



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets

# Social Report for the year **2017**





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# **Social Report for the year 2017**

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## Foreword

Since 2012, the European Patent Office has been publishing a full annual report on the social conditions of its staff. The continuation of this practice is essential for two reasons. Firstly, it constitutes an important element of the EPO's role as a transparent international organisation, particularly with regard to the duty it has towards its employees. The data supplements a wide range of other information published by the EPO, from Administrative Council documents that reveal the governance of our organisation, to environmental reports that assess our green credentials.

The report is also particularly pertinent because it comes at a time when we are drawing to a close on an intense programme of social reforms. That period of change has had the potential to impact on many elements that are measured or cited within these pages. After all, there have been changes in the management of human resources and efforts to bolster the finances of our organisation, both of which have the possibility to exert an effect on staff conditions. Our efforts have constantly aimed to safeguard and improve those conditions.

New data has now been included to reflect the latest changes implemented in human resource management. For example, following a comprehensive reform related to standards of conduct and internal justice, the structure of the report has been aligned to include a new chapter on Ethics and Compliance.

The Social Report is therefore a useful tool for helping to look at the effects of changes that we have already implemented, such as whether the EPO has managed to maintain a comprehensive social package for our staff. But the report is also forward-looking, at a time when the EPO is exploring more initiatives to enhance gender diversity. For the first time we now include a breakdown of the managers by gender in each of the EPO's Directorates-General. Doing so will enable us to keep track in the future of how we're progressing with efforts to enhance diversity throughout our organisation, particularly in the various tiers of management.

As a measure of the working life of our staff, the report serves as a useful guide that will help our organisation to further secure its position as a leading employer. I invite you all to find out more about the EPO's social conditions in the following chapters.



Benoît Battistelli,  
President of the European Patent Office

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# Employee and professional development

## 1. Employee and professional development

### 1.1 Demographics

This section deals with staff structure at the EPO and provides breakdowns of employees 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.

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

At the end of 2017, the EPO employed 6 850 staff. The total number of staff increased by 0.72% compared with the previous year.

Table 1

#### Change in total number of staff working at the EPO, 2016/2017

	2016	2017	Variation
Headcount at 31 Dec	6 801	6 850	+0.72%
FTE (full-time equivalents)	6 439	6 467	+0.43%

Source: FIPS

The upward trend in the number of retirees observed in 2016 was not repeated in 2017. Whereas 247 employees ended active service in 2016, in 2017 that figure was 170, a decrease of 31%. In 2017, the balance between recruitments and retirements was relatively stable, as there were 216 external recruitments against 170 members of staff ending their active service.



### 1.1.2 Breakdown of staff by function

At the end of 2017, 4 528 staff were working as examiners or members of the boards of appeal. The remainder were involved in patent procedure support and other activities such as legal services, human resources, procurement and facility management.

2017 saw an increase of 0.72% in the total population. The number of staff in patent procedure support functions fell by 0.88%, while the number of examiners rose by 1.58%.

Table 2

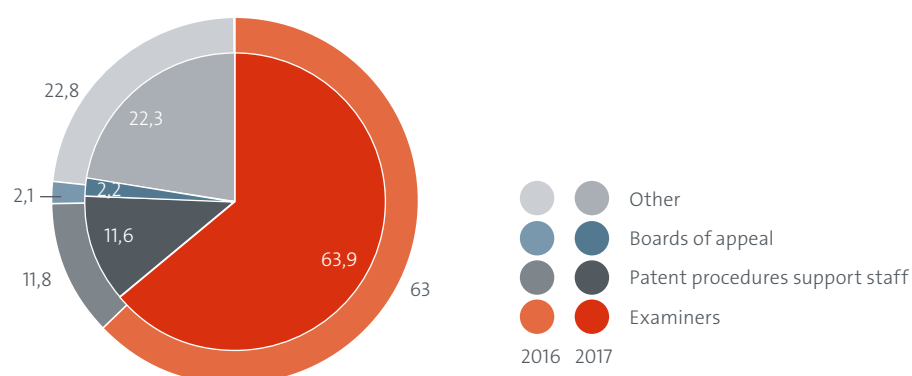
#### Breakdown of number of staff (headcount) by type of function, 2016/2017

Function	31 Dec 2016	31 Dec 2017	Variation
Examiners	4 310	4 378	+1.58%
Members of boards of appeal	141	150	+6.38%
Patent procedures support	800	793	-0.88%
Other	1 550	1 529	-1.35%
<b>Total</b>	<b>6 801</b>	<b>6 850</b>	<b>+0.72%</b>

Source: FIPS

Graph 1

#### Change in breakdown of staff by type of function, 2016/2017



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 2017, 3 806 staff (56% of the total) were working in Munich, while in The Hague there were 2 708 (40% of the total).

Table 3

#### Breakdown of number of staff (headcount) by site, 2016/2017

Site	31 Dec 2016	31 Dec 2017	Variation
Munich	3 772	3 806	+0.90%
The Hague	2 682	2 708	+0.97%
Berlin	247	239	-3.24%
Vienna	96	93	-3.13%
Brussels	4	4	0.00%
<b>Total</b>	<b>6 801</b>	<b>6 850</b>	<b>+0.72%</b>

Source: FIPS

### 1.1.4 Breakdown of staff by age

The average age of EPO staff is 46.8 years (versus 46.4 in 2016). 68% of total staff are between 39 and 54 years old, while 50% are between 40 and 50 years old.

Graph 2

Age pyramid of EPO staff, 31 Dec 2017



Source: FIPS



Table 4

## Change in number of staff by nationality, 2016/2017

Nationality	31 Dec 2016	31 Dec 2017	Variation
German	1 861	1 876	+0.81%
French	1 256	1 268	+0.96%
Italian	547	562	+2.74%
Spanish	509	511	+0.39%
Dutch	474	470	-0.84%
British	410	401	-2.20%
Belgian	340	338	-0.59%
Austrian	212	206	-2.83%
Greek	199	205	+3.02%
Romanian	155	160	+3.23%
Portuguese	106	107	+0.94%
Swedish	103	106	+2.91%
Polish	83	80	-3.61%
Irish	78	78	0.00%
Swiss	65	62	-4.62%
Danish	63	62	-1.59%
Luxembourgian	54	54	0.00%
Finnish	49	49	0.00%
Bulgarian	48	49	+2.08%
Turkish	38	41	+7.89%
Hungarian	36	37	+2.78%
Czech	26	28	+7.69%
Slovakian	21	22	+4.76%
Slovenian	16	18	+12.50%
Cypriot	10	10	0.00%
Lithuanian	9	9	0.00%
Croatian	8	9	+12.50%
Serbian	5	9	+80.00%
Estonian	7	7	0.00%
Latvian	6	6	0.00%
Albanian	1	3	+200.00%
Icelandic	2	2	0.00%
FYROM*	2	2	0.00%
Maltese	2	2	0.00%
Norwegian		1	n/a
Liechtenstein			
Monegasque			
San Marino			
<b>Total</b>	<b>6 801</b>	<b>6 850</b>	

\* Former Yugoslav Republic of Macedonia

Source: FIPS

Table 5

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

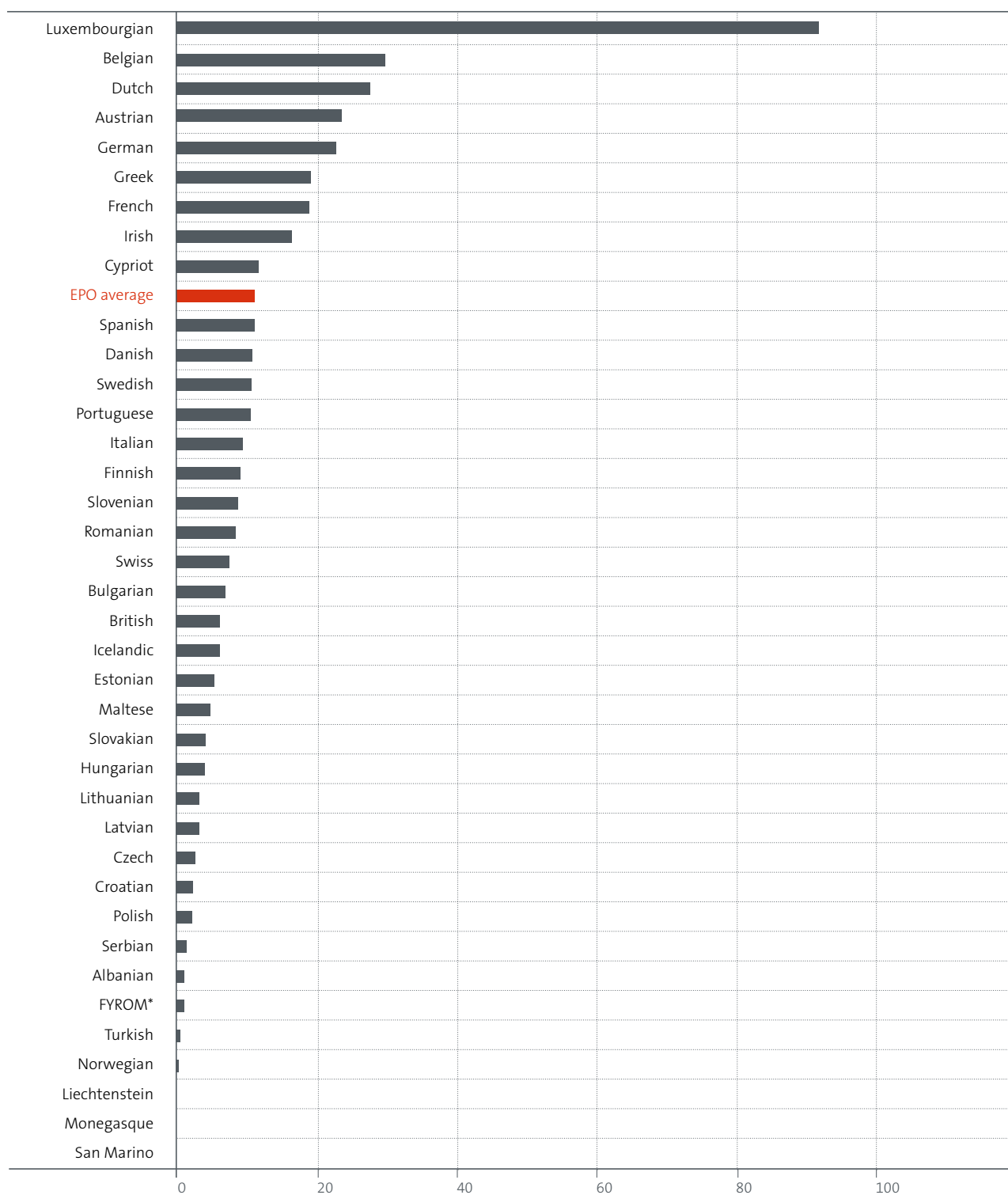
Nationality	EPO staff, 31 Dec 2017	In % of total EPO	Population (in millions), 1 Jan 2017	% of total EPC population	Patent applications per country of residence of applicant
German	1 876	27.38%	82.80	13.40%	25 490
French	1 268	18.51%	67.02	10.85%	10 559
Italian	562	8.20%	60.59	9.81%	4 352
Spanish	511	7.46%	46.53	7.53%	1 676
Dutch	470	6.86%	17.08	2.76%	7 043
British	401	5.85%	65.81	10.65%	5 313
Belgian	338	4.93%	11.37	1.84%	2 155
Austrian	206	3.01%	8.77	1.42%	2 213
Greek	205	2.99%	10.76	1.74%	100
Romanian	160	2.34%	19.64	3.18%	50
Portuguese	107	1.56%	10.31	1.67%	149
Swedish	106	1.55%	10.00	1.62%	3 728
Polish	80	1.17%	37.97	6.15%	469
Irish	78	1.14%	4.77	0.77%	593
Swiss	62	0.91%	8.42	1.36%	7 283
Danish	62	0.91%	5.75	0.93%	2 114
Luxembourgian	54	0.79%	0.59	0.10%	581
Bulgarian	49	0.72%	7.10	1.15%	32
Finnish	49	0.72%	5.50	0.89%	1 818
Turkish	41	0.60%	79.81	12.92%	892
Hungarian	37	0.54%	9.80	1.59%	94
Czech	28	0.41%	10.58	1.71%	205
Slovakian	22	0.32%	5.44	0.88%	41
Slovenian	18	0.26%	2.07	0.34%	96
Cypriot	10	0.15%	0.85	0.14%	49
Serbian	9	0.13%	7.04	1.14%	12
Croatian	9	0.13%	4.15	0.67%	10
Lithuanian	9	0.13%	2.85	0.46%	24
Estonian	7	0.10%	1.32	0.21%	54
Latvian	6	0.09%	1.95	0.32%	15
Albanian	3	0.04%	2.89	0.47%	0
FYROM*	2	0.03%	2.07	0.34%	0
Maltese	2	0.03%	0.44	0.07%	107
Icelandic	2	0.03%	0.34	0.06%	54
Norwegian	1	0.01%	5.26	0.85%	525
San Marino		0.00%	0.03	0.00%	2
Monegasque		0.00%	0.04	0.01%	28
Liechtenstein		0.00%	0.04	0.01%	381
<b>EPO Average</b>		<b>0.00%</b>			
<b>Total</b>	<b>6 850</b>	<b>100.00%</b>	<b>617.75</b>	<b>100.00%</b>	<b>78 307</b>

