



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets

## Social Report **2019**



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## Executive summary

Our Social Report provides a comprehensive overview of staff and working conditions at the EPO, covering topics including demographics, professional development, health and social dialogue. Published annually since 2013, it underpins our commitment to transparency. In the context of our Strategic Plan 2023, it directly contributes to Goal 5, Key initiative 3: "Improve transparency and accountability". By helping to monitor numerous indicators, it also contributes to Goal 1 ("Build an engaged, knowledgeable and collaborative organisation") and to Goal 5 more generally ("Secure long-term sustainability").

Key findings from the report include:

- At the end of 2019, the EPO had 6 608 staff; 34% were women. 25% of managers were female, a slight increase on previous years in line with the steady upward trend.
- EPO staff are of 35 different nationalities. 74% have a nationality different from that of the country they work in. At the end of 2019, the average age of an EPO employee was 48.2; 59% of staff had worked at the EPO for between 10 and 21 years.
- On average, the EPO received 131 applications per job vacancy in 2019 (2018: 119). 117 staff were recruited externally. 51 trainees started the Pan-European Seal Programme at the EPO, making a total of 219 trainees at the EPO since the programme began in 2015.
- The EPO spent over EUR 5 million on talent development activities in 2019, with 94% of staff receiving at least one training activity in the course of the year.
- The average monthly basic salary was EUR 9 523 in 2019. Allowances and benefits, entitlement to which depends on individual circumstances, totalled EUR 227 million.
- Payments from the EPO's pension and social security schemes totalled EUR 346 million in 2019. The social security scheme covered 23 508 people. The average monthly basic pension was EUR 6 245.
- At the end of 2019, 14% of staff worked part-time; 35% were on the part-time home working scheme.
- Health and safety-related expenditure in 2019 was EUR 1.8 million, including EUR 0.5 million for preventive medical measures and EUR 0.3 million for the Employee Assistance Programme. A further EUR 3.9 million was spent to subsidise general staff welfare and social activities.
- Social dialogue is fundamental at the EPO and the management therefore makes continual efforts to strengthen it. There were 103 meetings with social partners in 2019, as compared with 79 in 2018.
- In 2019, 301 employment-law disputes were discussed with the individuals concerned with a view to reaching an amicable settlement; such a settlement was reached in 36% of these cases.

## 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 2019 or provide a summary of the whole year.

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

At the end of 2019, the EPO employed 6 608 staff. The total number of staff decreased by 1.31% compared with the previous year.

**Table 1: Change in total number of staff working at the EPO, 2018/2019**

	2018			2019			Variation
	Female	Male	Total	Female	Male	Total	
Headcount at 31 Dec.	2 259	4 437	6 696	2 229	4 379	6 608	-1.31%
FTE (full-time equivalents)*	2 043	4 369	6 412	2 022	4 287	6 310	-1.60%

Source: FIPS

\* Rounding differences may occur in the totals.

Although the number of staff ending active service in 2019 was 5% less than in 2018, and the number of staff hired in 2019 increased by 121%, the number of leavers (205 in 2019) was higher than the number of new recruits (117 in 2019), thus leading to a reduction in headcount of 1.31%. The percentage of female staff remained stable at 33.7% in 2019.

### 1.1.2 Breakdown of staff by function

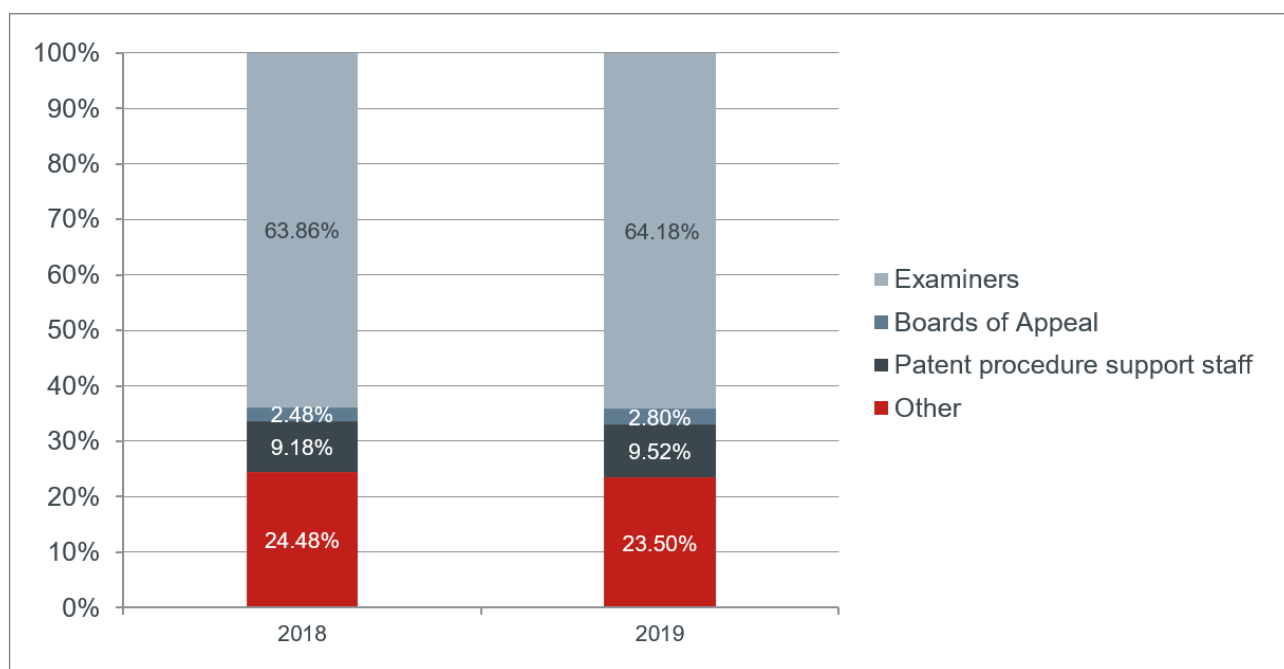
At the end of 2019, 4 426 staff were working as examiners or members of the Boards of Appeal. The remainder were either directly supporting the patent granting process as formalities officers or were involved in other activities such as legal services, human resources, procurement and facility management.

**Table 2: Breakdown of number of staff (headcount) by type of function, 2018/2019**

	31 Dec. 2018	31 Dec. 2019			
Function		Female	Male	Total	Variation
Examiners	4 276	1 014	3 227	4 241	-0.82%
Members of Boards of Appeal	166	36	149	185	11.45%
Patent procedure support	615	461	168	629	2.28%
Other	1 639	718	835	1 553	-5.25%
<b>Total</b>	<b>6 696</b>	<b>2 229</b>	<b>4 379</b>	<b>6 608</b>	<b>-1.31%</b>

Source: FIPS

**Graph 1: Change in breakdown of staff by type of function, 2018/2019**



Source: FIPS

### 1.1.3 Breakdown of staff by site

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

Munich and The Hague are the two largest. At the end of 2019, 3 675 staff (56% of the total) were working in Munich, while in The Hague there were 2 624 (40% of the total).

**Table 3: Breakdown of number of staff (headcount) by site, 2018/2019**

	31 Dec. 2018			31 Dec. 2019			
Site	Female	Male	Total	Female	Male	Total	Variation
Munich	1 359	2 375	3 734	1 341	2 334	3 675	-1.58%
The Hague	784	1 859	2 643	775	1 849	2 624	-0.72%
Berlin	66	161	227	64	155	219	-3.52%
Vienna	47	41	88	47	40	87	-1.14%
Brussels	3	1	4	2	1	3	-25.00%
<b>Total</b>	<b>2 259</b>	<b>4 437</b>	<b>6 696</b>	<b>2 229</b>	<b>4 379</b>	<b>6 608</b>	<b>-1.31%</b>

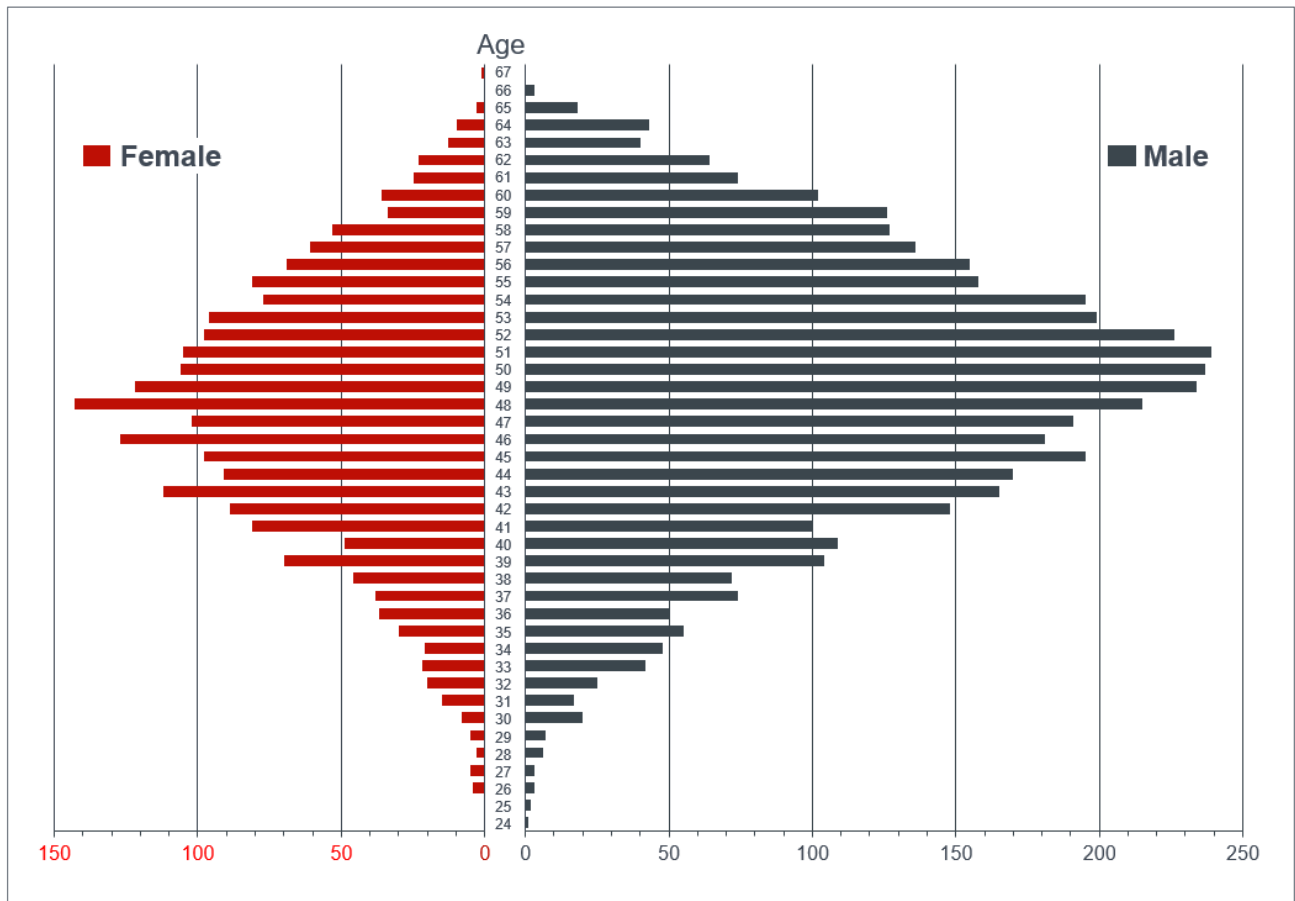
Source: FIPS



### 1.1.4 Breakdown of staff by age

The average age of EPO staff at the end of 2019 was 48.2 years (versus 47.9 in 2018). 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. 2019



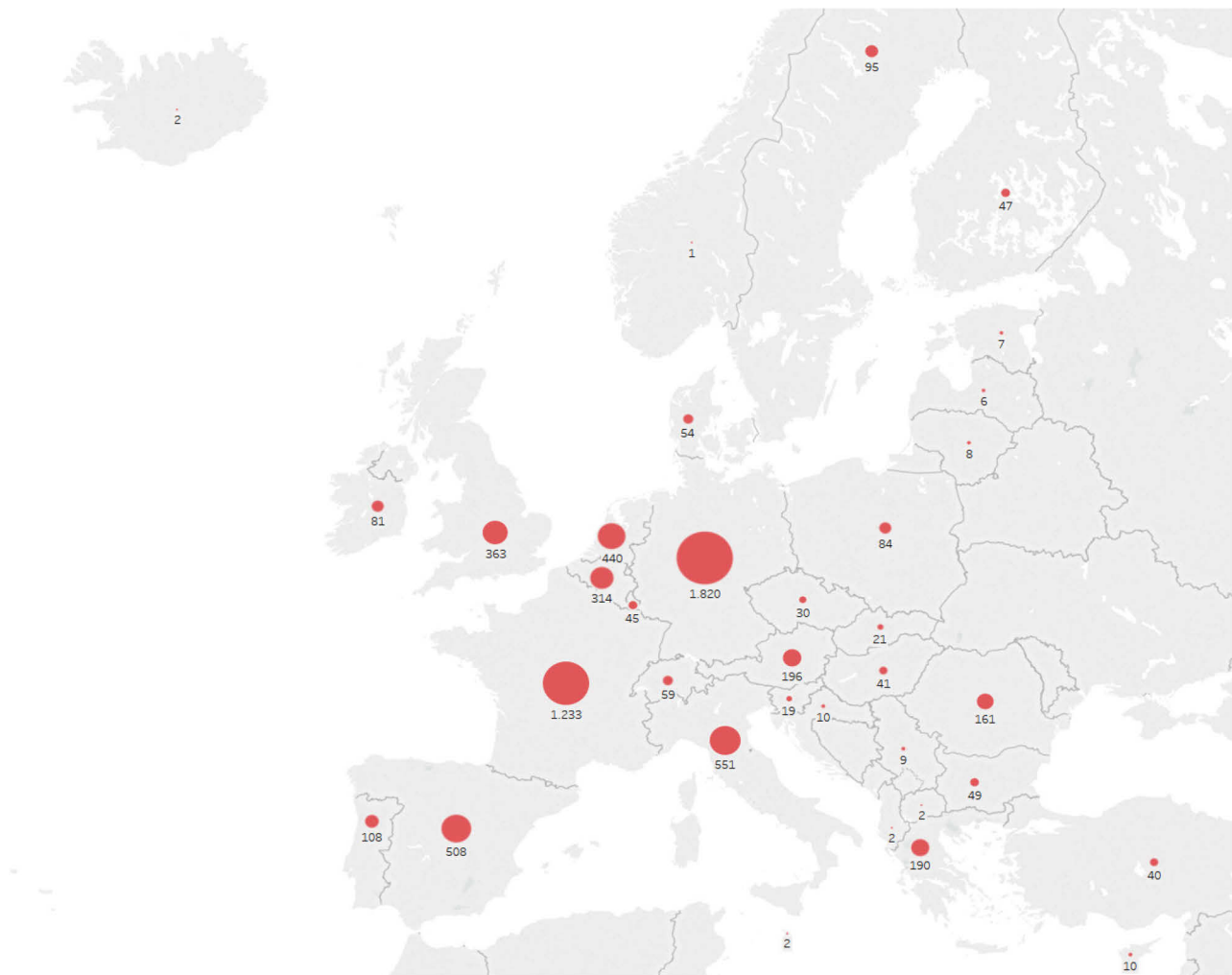
Source: FIPS



### 1.1.5 Breakdown of staff by nationality

As in the previous two years, 35 different nationalities of the EPC were represented at the EPO at the end of 2019.

