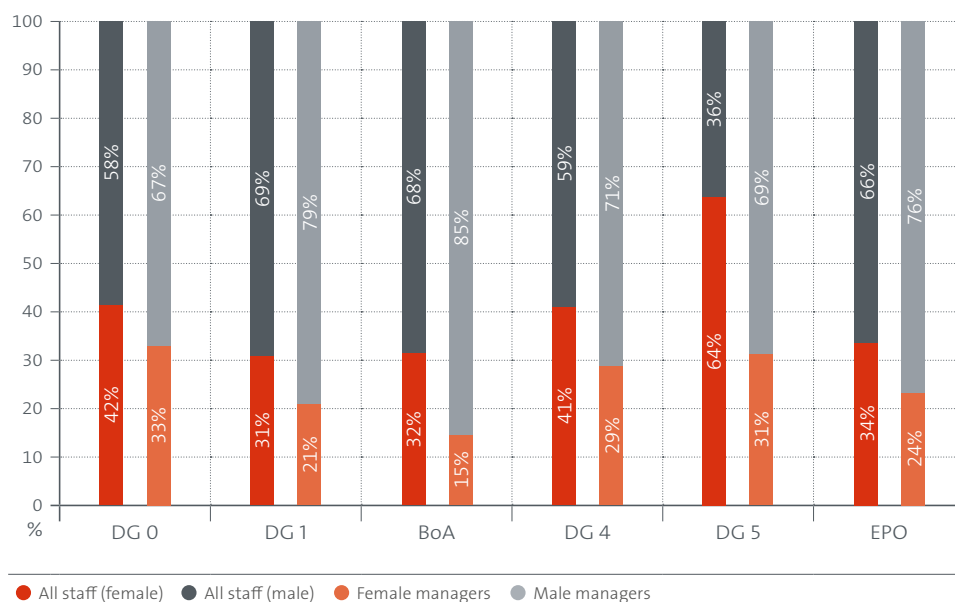
Source: FIPS

### 1.2.1 Breakdown of managers by gender, DG and job group

At the end of 2018, 24% of all managers were women. The proportion of female managers varies from DG to DG, ranging from 15% in the Boards of Appeal (BoA) to 33% in DG 0. The variation considering the job group ranges from 0% in JG1 to 72% in JG6.

Graph 8

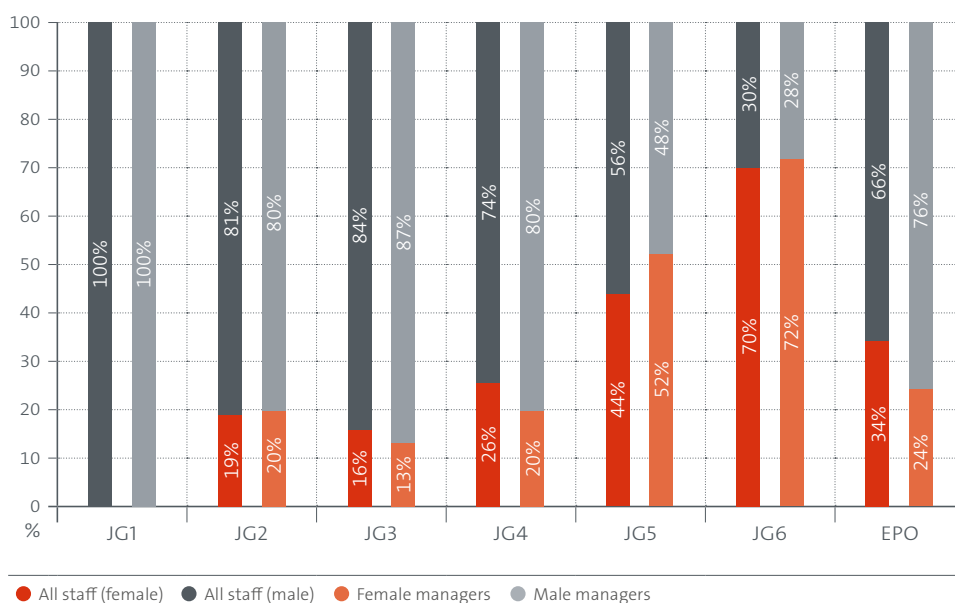
#### Breakdown of managers by DG and gender, 2018



Source: FIPS

Graph 9

#### Breakdown of managers by JG and gender, 2018



Source: FIPS

## 1.2.2 Job opportunities: number of vacancies

Table 11

### Number of vacancies by publication type and job group, 2018

Publication type	Job group	Technical	Managerial	Total
Internal/external publications	1		3	3
	3	17	5	22
	4	36	4	40
	5	3		3
	6	7		7
	<b>Total</b>	<b>63</b>	<b>12</b>	<b>75</b>
Internal publications*	2	4	1	5
	3		2	2
	4	8	14	22
	5	7		7
	6	18	2	20
	<b>Total</b>	<b>37</b>	<b>19</b>	<b>56</b>
<b>Total</b>		<b>100</b>	<b>31</b>	<b>131</b>

Shows vacancies with a publication date in 2018

\* Internal publications include:

TRF: Transfer open to all EPO staff in the specific job group

TAI: Internal publication with possibility of promotion

Call for interest: internal publication addressed to a specific group of staff

Source: SuccessFactors

Of the 36 internal/external publications in JG4, technical career path, 18 were examiner vacancies.

In 2018 the EPO received 11 237 job applications. This represents a decrease of 23% with respect to 2017.

Table 12

### Number of job applications, 2016-2018

Number of applications	Examiners	Non-examiners*	Total
<b>Total 2018</b>	<b>4 222</b>	<b>7 015</b>	<b>11 237</b>
<b>Total 2017</b>	<b>8 257</b>	<b>6 323</b>	<b>14 580</b>
<b>Total 2016</b>	<b>13 562</b>	<b>6 296</b>	<b>19 858</b>

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

Source: SuccessFactors

This decrease mainly relates to the reduced number of examiner vacancies posted in 2018 (18 compared with 59 in 2017), due to reduced recruitment targets in the core business.

The average number of applications per job vacancy received in 2018 was 119, compared with 105 for 2017, which is an increase of 13%. For examiner vacancies, the increase was 21% (121 applications per vacancy in 2017 compared with 146 in 2018).

Table 13

### Average number of applications per vacancy, 2017/2018

Average number of applications per vacancy	Examiners	Non-examiners*	Total
<b>2018</b>	<b>146</b>	<b>107</b>	<b>119</b>
<b>2017</b>	<b>121</b>	<b>88</b>	<b>105</b>

\* Applications for internal/external publications only.

Source: SuccessFactors



### 1.2.3 External recruitment

In 2018, 53 staff were recruited externally compared with 216 in 2017. This decline in external recruitment is mainly due to reduced recruitment in the core business, which represents 42% of external recruitment in 2018 compared with 73% in 2017.

The average age of staff hired in 2018 was 38 years.

Combining external recruitment and internal recruitment resulting in the appointment of the employee to a position in a higher job group (promotion), there were a total of 93 appointments in 2018, compared with 261 in 2017.

Table 14

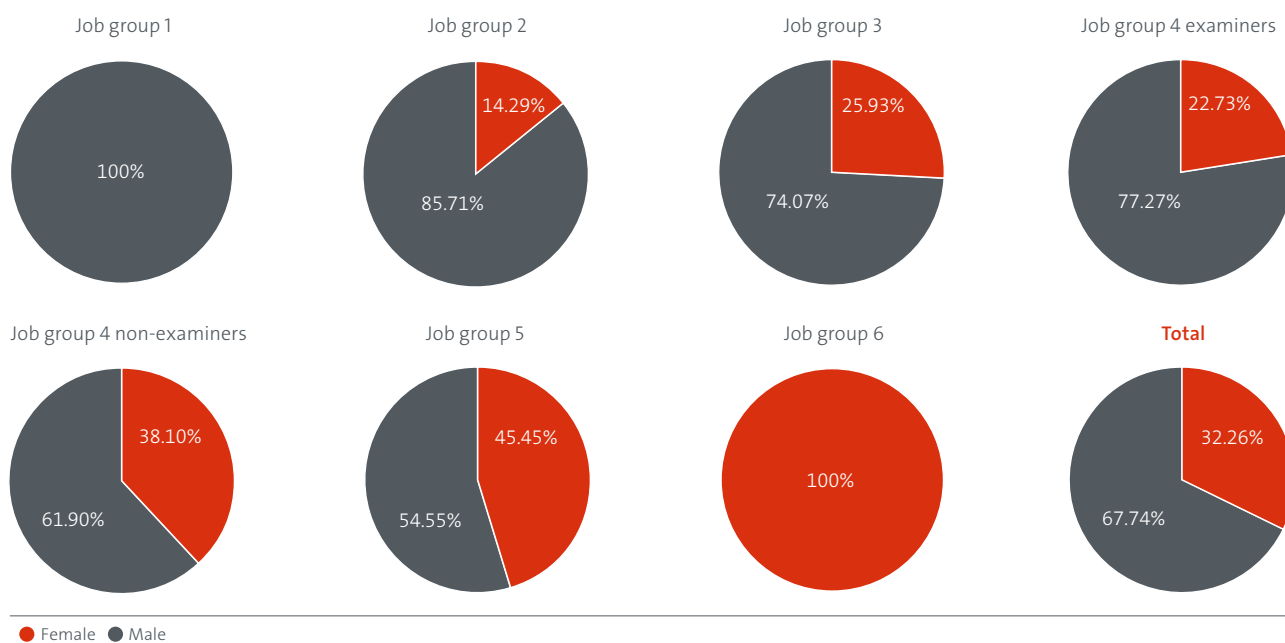
#### Breakdown of recruitment (external and internal), 2017/2018

Function	2017	2018	Variation
Boards of Appeal	16	28	+75.00%
Examiners	157	22	-85.99%
Others	88	43	-51.14%
<b>Total</b>	<b>261</b>	<b>93</b>	<b>-64.37%</b>