\* Former Yugoslav Republic of Macedonia

Source: FIPS, Eurostat (as of 1 Jan 2017)

Graph 4

## Number of EPO staff per million inhabitants



\* Former Yugoslav Republic of Macedonia

Table 6

### Grouping of different nationalities at EPO sites, 31 Dec 2017

Site	Share of employees holding a nationality of a country other than that in which they are serving	Number of nationalities represented
Munich	65.64%	34
The Hague	85.86%	31
Berlin	66.95%	21
Vienna	67.74%	17
<b>Total EPO sites</b>	<b>62.74%</b>	<b>35</b>

Source: FIPS



Table 7

## Breakdown of different nationalities at EPO sites, 31 Dec 2017

Nationality	Berlin	% of total at site	Munich*	% of total at site	The Hague	% of total at site	Vienna	% of total at site
German	79	33.04%	1 309	34.37%	469	17.33%	19	20.42%
French	48	20.08%	657	17.25%	555	20.50%	8	8.59%
Italian	13	5.44%	352	9.24%	195	7.20%	2	2.14%
Spanish	24	10.04%	266	6.98%	214	7.90%	7	7.52%
British	18	7.53%	229	6.01%	144	5.32%	10	10.75%
Austrian	8	3.35%	134	3.52%	34	1.26%	30	32.26%
Greek	4	1.67%	93	2.44%	107	3.95%	1	1.08%
Romanian	1	0.42%	87	2.28%	70	2.58%	2	2.15%
Belgian	3	1.26%	86	2.26%	244	9.01%	5	5.38%
Dutch	2	0.84%	84	2.20%	383	14.14%	1	1.08%
Swedish	14	5.86%	67	1.76%	25	0.92%		0.00%
Irish	3	1.26%	52	1.36%	22	0.81%	1	1.08%
Swiss	4	1.67%	43	1.13%	15	0.55%		0.00%
Polish	5	2.09%	43	1.13%	31	1.14%	1	1.08%
Danish	1	0.42%	41	1.08%	20	0.74%		0.00%
Portuguese	5	2.09%	38	1.00%	64	2.36%		0.00%
Luxembourgian	1	0.42%	36	0.94%	16	0.59%	1	1.08%
Finnish	1	0.42%	34	0.89%	14	0.52%		0.00%
Bulgarian		0.00%	33	0.87%	16	0.59%		0.00%
Czech	2	0.84%	18	0.47%	8	0.30%		0.00%
Turkish	1	0.42%	18	0.47%	21	0.78%	1	1.08%
Hungarian		0.00%	18	0.47%	18	0.66%	1	1.08%
Slovakian		0.00%	16	0.42%	4	0.15%	2	2.15%
Slovenian		0.00%	14	0.37%	3	0.11%	1	1.08%
Cypriot	2	0.84%	7	0.18%	1	0.04%		0.00%
Lithuanian		0.00%	7	0.18%	2	0.07%		0.00%
Estonian		0.00%	6	0.16%	1	0.04%		0.00%
Croatian		0.00%	5	0.13%	4	0.15%		0.00%
Serbian		0.00%	5	0.13%	4	0.15%		0.00%
Latvian		0.00%	4	0.10%	2	0.07%		0.00%
Albanian		0.00%	3	0.08%		0.00%		0.00%
FYROM**		0.00%	2	0.05%		0.00%		0.00%
Maltese		0.00%	2	0.05%		0.00%		0.00%
Norwegian		0.00%	1	0.03%		0.00%		0.00%
Icelandic		0.00%		0.00%	2	0.07%		0.00%
<b>TOTAL</b>	<b>239</b>	<b>100.00%</b>	<b>3 810</b>	<b>100.00%</b>	<b>2 708</b>	<b>100.00%</b>	<b>93</b>	<b>100.00%</b>

\* Including staff based in Brussels

\*\* Former Yugoslav Republic of Macedonia

Source: FIPS

### 1.1.6 Breakdown of staff by permanent and contract employees

Contract staff are appointed on the basis of fixed-term contracts. They account for less than 4% of total staff. The number of contract staff has increased for examiners in order to allow them time to bring their languages up to the minimum required level. Once the language requirements are met, examiners on contract become permanent (decision CA/D 09/08), or their contract is extended (decision CA/D 2/18).

Table 8

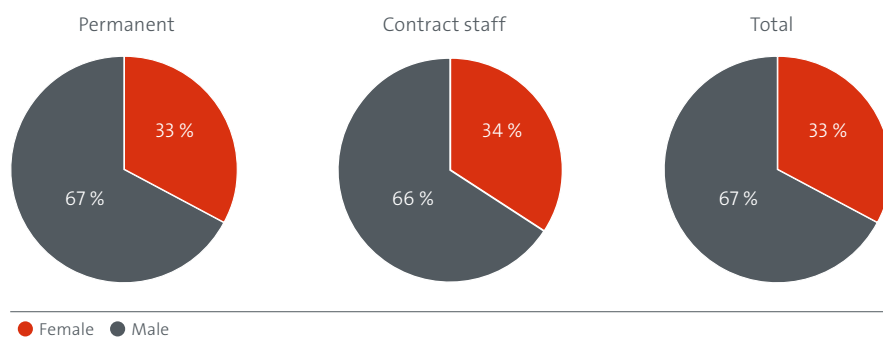
#### Change in number of permanent and contract staff, 2016/2017

Headcount	Function	31 Dec 2016	31 Dec 2017	Variation
Permanent staff	Examiners	4 180	4 237	+1.36%
	Patent procedure support staff	800	793	-0.88%
	Other	1 459	1 413	-3.15%
<b>Total permanent staff</b>		<b>6 439</b>	<b>6 443</b>	<b>+0.06%</b>
Contract staff	Examiners	130	141	+8.46%
	Other	91	116	+27.47%
<b>Total contract staff</b>		<b>221</b>	<b>257</b>	<b>+16.29%</b>
Members of boards of appeal		141	150	+6.38%
<b>Total members of boards of appeal</b>		<b>141</b>	<b>150</b>	<b>+6.38%</b>
<b>Total</b>		<b>6 801</b>	<b>6 850</b>	<b>+0.72%</b>

Source: FIPS

Graph 5

#### Breakdown of permanent and contract staff by gender, 31 Dec 2017



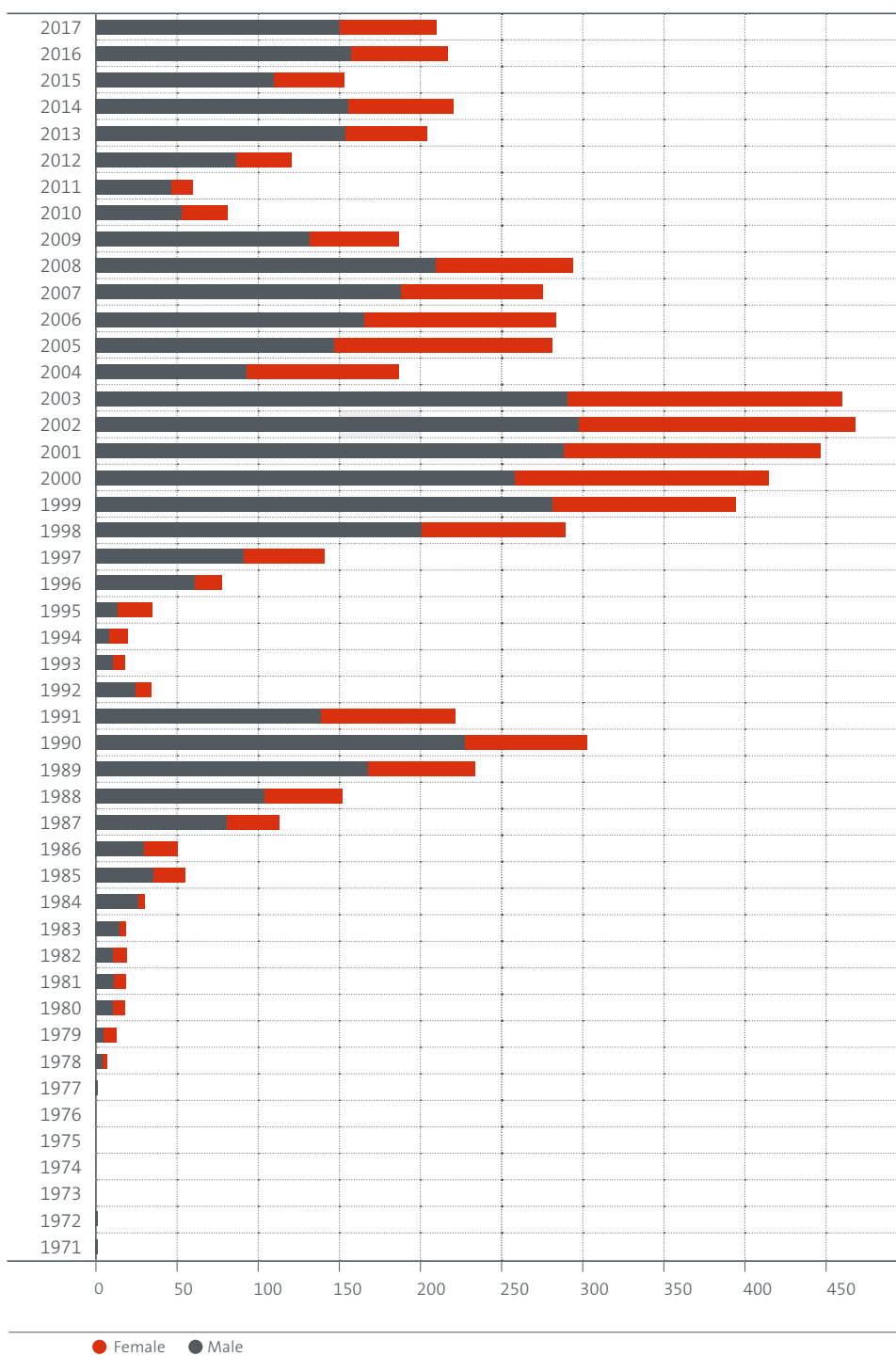
Source: FIPS

### 1.1.7 Breakdown of staff by length of service

More than 58% of EPO staff were recruited between 1998 and 2009 (and are still active).  
1 130 current staff members were recruited between 2012 and 2017 (and are still active).  
918 of them are examiners.

Graph 6

Number of staff by year of recruitment, 31 Dec 2017



Source: FIPS

## 1.2 Employment and career

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

Staff are classified into six job groups along this single spine and follow either a technical or a managerial career path.