**Graph 3: Breakdown of EPO staff by nationality, 31 Dec. 2019**



Source: FIPS

**Table 4: Change in number of staff by nationality, 2018/2019**

Nationality	31 Dec. 2018	31 Dec. 2019	Variation
German	1 842	1 820	-1.19%
French	1 245	1 233	-0.96%
Italian	551	551	0.00%
Spanish	503	508	0.99%
Dutch	453	440	-2.87%
British	372	363	-2.42%
Belgian	327	314	-3.98%
Austrian	199	196	-1.51%
Greek	197	190	-3.55%
Romanian	161	161	0.00%
Portuguese	109	108	-0.92%
Swedish	100	95	-5.00%
Polish	82	84	2.44%
Irish	79	81	2.53%
Swiss	62	59	-4.84%
Danish	58	54	-6.90%
Bulgarian	50	49	-2.00%
Finnish	47	47	0.00%
Luxembourgian	49	45	-8.16%
Hungarian	39	41	5.13%
Turkish	40	40	0.00%
Czech	29	30	3.45%
Slovakian	22	21	-4.55%
Slovenian	19	19	0.00%
Croatian	10	10	0.00%
Cypriot	10	10	0.00%
Serbian	9	9	0.00%
Lithuanian	9	8	-11.11%
Estonian	7	7	0.00%
Latvian	6	6	0.00%
Macedonian	3	2	-33.33%
Icelandic	2	2	0.00%
Albanian	2	2	0.00%
Maltese	2	2	0.00%
Norwegian	1	1	0.00%
Liechtenstein	0	0	n/a
Monegasque	0	0	n/a
San Marino	0	0	n/a
<b>Total</b>	<b>6 696</b>	<b>6 608</b>	<b>-1.31%</b>

Source: FIPS

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

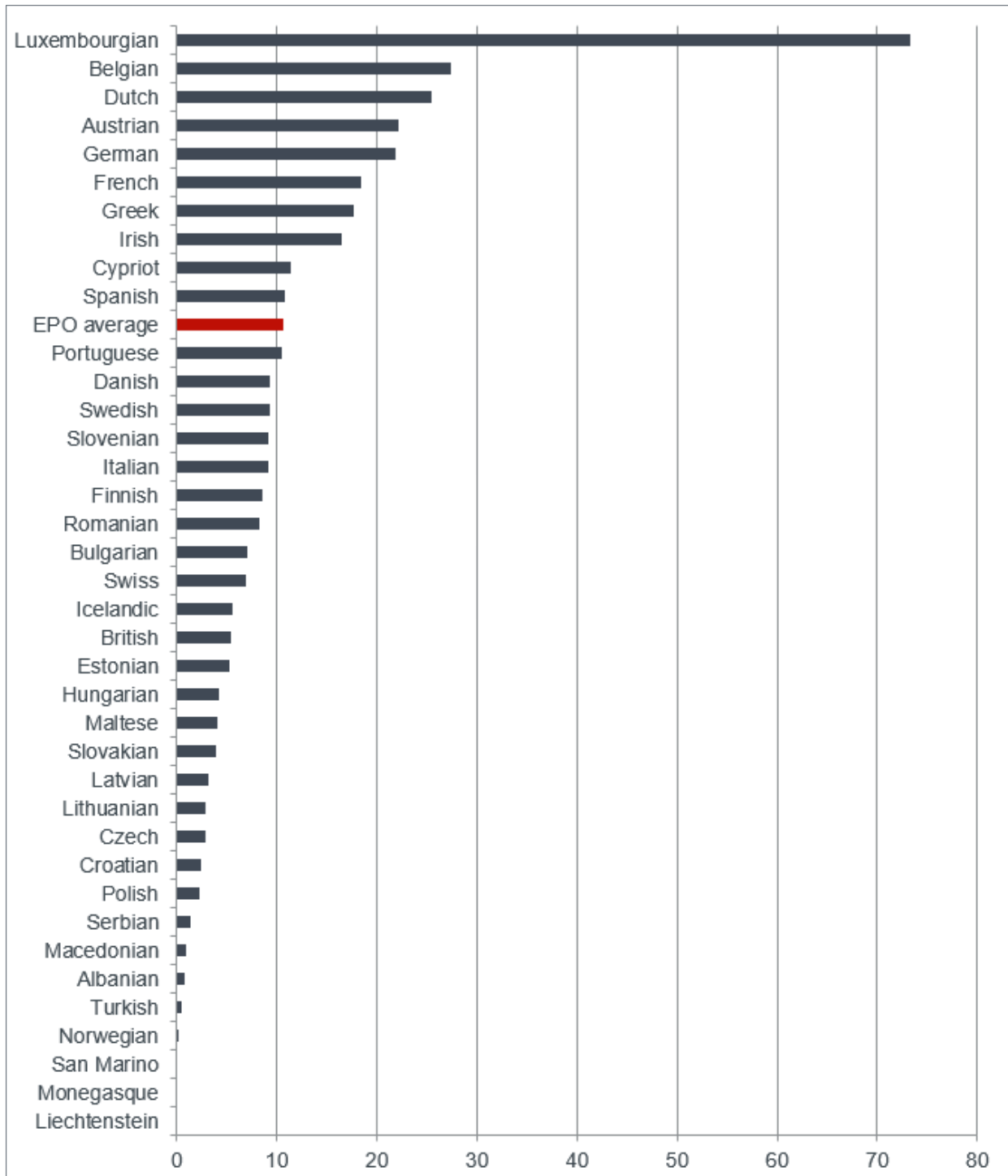
<b>Nationality</b>	<b>EPO staff, 31 Dec. 2019</b>	<b>% of total EPO staff*</b>	<b>Population (in millions), 1 Jan. 2019</b>	<b>% of total EPC population*</b>	<b>Patent applications per country of residence of applicant</b>
German	1 820	27.54%	83.02	13.35%	26 805
French	1 233	18.66%	67.03	10.78%	10 163
Italian	551	8.34%	60.36	9.71%	4 456
Spanish	508	7.69%	46.93	7.55%	1 887
Dutch	440	6.66%	17.28	2.78%	6 954
British	363	5.49%	66.65	10.72%	6 156
Belgian	314	4.75%	11.47	1.84%	2 423
Austrian	196	2.97%	8.86	1.42%	2 341
Greek	190	2.88%	10.72	1.72%	139
Romanian	161	2.44%	19.40	3.12%	40
Portuguese	108	1.63%	10.28	1.65%	272
Swedish	95	1.44%	10.23	1.65%	4 381
Polish	84	1.27%	37.97	6.11%	469
Irish	81	1.23%	4.90	0.79%	878
Swiss	59	0.89%	8.54	1.37%	8 249
Danish	54	0.82%	5.81	0.93%	2 404
Bulgarian	49	0.74%	7.00	1.13%	34
Finnish	47	0.71%	5.52	0.89%	1 703
Luxembourgian	45	0.68%	0.61	0.10%	427
Hungarian	41	0.62%	9.77	1.57%	100
Turkish	40	0.61%	82.00	13.19%	465
Czech	30	0.45%	10.65	1.71%	198
Slovakian	21	0.32%	5.45	0.88%	42
Slovenian	19	0.29%	2.08	0.33%	121
Croatian	10	0.15%	4.08	0.66%	19

Nationality	EPO staff, 31 Dec. 2019	% of total EPO staff*	Population (in millions), 1 Jan. 2019	% of total EPC population*	Patent applications per country of residence of applicant
Cypriot	10	0.15%	0.88	0.14%	47
Serbian	9	0.14%	6.96	1.12%	9
Lithuanian	8	0.12%	2.79	0.45%	29
Estonian	7	0.11%	1.32	0.21%	49
Latvian	6	0.09%	1.92	0.31%	22
Macedonian	2	0.03%	2.08	0.33%	1
Icelandic	2	0.03%	0.36	0.06%	50
Albanian	2	0.03%	2.86	0.46%	2
Maltese	2	0.03%	0.49	0.08%	56
Norwegian	1	0.02%	5.33	0.86%	632
Liechtenstein	0	0.00%	0.04	0.01%	437
Monegasque	0	0.00%	0.04	0.01%	25
San Marino	0	0.00%	0.03	0.01%	8
<b>Total*</b>	<b>6 608</b>	<b>100.00%</b>	<b>621.73</b>	<b>100.00%</b>	<b>82 493</b>

Source: FIPS, Eurostat (as at 1 Jan. 2019)

\* Rounding differences may occur in the total percentages.

**Graph 4: Number of EPO staff per million inhabitants\***



Source: FIPS

\* Compares EPO staff per nationality at 31 Dec. 2019 with EPC countries' populations as at 1 Jan. 2019 (see Table 5).

**Table 6: Grouping of different nationalities at EPO sites, 31 Dec. 2019**

Site	Share of employees whose (first) nationality is different from that of the country in which they are serving	Number of nationalities represented
Munich*	65.39%	34
The Hague	86.17%	32
Berlin	66.21%	21
Vienna	66.67%	16
<b>Total</b>	<b>73.68%</b>	<b>35</b>

Source: FIPS

\* Including staff based in Brussels.

**Table 7: Breakdown of different nationalities at EPO sites, 31 Dec. 2019**

Nationality	Berlin	% of total at site**	Munich*	% of total at site**	The Hague	% of total at site**	Vienna	% of total at site**
German	74	33.79%	1 273	34.61%	456	17.38%	17	19.54%
French	43	19.63%	638	17.35%	544	20.73%	8	9.20%
Italian	12	5.48%	345	9.38%	192	7.32%	2	2.30%
Spanish	23	10.50%	265	7.21%	213	8.12%	7	8.05%
British	16	7.31%	211	5.74%	128	4.88%	8	9.20%
Austrian	8	3.65%	125	3.40%	34	1.30%	29	33.33%
Romanian	1	0.46%	88	2.39%	70	2.67%	2	2.30%
Greek	3	1.37%	81	2.20%	105	4.00%	1	1.15%
Belgian	3	1.37%	76	2.07%	230	8.77%	5	5.75%
Dutch	1	0.46%	75	2.04%	363	13.83%	1	1.15%
Swedish	12	5.48%	61	1.66%	22	0.84%		
Irish	1	0.46%	55	1.50%	24	0.91%	1	1.15%
Polish	5	2.28%	46	1.25%	32	1.22%	1	1.15%
Swiss	4	1.83%	41	1.11%	14	0.53%		
Portuguese	5	2.28%	39	1.06%	64	2.44%		
Danish	1	0.46%	35	0.95%	18	0.69%		
Finnish	1	0.46%	34	0.92%	12	0.46%		
Luxembourgian	1	0.46%	32	0.87%	12	0.46%		
Bulgarian			32	0.87%	17	0.65%		
Hungarian			21	0.57%	19	0.72%	1	1.15%
Czech	2	0.91%	19	0.52%	9	0.34%		
Turkish	1	0.46%	16	0.44%	22	0.84%	1	1.15%
Slovakian			16	0.44%	3	0.11%	2	2.30%

Nationality	Berlin	% of total at site**	Munich*	% of total at site**	The Hague	% of total at site**	Vienna	% of total at site**
Slovenian			15	0.41%	3	0.11%	1	1.15%
Cypriot	2	0.91%	7	0.19%	1	0.04%		
Estonian			6	0.16%	1	0.04%		
Lithuanian			6	0.16%	2	0.08%		
Croatian			5	0.14%	5	0.19%		
Serbian			5	0.14%	4	0.15%		
Latvian			4	0.11%	2	0.08%		
Albanian			2	0.05%				
Maltese			2	0.05%				
Macedonian			1	0.03%	1	0.04%		
Norwegian			1	0.03%				
Icelandic					2	0.08%		
<b>Total**</b>	<b>219</b>	<b>100.00%</b>	<b>3 678</b>	<b>100.00%</b>	<b>2 624</b>	<b>100.00%</b>	<b>87</b>	<b>100.00%</b>

Source: FIPS

\* Including staff based in Brussels.

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

### 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. 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, a few non-permanent staff members remained subject to the former conditions of employment for contract staff at 31 December 2019. They are examiners in job group 4 who were recruited on the basis of a three-year fixed-term appointment 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 the three years (CA/D 9/08).



To distinguish between these two types of non-permanent employment, Table 8 shows separate figures for "language" fixed-term appointments and "normal" fixed-term appointments. In the course of 2019, the majority of the staff on "language" fixed-term appointments fulfilled the language requirements and became permanent. The increase in the number of examiners on "normal" fixed-term appointments is due to the fact that all examiners are now recruited on a fixed-term basis.

**Table 8: Change in number of permanent and non-permanent staff, 2018/2019**

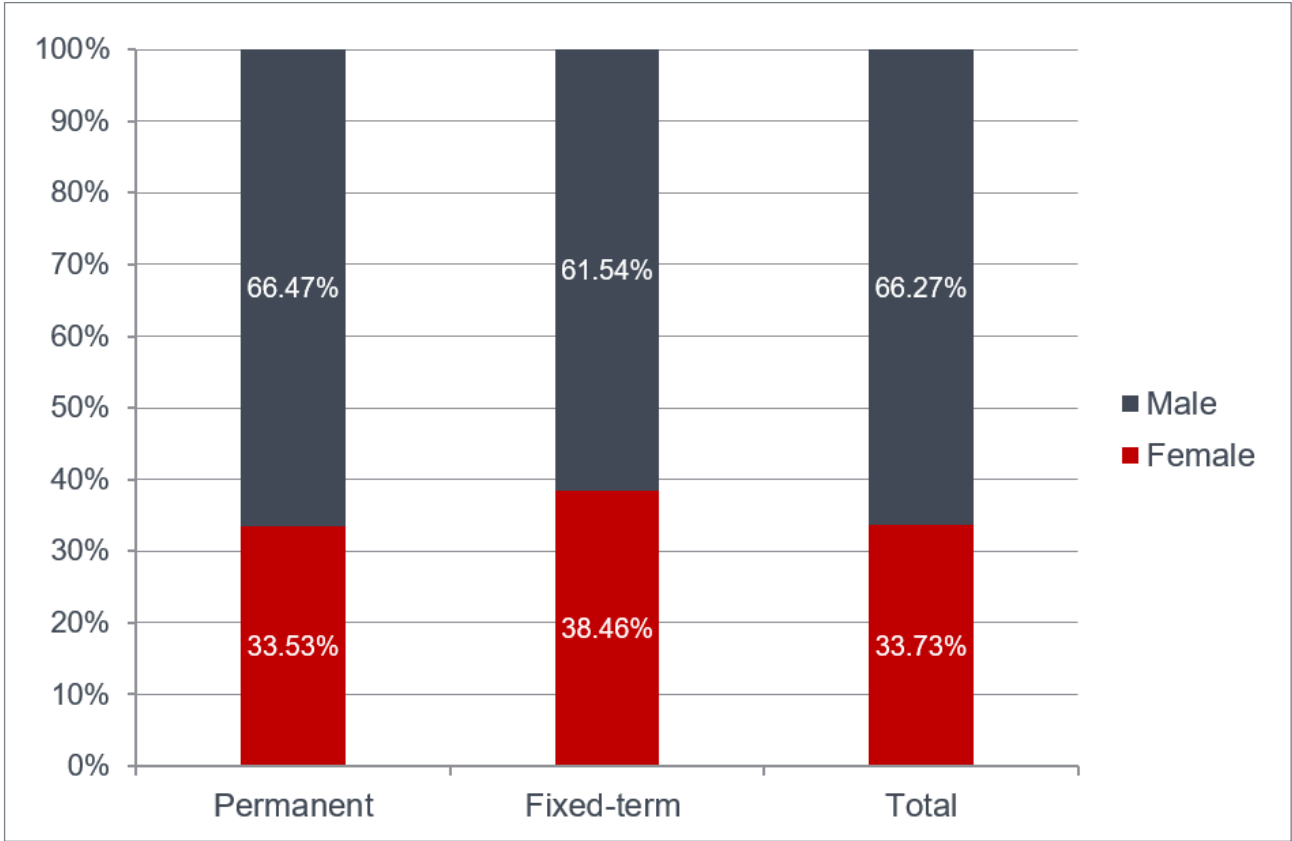
Headcount	Function	31 Dec. 18	31 Dec. 19	Variation
Permanent staff	Examiners	4 204	4 143	-1.45%
	Patent procedure support	615	623	1.30%
	Other <sup>1</sup>	1 506	1 412	-6.24%
<b>Total permanent staff</b>		<b>6 325</b>	<b>6 178</b>	<b>-2.32%</b>
Language fixed-term appointments	Examiners	60	5	-91.67%
	Other	9	0	-100.00%
Normal fixed-term appointments	Examiners	12	93	675.00%
	Patent procedure support	0	6	n/a
	Other	124	141	13.71%
<b>Total non-permanent staff</b>		<b>205</b>	<b>245</b>	<b>19.51%</b>
Members of Boards of Appeal		166	185	11.45%
<b>Total members of Boards of Appeal</b>		<b>166</b>	<b>185</b>	<b>11.45%</b>
<b>Total</b>		<b>6 696</b>	<b>6 608</b>	<b>-1.31%</b>

Source: FIPS

The ceiling for fixed-term employees is 20% of the total number of budgeted posts at the EPO (7 075 in 2019). In addition to the 245 non-permanent staff shown in Table 8, 28 members of the Boards of Appeal who were not permanent employees of the Office before their appointment and were in active employment on 31 December 2019 are considered fixed-term employees for the purpose of calculating the percentage of budgeted posts held by staff on fixed-term appointments, which stood at 3.85% in 2019. In 2018, there were 205 non-permanent staff and 27 members of the Boards of Appeal who were not permanent employees of the Office before their appointment. Altogether they accounted for 3.28% of the total number of budgeted posts, which was also 7 075 in 2018.