Source: FIPS

Graph 10

#### Breakdown of recruitment (external and internal) by gender and job group, 2018



Source: FIPS

Table 15

## Number of new hires by nationality, 2017/2018

Nationality	2017	2018	Share	Variation
German	63	11	20.75%	-82.54%
French	37	11	20.75%	-70.27%
Spanish	13	4	7.55%	-69.23%
Italian	26	3	5.66%	-88.46%
Greek	14	3	5.66%	-78.57%
Polish	0	3	5.66%	n/a
Dutch	13	2	3.77%	-84.62%
British	5	2	3.77%	-60.00%
Austrian	5	2	3.77%	-60.00%
Hungarian	1	2	3.77%	+100.00%
Irish	1	2	3.77%	+100.00%
Romanian	8	1	1.89%	-87.50%
Belgian	6	1	1.89%	-83.33%
Czech	2	1	1.89%	-50.00%
Slovenian	2	1	1.89%	-50.00%
Portuguese	1	1	1.89%	0.00%
Bulgarian	1	1	1.89%	0.00%
Croatian	1	1	1.89%	0.00%
Macedonian	0	1	1.89%	n/a
Turkish	4	0	0.00%	-100.00%
Serbian	4	0	0.00%	-100.00%
Swedish	4	0	0.00%	-100.00%
Albanian	2	0	0.00%	-100.00%
Slovak	1	0	0.00%	-100.00%
Luxembourg	1	0	0.00%	-100.00%
Norwegian	1	0	0.00%	-100.00%
<b>Total</b>	<b>216</b>	<b>53</b>	<b>100.00%</b>	<b>-75.46%</b>

Source: FIPS

#### 1.2.4 Promotions

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

Only staff members that are at the last step of the grade within their current job group are eligible for a normal promotion. The number of such promotions therefore varies from year to year depending on the demographic situation and the number of eligible staff. In 2018 a total of 634 staff received a normal promotion within the same job group. A further 19 staff advanced in their career by appointment to a higher job group, following either a selection procedure or a reclassification.

The members of the Board of Appeal, who are appointed by the Administrative Council rather than the President of the Office, follow a different career system, so their data are 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, 698 staff advanced their career in 2018 through promotion.

Table 16

## Number of staff receiving career advancement by promotion, 2017/2018

Reason for action	Job group	2017	2018		Total	Variation
			Female	Male		
Normal promotion	2	1	0	0	0	-100.00%
	3	27	2	8	10	-62.96%
	4	639	107	361	468	-26.76%
	5	20	13	15	28	+40.00%
	6	123	84	44	128	+4.07%
<b>Normal promotion (total)</b>		<b>810</b>	<b>206</b>	<b>428</b>	<b>634</b>	<b>-21.73%</b>
Promotion after selection procedure	2	1	1	2	3	+200.00%
	3	25	0	1	1	-96.00%
	4	1	1	3	4	+300.00%
	5	6	2	3	5	-16.67%
<b>Promotion after selection procedure (total)</b>		<b>33</b>	<b>4</b>	<b>9</b>	<b>13</b>	<b>-60.61%</b>
Promotion after reclassification	2	1	0	0	0	-100.00%
	4	1	0	1	1	0.00%
	5	4	3	2	5	+25.00%
<b>Promotion after reclassification (total)</b>		<b>6</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>0.00%</b>
<b>Grand total</b>		<b>849</b>	<b>213</b>	<b>440</b>	<b>653</b>	<b>-23.09%</b>
<b>Board of appeal:</b>						
Appointment	2	2	0	3	3	+50.00%
	3	10	6	18	24	+140.00%
<b>Appointment (total)</b>		<b>12</b>	<b>6</b>	<b>21</b>	<b>27</b>	<b>+125.00%</b>
Promotion	3	0	3	15	18	
<b>Promotion (total)</b>		<b>0</b>	<b>3</b>	<b>15</b>	<b>18</b>	
<b>Grand total BoA</b>		<b>12</b>	<b>9</b>	<b>36</b>	<b>45</b>	<b>+275.00%</b>
<b>Grand total ALL</b>		<b>861</b>	<b>222</b>	<b>476</b>	<b>698</b>	<b>-18.93%</b>

Source: FIPS

### 1.2.5 Talent development

The total budget allocated for talent development activities in 2018 was EUR 11 885 000, 53% of which was spent. The total number of training hours was 137 832 hours for classroom-type learning and 35 798 hours for e-learning. While the number of hours for classroom-type learning represents a 40.9% decrease over 2017, the number of hours for e-learning constitutes a substantial increase of 154.9%.

Table 17

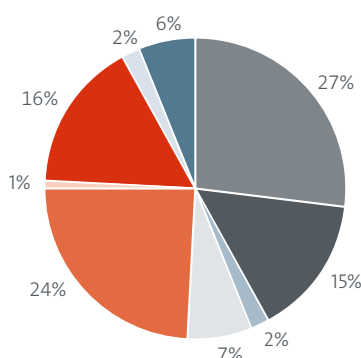
#### Talent development expenditure planned and spent (in EUR), 2017/2018

	2017			2018		
	Planned	Spent	% spent	Planned	Spent	% spent
Total expenditure	11 225 000	7 311 774	65.14%	11 885 000	6 355 735	53.48%

Source: FIPS

Graph 11

#### Breakdown of talent development expenditure in 2018



Professional knowledge	Management and human relations	IM professionals
Professional training	Conferences/visit to industry	Internal trainers
Office-wide training	Exchange visits	Others

Source: FIPS

Table 18

#### Indicators related to talent development activities, 2017/2018

Training indicators	2017	2018	Variation
Number of staff having received at least one training activity (in headcount)	6 455	6 487	+0.50%
Share of staff having received at least one training activity (in % of total EPO staff)	94.23%	96.88%	+2.81%
Average training expenditure spent per employee (in EUR)	1 067	949	-11.06%
Average training expenditure spent per employee having received at least one training activity (in EUR)	1 133	980	-13.50%

Source: FIPS

## 1.2.6 Duty travel

Table 19

### Number of duty travel trips made, 2017/2018

Trip purpose	2017			2018			Variation		
	Trips	Staff	Expenditure*	Trips	Staff	Expenditure*	Trips	Staff	Expenditure*
Business	5 135	1 416	5 880 929	6 152	1 698	6 851 971	+19.81%	+19.92%	+16.51%
Training	3 055	2 010	3 242 455	2 999	1 742	3 455 499	-1.83%	-13.33%	+6.57%
Combined missions	431	323	699 885	500	178	437 219	+16.01%	-44.89%	-37.53%
<b>Total</b>	<b>8 621</b>	<b>3 749</b>	<b>9 823 269</b>	<b>9 651</b>	<b>3 618</b>	<b>10 744 689</b>	<b>+11.95%</b>	<b>-3.49%</b>	<b>+9.38%</b>

\* in EUR

Source: FIPS

A total of 1 698 staff travelled for business purposes in 2018.

## 1.2.7 Termination of active service at the EPO

In 2018, 216 employees ended active service. The main reason for ending active service was retirement (74% of cases). In 2017 the average retirement age was 61.7<sup>7</sup> years; the 2018 figure is 61.0 years.

Table 20

### Breakdown of staff ending active service, 2017/2018

	31 Dec 2017	% of total in 2017*	31 Dec 2018	% of total in 2018*	Variation
Retirement	127	74.71%	160	74.07%	+25.98%
Resignation	30	17.65%	37	17.13%	+23.33%
End of contract	4	2.35%	5	2.31%	+25.00%
Other type	9	5.29%	14	6.48%	+55.56%
<b>Total*</b>	<b>170</b>	<b>100.00%</b>	<b>216</b>	<b>100.00%</b>	<b>+27.06%</b>

\* Rounding differences may occur in the total percentages

Source: FIPS

## 1.2.8 Pan-European Seal programme

The Pan-European Seal Programme is co-sponsored by the EPO and EUIPO. It offers high-achieving young graduates from selected universities a one-year traineeship at one of the two organisations. The programme gives participants the opportunity to enter the competitive world of IP through valuable on-the-job training in a multicultural professional environment.

In 2018, 43 trainees, representing 16 nationalities, started the programme at the EPO. The same number of trainees (representing 17 nationalities) participated in the programme in 2017.

Since the start of the programme in 2015, the EPO has welcomed 168 trainees representing 25 different nationalities.

<sup>7</sup> The method of calculation used in 2017 (nearest rounded-down figure) rounded down the average age of staff concerned by 0.3 years. The figure of 61.7 years represents the average age of staff on the date of retirement.

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## Remuneration

## 2. Remuneration

The total expenditure for basic salaries and allowances in 2018 was EUR 954 million. This includes EUR 735 million for basic salaries and EUR 219 million for allowances and benefits.

In 2018, the total amount paid for basic salaries was 2.64% more than in 2017. This increase is due mainly to the annual adjustment of the salary scales.

### 2.1 Payroll for the year and basic salaries

Table 21

#### Basic salaries paid (in EUR), 2017/2018

Job Group	Total basic salaries paid in 2017	Total basic salaries paid in 2018	Average monthly basic salary paid in 2018
A	21 991	0	
JG1	1 138 583	1 125 798	18 763
JG2	9 591 958	10 207 495	15 752
JG3	61 518 377	61 840 932	13 526
JG4	539 407 062	557 075 260	9 653
<b>Total JG1-4</b>	<b>611 677 970</b>	<b>630 249 486</b>	<b>10 006</b>
B	-219	31	
C	0	0	
JG5	17 782 782	18 504 593	7 172
JG6	86 715 923	86 340 323	5 840
<b>Total JG5-6</b>	<b>104 498 486</b>	<b>104 844 947</b>	<b>6 038</b>
<b>TOTAL</b>	<b>716 176 457</b>	<b>735 094 433</b>	<b>9 148</b>

Source: FIPS



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

The 10% highest-paid staff earn monthly full basic salaries at or above EUR 12 991 (90th percentile). The 10% lowest paid earn monthly full basic salaries at or below EUR 5 955 (10th percentile). The ratio between the 90th and 10th percentiles is therefore 2.18.