Table 9

### Single-spine grading structure and career paths

Job group	Technical career path	Managerial career path	Range of grades
Job group 1:	n/a.	Vice-President / President of the Boards of Appeal	G16 step 3 - G17 step 3
Job group 2:	Principal advisor/ board of appeal chairman	Principal director	G15 step 1 - G16 step 4
Job group 3:	Senior expert/ board of appeal member	Director	G13 step 3 - G15 step 4
Job group 4:	Examiner/ Administrator/Lawyer	Head of department/ team manager	G7 step 1 - G13 step 5
Job group 5:	Expert	Head of section	G7 step 1 - G10 step 5
Job group 6:	Administrative employee	n/a	G2 step 1 - G9 step 5

Source: EPO Service Regulations, Annex I

Table 10

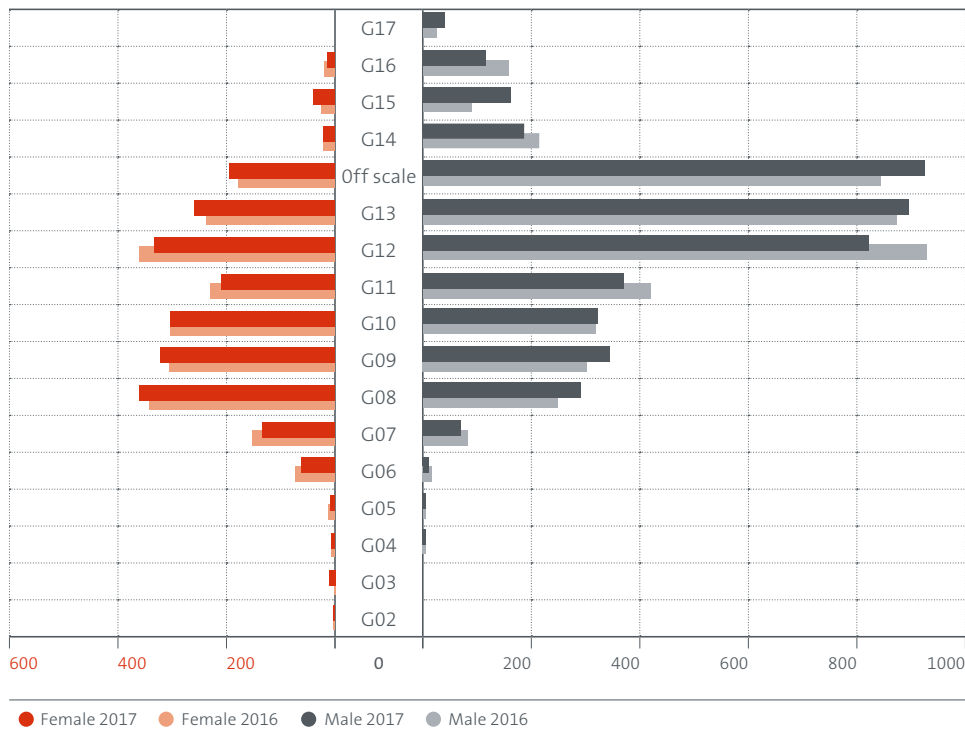
## Breakdown of staff by job group and grade, 31 Dec 2017

Job Group	Grade	Headcount 31 Dec 2016	Headcount 31 Dec 2017	Variation	% of total EPO staff	% of total in category
1	G17	3	4	+33.33%	0.06%	80.00%
	G16	2	1	-50.00%	0.01%	20.00%
<b>1 Total</b>		<b>5</b>	<b>5</b>	<b>0.00%</b>	<b>0.07%</b>	<b>100.00%</b>
2	G16	30	45	+50.00%	0.66%	81.82%
	G15	24	10	-58.33%	0.15%	18.18%
<b>2 Total</b>		<b>54</b>	<b>55</b>	<b>+1.85%</b>	<b>0.80%</b>	<b>100.00%</b>
3	G15	157	121	-22.93%	1.77%	32.18%
	G14	114	204	+78.95%	2.98%	54.26%
	G13	88	51	-42.05%	0.74%	13.56%
<b>3 Total</b>		<b>359</b>	<b>376</b>	<b>+4.74%</b>	<b>5.49%</b>	<b>100.00%</b>
4	Off-scale A4(2)	235	208	-11.49%	3.04%	4.24%
	G13	932	1 066	+14.38%	15.56%	21.71%
	G12	1 114	1 151	+3.32%	16.80%	23.44%
	G11	1 286	1 151	-10.50%	16.80%	23.44%
	G10	581	515	-11.36%	7.52%	10.49%
	G09	303	304	+0.33%	4.44%	6.19%
	G08	243	292	+20.16%	4.26%	5.95%
	G07	159	223	+40.25%	3.26%	4.54%
<b>4 Total</b>		<b>4 853</b>	<b>4 910</b>	<b>+1.17%</b>	<b>71.68%</b>	<b>100.00%</b>
5	G10	66	66	+0.00%	0.96%	31.88%
	G09	63	63	+0.00%	0.92%	30.43%
	G08	54	51	-5.56%	0.74%	24.65%
	G07	27	27	+0.00%	0.39%	13.04%
<b>5 Total</b>		<b>210</b>	<b>207</b>	<b>-1.43%</b>	<b>3.02%</b>	<b>100.00%</b>
6	G09	257	260	+1.17%	3.80%	20.05%
	G08	313	324	+3.51%	4.73%	24.98%
	G07	404	402	-0.50%	5.87%	30.99%
	G06	234	206	-11.97%	3.01%	15.88%
	G05	88	74	-15.91%	1.08%	5.71%
	G04	14	11	-21.43%	0.16%	0.85%
	G03	7	7	+0.00%	0.10%	0.54%
	G02	3	13	+333.33%	0.19%	1.00%
<b>6 Total</b>		<b>1 320</b>	<b>1 297</b>	<b>-1.74%</b>	<b>18.93%</b>	<b>100.00%</b>
<b>Total</b>		<b>6 801</b>	<b>6 850</b>	<b>+0.72%</b>	<b>100.00%</b>	<b>100.00%</b>

Source: FIPS

Graph 7

## Distribution of staff by gender and grade, 2016/2017



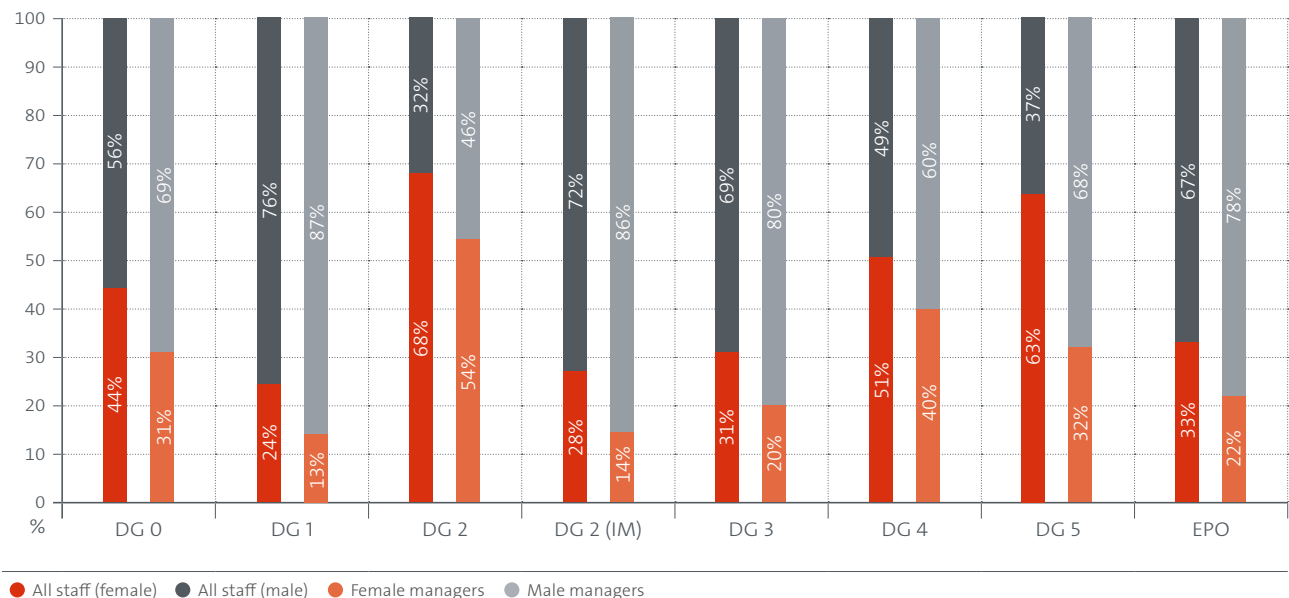
Source: FIPS

## 1.2.1 Breakdown of managers by DG and gender

At the end of 2017, 22% of all managers were women. The proportion of female managers varies from DG to DG, ranging from 13% in DG 1 to 54% in DG 2.

Graph 8

## Breakdown of managers by DG and gender, 2017



Source: Fips

## 1.2.2 Job opportunities: number of vacancies

Table 11

### Number of vacancies by publication type and career group, 2017

Publication type	Job group	Technical	Managerial	Total
Internal publications*	2	3	1	4
	3		3	3
	4	21	32	53
	5	7	10	17
	6	34	2	36
	<b>Total</b>	<b>65</b>	<b>48</b>	<b>113</b>
Internal/external publications	2		2	2
	3	10	2	12
	4	82	2	84
	5	6	2	8
	6	7		7
	<b>Total</b>	<b>105</b>	<b>8</b>	<b>113</b>
<b>Total</b>		<b>170</b>	<b>56</b>	<b>226</b>

\* 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

Internal note: internal publication addressed to a specific group of staff

Source: SuccessFactors

Of the 82 internal/external publications in JG4, technical career path, 59 were examiner vacancies.

Table 12

### Number of job applications, 2015-2017

Number of applications	Examiners	Non-examiners	Total
<b>Total 2017</b>	<b>8 257</b>	<b>6 323</b>	<b>14 580</b>
<b>Total 2016</b>	<b>13 562</b>	<b>6 296</b>	<b>19 858</b>
<b>Total 2015</b>	<b>8 373</b>	<b>7 618</b>	<b>15 991</b>

Source: SuccessFactors

In 2017 the EPO received 14 580 job applications. This represents a decrease of 26.6% with respect to 2016, which showed a peak in the number of applications (19 858, or 22% up on the previous year).

This decrease is related to changes in the way examiner vacancies are posted. These changes were introduced in order to fully align the posting practise for all vacancies (examiners and non-examiners) and to open positions applicable for all sites at the same time, instead of having multiple publications per site.

The changes mean that applicants need only apply once and do not need to make a separate application for each site.

226 vacancies were published in 2017, which roughly corresponds to the level of 2016, when there were 230 vacancies (100 internal and 130 external).

### 1.2.3 External recruitment

In 2017, 216 staff were recruited externally at the EPO.

The core business represented by the examiners constitutes 73% of external recruitment, with 157 recruitments out of 216.

The average age of staff hired in 2017 was 35.9 years.

Table 13

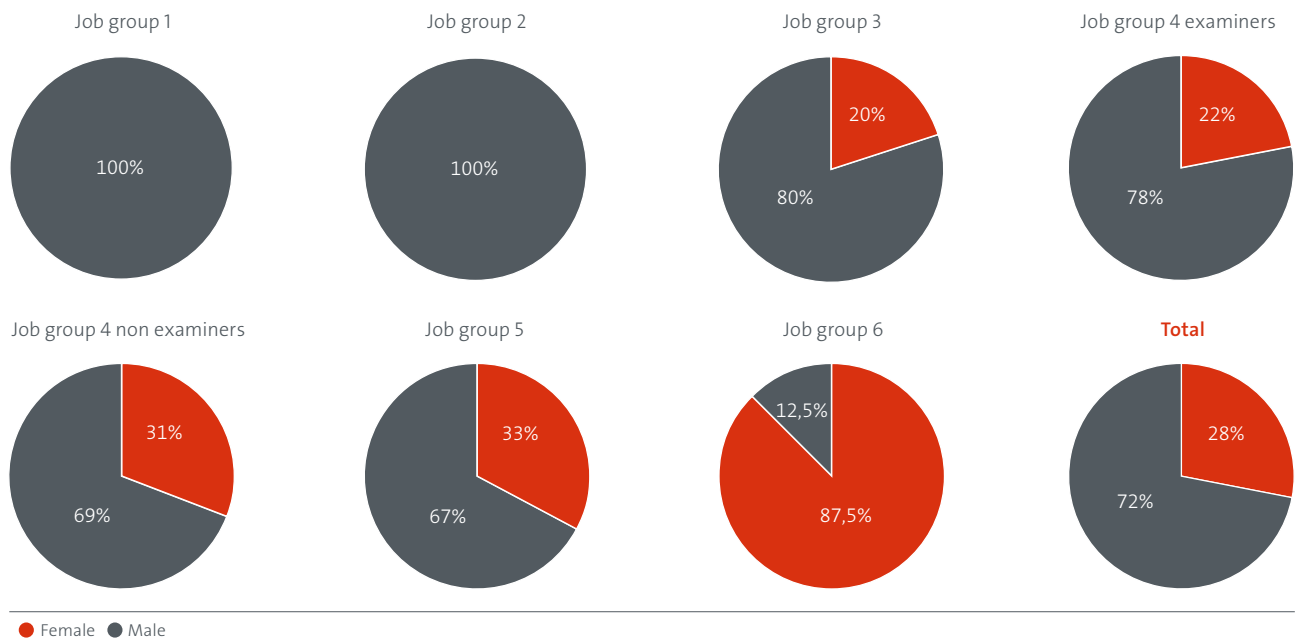
#### Breakdown of external recruitment, 2016/2017

Function	2016	2017	Variation
Boards of Appeal	1	4	+300%
Examiners	185	157	-15%
Others	40	55	+38%
<b>Total</b>	<b>226</b>	<b>216</b>	<b>-4%</b>

Source: FIPS

Graph 9

#### Breakdown of external recruitment by gender and career group, 2017



Source: FIPS



Table 14

## Number of new hires by nationality, 2016/2017

Nationality	2016	2017	Share	Variation
German	72	63	29.17%	-13%
French	30	37	17.13%	+23%
Italian	20	26	12.04%	+30%
Greek	14	14	6.48%	0%
Spanish	20	13	6.02%	-35%
Dutch	9	13	6.02%	+44%
Romanian	11	8	3.70%	-27%
Belgian	13	6	2.78%	-54%
British	5	5	2.32%	0%
Austrian	5	5	2.32%	0%
Turkish	1	4	1.85%	+300%
Serbian	1	4	1.85%	+300%
Swedish	1	4	1.85%	+300%
Czech	1	2	0.93%	+100%
Albanian	0	2	0.93%	n/a
Slovenian	0	2	0.93%	n/a
Portuguese	3	1	0.46%	-67%
Bulgarian	3	1	0.46%	-67%
Slovak	0	1	0.46%	n/a
Hungarian	6	1	0.46%	-83%
Irish	1	1	0.46%	0%
Croatian	2	1	0.46%	-50%
Luxembourg	1	1	0.46%	0%
Norwegian	0	1	0.46%	n/a
Polish	5	0	0.00%	-100%
Swiss	0	0	0.00%	0%
FYROM	0	0	0.00%	0%
Finnish	1	0	0.00%	-100%
Lithuanian	1	0	0.00%	-100%
Danish	0	0	0.00%	0%
Cypriot	0	0	0.00%	0%
Icelandic	0	0	0.00%	0%
<b>Total</b>	<b>226</b>	<b>216</b>	<b>100.00%</b>	<b>-4%</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 end 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 2017 a total of 810 staff received a normal promotion within the same job group. A further 33 staff advanced in their career by appointment to a higher job group.