<sup>1</sup> Principal directors' appointments are fixed-term. Principal directors who were permanent employees of the Office before becoming a principal director are considered to be permanent staff in this breakdown.

**Graph 5: Breakdown of permanent and fixed-term employees by gender, 31 Dec. 2019**

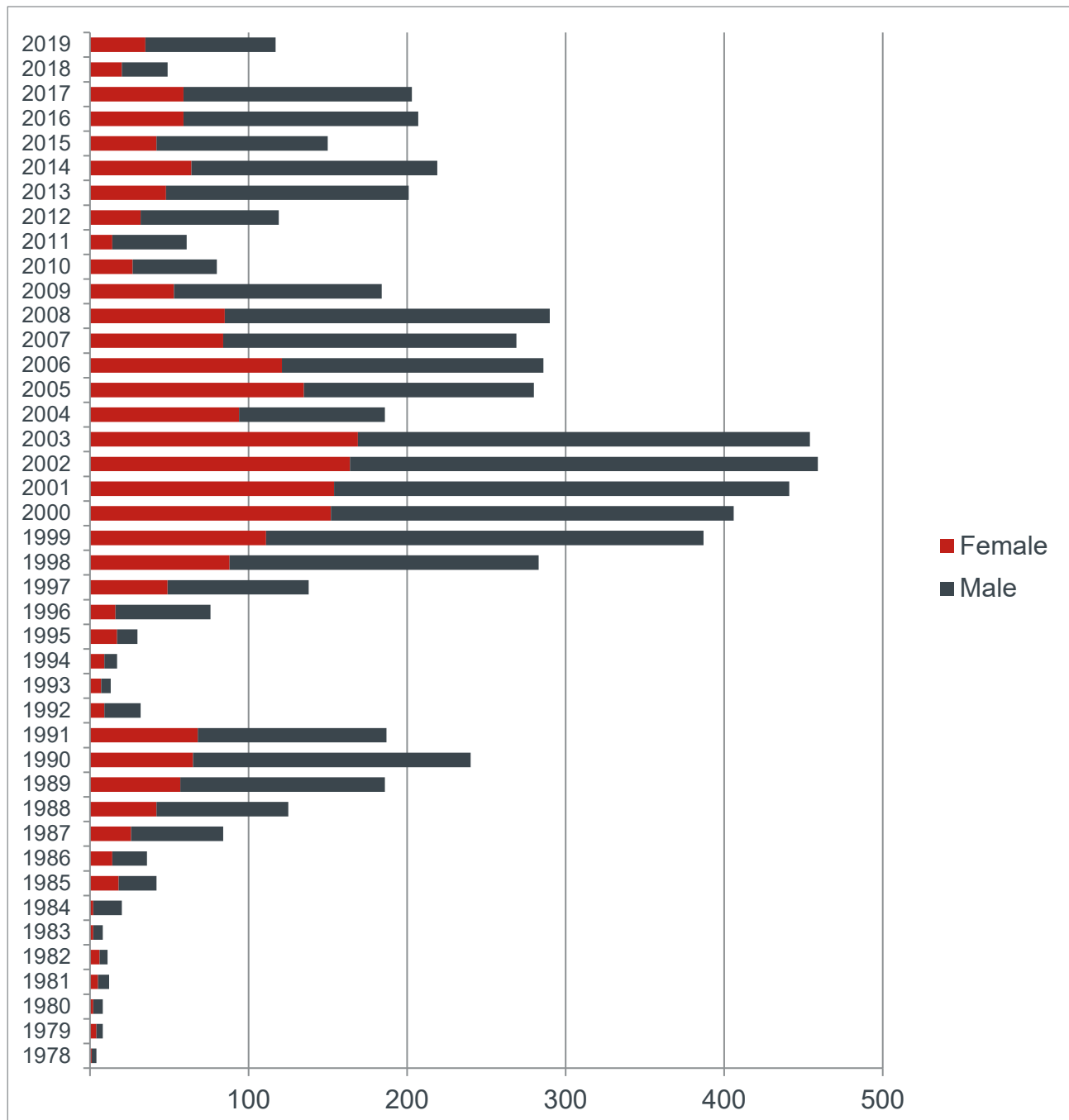


Source: FIPS

### 1.1.7 Breakdown of staff by length of service

More than 59% (3 925) of EPO staff were recruited between 1998 and 2009 (and are still active). 720 (11%) current staff members were recruited in the last five years (and are still active). 544 of them are examiners.

**Graph 6: Number of staff by year of recruitment, 31 Dec. 2019**



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 <sup>2</sup>	G1 step 1 – G9 step 5

Source: EPO Service Regulations, Annex I

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<sup>2</sup> Some job group 6 employees partially exercise managerial functions, for which they receive a functional allowance.

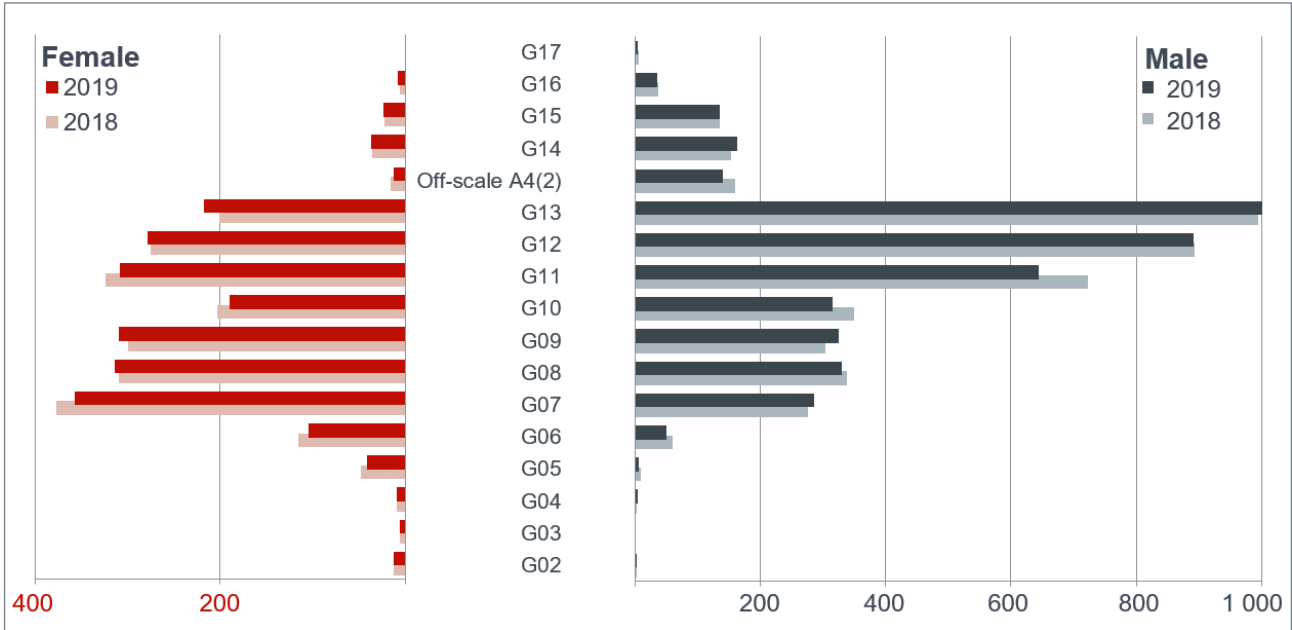
**Table 10: Breakdown of staff by job group and grade, 31 Dec. 2019**

Job group	Grade	Headcount 31 Dec. 2018	Headcount 31 Dec. 2019	Variation	% of total EPO staff*	% of total in category*
1	G17	5	3	-40.00%	0.05%	60.00%
	G16		2	n/a	0.03%	40.00%
<b>1 Total</b>		<b>5</b>	<b>5</b>	<b>0.00%</b>	<b>0.08%</b>	<b>100.00%</b>
2	G16	42	41	-2.38%	0.62%	71.93%
	G15	12	16	33.33%	0.24%	28.07%
<b>2 Total</b>		<b>54</b>	<b>57</b>	<b>5.56%</b>	<b>0.86%</b>	<b>100.00%</b>
3	G15	144	143	-0.69%	2.16%	38.13%
	G14	189	199	5.29%	3.01%	53.07%
	G13	48	33	-31.25%	0.50%	8.80%
<b>3 Total</b>		<b>381</b>	<b>375</b>	<b>-1.57%</b>	<b>5.67%</b>	<b>100.00%</b>
4	Off-scale A4(2)	176	152	-13.64%	2.30%	3.18%
	G13	1 148	1 240	8.01%	18.77%	25.93%
	G12	1 169	1 169	0.00%	17.69%	24.45%
	G11	1 047	952	-9.07%	14.41%	19.91%
	G10	479	434	-9.39%	6.57%	9.08%
	G09	280	298	6.43%	4.51%	6.23%
	G08	285	282	-1.05%	4.27%	5.90%
	G07	225	255	13.33%	3.86%	5.33%
<b>4 Total</b>		<b>4 809</b>	<b>4 782</b>	<b>-0.56%</b>	<b>72.37%</b>	<b>100.00%</b>
5	G10	74	71	-4.05%	1.07%	34.13%
	G09	60	62	3.33%	0.94%	29.81%
	G08	57	58	1.75%	0.88%	27.88%
	G07	24	17	-29.17%	0.26%	8.17%
<b>5 Total</b>		<b>215</b>	<b>208</b>	<b>-3.26%</b>	<b>3.15%</b>	<b>100.00%</b>
6	G09	262	275	4.96%	4.16%	23.29%
	G08	305	304	-0.33%	4.60%	25.74%
	G07	403	370	-8.19%	5.60%	31.33%
	G06	176	154	-12.50%	2.33%	13.04%
	G05	56	46	-17.86%	0.70%	3.90%
	G04	11	13	18.18%	0.20%	1.10%
	G03	6	6	0.00%	0.09%	0.51%
	G02	13	13	0.00%	0.20%	1.10%
<b>6 Total</b>		<b>1 232</b>	<b>1 181</b>	<b>-4.14%</b>	<b>17.87%</b>	<b>100.00%</b>
<b>Total*</b>		<b>6 696</b>	<b>6 608</b>	<b>-1.31%</b>	<b>100.00%</b>	

Source: FIPS

\* Rounding differences may occur in the total percentages.

Graph 7: Distribution of staff by gender and grade, 2018/2019

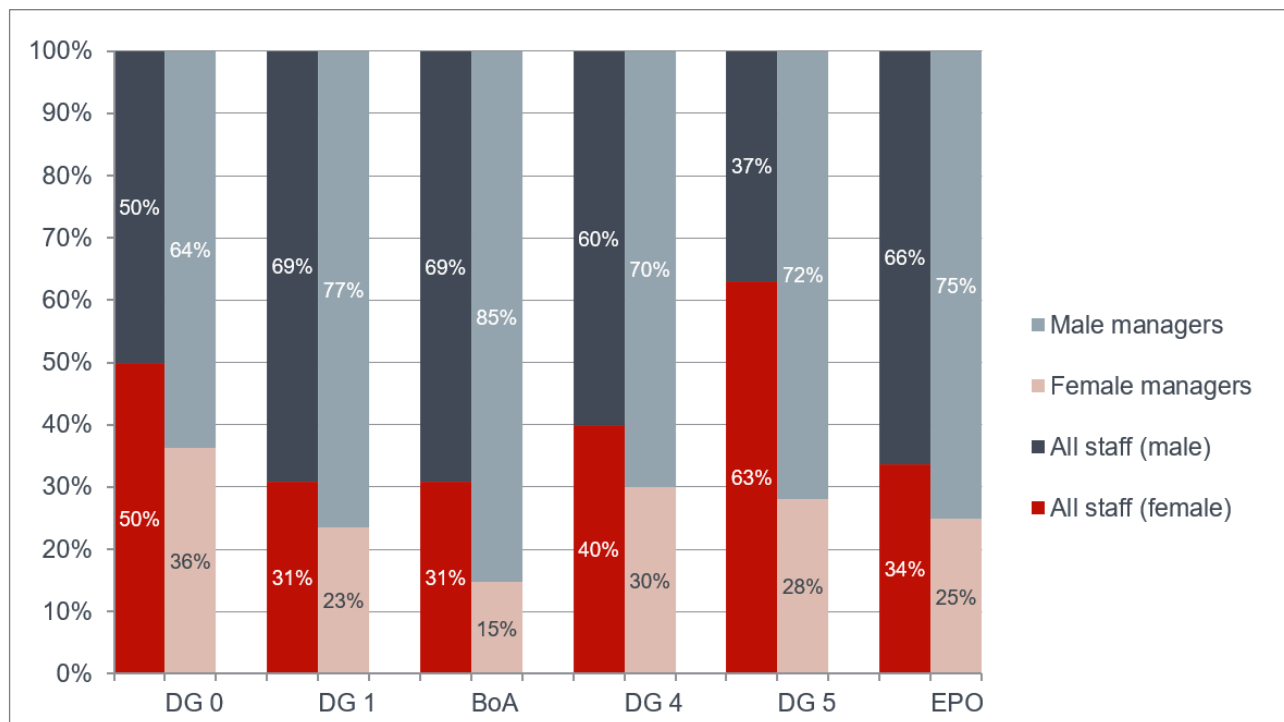


Source: FIPS

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

At the end of 2019, 25% of all managers were women, a slight increase with respect to previous years that was in line with the steady upward trend (the 2018 figure was 24%). The proportion of female managers varies from DG to DG, ranging from 15% in the Boards of Appeal (BoA) to 36% in DG 0. The variation considering the job group ranges from 14% in job group 3 (JG3) to 68% in job group 6 (JG6).