## 2.3 Performance and rewards

Table 22

### Rewards paid in 2018 (in EUR)

Reward type	Pensionable/non-pensionable	2018
Step/promotion	Pensionable	9 962 823
Individual bonus	Non-pensionable	6 242 352
Functional allowance	Non-pensionable	1 633 056
<b>TOTAL</b>		<b>17 838 231</b>

Source: Department Remuneration and Social Security Systems

The following percentage of staff received a reward in 2018 based on their performance in 2017:

- 55.9% of staff eligible for a pensionable reward (e.g. step advancement or promotion) received such a reward.
- 24.2% of staff received an individual bonus as a non-pensionable reward for their 2017 performance.
- A total of 66.7% of eligible staff benefitted from at least one of the reward modalities.

## 2.4 Allowances and benefits

In addition to basic salaries, in 2018 over EUR 219 million was paid in allowances and benefits, including EUR 99 million paid as expatriation allowance to the 66% of total staff with expatriate status (Article 72 of the Service Regulations).

Table 23

### Allowances and benefits paid, 2017/2018

Category	Allowance/benefit*	2017	2018	Variation
<b>Family</b>	Dependants' allowance	33 165 598	33 941 137	+2.34%
	Household allowance	32 445 123	33 498 106	+3.25%
	Childcare allowance	3 914 991	3 963 971	+1.25%
	Education allowance	33 276 290	34 453 904	+3.54%
	Parental/family leave allowance	1 421 684	1 382 281	-2.77%
	Birth grant	174 686	162 022	-7.25%
<b>Work related</b>	Overtime and shift allowance	1 567 450	1 602 601	+2.24%
	Rent allowance	1 250 618	1 213 760	-2.95%
	Installation allowance	1 367 027	554 649	-59.43%
	Removal expenses	1 085 927	929 299	-14.42%
	Language allowance	153 774	146 550	-4.70%
	Travel expenses	76 414	54 981	-28.05%
	Functional allowance	1 223 074	1 633 056	+33.52%
	Miscellaneous	902 149	957 555	+6.14%
	Extra examiner activities	286 115	209 556	-26,76%
	Expatriation allowance	95 775 944	98 669 391	+3.02%
<b>Expatriation</b>	Home leave	3 235 430	3 239 687	+0.13%
	Severance grant	1 573 013	1 276 596	-18.84%
<b>Termination</b>	Salary savings plan payment	489 642	1 177 780	+140.54%
	Dismissal compensation	50 249	62 687	+24.75%
	Termination indemnity	36 938	23 016	-37.69%
	<b>Total</b>	<b>213 472 136</b>	<b>219 152 587</b>	<b>+2.66%</b>

\* See glossary, „Allowances/other benefits“

Source: FIPS

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 24

### Contribution to crèches and to the European School Munich (ESM) (in EUR), 2017/2018

Type of expenditure	2017	2018	Variation
Subsidies to crèches	476 930	379 246	-20.48%
European School Munich	21 469 005	25 780 000	+20.08%
<b>Total</b>	<b>21 945 935</b>	<b>26 159 246</b>	<b>+19.20%</b>

Source: FIPS

The most common grade in JG4 is G12. Within this grade, the most common step is step 1. A typical examiner in grade G12-1, working in Germany, married, with a spouse who is not gainfully employed, two dependent children and expatriate status, can expect a total net monthly remuneration of **EUR 12 785.74**, made up of:

– Basic salary:	10 536.57 EUR
– Household allowance:	632.19 EUR
– Expatriation allowance:	2 308.89 EUR
– Dependants' allowance:	717.88 EUR
– Total deductions:	-1 409.79 EUR

The same examiner working in the Netherlands can expect a total net monthly remuneration of **EUR 12 715.20**, made up of:

– Basic salary:	10 478.42 EUR
– Household allowance:	628.71 EUR
– Expatriation allowance:	2 296.16 EUR
– Dependants' allowance:	713.92 EUR
– Total deductions:	-1 402.01 EUR

In job groups 5 and 6, the most common grade is G7. Within this grade, the most common step is step 5. An administrative employee in grade G7-5, working in Germany, married, with a spouse who is not gainfully employed, two dependent children and no expatriate status, can expect a total net monthly remuneration of **EUR 6 482.88**, made up of:

– Basic salary:	6 224.36 EUR
– Household allowance:	373.46 EUR
– Dependants' allowance:	717.88 EUR
– Total deductions:	-832.82 EUR

An administrative employee with the same circumstances working in the Netherlands can expect a total net monthly remuneration of **EUR 6 447.11**, made up of:

– Basic salary:	6 190.01 EUR
– Household allowance:	371.40 EUR
– Dependants' allowance:	713.92 EUR
– Total deductions:	-828.22 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 2018, a total of 1 456 loan accounts were active, with a total outstanding balance of around EUR 104 million.

Table 25

### Home loans, 2017/2018

Home loans	2017	2018	Variation
Number of new applications	146	139	-4.79%
Amount of new loans to staff, in EUR (Budget)	16 800 000	16 800 000	0.00%
Number of new loans paid out to staff	161	163	+1.24%
Total number of active outstanding loans	1 405	1 456	+3.63%
Average interest rate over the total average capital	1.53%	1.27%	-16.99%
<b>Total amount of home loans outstanding, in EUR</b>	<b>102 024 066</b>	<b>103 544 029</b>	<b>+1.49%</b>

Source: Home Loans Department

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# Social security and pension schemes

### 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, invalidity and long-term care. Total payments in 2018 amounted to approximately EUR 324 million.

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

At the end of 2018, 23 089 persons were covered by the EPO social security scheme. The total population covered also includes staff in non-active service (such as unpaid leave) who are still affiliated to the EPO scheme.

Table 26

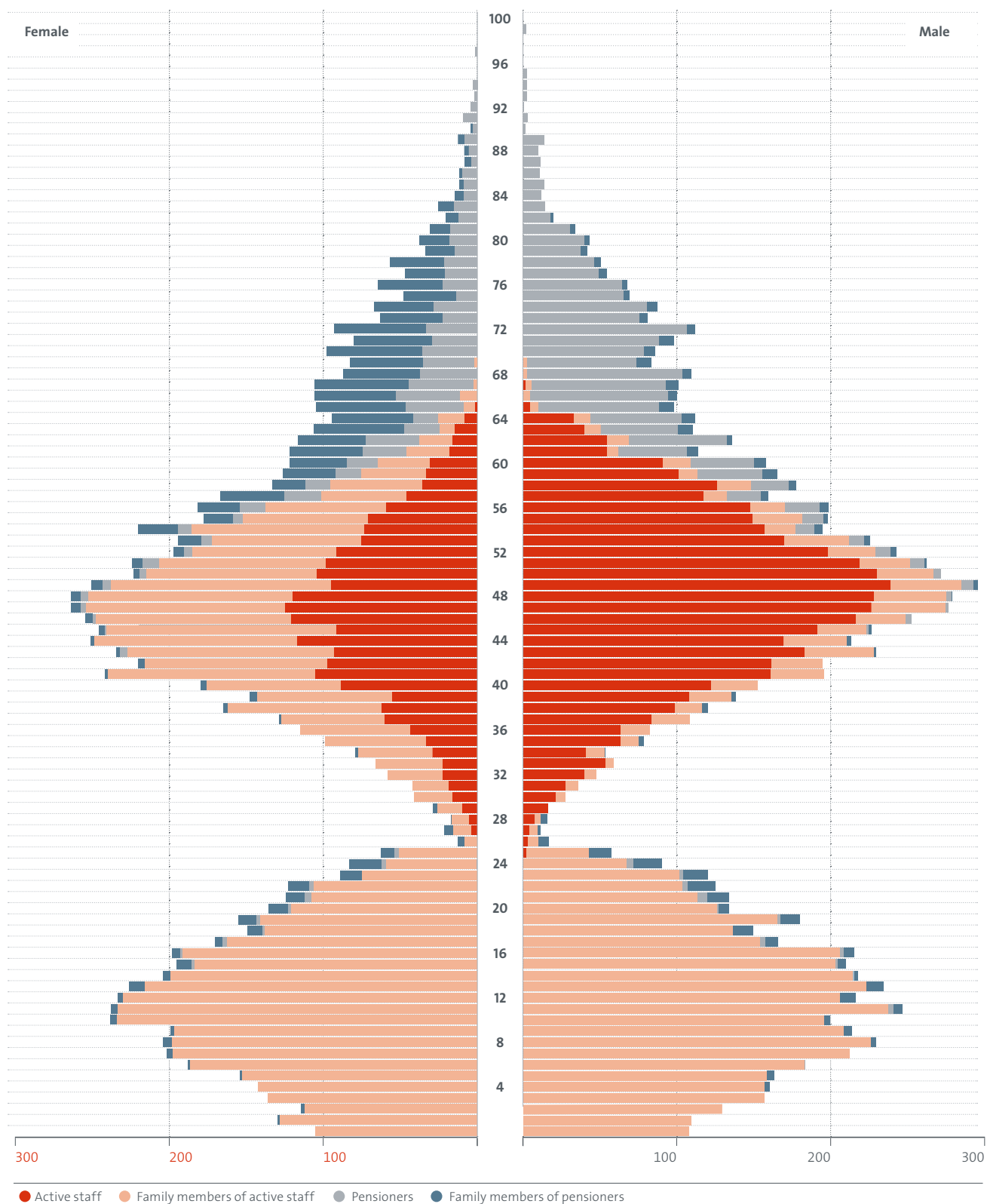
#### Breakdown of persons covered by the EPO social security scheme, 2017/2018

Category	2017	2018	Variation
Active staff covered by the social security scheme	6 849	6 696	-2.23%
Unpaid leave, secondment and reserve status	12	5	-58.33%
Pension recipients	2 500	2 657	+6.28%
Family members (spouses and dependants)	13 718	13 731	+0.09%
<b>Total</b>	<b>23 079</b>	<b>23 089</b>	<b>+0.04%</b>

Source: ISRP, FIPS

Graph 12

Breakdown by age of the total population covered by the EPO's social security scheme, 31 Dec 2018



Source: FIPS, ISRP

## 3.2 Social security benefits

Table 27

### Breakdown of social security payments relating to collective insurances (in EUR), 2017/2018

Type of benefits	2017	2018	Variation
Healthcare reimbursement	69 122 191	70 879 798	+2.54%
Long-term care insurance	5 331 294	5 578 846	+4.64%
Death insurance	1 254 182	1 564 251	+24.72%
<b>Total benefits</b>	<b>75 707 667</b>	<b>78 022 895</b>	<b>+3.06%</b>

Source: FIPS, Cigna

## 3.3 Payments for pensioners

At the end of 2018, there were 2 741 recipients of an EPO pension, which represents a 5.7% increase over 2017.