Table 15

### Number of staff receiving career advancement by promotion, 2016/2017

Reason for action	Job group	2016	2017	Variation
Promotion after selection procedure	2	1	1	0%
	3	27	25	-7%
	4	6	1	-83%
	5	11	6	-45%
<b>Promotion after selection procedure (total)</b>		<b>45</b>	<b>33</b>	<b>-27%</b>
Promotion	2	1	1	0%
	3	39	27	-31%
	4	511	639	+25%
	5	22	20	-9%
	6	170	123	-28%
<b>Promotion (total)</b>		<b>743</b>	<b>810</b>	<b>+9%</b>
Promotion after reclassification	2		1	
			1	
		3	4	+33%
<b>Promotion after reclassification (total)</b>		<b>3</b>	<b>6</b>	<b>+100%</b>
Appointment	2	7	2	-71%
	3	3	10	+233%
<b>Appointment (total)</b>		<b>10</b>	<b>12</b>	<b>+20%</b>
<b>Grand total</b>		<b>801</b>	<b>861</b>	<b>+7%</b>

Source: FIPS

## 1.2.5 Training

The total budget allocated for training in 2017 was EUR 11 225 000, 65% of which was spent. The total number of training hours was 233 373 hours, a decrease of 5.2% over 2016. In addition, 14 042 hours of e-learning were recorded, which constitutes a substantial increase compared with 9 558 hours of e-learning in 2016.

Table 16

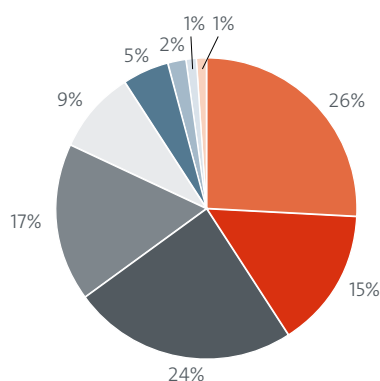
### Training expenditure planned and incurred (in EUR), 2016/2017

	2016			2017		
	Planned	Spent	% spent	Planned	Spent	% spent
Total expenditure	11 760 000	7 921 462	67%	11 225 000	7 311 774	65%

Source: FIPS

Graph 10

### Breakdown of training expenditure in 2017



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

Source: FIPS

Table 17

### Indicators related to training activities, 2016/2017

Training indicators	2016	2017	Variation
Number of staff having received at least one training activity (in headcount)	6 086	6 455	+6.1%
Share of staff having received at least one training activity (in % of total EPO staff)	89.49%	94.23%	+5.3%
Average training expenditure per employee in relation to all staff (in EUR)	1 165	1 067	-8.4%
Average training expenditure per employee having received at least one training activity (in EUR)	1 302	1 133	-13%

Source: FIPS

## 1.2.6 Duty travel

Table 18

### Number of duty travel trips made, 2016/2017

Purpose	2016			2017			Variation		
	Trips	Staff	Expenditure*	Trips	Staff	Expenditure*	Trips	Staff	Expenditure*
Business	4 988	1 283	6 142 040	5 135	1 416	5 880 929	+3%	+10%	-4%
Training	3 747	2 150	4 998 921	055	2 010	3 242 455	-18%	-7%	-35%
Combined missions	396	267	700 602	431	323	699 885	+9%	+21%	0%
<b>Total</b>	<b>9 131</b>	<b>3 700</b>	<b>11 841 563</b>	<b>8 621</b>	<b>3 749</b>	<b>9 823 269</b>	<b>-6%</b>	<b>+1%</b>	<b>-17%</b>

\* in EUR

Source: FIPS

A total of 1 416 staff travelled for business purposes in 2017. In 2016 the figure was 1 283. For staff travelling for training purposes there was a slight decrease from 2 150 in 2016 to 2 010 in 2017.

## 1.2.7 Termination of active service at the EPO (including invalidity)

In 2017, 170 employees ended active service. The main reason for ending active service was retirement (75% of cases). In 2016 the average retirement age was 60.8 years; the figure for 2017 was 61.4 years.

Table 19

### Breakdown of staff ending active service, 2016/2017

	31 Dec 2016	% of total in 2016	31 Dec 2017	% of total in 2017	Variation
Retirement	197	79.8%	127	74.7%	-35.53%
Resignation	29	11.7%	30	17.6%	+3.45%
End of contract	8	3.2%	4	2.4%	-50.00%
Other type	13	5.3%	9	5.3%	-30.77%
<b>Total</b>	<b>247</b>	<b>100.0%</b>	<b>170</b>	<b>100.0%</b>	<b>-31.17%</b>

Source: FIPS

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## Remuneration

## 2. Remuneration

The total expenditure for basic salaries and allowances in 2017 was EUR 929 million. This includes EUR 716 million for basic salaries and EUR 213 million for allowances and benefits.

### 2.1 Payroll for the year and basic salaries

Table 20

#### Basic salaries paid (in EUR), 2016/2017

Job Group	Total basic salaries paid in 2016	Total basic salaries paid in 2017	Average monthly basic salary paid in 2017
A	1 021	21 991	
JG1	1 206 855	1 138 583	18 976
JG2	9 248 064	9 591 958	14 533
JG3	57 475 976	61 518 377	13 634
JG4	521 112 918	539 407 062	9 155
<b>Total JG1-4</b>	<b>589 042 792</b>	<b>611 677 970</b>	<b>9 534</b>
B	113	219	
C	0	0	
JG5	17 418 892	17 782 782	7 159
JG6	87 263 407	86 715 923	5 572
<b>Total JG5-6</b>	<b>104 682 412</b>	<b>104 498 486</b>	<b>5 692</b>
<b>TOTAL</b>	<b>693 725 204</b>	<b>716 176 457</b>	<b>8 713</b>

Source: FIPS

In 2017, the total amount paid for basic salaries was 3.24% more than in 2016. This increase is due mainly to the annual adjustment of salary scales.

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

The 10% highest-paid staff earn monthly full basic salaries at or above EUR 12 615 (90th percentile). The 10% lowest paid earn monthly full basic salaries at or below EUR 5 652 (10th percentile). The ratio between the 90th and 10th percentiles is therefore 2.23.

## 2.3 Performance and rewards

Table 21

### Rewards paid in 2017 (in EUR)

Reward type	Pensionable/non-pensionable	2017
Step/promotion	Pensionable	10 402 436
Individual bonus	Non-pensionable	3 747 367
Performance bonus	Non-pensionable	179 000
Functional allowance	Non-pensionable	1 223 074
<b>TOTAL</b>		<b>15 551 878</b>

Source: Department Remuneration and Social Security Systems

The following percentage of staff received a reward in 2017 based on their performance in 2016:

- 61.8% of the staff eligible for a pensionable reward (e.g. step advancement or promotion) received such a reward.
- 17.3% of staff received an individual bonus as a non-pensionable reward for their 2016 performance.
- A total of 67.2% of eligible staff benefitted from one of the reward modalities.

In addition, almost 100 staff members received a special performance bonus for their contribution to the success of strategic projects within the EPO in 2017.

## 2.4 Allowances and benefits

In addition to basic salaries, in 2017 over EUR 213 million was paid in allowances and benefits, including EUR 96 million paid as expatriation allowance to the 66% of total staff with expatriate status (Art. 72 ServRegs).

Table 22

### Allowances and benefits paid (in EUR), 2016/2017

Category	Allowance/benefit	2016	2017	Variation
<b>Family</b>	Dependants' allowance	32 266 994	33 165 598	+2.80%
	Household allowance	31 333 893	32 445 123	+3.50%
	Childcare allowance	4 003 674	3 914 991	-2.20%
	Education allowance	31 651 598	33 276 290	+5.10%
	Parental/family leave allowance	1 410 875	1 421 684	+0.80%
	Birth grant	159 013	174 686	+9.90%
<b>Work-related</b>	Overtime and shift allowance	1 369 894	1 567 450	+14.40%
	Rent allowance	1 184 882	1 250 618	+5.50%
	Installation allowance	1 348 249	1 367 027	+1.40%
	Removal expenses	1 361 141	1 085 927	-20.20%
	Language allowance	167 146	153 774	-8.00%
	Travel expenses	71 193	76 414	+7.30%
	Acting allowance	797 581	1 223 074	+53.30%
	Miscellaneous*	1 060 797	902 149	-15.00%
	Extra examiner activities	193 406	286 115	+47.90%
	Expatriation allowance	92 951 645	95 775 944	+3.00%
<b>Expatriation</b>	Home leave	3 559 350	3 235 430	-9.10%
	Severance grant	1 805 384	1 573 013	-12.90%
<b>Termination</b>	Salary savings plan payment	693 461	489 642	-29.40%
	Dismissal compensation	59 526	50 249	-15.60%
	Termination indemnity	116 125	36 938	-68.20%
<b>Total</b>		<b>207 565 827</b>	<b>213 472 136</b>	<b>+2.80%</b>

\* See glossary, „Allowances/other benefits“

Source: FIPS

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



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

Table 23

### Contribution to crèches and the European School Munich (ESM) (in EUR), 2016/2017

Type of expenditure	2016	2017	Variation
Subsidies to crèches	329 966	476 930	+44.54%
European School Munich	21 045 945	21 469 005	+2.01%
<b>Total</b>	<b>21 374 966</b>	<b>21 945 935</b>	<b>+2.67%</b>

Source: FIPS

A typical examiner in grade G11-5, the most common grade in JG4, working in Germany, married, with the spouse not gainfully employed, two dependent children and expatriate status, can expect a total net monthly remuneration of approximately **EUR 12 124.20**, made up of:

– Basic salary:	9 972.81 EUR
– Household allowance:	598.37 EUR
– Expatriation allowance:	2 190.30 EUR
– Dependants allowance:	697.08 EUR
– Total deductions <sup>1</sup> :	-1 334.36 EUR

The same examiner working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 12 099.08**, made up of:

– Basic salary:	9 952.14 EUR
– Household allowance:	597.13 EUR
– Expatriation allowance:	2 185.77 EUR
– Dependants allowance:	695.64 EUR
– Total deductions <sup>1</sup> :	-1 331.60 EUR

<sup>1</sup> Deductions include contributions for health insurance, pension, long-term care and death insurance.

An administrative employee in grade G7-2<sup>2</sup>, the most common grade in JG5 and JG6, working in Germany, married, with the spouse not gainfully employed, two dependent children and no expatriate status, can expect a total net monthly remuneration of **EUR 5 931.76**, made up of:

– Basic salary:	5 651.78 EUR
– Household allowance:	339.11 EUR
– Dependants allowance:	697.08 EUR
– Total deductions:	-756.21 EUR

The same employee working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 5 919.46**, made up of:

– Basic salary:	5 640.06 EUR
– Household allowance:	338.40 EUR
– Dependants allowance:	695.64 EUR
– Total deductions:	-754.64 EUR

2 The new reference point for JG6 includes staff in former categories B and C.

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# Social security and pension schemes

### 3. Social security and pension schemes

The EPO provides social security schemes, including a pension scheme, a healthcare insurance scheme and provisions in case of death, invalidity and long-term care. The total payments in 2017 amounted to approximately EUR 299 million.