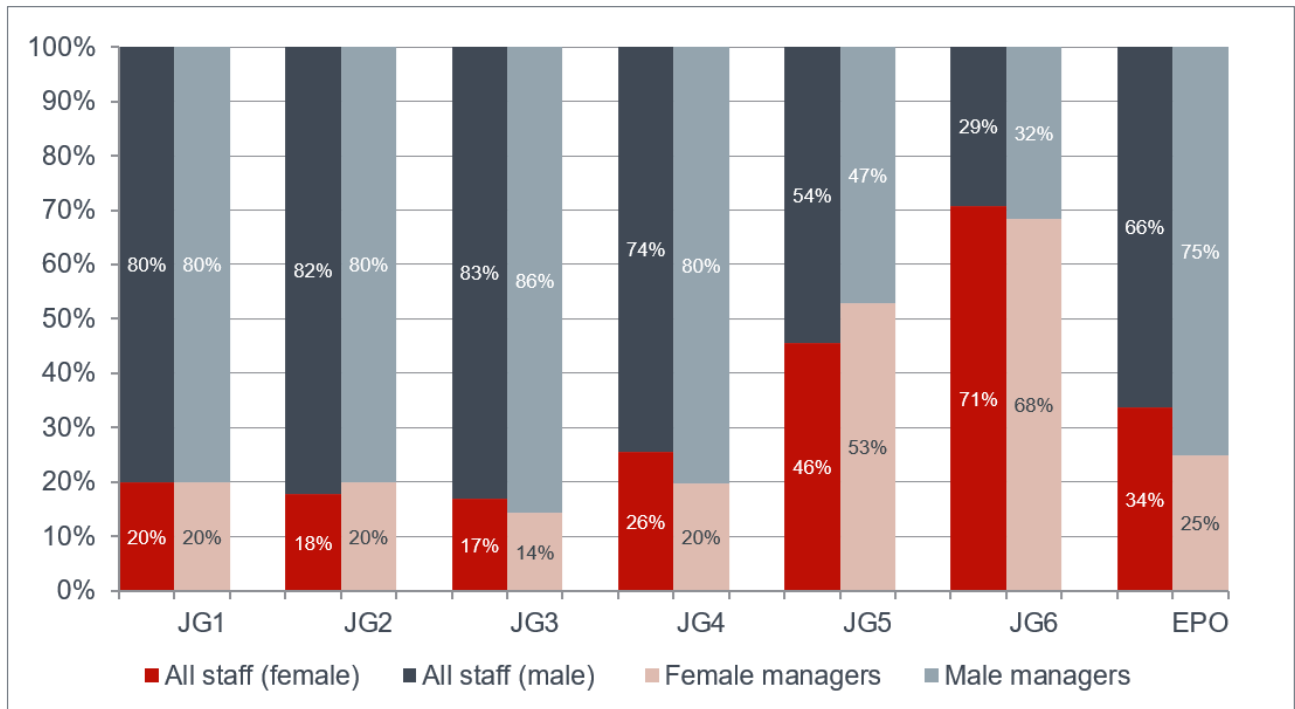
**Graph 8: Breakdown of managers by DG and gender, 2019**



Source: FIPS



**Graph 9: Breakdown of managers by job group (JG) and gender, 2019**



Source: FIPS

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

## 1.2.2 Job opportunities: number of vacancies

**Table 11: Number of vacancies by publication type and job group, 2019**

Publication type	Job group	Technical	Managerial	Total
Internal/external publications	2		5	5
	3	10	11	21
	4	36		36
	5	1		1
	6	4		4
	<b>Total</b>	<b>51</b>	<b>16</b>	<b>67</b>
Internal publications*	2	5	2	7
	3		3	3
	4	16	12	28
	5	4	2	6
	6	25		25
	<b>Total</b>	<b>50</b>	<b>19</b>	<b>69</b>
<b>Total</b>		<b>101</b>	<b>35</b>	<b>136</b>

Source: SuccessFactors

Shows vacancies with a publication date in 2019.

\* 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

Of the 36 internal/external publications in job group 4, technical career path, 25 were examiner vacancies.

In 2019 the EPO received 10 971 job applications. This represents a decrease of 2% with respect to 2018.

**Table 12: Number of job applications, 2017-2019**

Number of applications	Examiner posts	Non-examiner posts*	Total
<b>Total 2019</b>	5 043	5 928	10 971
<b>Total 2018</b>	4 222	7 015	11 237
<b>Total 2017</b>	8 257	6 323	14 580

Source: SuccessFactors

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

The average number of applications per job vacancy received in 2019 was 131, compared with 119 for 2018, which is an increase of 10%.

**Table 13: Average number of applications per vacancy, 2017-2019**

Average number of applications per vacancy	Examiner posts	Non-examiner posts*	Total
<b>2019</b>	153	114	131
<b>2018</b>	146	107	119
<b>2017</b>	121	88	105

Source: SuccessFactors

\* Applications for internal/external publications only.

### 1.2.3 External recruitment

In 2019, 117 staff were recruited externally compared with 53 in 2018. This is an increase of 121%; the increase is mainly due to the recruitment of examiners (82 in 2019 compared with 22 in 2018).

The average age of staff hired in 2019 was 36.5 years.

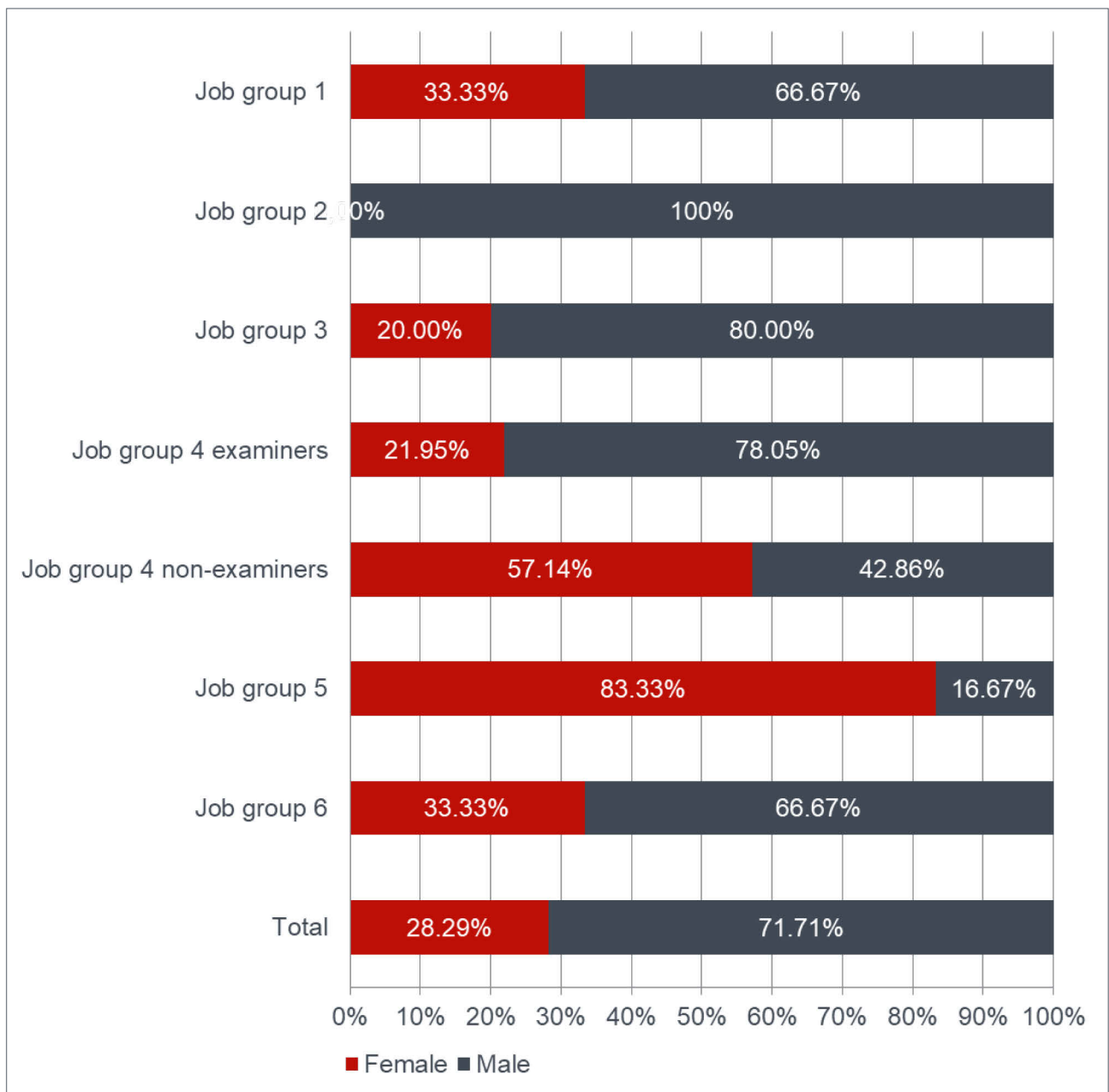
Combining external recruitment and internal recruitment resulting in the appointment of an employee to a position in a higher job group (promotion), there were a total of 152 appointments in 2019, compared with 93 in 2018.

**Table 14: Breakdown of recruitment (external and internal), 2018/2019**

Function	2018	2019	Variation
Boards of Appeal	28	28	0.00%
Examiners	22	82	272.73%
Other	43	42	-2.33%
<b>Total</b>	<b>93</b>	<b>152</b>	<b>63.44%</b>

Source: FIPS

**Graph 10: Breakdown of recruitment (external and internal) by gender and job group, 2019**



Source: FIPS

**Table 15: Number of new hires by nationality, 2018/2019**

<b>Nationality</b>	<b>2018</b>	<b>2019</b>	<b>Share</b>	<b>Variation</b>
German	11	30	25.64%	172.73%
French	11	23	19.66%	109.09%
Spanish	4	15	12.82%	275.00%
Italian	3	12	10.26%	300.00%
Dutch	2	7	5.98%	250.00%
British	2	5	4.27%	150.00%
Austrian	2	4	3.42%	100.00%
Irish	2	4	3.42%	100.00%
Greek	3	4	3.42%	33.33%
Hungarian	2	3	2.56%	50.00%
Romanian	1	2	1.71%	100.00%
Czech	1	2	1.71%	100.00%
Polish	3	2	1.71%	-33.33%
Turkish	0	1	0.85%	n/a
Swedish	0	1	0.85%	n/a
Croatian	1	1	0.85%	0.00%
Belgian	1	1	0.85%	0.00%
Slovenian	1	0	0.00%	-100.00%
Portuguese	1	0	0.00%	-100.00%
Bulgarian	1	0	0.00%	-100.00%
Macedonian	1	0	0.00%	-100.00%
<b>Total</b>	<b>53</b>	<b>117</b>	<b>100.00%</b>	<b>120.75%</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 2019 a total of 653 staff received a normal promotion within the same job group. A further 9 staff advanced in their career by appointment to a higher job group, following either a selection procedure or a reclassification.

The members of the Boards 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, 705 staff advanced their career in 2019 through promotion.

**Table 16: Number of staff receiving career advancement by promotion, 2018/2019**

			2019			Variation
Reason for action	Job group	2018	Female	Male	Total	
Normal promotion	2	0	1	0	1	
	3	10	2	15	17	70.00%
	4	468	129	343	472	0.85%
	5	28	18	10	28	0.00%
	6	128	97	38	135	5.47%
<b>Normal promotion (total)</b>		<b>634</b>	<b>247</b>	<b>406</b>	<b>653</b>	<b>3.00%</b>
Promotion after selection procedure	2	3	0	4	4	33.33%
	3	1	0	1	1	0.00%
	4	4	0	0	0	-100.00%
	5	5	3	0	3	-40.00%
<b>Promotion after selection procedure (total)</b>		<b>13</b>	<b>3</b>	<b>5</b>	<b>8</b>	<b>-38.46%</b>
Promotion after reclassification	2	0	0	0	0	
	4	1	0	0	0	-100.00%
	5	5	0	1	1	-80.00%
<b>Promotion after reclassification (total)</b>		<b>6</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>-83.33%</b>
<b>Grand total</b>		<b>653</b>	<b>250</b>	<b>412</b>	<b>662</b>	<b>1.38%</b>
<b>Boards of Appeal</b>						
Appointment	2	3	0	2	2	-33.33%
	3	24	5	20	25	4.17%
<b>Appointment (total)</b>		<b>27</b>	<b>5</b>	<b>22</b>	<b>27</b>	<b>0.00%</b>
Promotion	3	18	3	13	16	-11.11%
<b>Promotion (total)</b>		<b>18</b>	<b>3</b>	<b>13</b>	<b>16</b>	<b>-11.11%</b>
<b>Grand total Boards of Appeal</b>		<b>45</b>	<b>8</b>	<b>35</b>	<b>43</b>	<b>-4.44%</b>
<b>Grand total ALL</b>		<b>698</b>	<b>258</b>	<b>447</b>	<b>705</b>	<b>1.00%</b>

Source: FIPS

### 1.2.5 Talent development

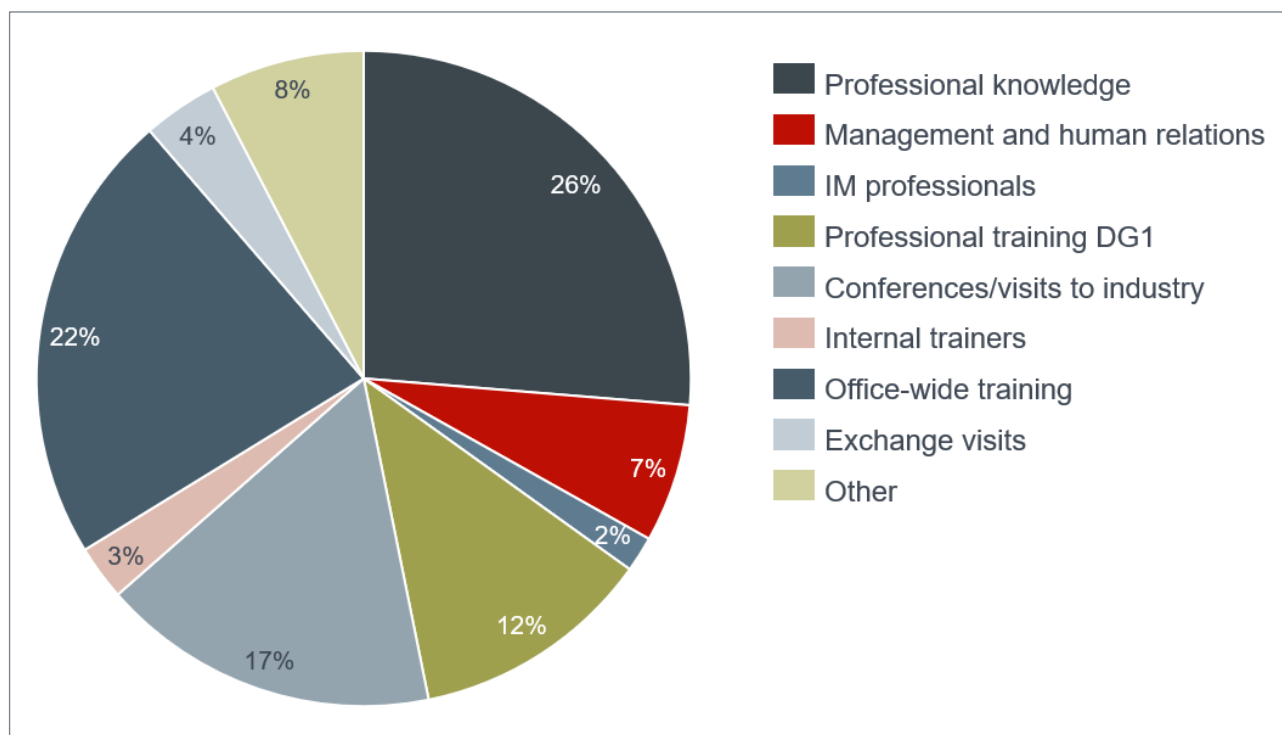
The total budget allocated for talent development activities in 2019 was EUR 12 485 000, of which 41% was spent. The total number of training hours was 156 607 hours for classroom-type learning and 14 035 hours for e-learning. While the number of hours for classroom-type learning represents a 13.6% increase over 2018, the number of hours for e-learning constitutes a decrease of 60.79% over the peak year 2018.