Table 28

### Breakdown by type of pension, 2017/2018

Type of pension	Number of recipients 2017	Number of recipients 2018	Average monthly basic pension (in EUR) 2017	Average monthly basic pension (in EUR) 2018
Retirement	2 153	2 280	6 385	6 546
Survivor's	329	350	3 820	3 939
Orphan's	110	111	1 176	1 195
<b>Total</b>	<b>2 592</b>	<b>2 741</b>	<b>5 838</b>	<b>5 996</b>

Source: ISRP

Table 29

### Breakdown of payments (in EUR), 2017/2018

Benefits linked to pension	2017	2018	Variation
Basic pension	176 460 450	192 939 569	+9.34%
Tax adjustment	36 799 534	41 522 105	+12.83%
Other (allowances, compensation)	10 625 478	11 194 595	+5.36%
<b>Total</b>	<b>223 885 462</b>	<b>245 656 269</b>	<b>+9.72%</b>

Source: FIPS

Table 30

### Key figures related to retired staff, 31 Dec 2018

Job group	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	1 475	61.2	27.8	13 526
JG 5-6	805	60.4	30.4	7 038
<b>Total</b>	<b>2 280</b>	<b>60.9</b>	<b>28.7</b>	<b>11 236</b>

Source: FIPS/ISRP



The typical package for G13-5, married with no dependent children, after the current average of 27 reckonable years of service at the EPO (Job Group 4, German salary table) and living in Germany, is composed of the following elements:

– Basic pension:	7 015.32 EUR
– Household allowance:	420.92 EUR
– Tax adjustment:	1 364.00 EUR
– Deductions for medical and long-term care insurance:	-244.13 EUR
– National tax:	-2 136.00 EUR
– <b>Total:</b>	<b>6 420.11 EUR</b>

The typical package for a G9-5 pensioner, married with no dependent children, after the current average of 27 reckonable years of service at the EPO and living in Germany, is composed of the following elements:

– Basic pension:	4 217.96 EUR
– Household allowance:	270.45 EUR
– Tax adjustment:	496.00 EUR
– Deductions for medical and long-term care insurance:	-146.87 EUR
– National tax:	-831.00 EUR
– <b>Total:</b>	<b>4 006.54 EUR</b>

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 capped basic pension plus a lump sum payment corresponding to the result of the investments made under the salary savings plan during the period of their 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 215 million (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 31

#### Total contributions to the social security and pension and salary savings plan schemes (in EUR), 2017/2018

Contributions to social security and pension schemes, in EUR	2017	2018	Variation
EPO	203 115 694	214 515 187	+5.61%
Employees	96 922 371	101 887 878	+5.12%
Pension recipients	5 719 444	6 650 648	+16.28%
<b>Total</b>	<b>305 757 510</b>	<b>323 053 714</b>	<b>+5.66%</b>

Source: FIPS

Table 32

**Contributions to the social security scheme (not including pensions) (in EUR), 2017/2018**

Contributions to social security scheme (not including pensions), in EUR	2017	2018	Variation
EPO	61 657 874	68 014 655	+10.31%
Employees	26 191 794	28 635 721	+9.33%
Pension recipients	5 719 444	6 650 648	+16.28%
<b>Total</b>	<b>93 569 112</b>	<b>103 301 024</b>	<b>+10.40%</b>

Source: FIPS

The increase in contributions is mainly due to the increase in the healthcare contribution rate in 2018, together with the salary adjustment.

Table 33

**Contributions to the pension scheme (in EUR), 2017/2018**

Contributions to the pension scheme, in EUR	2017	2018	Variation
EPO	141 457 820	146 500 532	+3.56%
Employees	70 730 577	73 252 157	+3.57%
<b>Total</b>	<b>212 188 397</b>	<b>219 752 689</b>	<b>+3.56%</b>

Source: FIPS

The increase in total contributions to the pension scheme for both the Office and staff is in line with the adjustment of the salary scales.

The assets managed in the salary savings plan scheme amounted to EUR 86.4 million at 31 December 2018.

In addition, in 2018 the EPO made a transfer of EUR 200 million from its Treasury funds to the RFPSS Fund, as well as a cash transfer of EUR 2.4 million to the salary savings plan. With this transfer, the total contribution of the EPO to the pension scheme was EUR 348.9 million, resulting in a ratio for 2018 of 82.7% by the EPO and 17.3% by staff.

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## Working conditions

## 4. Working conditions

At the EPO, staff can opt for various flexible working arrangements, including part-time work, part-time home working and flexitime.

### 4.1 Staff working part-time

In 2018, about 14% of all EPO staff worked part-time (50% part-time being the minimum working time allowed). Women represent 74% of the total staff working part-time. These figures are stable in comparison with previous years.

Table 34

#### Breakdown of staff working part-time, 2017/2018

Employees working part-time	31 Dec 2017	31 Dec 2018
Female	706	706
Male	259	246
<b>Total</b>	<b>965</b>	<b>952</b>
<b>In % of total staff</b>	<b>14.09%</b>	<b>14.22%</b>

Source: FIPS

Table 35

#### Breakdown of working time percentages, 2017/2018

Working time percentage	Number of staff at 31 Dec 2017	Percentage of staff working part-time*	Number of staff at 31 Dec 2018			Percentage of staff working part-time*
			Female	Male	Total	
50 - 59%	59	6.11%	47	3	50	5.25%
60 - 69%	101	10.47%	78	12	90	9.45%
70 - 79%	154	15.96%	136	14	150	15.76%
80 - 89%	465	48.19%	341	146	487	51.16%
90 - 99%	186	19.27%	104	71	175	18.38%
<b>Total</b>	<b>965</b>	<b>100.00%</b>	<b>706</b>	<b>246</b>	<b>952</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

Source: FIPS

## 4.2 Staff on part-time home working

In 2018, more than 30% of total staff were on the part-time home working scheme, an increase of four percentage points compared with 2017. In an amendment to the rules of the scheme, as of May 2018 managers up to job group 4 were allowed to work up to one day a week from home. More than 12% of eligible managers joined the scheme in 2018.

Table 36

### Part-time home workers by gender, 2017/2018

Part-time home workers	31 Dec 2017	31 Dec 2018	Variation
Female	852	929	+9.04%
Male	947	1088	+14.89%
<b>Total</b>	<b>1 799</b>	<b>2 017</b>	<b>+12.12%</b>

Source: FIPS

Table 37

### Part-time home workers by number of days worked at home, 2017/2018

Days on part-time home working	31 Dec 2017	31 Dec 2018			Percentage of staff on part-time home working*	Variation
		Female	Male	Total		
1 day or less	434	242	228	470	23.30%	+8.29%
1 day < d ≤ 2 days	683	406	359	765	37.93%	+12.01%
2 days < d ≤ 3 days	553	201	376	577	28.61%	+4.34%
Other (variable schedule)	129	80	125	205	10.16%	+58.91%
<b>Total</b>	<b>1 799</b>	<b>929</b>	<b>1 088</b>	<b>2 017</b>	<b>100.00%</b>	<b>+12.12%</b>

\* Rounding differences may occur in the total percentages.

Source: FIPS

### 4.3 Flexi- and compensation leave

In 2018 the average amount of flexi-leave taken per employee (in FTE<sup>s</sup>) was equivalent to 3.6 days. The average amount of compensation leave taken per employee (in FTE<sup>s</sup>) was equivalent to 5.7 days.

Table 38

#### Breakdown of flexi- and compensation leave, 2017/2018

Type of leave	Absence days* 2017	Absence days* 2018	Variation
Flexi-leave	24 831	24 558	-1.10%
Compensation leave	38 522	38 175	-0.90%

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

Source: FIPS

### 4.4 Overtime, shift work and on call

While shift and on-call services remained stable, 2018 saw a significant increase in overtime. This was due to the transition to the new Main building in The Hague.

Table 39

#### Breakdown of overtime, shift work and on call, 2017/2018

Overtime shift work and on call (in hours)	2017	2018	Variation
Overtime	2 274	3 742	+64.56%
On call	138 552	134 898	-2.64%
Shift hours	2 043	2 014	-1.42%

Source: FIPS

## 4.5 Working days and absences

Parental and family leave are classed as social leave. In 2018, 1 320 employees took an average of 18.7 days of parental leave. In 2018, 100 employees took family leave. On average, each of these employees took 17.1 days of family leave.