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

At the end of 2017, 23 079 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 were still affiliated to the EPO scheme. Only one member of contract staff decided not to be covered under the EPO social security scheme.

Table 24

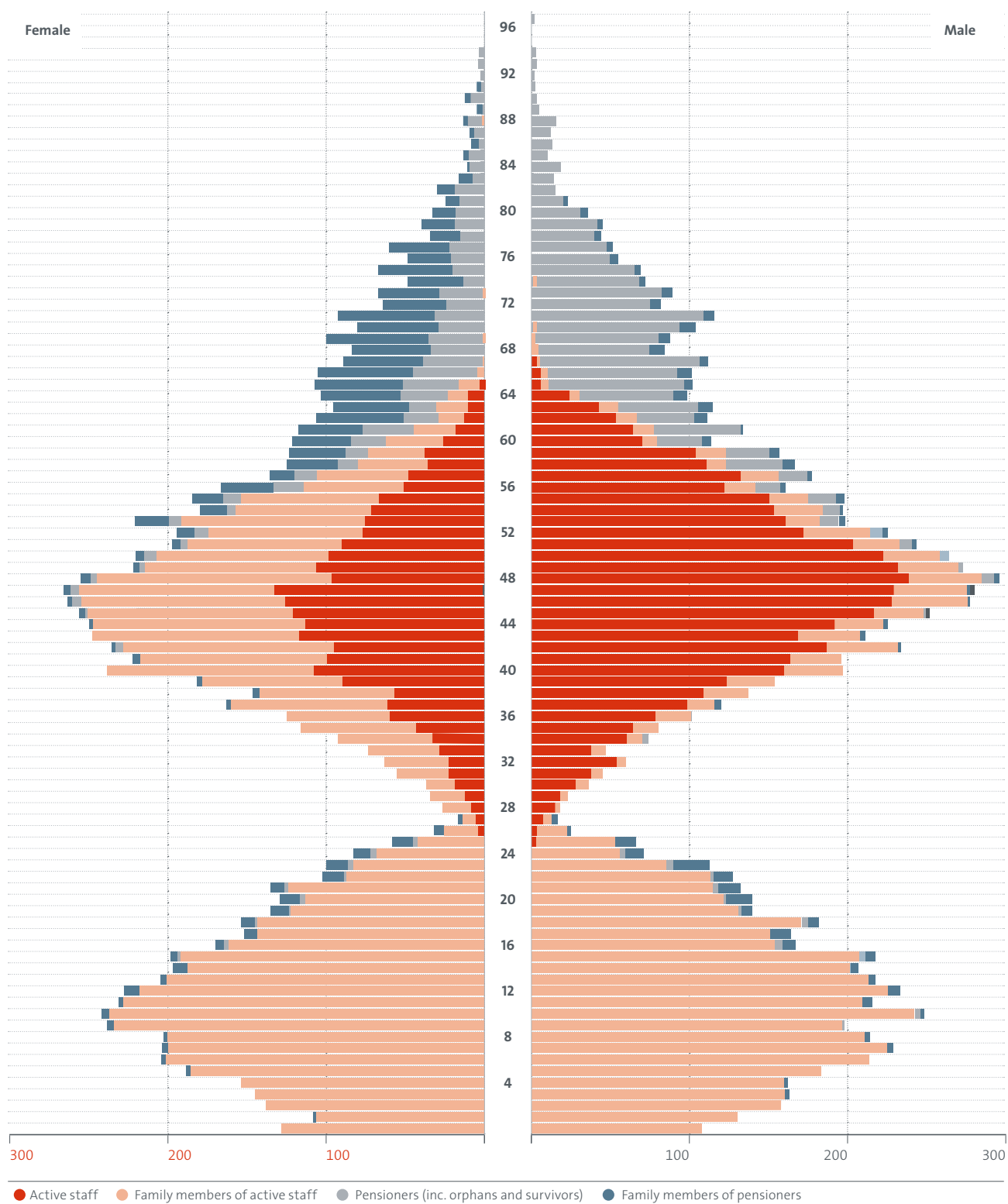
#### Breakdown of persons covered by the EPO social security scheme, 2016/2017

Category	2016	2017	Variation
Active staff covered by the EPO social security scheme	6 795	6 849	+0.8%
Unpaid leave, secondment and reserve status	18	12	-33.3%
Pension recipients	2 403	2 500	+4.0%
Family members (spouses and dependants)	13 775	13 718	-0.4%
<b>Total</b>	<b>22 991</b>	<b>23 079</b>	<b>+0.4%</b>

Source: ISRP, FIPS

Graph 11

Breakdown by age of the total population covered by the EPO's social security schemes, 31 Dec 2017



Source: FIPS, ISRP

## 3.2 Social security benefits

Table 25

### Breakdown of social security payments relating to collective insurances (in EUR), 2016/2017

Type of benefits	2016	2017	Variation
Healthcare reimbursement	72 656 991	69 122 191	-4.9%
Long-term care insurance	4 932 760	5 331 294	+8.1%
Death insurance	1 449 099	1 254 182	-13.5%
<b>Total benefits</b>	<b>79 038 850</b>	<b>75 707 667</b>	<b>-4.2%</b>

Source: FIPS, Cigna

## 3.3 Payments for pensioners

At the end of 2017, there were 2 592 recipients of an EPO pension, which represents a 4.22% increase over 2016.

Table 26

### Breakdown by type of pension, 2016/2017

Type of pension	Number of recipients 2016	Number of recipients 2017	Average monthly basic pension (in EUR) 2016	Average monthly basic pension (in EUR) 2017
Retirement	2 054	2 153	6 161*	6 385
Survivor's	318	329	3 738	3 820
Orphan's	115	110	1 178	1 176
<b>Total</b>	<b>2 487</b>	<b>2 592</b>	<b>5 621</b>	<b>5 838</b>

\* This figure differs from last year's report because it includes persons in receipt of a retirement pension for health reasons, the figures for which were shown separately last year.

Source: ISRP

Table 27

### Breakdown of payments (in EUR), 2016/2017

Benefits linked to pension	2016	2017	Variation
Basic pension	162 211 719	176 460 450	+8.8%
Tax adjustment	34 092 873	36 799 534	+7.9%
Other (allowances, compensation)	9 497 236	10 625 478	+11.9%
<b>Total</b>	<b>205 801 829</b>	<b>223 885 462</b>	<b>+8.8%</b>

Source: FIPS

Table 28

## Key figures related to retired staff, 31 Dec 2017

Job group	Number of retired employees (in headcount)	Average age at retirement (in years)	Average number of years of service at the EPO (in years)	Average basic monthly salary before retirement (in EUR)
JG 1-4	1 309	61.8	27.9	13 459
JG 5-6	635	61.4	30.6	7 003
<b>Total</b>	<b>1 944</b>	<b>61.6</b>	<b>28.8</b>	<b>11 350</b>

Source: FIPS/ISRP

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

– Basic pension:	6 812 EUR
– Household allowance:	409 EUR
– Tax adjustment:	1 362 EUR
– Deductions for medical and long-term care insurance:	- 237 EUR
– National tax:	- 2 131 EUR
– <b>Total:</b>	<b>6 215 EUR</b>

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

– Basic pension:	4 096 EUR
– Household allowance:	263 EUR
– Tax adjustment:	450 EUR
– Deductions for medical and long-term care insurance:	- 142 EUR
– National tax:	- 756 EUR
– <b>Total:</b>	<b>3 911 EUR</b>

### 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 Office and the beneficiaries. With a contribution of EUR 203 million (66% of total contribution), the EPO is the main contributor. As in most European international organisations, the share of contributions to all schemes follows the general approach of “1/3 employee, 2/3 employer”.

Table 29

#### Total contributions to the social security and pension and salary savings plan schemes (in EUR), 2016/2017

Contributions to social security and pension schemes	2016	2017	Variation
EPO	196 227 519	203 115 694	+3.5%
Employees	94 007 097	96 922 371	+3.1%
Pension recipients	5 267 584	5 719 444	+8.6%
<b>Total</b>	<b>295 502 200</b>	<b>305 757 510</b>	<b>+3.5%</b>

Source: FIPS

Table 30

#### Contributions to the social security scheme (without pensions) (in EUR), 2016/2017

Contributors to social security scheme without pensions	2016	2017	Variation
EPO	59 289 941	61 657 874	+4.0%
Employees	25 548 924	26 191 794	+2.5%
Pension recipients	5 267 584	5 719 444	+8.6%
<b>Total</b>	<b>90 106 449</b>	<b>93 569 112</b>	<b>+3.8%</b>

Source: FIPS

Table 31

#### Contributions to the pension scheme (in EUR), 2016/2017

Contributors to the pension scheme	2016	2017	Variation
EPO	136 937 578	141 457 820	+3.3%
Employees	68 458 173	70 730 577	+3.3%
<b>Total</b>	<b>205 395 751</b>	<b>212 188 397</b>	<b>+3.3%</b>

Source: FIPS

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

The assets managed in the salary savings plan scheme amounted to EUR 79.5 million at 31 December 2017.



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## Working conditions

## 4. Working conditions

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

### 4.1 Staff working part-time

In 2017, 14% of total EPO staff were working part-time (50% part-time being the minimum working time allowed). Women represented 73% of the total staff working part-time. These figures are stable in comparison with 2016.

Table 32

#### Breakdown of staff working part-time, 2016/2017

Employees working part-time	31 Dec 2016	31 Dec 2017
Female	688	706
Male	254	259
<b>Total</b>	<b>942</b>	<b>965</b>
<b>In % of total staff</b>	<b>13.9%</b>	<b>14.1%</b>

Source: FIPS

Table 33

#### Breakdown of working time percentages, 2016/2017

Working time percentage	Number of staff at 31 Dec 2016	Percentage of staff working part-time	Number of staff at 31 Dec 2017	Percentage of staff working part-time
50 - 59%	64	6.8%	59	6.1%
60 - 69%	85	9.0%	101	10.5%
70 - 79%	156	16.6%	154	16.0%
80 - 89%	444	47.1%	465	48.2%
90 - 99%	193	20.5%	186	19.3%
<b>Total</b>	<b>942</b>	<b>100.0%</b>	<b>965</b>	<b>100.0%</b>

Source: FIPS

## 4.2 Staff on part-time home working

In 2017, more than 26% of total staff were on the part-time home working scheme, an increase of more than three percentage points compared with 2016.

Table 34

### Part-time home workers by gender, 2016/2017

Part-time home workers	31 Dec 2016	31 Dec 2017	Variation
Female	735	852	+15.9%
Male	824	947	+14.9%
<b>Total</b>	<b>1 559</b>	<b>1 799</b>	<b>+15.4%</b>

Source: FIPS

Table 35

### Part-time home workers by number of days worked at home, 2016/2017

Days on part-time home working	31 Dec 2016	31 Dec 2017	% of total 2017	Variation
1 day or less	399	434	24.1%	+8.8%
1 day < d ≤ 2 days	625	683	38.0%	+9.3%
2 days < d ≤ 3 days	445	553	30.7%	+24.3%
Other (variable schedule)	90	129	7.2%	+43.3%
<b>Total</b>	<b>1 559</b>	<b>1 799</b>	<b>100.0%</b>	<b>+15.4%</b>

Source: FIPS

### 4.3 Flexi- and compensation leave

In 2017, the average amount of flexi-leave taken per employee (in FTEs) was equal to 3.8 days. The average amount of compensation leave taken per employee (in FTEs) was equal to 5.9 days.

Table 36

#### Breakdown of flexi- and compensation leave, 2016/2017

Type of leave	Man-days 2016	Man-days 2017	Variation
Flexi-leave	25 084	24 831	-1.0%
Compensation leave	39 476	38 522	-2.4%

Source: FIPS

### 4.4 Overtime, shift work and on call

Table 37

#### Breakdown of overtime, shift work and on call, 2016/2017

Overtime shift work and on call (in hours)	2016	2017	Variation
Overtime	1 953	2 274	+16.4%
On call	133 383	138 552	+3.9%
Shift hours	2 154	2 043	-5.2%

Source: FIPS

## 4.5 Working days and absences

Parental and family leave are classed as social leave. In 2017, 1 339 employees took an average of 19 days of parental leave. In 2017, 89 employees took family leave. On average, each of these employees took 20 days of family leave.