**Table 17: Talent development expenditure planned and spent (in EUR), 2018/2019**

	2018			2019		
	Planned	Spent	% spent	Planned	Spent	% spent
<b>Total expenditure</b>	11 885 000	6 355 735	53.48%	12 485 000	5 074 702	40.65%

Source: FIPS

**Graph 11: Breakdown of talent development expenditure in 2019**



Source: FIPS



**Table 18: Indicators related to talent development activities, 2018/2019**

Training indicators	2018	2019	Variation
Number of staff having received at least one training activity (in headcount)	6 487	6 194	-4.52%
Share of staff having received at least one training activity (in % of total EPO staff)	96.88%	93.73%	-3.25%
Average training expenditure spent per employee (in EUR)	949	768	-19.07%
Average training expenditure spent per employee having received at least one training activity (in EUR)	980	819	-16.43%

Source: FIPS

## 1.2.6 Duty travel

**Table 19: Number of duty travel trips made, 2018/2019**

	2018			2019			Variation		
Trip purpose	Trips	Staff	Expenditure*	Trips	Staff	Expenditure*	Trips	Staff	Expenditure*
Business	6 152	1 698	6 851 971	5 062	1 452	6 239 637	-17.72%	-14.49%	-8.94%
Training	2 999	1 742	3 455 499	1 891	1 150	2 578 760	-36.95%	-33.98%	-25.37%
Combined missions	500	178	437 219	406	306	295 462	-18.80%	71.91%	-32.42%
<b>Total</b>	<b>9 651</b>	<b>3 618</b>	<b>10 744 689</b>	<b>7 359</b>	<b>2 908</b>	<b>9 113 859</b>	<b>-23.75%</b>	<b>-19.62%</b>	<b>-15.18%</b>

Source: FIPS

\* In EUR

A total of 1 452 staff travelled for business purposes in 2019.

### 1.2.7 Termination of active service at the EPO

In 2019, 205 employees ended active service. The main reason for ending active service was retirement (82% of cases). In 2018 the average retirement age was 61.0 years; the 2019 figure is 61.7 years.

**Table 20: Breakdown of staff ending active service, 2018/2019**

	31 Dec. 2018	% of total in 2018*	31 Dec. 2019	% of total in 2019*	Variation
Retirement	160	74.07%	167	81.46%	4.38%
Resignation	37	17.13%	25	12.20%	-32.43%
End of contract	5	2.31%	4	1.95%	-20.00%
Other type	14	6.48%	9	4.39%	-35.71%
<b>Total*</b>	<b>216</b>	<b>100.00%</b>	<b>205</b>	<b>100.00%</b>	<b>-5.09%</b>

Source: FIPS

\* Rounding differences may occur in the total percentages.

### 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 2019, 51 trainees, representing 16 nationalities, started the programme at the EPO. In 2018, 43 trainees (representing 17 nationalities) participated in the programme.

Since the start of the programme in 2015, the EPO has welcomed 219 trainees representing 28 different nationalities.

## 2. Remuneration

The total expenditure for basic salaries and allowances in 2019 was EUR 982 million. This includes EUR 755 million for basic salaries and EUR 227 million for allowances and benefits.

In 2019, the total amount paid for basic salaries was 2.73% more than in 2018. 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), 2018/2019

Job group	Total basic salaries paid in 2018	Total basic salaries paid in 2019	Average monthly basic salary paid in 2019
A	0	48 182	
JG1	1 125 798	1 086 773	18 113
JG2	10 207 495	10 461 334	15 294
JG3	61 840 932	64 066 520	14 237
JG4	557 075 260	573 940 218	10 002
<b>Total JG1-4</b>	<b>630 249 486</b>	<b>649 603 026</b>	<b>10 372</b>
B	31	0	
C	0	0	
JG5	18 504 593	19 144 206	7 670
JG6	86 340 323	86 382 171	6 095
<b>Total JG5-6</b>	<b>104 844 947</b>	<b>105 526 377</b>	<b>6 331</b>
<b>Total</b>	<b>735 094 433</b>	<b>755 129 403</b>	<b>9 523</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 13 462 (90th percentile). The 10% lowest paid earn monthly full basic salaries at or below EUR 6 171 (10th percentile). The ratio between the 90th and 10th percentiles is therefore 2.18.

## 2.3 Performance and rewards

Table 22: Rewards paid in 2019 (in EUR)

Reward type	Pensionable/non-pensionable	2019
Step/promotion	Pensionable	9 870 016
Individual bonus	Non-pensionable	5 640 108
Team bonus	Non-pensionable	1 132 000
Collective bonus	Non-pensionable	4 649 400
Functional allowance	Non-pensionable	1 876 444
<b>Total</b>		<b>23 167 968</b>

Source: Department Remuneration and Social Security Systems

The following percentage of staff received a reward in 2019 based on their performance in 2018:

- 58.9% of staff eligible for a pensionable reward (e.g. step advancement or promotion) received such a reward (compared with 55.9% in 2018).
- 28.2% of eligible staff received an individual bonus as a non-pensionable reward for their 2018 performance (compared with 24.2% in 2018).
- 17.4% of eligible staff received a team bonus for their specific contribution to Office-wide/strategic projects (not applicable in 2018).
- In addition, all staff members who had performed their duties for at least three months in 2019 received a collective bonus (not applicable in 2018).
- A total of 74.1% of eligible staff received a reward in the individual rewards exercise (compared with 66.7% in 2018).

## 2.4 Allowances and benefits

In addition to basic salaries, in 2019 over EUR 227 million was paid in allowances and benefits, including EUR 101 million paid as expatriation allowance to the 66% of total staff with expatriate status (Article 72 ServRegs).

**Table 23: Allowances and benefits paid, 2018/2019**

Category	Allowance/benefit*	2018	2019	Variation
Family	Dependants' allowance	33 941 137	35 158 445	3.59%
	Household allowance	33 498 106	34 605 824	3.31%
	Childcare allowance	3 963 971	3 808 962	-3.91%
	Education allowance	34 453 904	36 664 043	6.41%
	Parental/family leave allowance	1 382 281	1 415 499	2.40%
	Birth grant	162 022	140 340	-13.38%
Work-related	Overtime and shift allowance	1 602 601	1 475 815	-7.91%
	Rent allowance	1 213 760	1 144 214	-5.73%
	Installation allowance	554 649	798 253	43.92%
	Removal expenses	929 299	912 452	-1.81%
	Language allowance	146 550	135 420	-7.60%
	Travel expenses	54 981	47 022	-14.48%
	Functional allowance	1 633 056	1 876 444	14.90%
	Miscellaneous	957 555	1 147 570	19.84%
	Extra examiner activities	209 556	199 853	-4.63%
Expatriation	Expatriation allowance	98 669 391	101 195 352	2.56%
	Home leave	3 239 687	3 565 662	10.06%
Termination	Severance grant	1 276 596	1 066 798	-16.43%
	Salary savings plan payment	1 177 780	1 817 802	54.34%
	Dismissal compensation	62 687	32 968	-47.41%
	Termination indemnity	23 016	39 049	69.66%
<b>Total</b>		<b>219 152 587</b>	<b>227 247 789</b>	<b>3.69%</b>

Source: FIPS

\* See glossary, "Allowances/other benefits".

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), 2018/2019**

Type of expenditure	2018	2019	Variation
Subsidies to crèches	379 246	356 337	-6.04%
European School Munich	25 780 000	23 615 270	-8.40%
<b>Total</b>	<b>26 159 246</b>	<b>23 971 607</b>	<b>-8.36%</b>

Source: FIPS

The most common grade in job group 4 is G13. Within this grade, the most common step is step 5. A typical examiner in grade G13-5, 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 approximately **EUR 15 927**, made up of:

- Basic salary: 13 441 EUR
- Household allowance: 806 EUR
- Expatriation allowance: 2 897 EUR
- Dependants' allowance: 743 EUR
- Total deductions: -1 960 EUR

The same examiner working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 15 951**, made up of:

- Basic salary: 13 461 EUR
- Household allowance: 808 EUR
- Expatriation allowance: 2 901 EUR
- Dependants' allowance: 744 EUR
- Total deductions: -1 963 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 approximately **EUR 6 630**, made up of:

- Basic salary: 6 440 EUR
- Household allowance: 386 EUR
- Dependants' allowance: 743 EUR
- Total deductions: -939 EUR

An administrative employee with the same circumstances working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 6 641**, made up of:

- Basic salary: 6 450 EUR
- Household allowance: 387 EUR
- Dependants' allowance: 744 EUR
- Total deductions: -940 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 2019, a total of 1 484 loan accounts were active, with a total outstanding balance of around EUR 106 million.

**Table 25: Home loans, 2018/2019**

Home loans	2018	2019	Variation
Number of new applications	139	150	7.91%
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	163	162	-0.61%
Total number of active outstanding loans	1 456	1 484	1.92%
Average interest rate over the total average capital	1.27%	1.07%	-15.75%
<b>Total amount of home loans outstanding, in EUR</b>	<b>103 544 029</b>	<b>105 895 705</b>	<b>2.27%</b>

Source: Home Loans Department



### 3. Social security and pension schemes

The EPO provides its employees with a pension scheme and a social security scheme, which includes a healthcare insurance scheme and provisions in case of death, incapacity and long-term care. Total payments in 2019 amounted to approximately EUR 346 million.

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

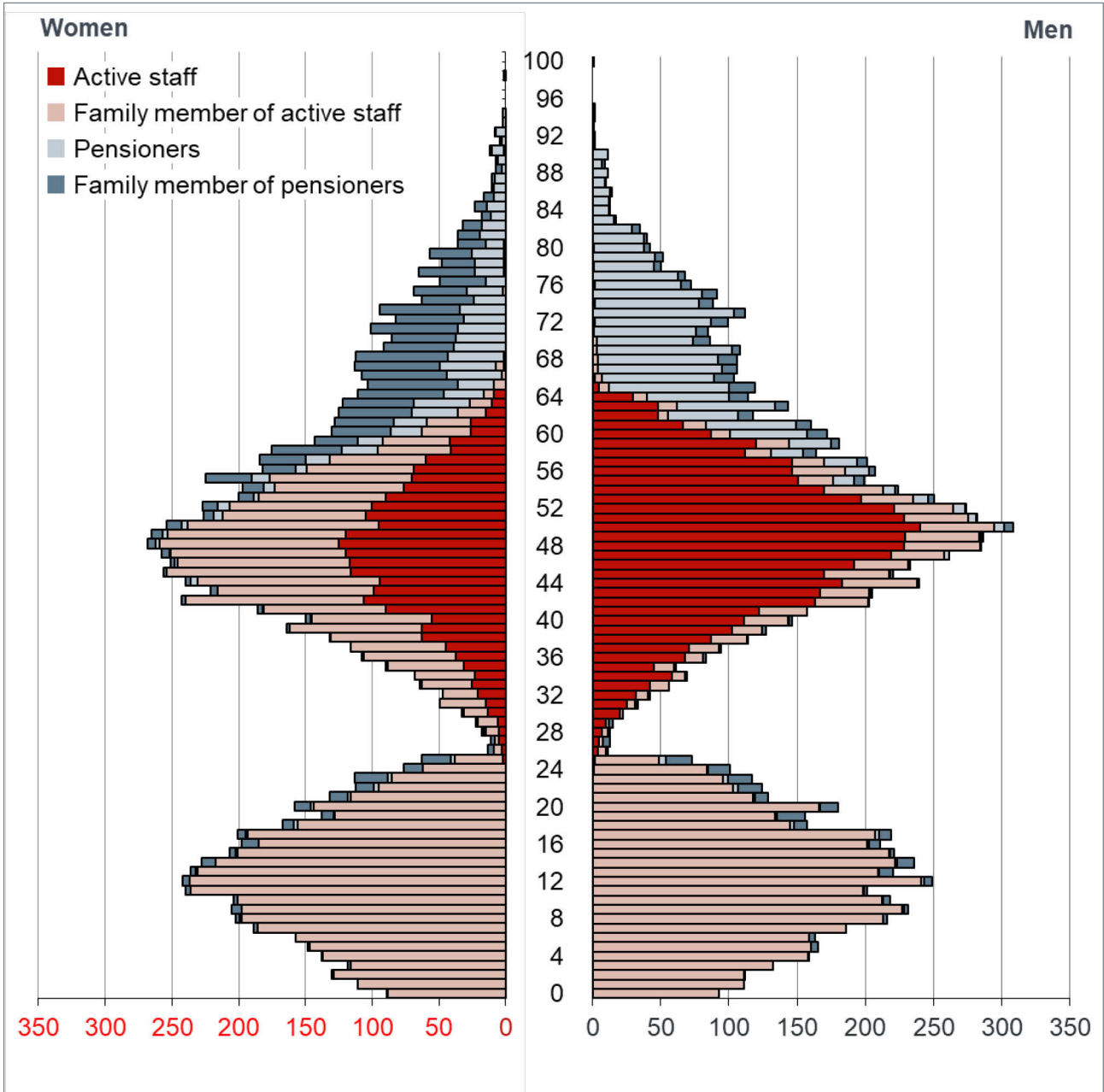
At the end of 2019, 23 508 persons were covered by the EPO social security scheme. The total population covered also includes staff in non-active service (such as unpaid leave) who are still affiliated to the EPO scheme.

**Table 26: Breakdown of persons covered by the EPO social security scheme, 2018/2019**

Category	2018	2019	Variation
Active staff covered by social security scheme	6 696	6 608	-1.31%
Unpaid leave, secondment and reserve status	5	6	20.00%
Pension recipients	2 657	2 777	4.52%
Family members (spouses and dependants)	13 731	14 117	2.81%
<b>Total</b>	<b>23 089</b>	<b>23 508</b>	<b>1.81%</b>

Source: ISRP, FIPS

**Graph 12: Breakdown by age of the total population covered by the EPO's social security scheme, 31 Dec. 2019**



Source: ISRP, FIPS

## 3.2 Social security benefits

**Table 27: Breakdown of social security payments relating to collective insurances (in EUR), 2018/2019**

Type of benefits	2018	2019	Variation
Healthcare reimbursement	70 879 798	75 222 914	6.13%
Long-term care insurance	5 578 846	5 684 389	1.89%
Death insurance	1 564 251	2 549 962	63.01%
<b>Total benefits</b>	<b>78 022 895</b>	<b>83 457 265</b>	<b>6.97%</b>

Source: FIPS, Cigna

## 3.3 Payments for pensioners

At the end of 2019, there were 2 879 recipients of an EPO pension, which represents a 5% increase over 2018.