Table 40

### Reasons for absence, volume and impact on total working days, 2017/2018

Categories of absence	2017			2018			Variation
	Number of absence days*	Average number of absence days/FTE**	Absence days as % of total working days	Number of absence days*	Average number of absence days/FTE**	Absence days as % of total working days	Number of absence days
Annual leave and home leave	228 895	33.59	12.98%	220 378	32.68	13.13%	-3.72%
Sick leave	56 855	8.40	3.37%	62 906	9.33	3.75%	+10.64%
Social leave	46 540	6.83	2.64%	43 004	6.38	2.56%	-7.60%
Unpaid leave	6 523	0.96	0.37%	3 992	0.59	0.24%	-38.80%
<b>Total</b>	<b>338 813</b>	<b>49.78</b>	<b>19.36%</b>	<b>330 280</b>	<b>48.98</b>	<b>19.67%</b>	<b>-2.52%</b>

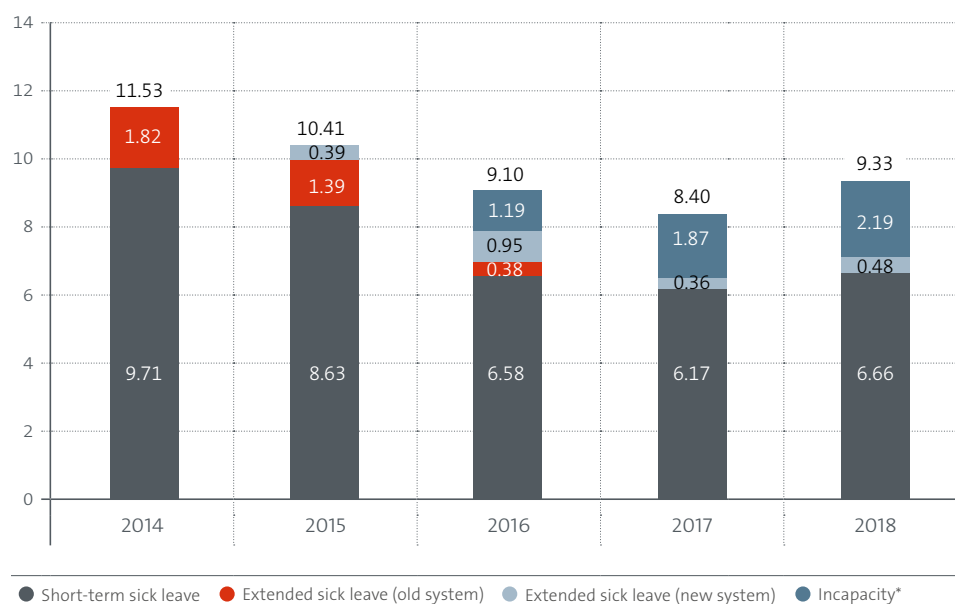
\* Absence days are not the same as man-days. For instance, an absence day for a 50% part-timer (4 hours) counts as a full day.

\*\* The calculations are based on FTE<sup>1</sup> and not FTE (see glossary).

Source: FIPS

Graph 13

### Total sickness days per FTE<sup>1</sup>, 12 months rolling, 2014/2018



\* The observed increase of 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 counted in the sick leave statistics, whereas in the current system of incapacity, they remain in active status and are included in the statistics.

Source: FIPS

Table 41

## Breakdown of total sickness days, 2017/2018

Type	2017 <sup>8</sup>		2018		Variation Total days per FTE <sup>8</sup> %	Variation Capacity loss %
	Total days per FTE <sup>8</sup>	Capacity loss %	Total days per FTE <sup>8</sup>	Capacity loss %		
Short-term/normal sick leave	6.17	2.48%	6.66	2.68%	+7.94%	+8.14%
Extended sick leave new system	0.36	0.14%	0.48	0.19%	+33.33%	+33.58%
Incapacity	1.87	0.75%	2.19	0.88%	+17.11%	+17.33%
<b>Total sickness days</b>	<b>8.40</b>	<b>3.37%</b>	<b>9.33</b>	<b>3.75%</b>	<b>+11.07%</b>	<b>+11.28%</b>

Source: FIPS

Table 42

## Number of sickness days by percentage of staff, 2017/2018

Number of sickness days	% of staff 2017	% of staff 2018
0 days	33.37%	32.14%
0 days < d < 3 days	18.99%	17.98%
3 days ≤ d < 5 days	12.16%	12.60%
5 days ≤ d < 10 days	16.21%	16.77%
10 days ≤ d < 15 days	6.93%	7.44%
15 days ≤ d	12.33%	13.07%
<b>Total*</b>	<b>100.00%</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

Source: FIPS



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## Health, safety and welfare services

## 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), 2017/2018

Volume of activities undertaken by OHS	2017	2018	Variation %
Number of staff consulting OHS	1 481	1 537	+3.78%
Number of cases	2 146	2 044	-4.75%
Number of in-house consultations	3 396	3 788	+11.54%

Source: Health &amp; Safety, Medgate

Table 44

#### Type of activities undertaken by the Occupational Health Service (OHS), 2017/2018

Type of activities carried out by OHS	2017	2018	Variation %
Mandatory examinations, Circular 367*	167	348	+108.38%
Reintegration meetings	261	407	+55.94%
Consultations with managers	261	392	+50.19%
Health Advisory Team (HAT) meetings**	168	109	-35.12%
Workplace visits made by OHS ergonomists/ nurses/ErgoWucs	4 067	3 353	-17.56%
Preventive medical examinations***	890	409	-54.04%
Initial medical examinations****	166	64	-61.45%
Emergency cases	59	62	+5.08%
Vision tests	532	446	-16.17%
In-house physiotherapy treatment sessions	5 606	5 642	+0.64%
Influenza vaccinations	1 740	1 963	+12.82%

\* The increase in the number of mandatory examinations is due to the progressive introduction in 2016 and 2017 of the systematic registration of staff reaching more than 30 days of sick leave.

\*\* While the number of HAT meetings decreased in 2018, the number of participants increased: 168 directors in 2017 vs 272 directors and team managers in 2018.

\*\*\* Following decision CA/D 2/17, the frequency of the preventive medical examinations changed (from biennial to triennial for staff aged 48 or under), and the scope was increased to include more diagnostic tests.

\*\*\*\* Transferred to OHS in 2018.

Source: Health &amp; Safety, Medgate

The Employee Assistance Programme (EAP) was introduced in 2017. Its utilisation rate in 2018 was 3.91%. There were a total of 265 accesses, of which 160 were for counselling and 105 for work/life services.

Table 45

**Volume of activities undertaken by the Medical Advisory Unit (MAU), 2017/2018**

Activities undertaken by the MAU	2017	2018	Variation %
Requests for prolongation of dependants' allowance for medical reasons (Art. 69(5) ServRegs)	38	42	+10.53%
Requests for dependants' allowance for handicapped children (Art. 69(1).II ServRegs)	120	66	-45.00%
Consultations for medical opinion for employees on extended sick leave (as of 1 April 2015)	604	580	-3.97%
Cure requests	177	231	+30.51%
Number of A cures granted <sup>9</sup>	108	100	-7.41%
Number of B cures granted	64	71	+10.94%
Requests for special leave	162	110	-32.10%
Requests to spend sick leave elsewhere than at employee's place of residence (Art. 62a(5) ServRegs)*	64	66	+3.13%
Sick leave verification (Art. 62a(6) ServRegs)	8	6	-25.00%
Advice on health insurance matters and disputes	94	160	+70.21%
Requests for family leave	111	140	+26.13%
Examinations under Art. 26(2) ServRegs	6	16	+166.67%
Long-term care (LTC) matters (number of cases)	51	80	+56.86%

\* For staff on extended sick leave or incapacity only. Other requests are dealt by OHS.

Source: Health &amp; Safety, Medgate

## 5.2 Occupational accidents

Table 46

**Number of occupational accidents reported, 2017/2018**

Site	2017	2018
Munich	34	46
The Hague	28	31
Berlin	1	0
Vienna	3	1
Brussels	0	0
<b>Total</b>	<b>66</b>	<b>78</b>

Source: Health &amp; Safety

Commuting accidents (60% of total occupational accidents registered) resulted in 343 sickness days. The second main category - occupational accidents relating to the infrastructure/infrastructural elements – resulted in 28 sickness days (17% of the total).

<sup>9</sup> Corrigendum: The data reported in 2017 showed figures for staff members only. A cures cover staff, pensioners and family members, whereas B cures are for staff only. The figures for 2018 have been corrected to reflect this.

### 5.3 Health and safety-related expenditure

Overall expenditure for health and safety decreased by approximately 9% in 2018 compared with 2017.

Table 47

#### Breakdown of other health service costs (in EUR), 2017/2018

Category	2017	2018	Variation
Preventive medical examinations*	353 998	185 697	-47.54%
Initial medical examinations	48 995	19 183	-60.85%
Health and safety costs	978 375	1 056 064	+7.94%
<b>Total</b>	<b>1 381 368</b>	<b>1 260 944</b>	<b>-8.72%</b>

\* The frequency of the preventive medical examinations changed in 2017 from biennial to triennial for staff aged 48 or under following decision CA/D 2/17.

Source: FIPS

### 5.4 Funding for general staff welfare

Overall expenditure for staff welfare was stable in 2018.

Table 48

#### Breakdown of expenditure for general staff welfare (in EUR), 2017/2018

Category	2017	2018	Variation
Canteen subsidies	2 176 096	2 129 940	-2.12%
AMICALE, culture and sport clubs, social events	1 100 000	1 100 000	0.00%
Pensioners' Association subsidy	82 700	92 000	+11.25%
Social events Office	358 164	221 478	-38.16%
Motivation budget	215 139	208 770	-2.96%
Welfare Miscellaneous*	177 220	271 111	+52.98%
<b>Total</b>	<b>4 109 318</b>	<b>4 023 299</b>	<b>-2.09%</b>

\* Welfare Miscellaneous includes the Employee Assistance Programme, which was introduced in May 2017.

Source: FIPS

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## Social dialogue

## 6. Social dialogue

All figures in Table 49 originate from the self-declaration made by the staff representatives regarding the number of days spent on staff representation activities.