Table 38

### Reasons for absence, volume and impact on total working days, 2016/2017

Categories of absence	2016			2017			Variation
	Number of absence days	Average number of absence days/FTEs	Absence days as % of total working days	Number of absence days*	Average number of absence days/FTEs**	Absence days as % of total working days	Number of absence days*
Annual leave and home leave	233 732	34.4	13.7%	228 895	33.6	13.0%	-2.1%
Medical reasons	62 049	9.1	3.6%	56 855	8.3	3.2%	-8.4%
Social leave	48 859	7.2	2.9%	46 540	6.8	2.6%	-4.7%
Unpaid leave	6 239	0.9	0.4%	6 523	1.0	0.4%	+4.6%
<b>Total</b>	<b>350 879</b>	<b>51.7</b>	<b>20.5%</b>	<b>338 813</b>	<b>49.7</b>	<b>19.2%</b>	<b>-3.4%</b>

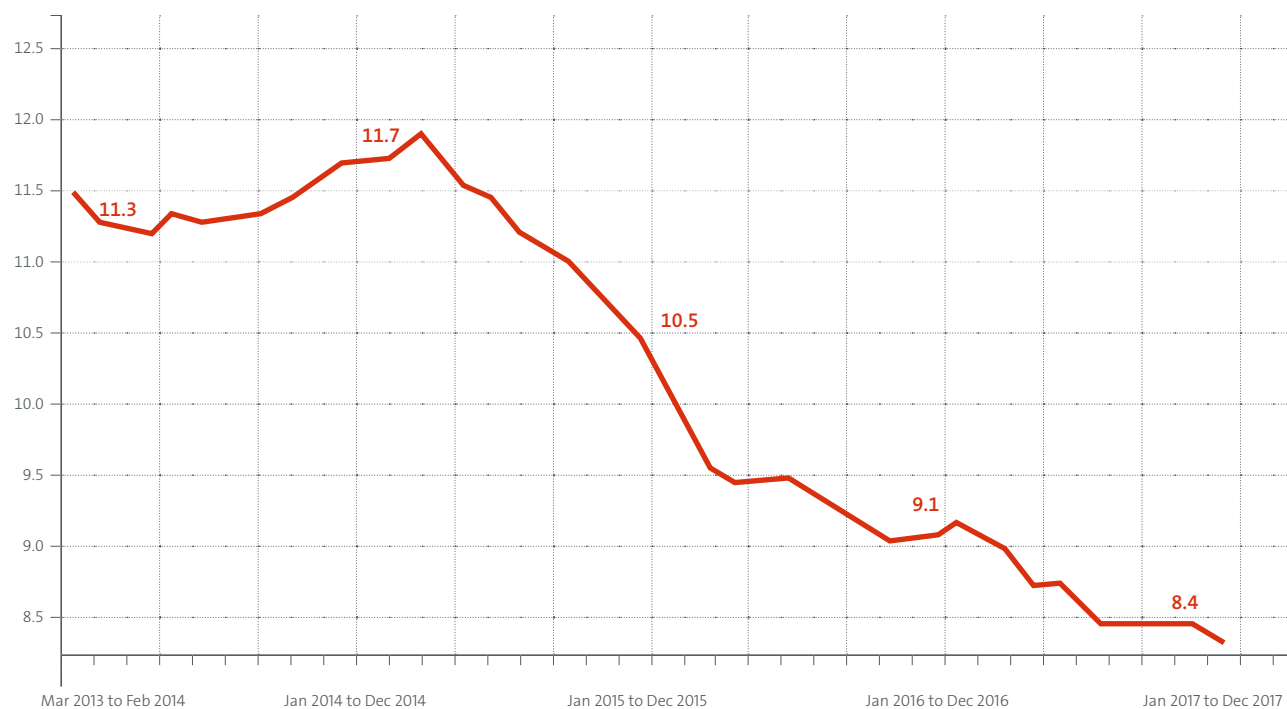
\* An absence day is not equivalent to a man-day. For instance, an absence day for a 50% part-timer (4 hours) counts as a full day. This is the official unit for reporting sickness.

Source: SAS, FIPS

\*\* Note that for the calculations, FTEs and not FTE (see glossary) is used as a basis for the calculations. The statistics are aligned with the official sick leave statistics.

Graph 12

### Total sickness days per FTE, 12 months rolling, 2011-2017



Source: FIPS

Table 39

## Breakdown of total sickness days, 2016/2017

Type	2016		2017		Variation Total days per FTE %	Variation Capacity loss %
	Total days per FTE	Capacity loss %	Total days per FTE	Capacity loss %		
Short-term sick leave	6.58	2.63%	5.49	2.19%	-17%	-17%
Extended sick leave (old system)	0.38	0.15%	n/a	n/a	n/a	n/a
Extended sick leave (new system)	0.95	0.38%	0.35	0.14%	-63%	-63%
Incapacity	1.19	0.48%	2.52	1.02%	+112%	+112%
<b>Total</b>	<b>9.10</b>	<b>3.64%</b>	<b>8.36</b>	<b>3.35%</b>	<b>-8%</b>	<b>-8%</b>

Source: FIPS

Sickness days for occupational accidents account for 0.4% of total sick leave.

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Health, safety and  
welfare services

## 5. Health, safety and welfare services

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

Table 40

#### Volume of activities undertaken by the Occupational Health Services, 2016/2017

Volume of activities undertaken by the Occupational Health Service	2016	2017	Variation %
Number of staff consultations	1 566	1 481	-5.43%
Number of cases	2 298	2 146	-6.61%
Number of in-house consultations	4 062	3 396	-16.40%

Source: Health &amp; Safety, Medgate

Table 41

#### Type of activities undertaken by the Occupational Health Service, 2016/2017

Type of activities carried out by the Occupational Health Service	2016	2017	Variation %
Mandatory examination, Circular No. 367	72	167	+131.94%
Reintegration meetings	242	261	+7.85%
Consultations with managers	394	261	-33.76%
Health Advisory Team (HAT) meetings	170	168	-1.18%
Workplace visits made by OHS ergonomists/nurses/ErgoWucs	4 832	4 067	-15.83%
Preventative medical examinations	843	890	+5.58%
Emergency cases	75	59	-21.33%
Vision tests	436	532	+22.02%
In-house physiotherapy treatment sessions	5 964	5 606	-6.00%
Influenza vaccinations	1 597	1 740	+8.95%

Source: Health &amp; Safety, Medgate

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



Table 42

**Volume of activities undertaken by the Medical Advisory Unit, 2016/2017**

Activities undertaken by the Medical Advisory Unit	2016	2017	Variation %
Requests for prolongation of dependants' allowance for medical reasons (Art. 69(5) ServRegs)	40	38	-5.00%
Requests for dependants' allowance for handicapped children (Art. 69(1).II ServRegs)	135	120	-11.11%
Consultation for medical opinion for employees on extended sick leave (as of 1 April 2015)*	639	604	-5.48%
Cure requests	246	177	-28.05%
Number of A cures granted	128	71	-44.53%
Number of B cures granted	82	64	-21.95%
Requests for special leave	126	162	+28.57%
Requests to spend sick leave elsewhere than at employee's place of residence (Art. 62(3) ServRegs)	106	64	-39.62%
Sick leave verification (Art. 62a(6) ServRegs)	9	8	-11.11%
Advice on health insurance matters and disputes	75	94	+25.33%
Initial medical examinations**	285	166	-41.75%
Requests for family leave	116	111	-4.31%
Examinations under Art. 26(2) ServRegs	7	6	-14.29%
Long-term care matters (number of cases)***	0	51	n/a

\* Information regarding medical committees has been removed from the table as they ceased to exist on 1 April 2015

Source: Health & Safety/Medgate

\*\* This number may be higher than the actual number of newly recruited employees, as candidates used to be invited for the medical screening before receiving an official job offer. This practice ceased in mid-2016.

\*\*\* New Medical Advisory Unit task as of 1 July 2017.

## 5.2 Occupational accidents

Table 43

### Reported number of occupational accidents, 2016/2017

Site	2016	2017
Munich	36	34
The Hague	43	28
Berlin	0	1
Vienna	2	3
Brussels	0	0
<b>Total</b>	<b>81</b>	<b>66</b>

Source: Health &amp; Safety

Commuting accidents (65% of the total registered occupational accidents) resulted in 208 sick leave days. Slip, trips and falls were the second main cause of occupational accidents and in 2017 resulted in 24.5 sick leave days.

## 5.3 Health and safety-related expenditure

Overall expenditure for health and safety decreased by approximately 17% in 2017 compared with 2016.

Table 44

### Breakdown of other health service costs (in EUR), 2016/2017

Category	2016	2017	Variation
Biennial medical examination	309 543	353 998	+14.36%
Initial medical examination	61 158	48 995	-19.89%
Health and safety costs	1 294 138	978 375	-24.40%
<b>Total</b>	<b>1 664 839</b>	<b>1 381 368</b>	<b>-17.03%</b>

Source: FIPS

## 5.4 Internal resources dedicated to health and safety

Table 45

### Number of EPO staff working in health and safety, 2016/2017

Department	Number of staff 2016	Number of staff 2017
Health & Safety	4	6
Occupational Health & Safety	8	8
Medical Advisory Unit	6	5
<b>Total</b>	<b>18</b>	<b>19</b>

Source: FIPS

## 5.5 Funding for general staff welfare

Overall expenditure for staff welfare was stable in 2017

Table 46

### Breakdown of expenditure for general staff welfare (in EUR), 2016/2017

Category	2016	2017	Variation
Canteen subsidies	2 200 952	2 176 096	-1.13%
AMICALE, culture and sports clubs, social events	1 102 500	1 100 000	-0.23%
Pensioners' Association subsidy	73 932	82 700	+11.86%
Social events Office	463 733	358 164	-22.76%
Motivation budget	215 465	215 139	-0.15%
Welfare Miscellaneous*	74 403	177 220	+138.19%
<b>Total</b>	<b>4 130 985</b>	<b>4 109 318</b>	<b>-0.52%</b>

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

Source: FIPS

## 5.6 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.

Table 47

### Home loans, 2016/2017

Home loans	2016	2017	Variation
Number of new applications	206	146	-29.1%
Amount of new loans to staff, in EUR (Budget)	16 792 196	16 800 000	+0.05%
Number of new loans paid out to staff	155	161	+3.9%
Total number of active outstanding loans	1 409	1 405	-0.3%
Average interest rate over the total average capital	1.93%	1.53%	-20.7%
<b>Total amount of home loans outstanding, in EUR</b>	<b>102 140 388</b>	<b>102 024 066</b>	<b>-0.1%</b>

Source: Home Loans Department

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# Social dialogue

## 6. Social dialogue

Table 48

### Staff representation activities in days, 2016/2017

Statutory bodies	2016	2017
General Consultative Committee	32.13	18.31
Appeals Committee	146.75	164.25
Health and safety issues	54.00	28.50
<b>Total</b>	<b>232.88</b>	<b>211.06</b>

Source: Self-declaration by staff representatives

Administrative Council and its bodies	2016	2017
Administrative Council and Committees	73.25	37.81
Reserve Funds for Pensions and Social Security	52.00	38.00
<b>Total</b>	<b>125.25</b>	<b>75.81</b>

Source: Self-declaration by staff representatives

Thematic meetings and working groups	2016	2017
Various meetings with management	753.83	768.33
Data protection	0	1.44
Recruitment	689.40	517.35
Home Loans Committee	13.38	9.25
Sub-group GCC SSPR	6.56	4.25
Health and safety issues	5.38	28.50
Staff Committee elections	n/a	7.19
Ad hoc working groups	10.25	22.00
<b>Total</b>	<b>1 476.80</b>	<b>1 358.31</b>

Source: Self-declaration by staff representatives

Internal staff representative work & training	2016	2017
Staff representative work	2 765.25	2 625.11
Preparation and travel	99.04	77.84
Training	31.75	16.35
<b>Total</b>	<b>2 896.04</b>	<b>2 719.30</b>

Source: Self-declaration by staff representatives

Table 49

**Number of staff by site involved in staff representation activities, 2016/2017**

Site	Total 2016	Total 2017	Variation
Berlin	6	9	+50%
Munich	60	58	-3%
The Hague	53	63	+19%
Vienna	3	6	+100%
<b>Total</b>	<b>122</b>	<b>136</b>	<b>+11%</b>

Source: FIPS

Table 50

**Time allocation for staff representation related-activities, 2016/2017**

Time allocation (in days)	2016	2017
Time available	5 800	5 350
Time used	4 012	3 826
<b>Time (in days) for appointees by CSC</b>		
Disciplinary procedures	12	28
Selection procedure	713	524
<b>Total used</b>	<b>4 737</b>	<b>4 378</b>