**Table 28: Breakdown by type of pension, 2018/2019**

Type of pension	Number of recipients 2018	Number of recipients 2019	Average monthly basic pension (in EUR) 2018	Average monthly basic pension (in EUR) 2019
Retirement	2 280	2 408	6 546	6 784
Survivor's	350	363	3 939	4 165
Orphan's	111	108	1 195	1 223
<b>Total</b>	<b>2 741</b>	<b>2 879</b>	<b>5 996</b>	<b>6 245</b>

Source: ISRP

**Table 29: Breakdown of payments (in EUR), 2018/2019**

Benefits linked to pension	2018	2019	Variation
Basic pension	192 939 569	209 394 804	8.53%
Tax adjustment	41 522 105	40 874 863	-1.56%
Other (allowances, compensation)	11 194 595	12 169 562	8.71%
<b>Total</b>	<b>245 656 269</b>	<b>262 439 229</b>	<b>6.83%</b>

Source: FIPS

**Table 30: Key figures related to retired staff, 31 Dec. 2019**

Job group (JG)	Number of retired employees (in headcount)	Average age at retirement (in years)	Average length of service at the EPO (in years)	Average basic monthly salary before retirement (in EUR)
JG 1-4	1 555	61.4	27.9	14 017
JG 5-6	853	60.7	30.5	7 330
<b>Total</b>	<b>2 408</b>	<b>61.2</b>	<b>28.8</b>	<b>11 648</b>

Source: FIPS/ISRP

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

• Basic pension:	7 258 EUR
• Household allowance:	435 EUR
• Tax adjustment	1 494 EUR
• Deductions for medical and long-term care insurance:	-258 EUR
• National tax:	-2 331 EUR
• <b>Total:</b>	<b>6 598 EUR</b>

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

• Basic pension:	4 849 EUR
• Household allowance:	291 EUR
• Tax adjustment:	618 EUR
• Deductions for medical and long-term care insurance:	-172 EUR
• National tax:	-827 EUR
• <b>Total:</b>	<b>4 759 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 222 million in 2019 (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), 2018/2019**

Contributions to social security and pension schemes, in EUR	2018	2019	Variation
EPO	214 515 187	221 925 374	3.45%
Employees	101 887 878	105 245 721	3.30%
Pension recipients	6 650 648	7 233 138	8.76%
<b>Total</b>	<b>323 053 714</b>	<b>334 404 234</b>	<b>3.51%</b>

Source: FIPS

**Table 32: Contributions to the social security scheme (not including pensions) (in EUR), 2018/2019**

Contributions to social security scheme (not including pensions), in EUR	2018	2019	Variation
EPO	68 014 655	71 328 593	4.87%
Employees	28 635 721	29 947 895	4.58%
Pension recipients	6 650 648	7 233 138	8.76%
<b>Total</b>	<b>103 301 024</b>	<b>108 509 627</b>	<b>5.04%</b>

Source: FIPS

The increase in contributions for both the Office and staff is in line with the adjustment of the salary scales and career progression. The increase for pension recipients was also caused by the higher number of pensioners.

**Table 33: Contributions to the pension scheme (in EUR), 2018/2019**

Contributions to the pension scheme, in EUR	2018	2019	Variation
EPO	146 500 532	150 596 781	2.80%
Employees	73 252 157	75 297 826	2.79%
<b>Total</b>	<b>219 752 689</b>	<b>225 894 608</b>	<b>2.79%</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 124.1 million at 31 December 2019.

In addition, in 2019 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 these transfers, the total contribution of the EPO to the pension scheme was EUR 353.0 million, resulting in a contribution ratio for 2019 of 82.4% by the EPO and 17.6% by staff.

## 4. Working conditions

At the EPO, staff can opt for various flexible working arrangements, including part-time work, part-time home working and flexitime. In addition, the EPO launched in 2019 a pilot for an occasional teleworking scheme which allows staff to work either from their normal residence at the place of employment or from any other location within the territory of the EPO member states. More than 160 staff members from the pilot group made use of the new scheme, working an average of 6.2 days remotely.

### 4.1 Staff working part-time

In 2019, about 14% of all EPO staff worked part-time (50% part-time being the minimum working time allowed). Women represented 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, 2018/2019**

Employees working part-time	31 Dec. 18	31 Dec. 19
Female	706	704
Male	246	248
<b>Total</b>	<b>952</b>	<b>952</b>
<b>In % of total staff</b>	<b>14.22%</b>	<b>14.41%</b>

Source: FIPS

**Table 35: Breakdown of working time percentages, 2018/2019**

Working time percentage	Number of staff at 31 Dec. 2018	Percentage of staff working part-time	Number of staff at 31 Dec. 2019			
			Female	Male	Total	Percentage of staff working part-time
50 - 59%	50	5.25%	43	2	45	4.73%
60 - 69%	90	9.45%	74	10	84	8.82%
70 - 79%	150	15.76%	126	17	143	15.02%
80 - 89%	487	51.16%	349	148	497	52.21%
90 - 99%	175	18.38%	112	71	183	19.22%
<b>Total*</b>	<b>952</b>	<b>100.00%</b>	<b>704</b>	<b>248</b>	<b>952</b>	<b>100.00%</b>

Source: FIPS

\* Rounding differences may occur in the total percentages.

## 4.2 Staff on part-time home working

In 2019, around 35% of total staff were on the part-time home working scheme, an increase of five percentage points compared with 2018.

**Table 36: Part-time home workers by gender, 2018/2019**

Part-time home workers	31 Dec. 18	31 Dec. 19	Variation
Female	929	1020	9.80%
Male	1 088	1 289	18.47%
<b>Total</b>	<b>2 017</b>	<b>2 309</b>	<b>14.48%</b>

Source: FIPS

**Table 37: Part-time home workers by number of days worked at home per week, 2018/2019**

Days on part-time home working (d)	31 Dec. 18	31 Dec. 2019			Percentage of staff on part-time home working	Variation
		Female	Male	Total		
1 day or less	470	249	289	538	23.30%	14.47%
1 day < d ≤ 2 days	765	442	394	836	36.21%	9.28%
2 days < d ≤ 3 days	577	230	418	648	28.06%	12.31%
Other (variable schedule)	205	99	188	287	12.43%	40.00%
<b>Total*</b>	<b>2017</b>	<b>1 020</b>	<b>1 289</b>	<b>2 309</b>	<b>100.00%</b>	<b>14.48%</b>

Source: FIPS

\* Rounding differences may occur in the total percentages.

## 4.3 Flexi- and compensation leave

In 2019 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, 2018/2019**

Type of leave	Absence days* 2018	Absence days* 2019	Variation
Flexi-leave	24 558	24 055	-2.05%
Compensation leave	38 175	37 916	-0.68%

Source: FIPS

\* 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.

## 4.4 Overtime, shift work and on call

While shift and on-call services remained stable, 2019 saw a significant decrease in overtime. In 2018, the transition to the new Main building in The Hague had caused a big increase with respect to the previous year. Overtime in 2019 was back to the level of 2017.

**Table 39: Breakdown of overtime, shift work and on call, 2018/2019**

Overtime, shift work and on call (in hours)	2018	2019	Variation
Overtime	3 742	1 766	-52.80%
On call	134 898	124 313	-7.85%
Shift hours	2 014	1 953	-3.03%

Source: FIPS

## 4.5 Working days and absences

Parental and family leave are classed as social leave. In 2019, 1 225 employees took an average of 19.2 days of parental leave. 105 employees took family leave. On average, each of these employees took 18.1 days of family leave.

**Table 40: Reasons for absence, volume and impact on total working days, 2018/2019**

Categories of absence	2018			2019			Variation
	Number of absence days*	Average number of absence days/FTE <sup>s**</sup>	Absence days as % of total working days	Number of absence days*	Average number of absence days/FTE <sup>s**</sup>	Absence days as % of total working days	Number of absence days
Annual leave and home leave	220 378	32.68	13.13%	229 163	34.57	13.90%	3.99%
Sick leave	62 906	9.33	3.75%	66 434	10.02	4.03%	5.61%
Social leave	43 004	6.38	2.56%	43 363	6.54	2.63%	0.83%
Unpaid leave	3 992	0.59	0.24%	3 141	0.47	0.19%	-21.32%
<b>Total</b>	<b>330 280</b>	<b>48.98</b>	<b>19.67%</b>	<b>342 101</b>	<b>51.60</b>	<b>20.75%</b>	<b>3.58%</b>

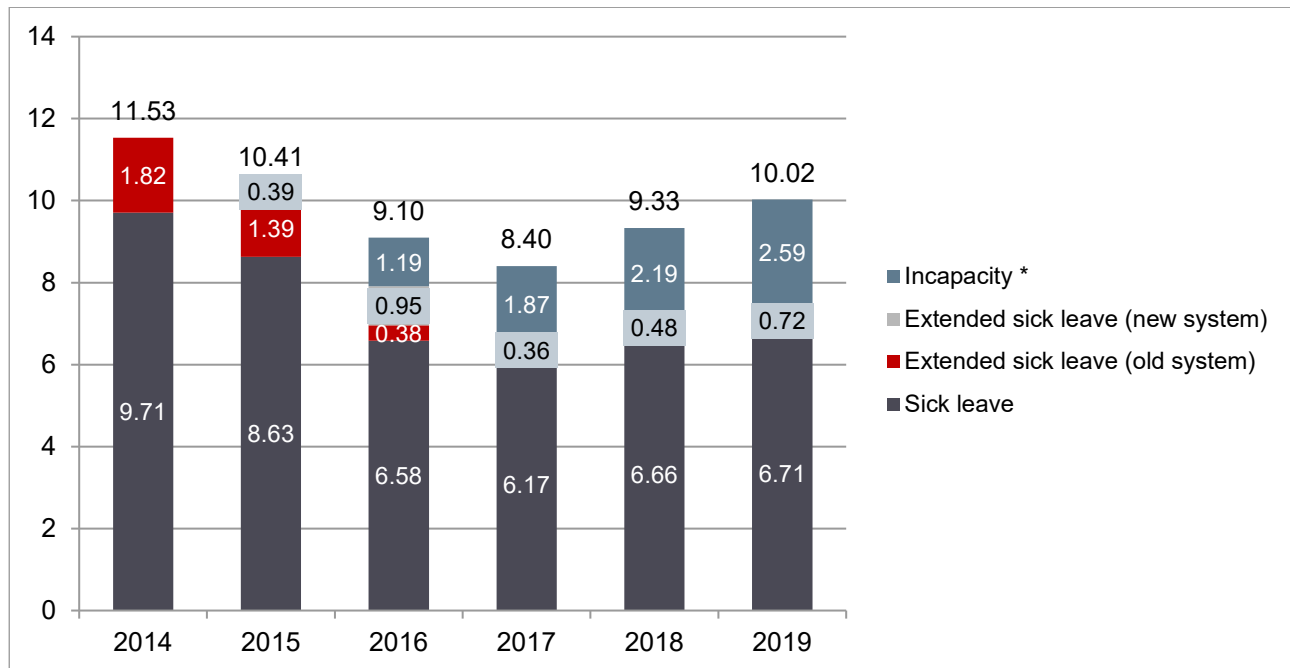
Source: FIPS

\* 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>s</sup> and not FTE (see glossary).



**Graph 13: Total sickness days per FTE<sup>s</sup>, 12 months rolling, 2014-2019**



Source: FIPS

\* 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.

**Table 41: Breakdown of total sickness days, 2018/2019**

Type	2018		2019		Variation Total days per FTE <sup>s</sup>	Variation Capacity loss
	Total days per FTE <sup>s</sup>	Capacity loss %	Total days per FTE <sup>s</sup>	Capacity loss %		
Short-term/normal sick leave	6.66	2.68%	6.71	2.70%	0.75%	0.75%
Extended sick leave new system	0.48	0.19%	0.72	0.29%	50.00%	52.63%
Incapacity	2.19	0.88%	2.59	1.04%	18.26%	18.18%
<b>Total sickness days</b>	<b>9.33</b>	<b>3.75%</b>	<b>10.02</b>	<b>4.03%</b>	<b>7.40%</b>	<b>7.47%</b>

Source: FIPS

**Table 42: Number of sickness days by percentage of staff, 2018/2019**

<b>Number of sickness days (d)</b>	<b>% of staff 2018</b>	<b>% of staff 2019</b>
0 days	32.14%	32.40%
0 days < d < 3 days	17.98%	18.56%
3 days ≤ d < 5 days	12.60%	12.14%
5 days ≤ d < 10 days	16.77%	16.31%
10 days ≤ d < 15 days	7.44%	7.23%
15 days ≤ d	13.07%	13.35%
<b>Total*</b>	<b>100.00%</b>	<b>100.00%</b>

Source: FIPS

\* Rounding differences may occur in the total percentages.

## 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), 2018/2019**

Volume of activities undertaken by OHS	2018	2019	Variation
Number of staff consulting OHS	1 537	1 545	0.52%
Number of cases	2 044	2 138	4.60%
Number of in-house consultations	3 788	3 641	-3.88%

Source: Health & Safety, Cority

**Table 44: Type of activities undertaken by the Occupational Health Services (OHS), 2018/2019**

Type of activities carried out by OHS	2018	2019	Variation
Mandatory examinations, Circular 367	348	361	3.74%
Reintegration meetings	407	284	-30.22%
Consultations with managers	392	334	-14.80%
Health Advisory Team (HAT) meetings*	109	103	-5.50%
Workplace visits made by OHS ergonomists/nurses/ErgoWucs**	3 353	1 412	-57.89%
Preventive medical examinations	409	1 003	145.23%
Initial medical examinations***	64	101	57.81%
Emergency cases	62	39	-37.10%
Vision tests	446	440	-1.35%
In-house physiotherapy treatment sessions****	5 642	7 104	25.91%
Influenza vaccinations	1 963	2 064	5.15%

Source: Health & Safety, Cority

\* 2018: 272 attendees (directors and team managers); 2019: 409 invited to attend.

\*\* In 2019, the concept of "on-demand" workplace visits was introduced. Not all staff are yet familiar with the new approach.

\*\*\* The increase is due to an increase in recruitment.

\*\*\*\* In 2019, the service became better known by staff and the service offering increased in Munich.

Utilisation of the Employee Assistance Programme (EAP) stood at 5.38% in 2019. The service was accessed a total of 364 times, of which 211 were for counselling and 153 were for work/life services.

**Table 45: Volume of activities undertaken by the Medical Advisory Unit (MAU), 2018/2019**

Activities undertaken by the MAU	2018	2019	Variation
Requests for prolongation of dependants' allowance for medical reasons (Art. 69(5) ServRegs)	42	55	30.95%
Requests for dependants' allowance for disabled children (Art. 69(1).II ServRegs)	66	65	-1.52%
Requests for reimbursement of costs for disabled children (Art.69 II.(10) ServRegs)	39	39	0.00%
Consultations for medical opinion for employees on extended sick leave or incapacity	580	700	20.69%
Cure requests	231	244	5.63%
Number of A cures granted	100	118	18.00%
Number of B cures granted	71	75	5.63%
Requests for special leave	110	88	-20.00%
Requests to spend sick leave elsewhere than at employee's place of residence (Art. 62a(5) ServRegs)*	66	68	3.03%
Sick leave verification (Art. 62a(6) ServRegs)	6	3	-50.00%
Advice on health insurance matters and disputes	160	165	3.13%
Requests for family leave	140	120	-14.29%
Examination under Art. 26(2) ServRegs	16	22	37.50%
Long-term care (LTC) matters (number of cases)	80	72	-10.00%
Consultations following occupational accident with injury**	24	63	162.50%

Source: Health & Safety, Cority

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

\*\* New procedure/service in the Medical Advisory Unit (MAU).