Table 49

### Staff representation activities in days, 2017/2018

Statutory bodies	2017	2018
General Consultative Committee	18.31	24.00
Appeals Committee	164.25	124.80
Health and safety issues	28.50	39.40
<b>Total</b>	<b>211.06</b>	<b>188.20</b>
<b>Administrative Council and its bodies</b>	<b>2017</b>	<b>2018</b>
Administrative Council and Committees	37.81	29.40
Reserve Funds for Pensions and Social Security	38.00	4.80
<b>Total</b>	<b>75.81</b>	<b>34.20</b>
<b>Thematic meetings and working groups</b>	<b>2017</b>	<b>2018</b>
Various meetings with management	768.33	729.10
Data protection	1.44	0.00
Recruitment	517.35	105.10
Home Loans Committee	9.25	2.40
Sub-group GCC SSPR	4.25	4.00
Staff Committee elections	7.19	n/a
Ad hoc working groups	22.00	12.80
<b>Total</b>	<b>1 329.81</b>	<b>853.40</b>
<b>Internal staff representative work &amp; training</b>	<b>2017</b>	<b>2018</b>
Staff representative work	2 625.11	2 659.20
Preparation and travel	77.84	115.09
Training	16.35	82.08
<b>Total</b>	<b>2 719.30</b>	<b>2 856.37</b>

Table 50

## Number of staff by site involved in staff representation activities, 2017/2018

Site	2017	2018 female	2018 male	Total 2018	Variation
Berlin	9	1	6	7	-22.22%
Munich	58	7	29	36	-37.93%
The Hague	63	10	36	46	-26.98%
Vienna	6	3	2	5	-16.67%
<b>Total</b>	<b>136</b>	<b>21</b>	<b>73</b>	<b>94</b>	<b>-30.88%</b>

Source: FIPS

Table 51

## Time allocation for staff representation related activities, 2017/2018

Time allocation (in days)	2017	2018
Time available	5 350	4 800
Time used	3 826	3 816
<b>Time (in days) for appointees by CSC</b>		
Disciplinary procedures	28	18
Selection procedure	524	105
<b>Total used</b>	<b>4 378</b>	<b>3 939</b>

Source: FIPS

## 6.1 Meetings with social partners

Table 52

### Number of meetings with social partners, 2017/2018

Meetings of statutory bodies	2017	2018
Central Occupational Health, Safety and Ergonomics Committee	4	4
General Consultative Committee	7	6
Local Occupational Health, Safety and Ergonomics Committee MUC	2	2
Local Occupational Health, Safety and Ergonomics Committee VIE	4	1
Local Occupational Health, Safety and Ergonomics Committee BER	2	2
Local Occupational Health, Safety and Ergonomics Committee TH	2	3
Local Staff Committee MUC	2	2
Local Staff Committee TH	4	2
Local Staff Committee VIE	6	3
Local Staff Committee BER	4	2
Appraisals Committee	2	20
Disciplinary Committee	7	4
Home Loans Committee	4	2
Joint Committee on Articles 52 and 53*	n/a	1
Appeals Committee	26	10
<b>Total</b>	<b>76</b>	<b>64</b>
<b>Administrative Council</b>		
Administrative Council	4	4
Reserve Funds for Pensions and Social Security	2	3
Budget and Finance Committee	2	3
Technical and Operational Support Committee	2	1
Committee on Patent Law	2	1
Academy Supervisory Board	n/a	1
<b>Total</b>	<b>12</b>	<b>13</b>
<b>Thematic meetings and working groups</b>		
Working Group on Circular 355/356	1	1
Working Group on Performance Management	n/a	3
Professional Election Supervisory Committee	6	n/a
Working Group on Reform of Internal Justice System	1	n/a
Working Group on Modernisation of Employment Framework	2	n/a
<b>Total</b>	<b>10</b>	<b>4</b>
<b>Other meetings (Subgroup of the GCC on Social Security, Pensions and Remuneration; Supervisory Committee for Salary Savings Plan)</b>		
Three wise men on salaries (Advisory Group on Remuneration)	1	1
Actuarial Advisory Group (meets every two years)	2	n/a
ISRP for staff representatives	1	1
Working Group on Guide to Cover	1	3
Supervisory Committee for Salary Savings Plan	2	2
Other topics relating to social security, pensions and remuneration	2	4
<b>Total</b>	<b>9</b>	<b>11</b>

\* Introduced in 2018 following decision CA/D 7/17.

Source: Principal Directorate Human Resources



Table 53

**Number of Appeals Committee and Disciplinary Committee meetings, 2017/2018**

<b>Number of Appeals Committee and Disciplinary Committee meetings</b>	<b>2017</b>	<b>2018</b>
Number of hearings (former Appeals Committee)	19	n/a
Number of hearings (new Appeals Committee)*	9	65
Number of hearings (Disciplinary Committee)	7	2

\* Following CA/D 7/17, new Appeals Committee in place since October 2017.

Source: HR Legal Support and Appeals Committee Secretariat

## 6.2 Industrial action

Table 54

**Number of strike days, 2017/2018**

<b>Number of strikes</b>	<b>2017</b>	<b>2018</b>
Number of strike days	2	0
Number of FTE days*	1 578	0

\* Source: FIPS: Office-wide. Full-day and half-day participants included as well as all four sites (Munich, Berlin, The Hague and Vienna).



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# Conflict resolution

## 7. Conflict resolution

### 7.1 Conflict Resolution Unit

The mission of the Conflict Resolution Unit is to promote conflict prevention, foster early resolution of workplace disputes via amicable means, and reinforce the overall conflict resolution scheme within the EPO. The activities of the Unit relate to interpersonal conflicts at the workplace as well as to administrative employment disputes (management reviews, internal appeals and complaints to the ILOAT).

#### 7.1.1 Informal conflict resolution

A network of 12 confidential counsellors (four in Munich, four in The Hague, two in Berlin and two in Vienna) supported the Conflict Resolution Unit in its informal conflict resolution activities in 2018. Counsellors are regular staff members who spend up to 50% of their time supporting, encouraging and facilitating the informal and amicable resolution of workplace conflicts.

Table 55

#### Types of case dealt with by the Conflict Resolution Unit, 2017/2018

Nature of conflict	Number of cases 2017	% of total 2017*	Number of cases 2018	% of total 2018*
Managers/employees in the hierarchical line	112	51.85%	172	55.66%
Between colleagues	21	9.72%	37	11.97%
Between managers	11	5.09%	9	2.91%
Requests for information	63	29.17%	63	20.39%
Private matters	0	0.00%	18	5.83%
Other	9	4.17%	10	3.24%
<b>Total</b>	<b>216</b>	<b>100.00%</b>	<b>309</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

Source: Conflict Resolution Unit

Table 56

#### Status of cases dealt with by the Conflict Resolution Unit, 2017/2018

Status of cases	Number of cases 2017	% of total 2017*	Number of cases 2018	% of total 2018*
Conflicts resolved via coaching	141	65.28%	183	59.22%
Conflicts resolved via conciliation	22	10.19%	18	5.83%
Referrals to formal procedure (management review, Appraisals Committee, investigation, etc.)	13	6.02%	5	1.62%
Ongoing cases	40	18.52%	103	33.33%
<b>Total</b>	<b>216</b>	<b>100.00%</b>	<b>309</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

Source: Conflict Resolution Unit

## 7.1.2 Management review

The management review is a pre-litigation step that was introduced in 2013. It is aimed at resolving employment law-related administrative disputes at an early stage, thus preventing further litigation. 217 requests for management review were registered in 2018, involving a total of 639 requesters.

Table 57

### Overview of general categorisation of management reviews, 2017/2018

Supra-categories	2017			2018		
	Registered cases	% of total*	Number of requesters	Registered cases	% of total*	Number of requesters
Regulations/policies	45	29.03%	1 191	20	9.22%	441
Individual	110	70.97%	110	197	90.78%	198
<b>Total</b>	<b>155</b>	<b>100.00%</b>	<b>1 301</b>	<b>217</b>	<b>100.00%</b>	<b>639</b>

\* Rounding differences may occur in the total percentages.

Source: Conflict Resolution Unit

Table 58

### Nature of cases dealt with by management review, 2017/2018

Categories	Management reviews 2017	% of total 2017*	Number of requesters 2017	Management reviews 2018	% of total 2018*	Number of requesters 2018
Career/promotion/step advancement/bonus	64	41.29%	697	128	58.99%	149
Salary/allowances/payments	23	14.84%	291	26	11.98%	64
Pensions/invalidity	15	9.68%	44	12	5.53%	296
Staff Committee rights/collective rights	14	9.03%	59	4	1.84%	7
Other	10	6.45%	97	10	4.61%	10
Leave/working time	12	7.74%	89	13	5.99%	89
Disciplinary procedures	7	4.52%	9	1	0.46%	1
Transfer/appointment/contract	6	3.87%	11	11	5.07%	11
Healthcare/long-term care	3	1.94%	3	5	2.30%	5
Investigation/harassment	1	0.65%	1	2	0.92%	2
Staff reports	0	0.00%	0	4	1.84%	4
Reckonable experience	0	0.00%	0	1	0.46%	1
<b>Total</b>	<b>155</b>	<b>100.00%</b>	<b>1 301</b>	<b>217</b>	<b>100.00%</b>	<b>639</b>

\* Rounding differences may occur in the total percentages.

Source: Conflict Resolution Unit. The figures include cases in both „Regulations/policies“ and „Individual“ supra-categories.

Table 59

**Outcome of management review cases, 2017/2018**

Status/outcome	Requests 2017	% of total 2017*	Requests 2018	% of total 2018*
Rejected as irreceivable	76	49.03%	121	55.76%
Decision maintained	50	32.26%	47	21.66%
Allowed (in whole or in part)	13	8.39%	15	6.91%
Withdrawn	7	4.51%	17	7.83%
No review (filter function)	9	5.81%	17	7.83%
<b>Total</b>	<b>155</b>	<b>100.00%</b>	<b>217</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

Source: Conflict Resolution Unit

Of the 217 requests filed in 2018, approximately 21% progressed to the appeal stage (as of 1 February 2019), in contrast to 35% in the same period in 2017.

The above is a preliminary figure. The definitive number of internal appeals following a management review will be available in July 2019, as it can take up to six months from the date of filing of a management review for an appeal to be registered (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 2017 show that, of 155 registered requests for review, approx. 50% resulted in internal appeals or ILOAT complaints.

## 7.2 Internal appeals

In 2018, 78 new appeals were lodged by 176 staff members (individual appellants and appellants filing collective appeals). This is lower than the number of appeals in 2017 (103), which had been the lowest number of incoming appeals in the previous ten years. The number of appellants also decreased compared with the previous year (621).

In 2018, the average duration from filing an appeal until the final decision of the President was 42.1 months (35.1 months in 2017<sup>10</sup>). This increase is due to the fact that in 2018 the new Appeals Committee started dealing with the oldest pending appeals.

At the end of 2018, 480 appeals (plus 186 remitted appeals) were pending before the Appeals Committee, compared with 508 appeals (plus 229 remitted appeals) in 2017.