Source: FIPS

## 6.1 Meetings with social partners

Table 51

### Number of meetings with social partners, 2016/2017

Meetings of statutory bodies	2016	2017
Central Occupational Health, Safety and Ergonomics Committee	6	4
General Consultative Committee	7	7
Local Occupational Health, Safety and Ergonomics Committee MUC	1	2
Local Occupational Health, Safety and Ergonomics Committee VIE	4	4
Local Occupational Health, Safety and Ergonomics Committee BER	5	2
Local Occupational Health, Safety and Ergonomics Committee TH	3	2
Local Staff Committee MUC	2	2
Local Staff Committee TH	3	4
Local Staff Committee VIE	2	6
Local Staff Committee BER	4	4
Appraisals Committee	7	2
Disciplinary Committee	3	7
Home Loans Committee	4	4
<b>Total</b>	<b>51</b>	<b>50</b>
<b>Administrative Council meetings</b>		
Administrative Council	4	4
Reserve Funds for Pensions and Social Security	5	2
Budget and Finance Committee	2	2
Technical and Operational Support Committee	2	2
Committee on Patent Law	2	2
<b>Total</b>	<b>15</b>	<b>12</b>
<b>Thematic meetings and working groups</b>		
Working Group on Circular 355/356	2	1
Professional Election Supervisory Committee	n/a	6
Working Group on Reform of Internal Justice System	n/a	1
Working Group on Modernisation of Employment Framework	n/a	2
<b>Thematic meetings and working groups (2016 only)</b>		
Working Group on Circular 341/342	4	n/a
Working Group on salary adjustments	2	n/a
CSC/LCS meeting - call for strike	1	n/a
CSC/LCS meeting - Social Conference follow-up	1	n/a
Meeting on amendment of Art. 36(2) ServRegs	1	n/a
Meeting with Cigna (contract signing)	1	n/a
<b>Total</b>	<b>12</b>	<b>10</b>
<b>Other meetings</b>		
Subgroup of the GCC on Social Security, Pensions and Remuneration	2	2
Three wise men on salaries (Advisory Group on Remuneration)	1	1
Actuarial Advisory Group	n/a	2
ISRP for staff representatives	1	1
Working Group on Guide to Cover	1	1
<b>Total</b>	<b>5</b>	<b>7</b>

Source: Principal Directorate Human Resources



In 2016 the Administrative Tribunal of the International Labour Organization (ILOAT) ruled that, from the second half of 2014 onwards, the Appeals Committee had not been composed in accordance with the applicable rules (judgments Nos. 3694 and 3785). As a consequence, the President, in view of the fact that the Appeals Committee had not been properly constituted when adopting its opinions, referred 229 appeals back to the Committee for a fresh examination. These 229 cases were registered by the Appeals Committee Secretariat as remitted cases (also known as “R” cases).

Table 52

### Number of Appeals Committee and Disciplinary Committee meetings, 2016/2017

Number of Appeals Committee and Disciplinary Committee meetings	2016	2017
Number of hearings (former Appeals Committee)	59	19
Number of hearings (new Appeals Committee)*		9
Number of hearings (Disciplinary Committee)	3	7

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

Source: HR Legal Support and Appeals Committee Secretariat

In 2017, there were five sessions of the former Appeals Committee, comprising 11 meeting days, and one session of the new Appeals Committee, comprising 7.5 meeting days (3.5 days for chamber 1 and 4 days for chamber 2).

The special circumstances applying to the Appeals Committee in 2017, namely the impact on its work of ILOAT Judgments Nos. 3694 and 3785 and the shortened reporting period, explain why the number of absolute meeting days decreased significantly.

## 6.2 Industrial action

Table 53

### Number of strike days, 2016/2017

Category	2016	2017
Number of strike days	1	2
Number of FTE days*	2 567	1 578

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

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# Conflict resolution

## 7. Conflict resolution

### 7.1 Conflict Resolution Unit

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

#### 7.1.1 Harassment allegations

Up until June 2017 the CRU was in charge of the Office-wide registration of allegations of harassment. Following the reform relating to standards of conduct and the internal justice system (CA/D 7/17) introduced in July 2017, such allegations must now be filed with the newly created Directorate Ethics and Compliance (DEC). The CRU continues, however, to promote the prevention of harassment and de-escalation of interpersonal conflicts. In the period to July 2017, two harassment cases were filed with the CRU (one of which was subsequently withdrawn and one referred to the Investigative Unit).

#### 7.1.2 Informal conflict resolution

The CRU was supported in its informal conflict resolution activities in 2017 by a network of 10 confidential counsellors (four in Munich, four in The Hague and two in Vienna). 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 54

#### Types of case dealt with by the Conflict Resolution Unit, 2016/2017

Nature of conflict	Number of cases 2016	% of total 2016	Number of cases 2017	% of total 2017
Manager/employee in the hierarchical line	73	55%	112	52%
Between colleagues	25	19%	21	10%
Between managers	6	5%	11	5%
Request for information	18	14%	63	30%
Private matters	3	2%	0	0%
Other	7	5%	9	3%
<b>Total</b>	<b>132</b>	<b>100%</b>	<b>216</b>	<b>100%</b>

Source: Conflict Resolution Unit

Table 55

**Status of cases dealt with by the Conflict Resolution Unit, 2017**

Status of cases	Number of cases 2017	% of total 2017
Conflicts resolved via coaching	141	65%
Conflicts resolved via conciliation	22	10%
Referrals to formal procedure (management review, Appraisals Committee, investigation, etc.)	13	6%
Ongoing	40	19%
<b>Total</b>	<b>216</b>	<b>100%</b>

Source: Conflict Resolution Unit

**7.1.3 Management review**

The management review is a pre-litigation step that was introduced in 2013. It is aimed at resolving employment law-related administrative disputes at an early stage, thus preventing further litigation. 155 requests for management review were registered in 2017, coming from a total of 1 301 requesters.

Table 56

**Overview of general categorisation of management reviews, 2017**

Supra-categories	Registered cases	% of total 2017	Number of requesters
Regulations/policies	45	29.03%	1 191
Individual	110	70.97%	110
<b>Total</b>	<b>155</b>	<b>100.00%</b>	<b>1 301</b>

Source: Conflict Resolution Unit

Table 57

**Nature of cases dealt with by management review, 2016/2017**

Categories	Management review 2016	% of total 2016	Management review 2017	% of total 2017	Number of requesters, 2017
Career/promotion/step advancement/bonus	58	31.87%	64	41.29%	697
Salary/allowances/payments	33	18.13%	23	14.84%	291
Pensions/Invalidity	33	18.13%	15	9.67%	44
Staff Committee rights/collective rights	10	5.49%	14	9.03%	59
Other	17	9.35%	10	6.45%	97
Leave/working time	11	6.04%	12	7.74%	89
Disciplinary procedures	10	5.49%	7	4.52%	9
Transfer/appointment/contract	2	1.10%	6	3.87%	11
Healthcare/long-term care	4	2.20%	3	1.94%	3
Investigation/harassment	4	2.20%	1	0.65%	1
<b>Total</b>	<b>182</b>	<b>100.00%</b>	<b>155</b>	<b>100.00%</b>	<b>1 301</b>

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

Table 58

**Outcome of management review cases, 2016/2017**

Status/outcome	Requests 2016	% of total 2016	Requests 2017	% of total 2017
Rejected as irreceivable	83	45.60%	76	49.03%
Decision maintained	76	41.76%	50	32.26%
Allowed (in whole or in part)	13	7.14%	13	8.39%
Withdrawn	3	1.65%	7	4.51%
No review (filter function)	7	3.85%	9	5.81%
Pending	0	0.00%	0	0.00%
<b>Total</b>	<b>182</b>	<b>100.00%</b>	<b>155</b>	<b>100.00%</b>

Source: Conflict Resolution Unit

Of the 155 requests filed in 2017, approximately 35% progressed to the appeal stage (as of 1 February 2018).

The above is a preliminary figure. The definitive number of internal appeals following a management review will be available in July 2018, as it can take up to six months from the date of filing of a management review for an appeal to be registered (up to two months to conduct the review, up to three months to file a subsequent appeal and up to one month to register the appeal).

As a reference, the final figures for 2016 show that, of 182 registered requests for review, 110 (approx. 60%) resulted in internal appeals or ILOAT complaints (105 internal appeals and five ILOAT complaints). This shows a strengthening trend in the filter function of the management review procedure.

## 7.2 Internal appeals

In 2017, 103 appeals were lodged by 621 staff members (individual appellants and appellants filing mass appeals). This is the lowest number of incoming appeals in the last ten years. The number of appellants increased compared with the previous year (366).

The relatively high number of appellants compared with the low number of incoming appeals is primarily caused by five mass appeals registered in the summer. These mass appeals relate to the reform of the career system, the salary adjustment in The Hague and the reform of the Boards of Appeal.

In 2017, the median duration from filing an appeal until the final decision of the President was 33.1 months (41.58 months in 2016).<sup>3</sup> This is expected to increase considerably in 2018 due to the fact that the new Appeals Committee will be dealing with the oldest pending appeals.

In 2017, the number of pending cases before the Appeals Committee remained stable (excluding the number of remitted appeals (229)). The remittal of these cases impacted significantly on the number of pending cases (see paragraph above Table 52). At the end of 2017, 507 appeals (plus 229 remitted appeals) were pending before the Appeals Committee (515 in 2016).

In total, 59 of the 103 newly registered appeals were registered in the “Regulations/Policies” supra-category introduced in 2016. An appeal is automatically considered to be directed against regulations/policies if it is also directed against the underlying rule.

Table 59

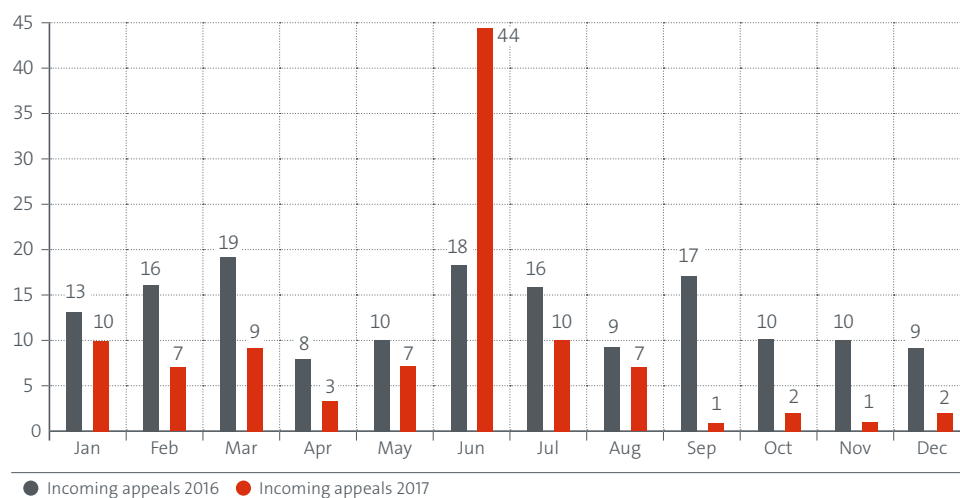
### Internal appeals registered, 2016/2017

Type of appeal/year	Number of registered appeals
New appeals 2016	155
New appeals 2017	103 (“regular new appeals”)
Remitted appeals 2017 (appeals remitted to the Appeals Committee in 2017 as a result of ILOAT judgments Nos. 3694 and 3785)	229 (= “R” cases)

Source: Appeals Committee Secretariat

Graph 13

### Number of internal appeals registered by month, 2016/2017



Source: Appeals Committee Secretariat

<sup>3</sup> Note; the reduced number of opinions issued in 2017 may be the cause of the noticeable decrease in the median duration compared with the figure for 2016, when significantly more cases were dealt with by opinion (239 cases in 2016; 71 cases in 2017).

## 7.2.1 Appeals by category

Table 60

### Number of new appeals by category, 2016/2017

Categories	Internal appeals 2016	% of total 2016	Internal appeals 2017	% of total 2017	Number of appellants 2017
Career/promotion/step advancement/bonus	54	34.83%	44	42.72%	385
Pensions/incapacity	35	22.58%	9	8.74%	17
Salary/allowances/payments	21	13.55%	24	23.30%	175
Leave/working time	15	9.68%	8	7.77%	10
Other	11	7.09%	11	10.68%	21
Staff Committee rights/collective rights	8	5.16%	4	3.88%	10
Investigation/dignity	4	2.58%	1	0.97%	1
Transfer/appointment/contract	3	1.94%	0	0%	0
Healthcare/long-term care	2	1.29%	0	0%	0
Staff reports	2	1.29%	0	0%	0
Disciplinary procedures	0	0%	2	1.94%	2
<b>Total</b>	<b>155</b>	<b>100.00%</b>	<b>103</b>	<b>100.00%</b>	<b>621</b>

Source: Appeals Committee Secretariat

Table 61

### Number of cases finalised by the Appeals Committee, 2016-2017

Outcome of appeals	2016	2017	Variation
Cases on which the Appeals Committee issued an opinion	239	71	-70% <sup>4</sup>
Cases closed by withdrawal (before issuing of opinion/ decision of the President)	24	17	-29%

Source: Appeals Committee Secretariat

Table 62

### Outcome of appeals at the EPO, 2016/2017

Final decision of the appointing authority	2016	2017
Appeals allowed	0.6%	2.82%
Appeals allowed in part	0.6%	7.04%
Appeals rejected	98.8%	90.14%

Source: Appeals Committee Secretariat

<sup>4</sup> The reduced output in 2017 is due to the impact of ILOAT judgments Nos. 3694 and 3785 and the 2017 reform of the appeals system.