## 5.2 Occupational accidents

**Table 46: Number of occupational accidents reported, 2018/2019**

Site	2018	2019
Munich	46	34
The Hague	31	22
Berlin	0	3
Vienna	1	2
Brussels	0	0
<b>Total</b>	<b>78</b>	<b>61</b>

Source: Health & Safety

Commuting accidents (64% of total occupational accidents registered) resulted in 96.5 sickness days (54% of the total sickness days related to registered occupational accidents). The second main category in 2019 was slips/trips/falls (11 accidents, 18%), which resulted in 82 sickness days (46% of the total). The remaining 18% of accidents were minor and did not cause any sickness days.

### 5.3 Health and safety-related expenditure

Overall expenditure for health and safety increased by 43% in 2019. The main reasons for the increase were the significantly higher number of staff taking a preventive medical examination and the incorporation of the costs for the Employee Assistance Programme (approximately EUR 300 000) into the Health & Safety budget.

**Table 47: Breakdown of other health service costs (in EUR), 2018/2019**

Category	2018	2019	Variation
Preventive medical examinations	185 697	485 119	161.24%
Initial medical examinations	19 183	50 601	163.78%
Health and safety costs	1 056 064	1 266 529	19.93%
<b>Total</b>	<b>1 260 944</b>	<b>1 802 249</b>	<b>42.93%</b>

Source: FIPS

### 5.4 Funding for general staff welfare

Overall expenditure for staff welfare was stable in 2019.

**Table 48: Breakdown of expenditure for general staff welfare (in EUR), 2018/2019**

Category	2018	2019	Variation
Canteen subsidies	2 129 940	2 115 440	-0.68%
AMICALE, culture and sports clubs, social events	1 100 000	1 250 000	13.64%
Pensioners' Association subsidy	92 000	92 000	0.00%
Social events Office	221 478	200 588	-9.43%
Motivation budget	208 770	224 926	7.74%
Welfare Miscellaneous*	271 111	0	-100.00%
<b>Total</b>	<b>4 023 299</b>	<b>3 882 954</b>	<b>-3.49%</b>

Source: FIPS

\* In 2019, the cost of the Employee Assistance Programme was moved from Welfare Miscellaneous to Health and safety costs.

## 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, 2018/2019**

<b>Statutory bodies</b>	<b>2018</b>	<b>2019</b>
General Consultative Committee	24.00	33.00
Appeals Committee	124.80	131.10
Health and safety issues	39.40	20.00
<b>Total</b>	<b>188.20</b>	<b>184.10</b>

<b>Administrative Council and its bodies</b>	<b>2018</b>	<b>2019</b>
Administrative Council and Committees	29.40	30.60
Reserve Funds for Pensions and Social Security	4.80	4.30
<b>Total</b>	<b>34.20</b>	<b>34.90</b>

<b>Thematic meetings and working groups</b>	<b>2018</b>	<b>2019</b>
Various meetings with management	729.10	973.90
Data protection	0.00	2.10
Recruitment	105.10	8.50
Home Loans Committee	2.40	4.80
Sub-group GCC SSPR	4.00	12.00
Staff Committee elections	n/a	n/a
Ad hoc working groups	12.80	7.90
<b>Total</b>	<b>853.40</b>	<b>1 009.20</b>

<b>Internal staff representative work &amp; training</b>	<b>2018</b>	<b>2019</b>
Staff representative work	2 659.20	2 858.90
Preparation and travel	115.09	109.70
Training	82.08	71.40
<b>Total</b>	<b>2 856.37</b>	<b>3 040.00</b>

**Table 50: Number of staff by site involved in staff representation activities, 2018/2019**

Site	2018	2019 female	2019 male	Total 2019	Variation
Berlin	7	1	4	5	-28.57%
Munich	36	3	11	14	-61.11%
The Hague	46	6	11	17	-63.04%
Vienna	5	2	2	4	-20.00%
<b>Total</b>	<b>94</b>	<b>12</b>	<b>28</b>	<b>40</b>	<b>-57.45%</b>

Source: FIPS

**Table 51: Time allocation for staff representation related activities, 2018/2019**

Time allocation (in days)	2018	2019
Time available	4 800	5 050
Time used	3 816	4 326
<b>Time (in days) for appointees by CSC</b>		
Disciplinary procedures	18	6
Selection procedures	105	9
<b>Total used</b>	<b>3 939</b>	<b>4 341</b>

Source: FIPS

## 6.1 Meetings with social partners

**Table 52: Number of meetings with social partners, 2018/2019**

Meetings of statutory bodies	2018	2019
Central Occupational Health, Safety and Ergonomics Committee	4	4
General Consultative Committee	6	6
Local Occupational Health, Safety and Ergonomics Committee MUC	2	3
Local Occupational Health, Safety and Ergonomics Committee VIE	1	1
Local Occupational Health, Safety and Ergonomics Committee BER	2	2
Local Occupational Health, Safety and Ergonomics Committee TH	3	3
Local Staff Committee MUC	2	2
Local Staff Committee TH	2	4
Local Staff Committee VIE	3	3
Local Staff Committee BER	2	2
Appraisals Committee	20	16
Home Loans Committee	2	3
<b>Total</b>	<b>49</b>	<b>49</b>

<b>Participation of staff representatives in the Administrative Council</b>		
Administrative Council	4	4
Reserve Funds for Pensions and Social Security	3	3
Budget and Finance Committee	3	3
Technical and Operational Support Committee	1	1
Committee on Patent Law	1	1
Academy Supervisory Board	1	1
<b>Total</b>	<b>13</b>	<b>13</b>
<b>Thematic meetings and working groups</b>		
Working Group on Circulars 355 (Regulations for the Staff Committee elections) and 356 (Resources and facilities to be granted to the Staff Committee)	1	7
Working Group on Performance Management	3	6
Strike Ballot Supervisory Committee	n/a	2
Working Group Diversity and Inclusion	n/a	2
Working Group on financial measures	n/a	4
President-CSC meetings	2	3
Other meetings involving staff representatives	n/a	4
<b>Total</b>	<b>6</b>	<b>28</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	2
Actuarial Advisory Group (meets every second year)	n/a	3
ISRP for staff representatives	1	1
Working Group on Guide to Cover	3	4
Supervisory Committee for Salary Savings Plan	2	2
GCC SSPR - Salary Adjustment Procedure Review	n/a	2
Other topics on social security, pensions and remuneration	4	2
<b>Total</b>	<b>11</b>	<b>16</b>

Source: Principal Directorate Corporate Policies

**Table 53: Number of hearings (Appeals Committee, Disciplinary Committee and Joint Committee on Articles 52 and 53), 2018/2019**

<b>Number of hearings</b>	<b>2018</b>	<b>2019</b>
Appeals Committee	65	26
Disciplinary Committee	2	3
Joint Committee on Articles 52 and 53		1

Source: HR Legal Support and Appeals Committee Secretariat



## 6.2 Industrial action

**Table 54: Number of strike days, 2018/2019**

<b>Number of strikes</b>	<b>2018</b>	<b>2019</b>
Number of strike days	0	0
Number of FTE days*	0	0

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

## 7. Conflict resolution

### 7.1 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<sup>3</sup> in its informal conflict resolution activities in 2019. The 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, 2018/2019**

Nature of conflict	Number of cases 2018	% of total 2018*	Number of cases 2019	% of total 2019*
Manager/employee in the hierarchical line	172	55.66%	197	62.34%
Between colleagues	37	11.97%	36	11.39%
Between managers	9	2.91%	11	3.48%
Request for information	63	20.39%	53	16.77%
Private matter	18	5.83%	19	6.01%
Other	10	3.24%	0	0.00%
<b>Total</b>	<b>309</b>	<b>100.00%</b>	<b>316</b>	<b>100.00%</b>

Source: Conflict Resolution Unit

\* Rounding differences may occur in the total percentages.

**Table 56: Status of cases dealt with by the Conflict Resolution Unit, 2018/2019**

Status of cases	Number of cases 2018	% of total 2018*	Number of cases 2019	% of total 2019*
Conflicts resolved via coaching	183	59.22%	234	74.05%
Conflicts resolved via conciliation	18	5.83%	15	4.75%
Referrals to formal procedure (management review, Appraisals Committee, investigation, etc.)	5	1.62%	1	0.32%
Cases ongoing	103	33.33%	66	20.89%
<b>Total</b>	<b>309</b>	<b>100.00%</b>	<b>316</b>	<b>100.00%</b>

Source: Conflict Resolution Unit

\* Rounding differences may occur in the total percentages.

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<sup>3</sup> The mission of the Conflict Resolution Unit is to promote conflict prevention and to foster early resolution of workplace disputes via amicable means.

## 7.2 Management review

The management review is a pre-litigation step co-ordinated by the Conflict Resolution Unit and introduced in 2013. It is aimed at resolving employment law-related administrative disputes at an early stage, thus preventing further litigation. 210 requests for management review were registered in 2019, involving a total of 215 requesters.

**Table 57: Overview of general categorisation of management reviews, 2018/2019**

	2018			2019		
Supra-categories	Registered cases	% of total*	Number of requesters	Registered cases	% of total*	Number of requesters
Regulations/policies	20	9.22%	441	43	20.48%	48
Individual	197	90.78%	198	167	79.52%	167
<b>Total</b>	<b>217</b>	<b>100.00%</b>	<b>639</b>	<b>210</b>	<b>100.00%</b>	<b>215</b>

Source: Conflict Resolution Unit

\* Rounding differences may occur in the total percentages.

**Table 58: Nature of cases dealt with by management review, 2018/2019**

Categories	Management reviews 2018	% of total 2018*	Number of requesters 2018	Management reviews 2019	% of total 2019*	Number of requesters 2019
Career/promotion/step advancement/bonus**	129	59.45%	150	124	59.05%	129
Salary/allowances/payments	26	11.98%	64	22	10.48%	22
Pensions/incapacity	12	5.53%	296	15	7.14%	15
Staff Committee rights/collective rights	4	1.84%	7	10	4.76%	10
Leave/working time	13	5.99%	89	7	3.33%	7
Disciplinary procedures	1	0.46%	1		0.00%	
Transfer/appointment/contract	11	5.07%	11	6	2.86%	6
Healthcare/long-term care	5	2.30%	5	5	2.38%	5
Investigation/dignity	2	0.92%	2	10	4.76%	10
Staff reports	4	1.84%	4	1	0.48%	1
Other	10	4.61%	10	10	4.76%	10
<b>Total</b>	<b>217</b>	<b>100.00%</b>	<b>639</b>	<b>210</b>	<b>100.00%</b>	<b>215</b>

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

\* Rounding differences may occur in the total percentages.

\*\* One case relating to reckonable experience reported in 2018 has been recategorised as career/promotion/step advancement/bonus.

**Table 59: Outcome of management review cases, 2018/2019**

Status/outcome	Requests 2018	% of total 2018*	Requests 2019	% of total 2019*
Rejected as irreceivable	121	55.76%	77	36.67%
Decision maintained	47	21.66%	25	11.90%
Allowed (in whole or in part)	15	6.91%	18	8.57%
Withdrawn	17	7.83%	16	7.62%
No review (filter function)	17	7.83%	26	12.38%
Pending	0	0.00%	48	22.86%
<b>Total</b>	<b>217</b>	<b>100.00%</b>	<b>210</b>	<b>100.00%</b>

Source: Conflict Resolution Unit

\* Rounding differences may occur in the total percentages.

Of the 210 requests in 2019, approximately 18% of the closed cases progressed to the appeal stage (as at 1 February 2020); the corresponding figure was 21% in the same period in 2018.

The figure of 18% is preliminary. The definitive number of internal appeals following a management review will be available in July 2020, as up to six months may elapse from the date of filing of a management review to the subsequent registration of an appeal (up to two months to conduct the review, up to three months to file a subsequent appeal and up to one month to register the appeal).

By way of reference, the final figures for 2018 show that, of 217 registered requests for review, approximately 49.5% were solved at this stage and did not progress to the appeal stage.

### 7.3 Internal appeals

In 2019, 97 new appeals were lodged by 100 staff members (individual appellants and appellants filing collective appeals). This is slightly higher than the number of appeals in 2018 (78),<sup>4</sup> which had been the lowest number of incoming appeals for 11 years.

In 2019, the average duration from filing an appeal until the final decision of the President was 39.7 months (42.1 months in 2018 and 35.1 months in 2017).

<sup>4</sup> This is the number of new appeals in 2018. Two appeals were remitted to the Appeals Committee in 2018 as a result of ILOAT judgments Nos. 3694 and 3785; hence the total number of appeals received by the Appeals Committee in 2018 was 80.

In 2019, the number of pending cases before the Appeals Committee decreased significantly (by 26.87%), despite an increase in the number of new appeals. At the end of 2019, 487 appeals (of which 40 were remitted appeals) were pending before the Appeals Committee, compared with 666 appeals (of which 186 were remitted appeals) in 2018.

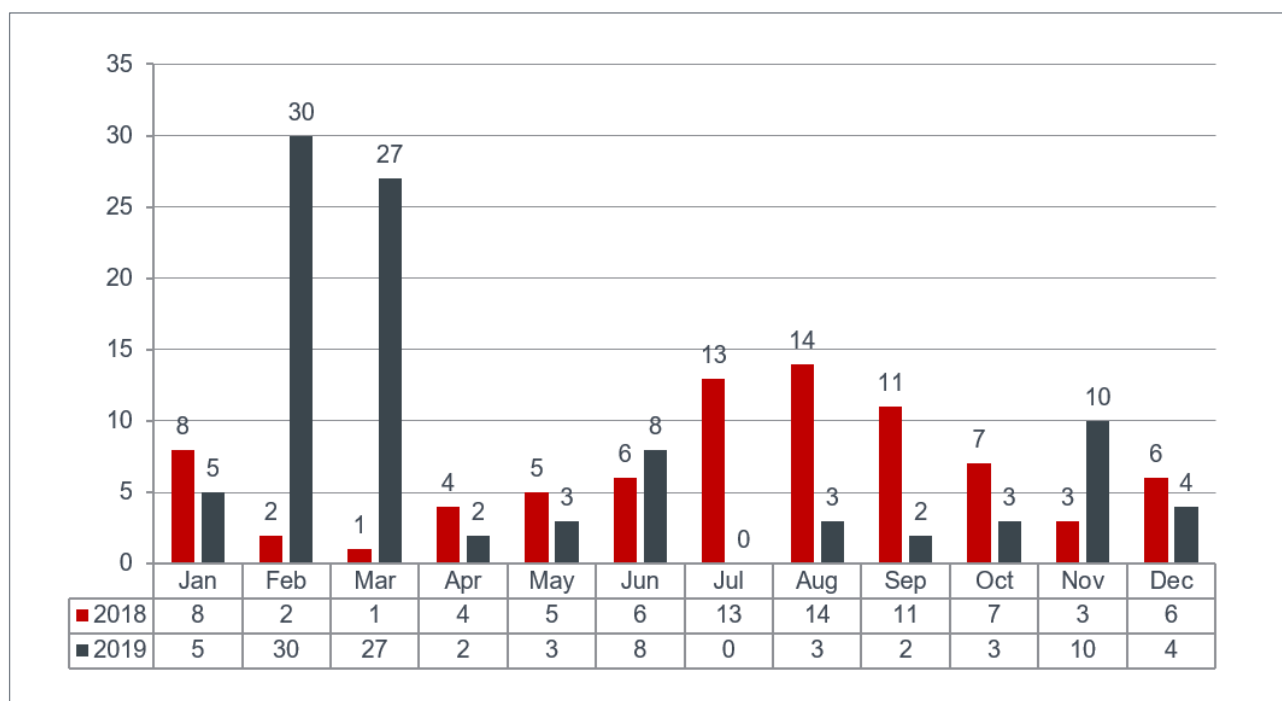
**Table 60: Internal appeals registered, 2018/2019**

Year	Number of registered appeals
2018*	80
2019	97

Source: Appeals Committee Secretariat

\* Includes two remitted appeals.