Table 60

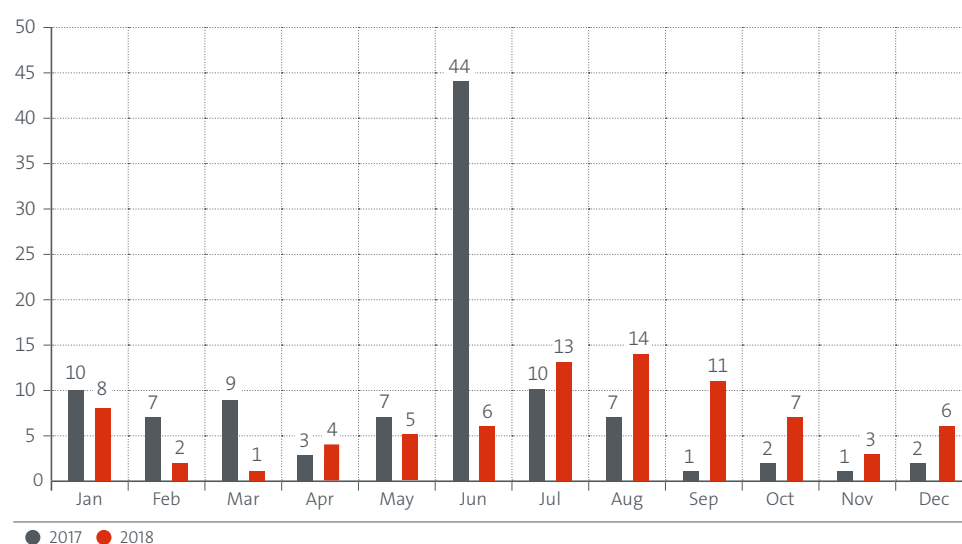
### Internal appeals registered, 2017/2018

Type of appeal/year	Number of registered appeals
<b>New appeals 2017</b>	103 ("regular new appeals")
<b>Remitted appeals 2017</b> (appeals remitted to the Appeals Committee in 2017 as a result of ILOAT judgments Nos. 3694 and 3785)	229 (= "R" cases)
<b>New appeals 2018</b>	78 ("regular new appeals")
<b>Remitted appeals 2018</b> (appeals remitted to the Appeals Committee in 2018 as a result of ILOAT judgments Nos. 3694 and 3785)	2 (= "R" cases)

Source: Appeals Committee Secretariat

Graph 14

### Number of internal appeals registered by month, 2017/2018



Source: Appeals Committee Secretariat

<sup>10</sup> Note: The 2017 figure represented the median duration from filing until final decision, rather than the average duration.

## 7.2.1 Appeals by category

Table 61

### Number of new appeals by category, 2017/2018

Categories (individual)	Internal appeals 2017	% of total 2017*	Number of appellants 2017	Internal appeals 2018	% of total 2018*	Number of appellants 2018
Career/promotion/step advancement/bonus	44	42.72%	385	22	28.21%	22
Salary/allowances/payments	24	23.30%	175	17	21.79%	40
Pensions/incapacity	9	8.74%	17	11	14.10%	50
Leave/working time	8	7.77%	10	9	11.54%	40
Staff Committee rights/collective rights	4	3.88%	10	7	8.97%	10
Transfer/appointment/contract	0	0.00%	0	5	6.41%	7
Other	11	10.68%	21	4	5.13%	4
Healthcare/long-term care	0	0.00%	0	2	2.56%	2
Investigation/dignity	1	0.97%	1	1	1.28%	1
Disciplinary procedures	2	1.94%	2	0	0.00%	0
<b>Total</b>	<b>103</b>	<b>100.00%</b>	<b>621</b>	<b>78</b>	<b>100.00%</b>	<b>176</b>

\* Rounding differences may occur in the total percentages.

Source: Appeals Committee Secretariat

Table 62

### Number of cases finalised by the Appeals Committee, 2017/2018

Outcome of appeals	2017	2018	Variation
Cases on which the Appeals Committee issued an opinion	71	123	+73.24%
Cases closed by withdrawal (before issuing of opinion/decision of the President)	17	17	0.00%
Cases closed by amicable settlement facilitated by the Appeals Committee*	0	10	n/a
Number of amicable settlements facilitated by the Appeals Committee*	0	8	n/a

\* The possibility of amicable settlements conducted/facilitated by the Appeals Committee was introduced in CA/D 7/17 and was applied as of 1 January 2018.

Source: Appeals Committee Secretariat

Table 63

### Outcome of appeals at the EPO, 2017/2018

Final decisions of the appointing authority on appeals	2017	2018*
Appeals allowed	2.82%	1.73%
Appeals allowed in part	7.04%	11.21%
Appeals rejected	90.14%	87.06%

\* Note: At the time the data was produced, not all final decision for 2018 opinions had been taken by the appointing authority.

Source: Appeals Committee Secretariat



## 7.2.2 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 64

### Internal appeal cases continuing to the ILOAT, 2016-2018

Year	Appeal cases closed with final decision	Number of which continued to ILOAT	% of total
2018	98	28*	28.57%*
2017	137	32	23.36%
2016	214	100	46.73%

\* Provisional number – status as at 26 March 2019.

Source: Conflict Resolution Unit

Table 65

### Outcome of complaints with ILOAT, 2017/2018

Outcome of complaints with ILOAT	2017	2018
Number of complaints pending with the ILOAT*	421	439
Number of new complaints received by the EPO	91	76
Number of judgments delivered**	45 (48)	43 (52)
% of ILOAT complaints allowed	11%	10%
% of ILOAT complaints partially allowed	9%	13%
% of ILOAT complaints not allowed***	80%	77%
% of judgments summarily dismissing the complaint(s)	44%	40%

\* The figure for 2018 includes 7 mass complaints covering 570 cases.

Source: Conflict Resolution Unit

\*\* The number in brackets shows the number of actual complaints (one judgment may cover several complaints).

\*\*\* Includes cases in which the complainant's request was rejected but where damages were awarded for the excessive length of the procedure.

## 7.2.3 Settlements and withdrawals in 2018

The above figures show that the overall number of cases in the appeal and ILOAT phase has decreased continuously over the last years. Furthermore, in 2018 the EPO launched concrete initiatives to promote dialogue over litigation, in order to support efficient use of the internal justice system. Not only have staff been encouraged to bring forward cases for a possible amicable settlement, but the EPO is actively reassessing cases either under the steer of the Appeals Committee or on its own initiative.

Table 66

### Number of staff involved in successful settlement initiatives, 2018

Outcome	Management reviews	Internal appeals	ILOAT complaints
Withdrawal	17	55	25
Satisfaction given	14	4	0
Amicable settlement	n/a	11	1
<b>Total</b>	<b>31</b>	<b>70</b>	<b>26</b>

Source: Conflict Resolution Unit

## 7.3 Ethics and Compliance: ensuring integrity and accountability

Directorate Ethics and Compliance (DEC), which is part of Principal Directorate Internal Audit and Oversight (PD 0.6), is tasked with promoting an organisational culture of integrity and ethical conduct, raising awareness of associated risks to the Organisation to help prevent misconduct, pro-actively addressing risks of fraud and abuse, and investigating allegations or indications of misconduct.

### 7.3.1 Investigations

Table 67

#### Number of investigations, 2017/2018

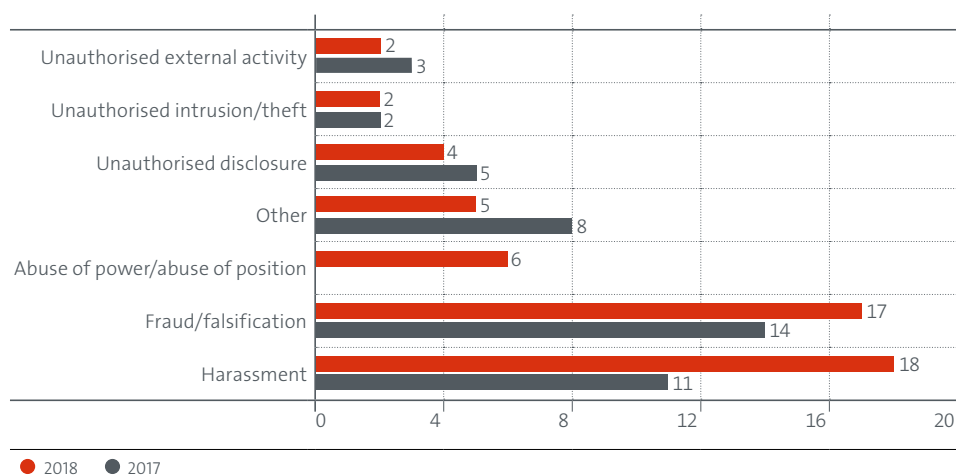
Status of cases	2017	2018	Variation
Cases in progress at the beginning of the reporting year	20	20	0.00%
Number of which completed in the reporting year	20	18	-10.00%
New intakes/complaints received during the year	53	66	+24.53%
Cases not registered	10	12	+20.00%
Cases opened	43	54	+25.58%
Number of which completed in the same year	21	36	+71.43%

Source: Directorate Ethics and Compliance

In 2018, the DEC received 66 new allegations (or “intakes”) (versus 53 received in 2017) of potential misconduct and/or harassment. Of these 66 intakes, 12 were not registered as cases, since the related information was insufficiently specified, and 54 were opened as investigative cases, i.e. matters on which the DEC initiated an investigative process.

Graph 15

#### Category of allegations, 2017/2018



Source: Directorate Ethics and Compliance

Following the reform of the investigations framework and the changes to Circular 341, the DEC is the filing and registration point for all allegations, including harassment allegations.

# 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 support 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.
Education allowance	Art. 71, Art. 120a 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. 45a, Art. 45b ServRegs	Payment aimed at supporting employees whose remuneration is reduced during parental or family leave.
Budget of the crèches	Art.70a ServRegs Circular 301 (Rev. 1)	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.
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 to use in their function 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 reserve status allowance, housing allowance, promotion compensation, 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	Payment made upon cessation of employment prior to accruing pension entitlements, aimed at compensating former employees for participation in the EPO's pension scheme.
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.
Termination indemnity	Art. 15b Conditions of employment for contract staff	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 (see Annex 2).

## 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 very 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.

## Conflict resolution unit

The Conflict Resolution Unit deals with the prevention and early resolution of workplace disputes and promotes informal and pre-litigation mechanisms.

## Contract staff

Until 31 March 2018 contract staff could be recruited on appointment by the President of the Office on the basis of two categories of contract:

- non-renewable contracts (NRC) concluded under Budget Article 3010 for the performance of short-term duties or replacement of other staff for a maximum of three years;
- contracts concluded to cover other temporary needs and funded from a permanent post under Budget Article 3000.

As of 1 April 2018 contracts have been replaced by fixed-term appointments.

## 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 which combines these two elements or which 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 multi-lingual 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 on part-time).

## Full-time equivalent for sickness statistics (FTE<sup>s</sup>)

An FTE<sup>s</sup> 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<sup>s</sup> 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<sup>s</sup>. An employee retiring on 1 July equals 0.5 FTE<sup>s</sup>.

## 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 to 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

Acronym 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 1 ServRegs)

The term "job group" is used to cover jobs that require similar types of education, 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 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"> <li>– Short-term or normal sick leave</li> <li>– Extended sick leave: starts when the cumulative sick leave reaches 125 days in 18 months</li> <li>– Incapacity: starts when the cumulative sick leave reaches 250 days in 36 months</li> </ul>
Social leave	Arts. 45a, 45b, 59(3), 61 ServRegs	Parental, family, special and maternity leave.
Unpaid leave	Art. 45 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 part 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.

## Medgate

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

## Members of the boards of appeal

Appointed by the Administrative Council and responsible for the examination of appeals from 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. The monthly pension under the new scheme is calculated on the basis of two times the reference basic salary at G1-4. The total contribution rate (EPO and staff) in 2018 amounted to 24.9% of the basic salary up to a ceiling of twice the salary for grade G1-4.

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

## Non-active status (Article 42 ServRegs)

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

- (a) on secondment
- (b) to fulfil his obligations regarding military service or comparable service
- (c) for parental leave
- (d) for family leave
- (e) on personal grounds

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

## Non-renewable contract (NRC)

A non-renewable contract is a contract concluded under Budget Article 3010 for the performance of short-term duties or to replace other staff for a maximum term of three years. As of 1 April 2018, staff can no longer be recruited on NRCs.

## 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. The total contribution rate (EPO and staff) for the old pension scheme amounted to 29.1% of the basic salary.

## 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 – Guidelines for part-time home working at the EPO)

PTHW is a form of teleworking whereby work normally performed on the EPO's premises is carried out at the employee's residence.

## 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:

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

It may exceptionally follow the 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 (Article 54 ServRegs)

A permanent employee is retired:

- automatically on the last day of the month during which he reaches the age of sixty-five
- automatically below the age of sixty-five if he fulfils the conditions for receiving a pension under Chapter III of the Pension Scheme Regulations or Chapter IIIa of the New Pension Scheme Regulations (retirement for health reasons)
- at his 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 with effect from 1 July, in accordance with a method which 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.

## 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 growing through long-term investment. The total compulsory contribution to the plan (EPO and staff) in 2018 amounted to 4.5% of the employee's basic salary, up to a ceiling of twice the salary for grade G1-4 and 29.4% of the part of basic salary exceeding that ceiling.

## Secondment (Art. 43 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 schemes

The social security schemes of the EPO include healthcare insurance, death insurance 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: – any question of a general nature submitted to it by the President of the Office; – any question which the Staff Committee has asked to have examined in accordance with the provisions of Art. 36 ServRegs and which is submitted to it by the President of the Office.
Central Occupational Health, Safety and Ergonomics Committee (COHSEC)	Art. 2(1)(f) 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)(f) 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.
Chairman and Alternate Chairman of the Disciplinary Committee	Art. 97 and 98 ServRegs	
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 which 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.

## Termination indemnity

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

## 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.



## Germany

Basic salary tables in EUR from 1 July 2018

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	16 629.63	16 895.21	17 160.79			265.58
16	15 524.21	15 804.18	16 084.15	16 364.12		279.97
15	14 399.34	14 680.98	14 962.62	15 244.26		281.64
14	13 272.96	13 554.58	13 836.20	14 117.82		281.62
13	11 878.90	12 157.01	12 435.12	12 713.23	12 991.34	278.11
12	10 536.57	10 802.69	11 068.81	11 334.93	11 601.05	266.12
11	9 267.61	9 518.33	9 769.05	10 019.77	10 270.49	250.72
10	8 052.18	8 293.35	8 534.52	8 775.69	9 016.86	241.17
9	7 176.32	7 335.00	7 493.68	7 652.36	7 811.04	158.68
8	6 383.05	6 541.72	6 700.39	6 859.06	7 017.73	158.67
7	5 685.84	5 820.47	5 955.10	6 089.73	6 224.36	134.63
6	5 170.44	5 265.64	5 360.84	5 456.04	5 551.24	95.20
5	4 694.42	4 789.62	4 884.82	4 980.02	5 075.22	95.20
4	4 232.47	4 324.15	4 415.83	4 507.51	4 599.19	91.68
3	3 774.13	3 865.81	3 957.49	4 049.17	4 140.85	91.68
2	3 319.89	3 410.53	3 501.17	3 591.81	3 682.45	90.64
1	2 972.92	3 037.02	3 101.12	3 165.22	3 229.32	64.10



## The Netherlands

Basic salary tables in EUR from 1 July 2018

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	16 537.83	16 801.94	17 066.05			264.11
16	15 438.52	15 716.94	15 995.36	16 273.78		278.42
15	14 319.90	14 600.00	14 880.10	15 160.20		280.10
14	13 199.71	13 479.77	13 759.83	14 039.89		280.06
13	11 813.32	12 089.91	12 366.50	12 643.09	12 919.68	276.59
12	10 478.42	10 743.08	11 007.74	11 272.40	11 537.06	264.66
11	9 216.44	9 465.78	9 715.12	9 964.46	10 213.80	249.34
10	8 007.75	8 247.59	8 487.43	8 727.27	8 967.11	239.84
9	7 136.70	7 294.51	7 452.32	7 610.13	7 767.94	157.81
8	6 347.82	6 505.62	6 663.42	6 821.22	6 979.02	157.80
7	5 654.45	5 788.34	5 922.23	6 056.12	6 190.01	133.89
6	5 141.96	5 236.65	5 331.34	5 426.03	5 520.72	94.69
5	4 668.52	4 763.21	4 857.90	4 952.59	5 047.28	94.69
4	4 209.11	4 300.30	4 391.49	4 482.68	4 573.87	91.19
3	3 753.33	3 844.52	3 935.71	4 026.90	4 118.09	91.19
2	3 301.58	3 391.73	3 481.88	3 572.03	3 662.18	90.15
1	2 956.51	3 020.25	3 083.99	3 147.73	3 211.47	63.74

## Austria

### Basic salary tables in EUR from 1 July 2018

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	16 141.56	16 399.33	16 657.10			257.77
16	15 068.57	15 340.33	15 612.09	15 883.85		271.76
15	13 976.77	14 250.15	14 523.53	14 796.91		273.38
14	12 883.38	13 156.73	13 430.08	13 703.43		273.35
13	11 530.21	11 800.16	12 070.11	12 340.06	12 610.01	269.95
12	10 227.36	10 485.68	10 744.00	11 002.32	11 260.64	258.32
11	8 995.61	9 238.96	9 482.31	9 725.66	9 969.01	243.35
10	7 815.87	8 049.97	8 284.07	8 518.17	8 752.27	234.10
9	6 965.77	7 119.79	7 273.81	7 427.83	7 581.85	154.02
8	6 195.74	6 349.75	6 503.76	6 657.77	6 811.78	154.01
7	5 518.98	5 649.66	5 780.34	5 911.02	6 041.70	130.68
6	5 018.70	5 111.11	5 203.52	5 295.93	5 388.34	92.41
5	4 556.66	4 649.07	4 741.48	4 833.89	4 926.30	92.41
4	4 108.25	4 197.25	4 286.25	4 375.25	4 464.25	89.00
3	3 663.38	3 752.38	3 841.38	3 930.38	4 019.38	89.00
2	3 222.46	3 310.44	3 398.42	3 486.40	3 574.38	87.98
1	2 885.67	2 947.87	3 010.07	3 072.27	3 134.47	62.20

## Belgium

Basic salary tables in EUR from 1 July 2018

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 300.06	15 544.40	15 788.74			244.34
16	14 283.00	14 540.59	14 798.18	15 055.77		257.59
15	13 248.12	13 507.25	13 766.38	14 025.51		259.13
14	12 211.77	12 470.88	12 729.99	12 989.10		259.11
13	10 929.15	11 185.03	11 440.91	11 696.79	11 952.67	255.88
12	9 694.09	9 938.94	10 183.79	10 428.64	10 673.49	244.85
11	8 526.57	8 757.23	8 987.89	9 218.55	9 449.21	230.66
10	7 408.34	7 630.23	7 852.12	8 074.01	8 295.90	221.89
9	6 602.60	6 748.60	6 894.60	7 040.60	7 186.60	146.00
8	5 872.71	6 018.70	6 164.69	6 310.68	6 456.67	145.99
7	5 231.26	5 355.13	5 479.00	5 602.87	5 726.74	123.87
6	4 757.05	4 844.65	4 932.25	5 019.85	5 107.45	87.60
5	4 319.10	4 406.70	4 494.30	4 581.90	4 669.50	87.60
4	3 894.07	3 978.42	4 062.77	4 147.12	4 231.47	84.35
3	3 472.38	3 556.73	3 641.08	3 725.43	3 809.78	84.35
2	3 054.46	3 137.85	3 221.24	3 304.63	3 388.02	83.39
1	2 735.24	2 794.21	2 853.18	2 912.15	2 971.12	58.97

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