**Graph 14: Number of internal appeals registered by month, 2018/2019**



Source: Appeals Committee Secretariat

### 7.3.1 Appeals by category

**Table 61: Number of new appeals by category, 2018/2019**

Categories (individual)	Internal appeals 2018	% of total 2018*	Number of appellants 2018	Internal appeals 2019	% of total 2019*	Number of appellants 2019
Career/promotion/step advancement/bonus	22	28.21%	22	60	61.86%	60
Salary/allowances/payments	17	21.79%	40	11	11.34%	14
Pensions/incapacity	11	14.10%	50	8	8.25%	8
Investigation/dignity	1	1.28%	1	5	5.15%	5
Leave/working time	9	11.54%	40	4	4.12%	4
Staff Committee rights/collective rights	7	8.97%	10	3	3.09%	3
Transfer/appointment/contract	5	6.41%	7	1	1.03%	1
Disciplinary procedures	0	0.00%	0	0	0.00%	0
Healthcare/Long-term care	2	2.56%	2	0	0.00%	0
Other	4	5.13%	4	5	5.15%	5
<b>Total</b>	<b>78</b>	<b>100.00%</b>	<b>176</b>	<b>97</b>	<b>100.00%</b>	<b>100</b>

Source: Appeals Committee Secretariat

\* Rounding differences may occur in the total percentages.

**Table 62: Number of cases finalised by the Appeals Committee, 2018/2019**

Outcome of appeals	2018	2019	Variation
Cases on which the Appeals Committee issued an opinion	123	220	78.86%
Cases closed by withdrawal (before issuing of opinion/decision of the President)	17	56*	229.41%
Cases closed by amicable settlement facilitated by the Appeals Committee	10	1	-90.00%

Source: Appeals Committee Secretariat

\* This figure does not include two appeals which were withdrawn on the same date as the Appeals Committee's opinion was issued and five appeals which were withdrawn following the issue of the Appeals Committee's opinion.

**Table 63: Outcome of appeals at the EPO, 2018/2019**

Final decisions of the appointing authority on appeals	2018	2019*
Appeals allowed	2.10%	0.51%
Appeals allowed in part	12.63%	12.25%
Appeals rejected	85.27%	87.24%

Source: Appeals Committee Secretariat

\* Note: At the time the data was produced, not all final decisions for 2019 opinions had been taken by the appointing authority.

### 7.3.2 Complaints filed by EPO staff with the ILOAT

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

**Table 64: Internal appeal cases continuing to the ILOAT, 2017-2019**

Year	Appeal cases closed with final decision	Number of which continued to ILOAT	% of total
2019	210	70*	33.33%
2018	98	31	31.63%
2017	137	32	23.36%

Source: Conflict Resolution Unit (Employment Law Directorate data)

\* Provisional number – status as at 12 February 2020.

**Table 65: Outcome of complaints with ILOAT, 2018/2019**

Outcome of complaints with ILOAT	2018	2019
Number of complaints pending with ILOAT*	439	483
Number of new complaints received by the EPO	76	93
Number of judgments delivered**	43 (52)	31 (37)
% of ILOAT complaints allowed	10%	5%
% of ILOAT complaints partially allowed	13%	0%
% of ILOAT complaints not allowed	77%	95%
% of judgments summarily dismissing the complaint(s)	40%	27%

Source: Conflict Resolution Unit (Employment Law Directorate data)

\* The figure for 2019 includes 7 mass complaints covering 517 cases.

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

### 7.3.3 Settlements in 2019

In 2019, 301 cases (internal appeals and ILOAT complaints) were discussed with the individuals concerned with a view to reaching an amicable resolution. Such a resolution was reached in 36% of the cases.

**Table 66: Number of settled cases and cases with a recorded withdrawal in 2019**

Outcome	Internal appeals	ILOAT complaints	Total
Withdrawal (incl. "satisfaction given")	15	17 (of which 6 in a mass case)	<b>32</b>
Out-of-court amicable resolution	85	58	<b>143</b>

Source: Conflict Resolution Unit (Employment Law Directorate data)

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

The figures above contain both "regular" and remitted cases. Cases are counted just once, even if several people have withdrawn/reached an amicable resolution (i.e. group cases).

## 7.4 Ethics and Compliance: ensuring integrity and accountability

The EPO, as a model public service organisation, is committed to 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.<sup>5</sup>

### 7.4.1 Investigations

**Table 67: Number of investigations, 2018/2019**

Status of cases	2018	2019	Variation
Cases in progress at the beginning of the reporting year	20	21	5%
Number of which completed in the reporting year	18	20	11%
New intakes/complaints received during the year	66	44	-33%
Cases not registered	12	10	-17%
Cases opened	54	34	-37%
Number of which completed in the same year	36	28	-22%

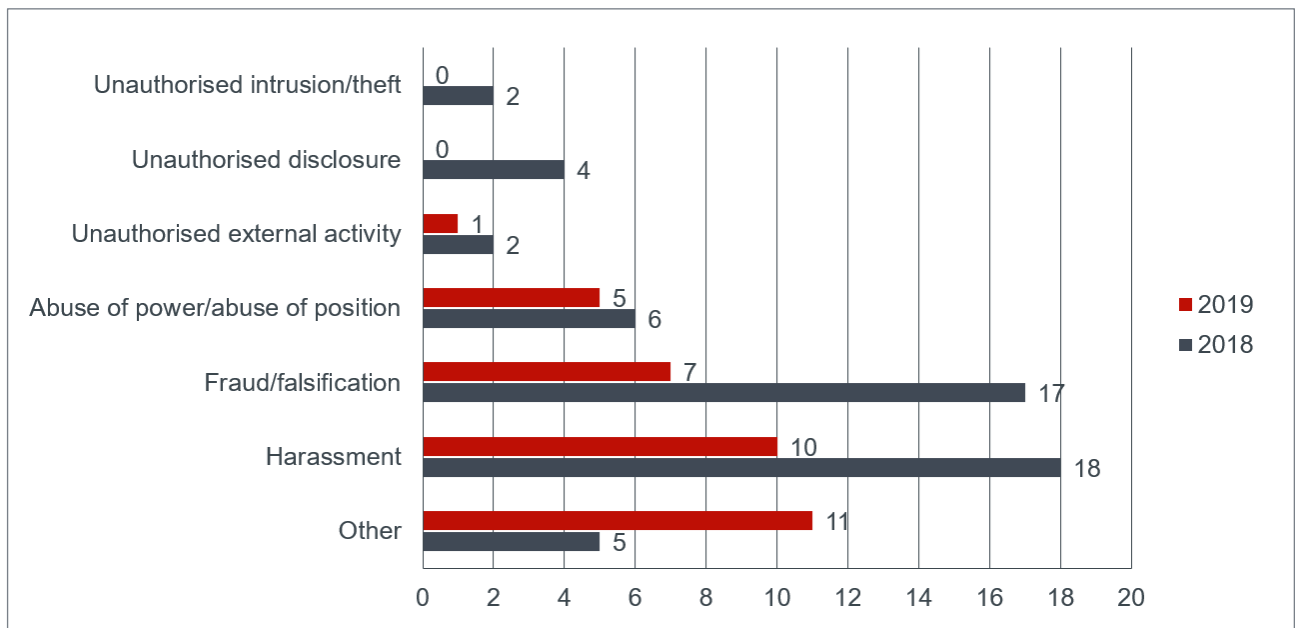
Source: Directorate Ethics and Compliance

<sup>5</sup> The investigations are conducted independently by Directorate Ethics and Compliance, which is part of Principal Directorate Internal Audit and Oversight.



In 2019, Directorate Ethics and Compliance (DEC) received 44 new allegations (versus 66 received in 2018) of potential misconduct and/or harassment ("intakes"). Of these 44 intakes, 10 were not registered as cases, since the related information was insufficiently specified; 34 were opened as investigative cases, i.e. matters on which DEC initiated an investigative process. The investigative process consists of three phases: an initial review, a preliminary evaluation and an investigation phase. Cases can be closed at the end of any of these phases.<sup>6</sup>

**Graph 15: Category of allegations, 2018/2019**



Source: Directorate Ethics and Compliance

In 2019, DEC conducted 10 investigations into harassment allegations, as compared with 18 investigations into harassment in 2018. DEC also investigated 7 cases of fraud and/or falsification (17 in the previous year). Of the investigations carried out by DEC and classified as "other types of misconduct", the majority relate to damage or abuse of Office property.

<sup>6</sup> Closure may occur if, for instance, the allegations do not fulfil certain criteria, they are not supported by facts, they are not material or they cannot be substantiated by obtainable evidence.

## 8. Glossary

### Active service

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

### Allowances/other benefits

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

Term	Legal basis	Description
Dependants' allowance	Art. 69, Art. 70 ServRegs	Payment aimed at providing support to employees for the 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.

Term	Legal basis	Description
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.

## **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 (NRCs) 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.

## **Cority**

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

## **Cure**

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

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

## **Dependant**

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

## **Duty travel**

Mission undertaken by an employee at the request of their line manager to fulfil business needs (business mission) or attend training (training mission) outside of the place of employment. A combined mission is a mission 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 I 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.

## **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 G01-4. The total contribution rate (EPO and staff) in 2019 amounted to 24.9% of the basic salary up to a ceiling of twice the salary for grade G01-4.

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 (Art. 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 29.4% 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 (Art. 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 2019 amounted to 4.5% of the employee's basic salary, up to a ceiling of twice the salary for grade G01-4 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.
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.

## 9. Basic salary tables in EUR from 1 July 2019

### Germany

Basic salary tables in EUR from 1 July 2019

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	17 204.61	17 479.37	17 754.13			274.76
16	16 060.97	16 350.62	16 640.27	16 929.92		289.65
15	14 897.21	15 188.58	15 479.95	15 771.32		291.37
14	13 731.88	14 023.23	14 314.58	14 605.93		291.35
13	12 289.62	12 577.35	12 865.08	13 152.81	13 440.54	287.73
12	10 900.87	11 176.20	11 451.53	11 726.86	12 002.19	275.33
11	9 588.05	9 847.43	10 106.81	10 366.19	10 625.57	259.38
10	8 330.59	8 580.09	8 829.59	9 079.09	9 328.59	249.50
9	7 424.45	7 588.61	7 752.77	7 916.93	8 081.09	164.16
8	6 603.75	6 767.90	6 932.05	7 096.20	7 260.35	164.15
7	5 882.44	6 021.72	6 161.00	6 300.28	6 439.56	139.28
6	5 349.21	5 447.71	5 546.21	5 644.71	5 743.21	98.50
5	4 856.73	4 955.23	5 053.73	5 152.23	5 250.73	98.50
4	4 378.80	4 473.66	4 568.52	4 663.38	4 758.24	94.86
3	3 904.62	3 999.48	4 094.34	4 189.20	4 284.06	94.86
2	3 434.67	3 528.44	3 622.21	3 715.98	3 809.75	93.77
1	3 075.71	3 142.03	3 208.35	3 274.67	3 340.99	66.32

## The Netherlands

Basic salary tables in EUR from 1 July 2019

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	17 231.30	17 506.48	17 781.66			275.18
16	16 085.89	16 375.99	16 666.09	16 956.19		290.10
15	14 920.37	15 212.21	15 504.05	15 795.89		291.84
14	13 753.20	14 045.01	14 336.82	14 628.63		291.81
13	12 308.68	12 596.86	12 885.04	13 173.22	13 461.40	288.18
12	10 917.81	11 193.57	11 469.33	11 745.09	12 020.85	275.76
11	9 602.91	9 862.70	10 122.49	10 382.28	10 642.07	259.79
10	8 343.53	8 593.43	8 843.33	9 093.23	9 343.13	249.90
9	7 435.96	7 600.39	7 764.82	7 929.25	8 093.68	164.43
8	6 614.00	6 778.42	6 942.84	7 107.26	7 271.68	164.42
7	5 891.56	6 031.07	6 170.58	6 310.09	6 449.60	139.51
6	5 357.57	5 456.22	5 554.87	5 653.52	5 752.17	98.65
5	4 864.28	4 962.93	5 061.58	5 160.23	5 258.88	98.65
4	4 385.61	4 480.62	4 575.63	4 670.64	4 765.65	95.01
3	3 910.72	4 005.73	4 100.74	4 195.75	4 290.76	95.01
2	3 440.02	3 533.95	3 627.88	3 721.81	3 815.74	93.93
1	3 080.49	3 146.91	3 213.33	3 279.75	3 346.17	66.42



## Austria

Basic salary tables in EUR from 1 July 2019

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	16 543.56	16 807.75	17 071.94			264.19
16	15 443.84	15 722.36	16 000.88	16 279.40		278.52
15	14 324.85	14 605.04	14 885.23	15 165.42		280.19
14	13 204.24	13 484.40	13 764.56	14 044.72		280.16
13	11 817.36	12 094.03	12 370.70	12 647.37	12 924.04	276.67
12	10 482.07	10 746.82	11 011.57	11 276.32	11 541.07	264.75
11	9 219.64	9 469.05	9 718.46	9 967.87	10 217.28	249.41
10	8 010.51	8 250.44	8 490.37	8 730.30	8 970.23	239.93
9	7 139.25	7 297.11	7 454.97	7 612.83	7 770.69	157.86
8	6 350.04	6 507.89	6 665.74	6 823.59	6 981.44	157.85
7	5 656.42	5 790.35	5 924.28	6 058.21	6 192.14	133.93
6	5 143.68	5 238.39	5 333.10	5 427.81	5 522.52	94.71
5	4 670.13	4 764.84	4 859.55	4 954.26	5 048.97	94.71
4	4 210.56	4 301.78	4 393.00	4 484.22	4 575.44	91.22
3	3 754.62	3 845.84	3 937.06	4 028.28	4 119.50	91.22
2	3 302.72	3 392.89	3 483.06	3 573.23	3 663.40	90.17
1	2 957.54	3 021.29	3 085.04	3 148.79	3 212.54	63.75

## Belgium

Basic salary tables in EUR from 1 July 2019

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 701.93	15 952.69	16 203.45			250.76
16	14 658.16	14 922.51	15 186.86	15 451.21		264.35
15	13 596.10	13 862.04	14 127.98	14 393.92		265.94
14	12 532.52	12 798.44	13 064.36	13 330.28		265.92
13	11 216.21	11 478.81	11 741.41	12 004.01	12 266.61	262.60
12	9 948.72	10 200.00	10 451.28	10 702.56	10 953.84	251.28
11	8 750.53	8 987.25	9 223.97	9 460.69	9 697.41	236.72
10	7 602.94	7 830.66	8 058.38	8 286.10	8 513.82	227.72
9	6 776.02	6 925.86	7 075.70	7 225.54	7 375.38	149.84
8	6 026.96	6 176.78	6 326.60	6 476.42	6 626.24	149.82
7	5 368.66	5 495.78	5 622.90	5 750.02	5 877.14	127.12
6	4 882.00	4 971.90	5 061.80	5 151.70	5 241.60	89.90
5	4 432.54	4 522.44	4 612.34	4 702.24	4 792.14	89.90
4	3 996.35	4 082.92	4 169.49	4 256.06	4 342.63	86.57
3	3 563.59	3 650.16	3 736.73	3 823.30	3 909.87	86.57
2	3 134.69	3 220.27	3 305.85	3 391.43	3 477.01	85.58
1	2 807.09	2 867.60	2 928.11	2 988.62	3 049.13	60.51