## 7.2.2 Complaints filed by EPO staff with the ILOAT

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

Table 63

### Outcome of complaints with the ILOAT, 2016/2017

Change in EPO complaints with ILOAT	2015	2016
Number of complaints pending with the ILOAT	374	421*
Number of new complaints received by the EPO	163	91
Number of judgments delivered	40	45
% of ILOAT complaints allowed	30%	11%
% of ILOAT complaints partially allowed	5%	9%
% of ILOAT complaints not allowed	65%**	80%

\* Includes seven mass complaints covering 549 cases.

\*\* Includes cases won by the EPO on the substance but where damages were awarded to the complainant for the excessive length of the proceedings.

Source: Conflict Resolution Unit

It should be noted that one judgment may cover several complaints, so the number of cases treated may be higher than the number of judgments rendered. In 2017, there were also two withdrawals.

### 7.3 Ethics and Compliance: ensuring integrity and accountability

Directorate Ethics and Compliance (DEC) was formed in November 2017 within Principal Directorate Internal Audit and Oversight (PD 0.6). DEC is tasked with promoting an organisational culture of integrity and ethical conduct, raising awareness of associated risks to the Organisation to help prevent misconduct, pro-actively addressing risks of fraud and abuse, and investigating allegations or indications of misconduct.

#### 7.3.1 Investigations

Table 64

##### Number of investigations, 2016/2017

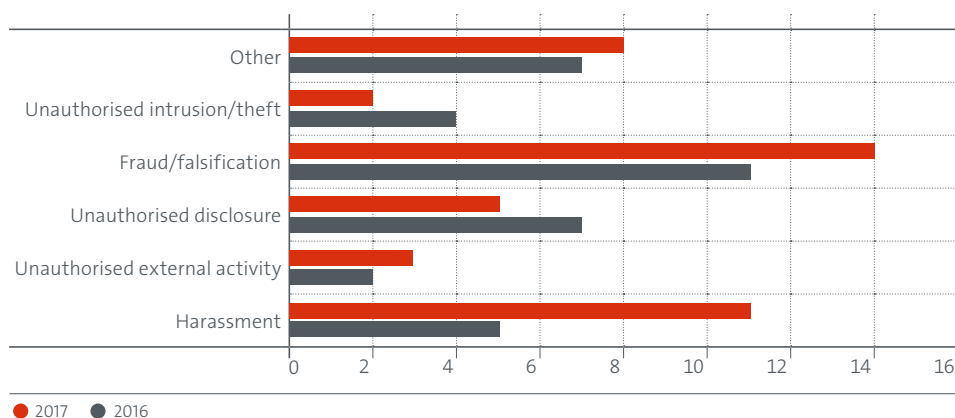
Status of cases	2016	2017	Variation
Cases in progress at the beginning of the year	21	20	-5%
of which completed	18	20	+11%
New intakes/complaints received	47	53	+13%
Cases not registered	11	10	-9%
Cases opened	36	43	+19%
of which completed in the same year	19	21	+11%

Source: Directorate Ethics and Compliance

In 2017, DEC and the former Investigative Unit (IU) received 53 new allegations (or “intakes”) of potential misconduct and/or harassment (versus 47 received by the IU in 2016). Of these 53 intakes, 10 were not registered, since the related information was insufficiently specified, and 43 were opened as investigative cases, i.e. matters on which the IU/DEC initiated an investigative process.

Graph 14

##### Category of allegations, 2016/2017



Source: Directorate Ethics and Compliance

Following the reform of the investigations framework and the changes to Circular 341, Directorate Ethics and Compliance (DEC) is now the filing and registration point for all allegations, including harassment allegations.

## GLOSSARY

## Active service

Active employment of staff not assigned to a different administrative status whilst performing tasks for the Office 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 an employee for the upbringing of his/her children or relatives.
Household allowance	Art. 68 ServRegs	Payment aimed at supporting an employee who assumes family responsibilities.
Childcare allowance	Art. 70a ServRegs	Payment aimed at providing support 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 an employee 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 an employee 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 Office, outside the employee's normal working hours.
Rent allowance	Art. 74 ServRegs	Payment aimed at providing support to the employee for renting a residence at the place of employment.
Installation allowance	Art. 73 ServRegs	Lump-sum payment aimed at covering costs incurred upon taking up employment or transferring to another duty station.
Removal expenses	Art. 81 ServRegs	Lump-sum payment aimed at covering costs for moving the household to/from the place of employment.
Language allowance	Art. 75 ServRegs	Payment made to employees of specific grades who are required to use in their function two or three of the official languages other than their mother tongue and whose language abilities have been acknowledged by the Office.
Travel expenses	Art. 77 ServRegs	Compensation aimed at refunding an employee holding a travel order for costs incurred for travelling to/from the 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 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.
Home leave	Art. 60 ServRegs	Additional leave granted in a two-year cycle to staff for maintaining links to a country of citizenship other than the place of employment and accompanied by reimbursement of the relevant travel costs to the staff member and their family.
Severance grant	Art. 11 PenRegs	Payment made upon cessation of employment prior to accruing pension entitlements aimed at compensating former staff for participation in the Office'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 staff 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 Office and external candidates;
- by transfer at the same grade within the Office 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 Office.

## Basic salary tables

Net salary tables are published following the decisions of the Administrative Council on the salary adjustment, usually taken in December (see Annex 2).

## Categories of social leave

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

## Categories of special leave

Special leave includes marriage, change of residence, illness of a spouse or child, death of a spouse, death or serious illness of a relative, death or very serious illness of a child, hospitalisation of a child < 12 years, 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 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

Contract staff are recruited on appointment by the President of the Office on the basis of two categories of contract:

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

## Dependants

Persons for whom an employee qualifies for the payment of a dependants' allowance (usually children of the employee).

## 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 Office.

## 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 immediate access to professional support to 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.

## FIPS

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

## 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). The definition of FTE used to calculate sickness statistics differs from this in that part-time workers are assimilated to full-time.

## 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 physical 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 Section for Remuneration and Pensions. The ISRP has been the EPO's pension services provider since 1 January 2013.

## Job groups (Circular 365, Annex 1 ServRegs)

The term “job groups” is used for 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, each staff member is assigned such a generic job profile.



## Leave types, short description

Term	Legal basis	Description
Flexi hours	Art. 5(2) of Guidelines on arrangement of working time	Type of leave by which staff may accrue surplus working hours and take leave at their convenience.
Compensation hours	Art. 5(4) Guidelines on arrangement of working time	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 an employee for maintaining links to his home country outside his place of employment.
Sick leave	Art. 62a ServRegs	Absence due to incapacity to perform duties for medical reasons.
Social leave	Art. 45a, 45b, 59(3), 61 ServRegs	Parental, family, special and maternity leave.
Unpaid leave	Art. 45 ServRegs	Leave benefit by which the employee ceases active employment for a certain period of time on personal grounds.

## Length of service

(without deductions for unpaid leave, secondment, part-time, 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)

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

## Mass appeal

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 Office.

## Medgate

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

## 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 (Office and staff) in 2017 amounted to 22.5% of the basic salary up to a ceiling of twice the salary for grade G01-4.

The salary savings plan total compulsory contribution (Office and staff) amounted to 6.6% of the employee's basic salary up to a ceiling of twice the salary for grade G01-4 and 29.1% of the part of basic salary exceeding that ceiling. Contributions to the new pension scheme and the salary savings plan by the Office and staff are apportioned 2/3 and 1/3 respectively.

## Non-active status (Article 42 ServRegs)

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

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

Save as 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 performance of short-term duties or to replace other staff for a maximum term of three years.

## Off-scale (former A4(2))

Under the new career system some employees 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 employees 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 (Office and staff) for the old pension scheme amounted to 29.1% of the employee's 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

Employees whose activities are not directly related to patent granting.

## 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 Office's premises is carried out at the employee's residence.

## Patent procedure support staff

Formalities officers in DG 2.

## Permanent staff

Staff employed on a permanent basis and to whom the Service Regulations for permanent employees of the EPO apply.

## 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 an employee who has 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 his grade within the Office.

## Retirement (Article 54 ServRegs)

A permanent employee is retired:

- automatically on the last day of the month during which he reaches the age of sixty-five
- automatically below the age of sixty-five, if he fulfils the conditions for receiving a pension under Chapter III of the Pension Scheme Regulations
- at his own request under the conditions stipulated in the Pension Scheme Regulations.

Staff must inform the Office in writing of the date of commencement of their retirement and their annual leave plans at least three 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 hired as from 1 January 2009. The monthly contribution is invested according to 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 (Office and staff) in 2017 amounted to 6.6% of the employee's basic salary, up to a ceiling of twice the salary for grade G01-4 and 29.1% 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 employees of the European Patent Office.

## Single spine

Linear grading structure with 17 successive 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 Office.
Local Occupational Health, Safety and Ergonomics Committee (LOHSEC)	Art. 2(1)(f) Art. 38a ServRegs	Joint Committee of a specific place of employment responsible for formulating, on its own initiative and on an unrestricted basis, proposals on all aspects of occupational health, safety and ergonomics affecting staff at the place of employment concerned, as well as for giving a reasoned opinion on all measures and reports relating to occupational health, safety and ergonomics on the premises of the place of employment concerned.
Disciplinary Committee	Art. 2(1)(c) Art. 98 ServRegs	Joint Committee responsible for giving the President a reasoned opinion on disciplinary measures appropriate to the misconduct of a staff member.
Chairman and Alternate Chairman of the Disciplinary Committee	Art. 97 and 98 ServRegs	
Appeals Committee	Art. 2(1)(d) Art. 111 ServRegs	Joint Committee responsible for giving the President a reasoned opinion on internal appeals filed by staff against adverse decisions or acts of the Office.
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.

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







## Germany

Basic salary tables in EUR from 1 July 2017

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	16 147,66	16 405,54	16 663,42			257,88
16	15 074,27	15 346,13	15 617,99	15 889,85		271,86
15	13 982,01	14 255,49	14 528,97	14 802,45		273,48
14	12 888,28	13 161,74	13 435,20	13 708,66		273,46
13	11 534,62	11 804,67	12 074,72	12 344,77	12 614,82	270,05
12	10 231,19	10 489,60	10 748,01	11 006,42	11 264,83	258,41
11	8 999,01	9 242,46	9 485,91	9 729,36	9 972,81	243,45
10	7 818,81	8 052,99	8 287,17	8 521,35	8 755,53	234,18
9	6 968,34	7 122,43	7 276,52	7 430,61	7 584,70	154,09
8	6 198,06	6 352,14	6 506,22	6 660,30	6 814,38	154,08
7	5 521,05	5 651,78	5 782,51	5 913,24	6 043,97	130,73
6	5 020,59	5 113,03	5 205,47	5 297,91	5 390,35	92,44
5	4 558,36	4 650,80	4 743,24	4 835,68	4 928,12	92,44
4	4 109,80	4 198,83	4 287,86	4 376,89	4 465,92	89,03
3	3 664,74	3 753,77	3 842,80	3 931,83	4 020,86	89,03
2	3 223,67	3 311,68	3 399,69	3 487,70	3 575,71	88,01
1	2 886,76	2 949,00	3 011,24	3 073,48	3 135,72	62,24

## The Netherlands

Basic salary tables in EUR from 1 July 2017

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	16 114,17	16 371,51	16 628,85			257,34
16	15 043,02	15 314,31	15 585,60	15 856,89		271,29
15	13 953,06	14 225,98	14 498,90	14 771,82		272,92
14	12 861,56	13 134,45	13 407,34	13 680,23		272,89
13	11 510,69	11 780,19	12 049,69	12 319,19	12 588,69	269,50
12	10 209,99	10 467,87	10 725,75	10 983,63	11 241,51	257,88
11	8 980,34	9 223,29	9 466,24	9 709,19	9 952,14	242,95
10	7 802,61	8 036,31	8 270,01	8 503,71	8 737,41	233,70
9	6 953,87	7 107,64	7 261,41	7 415,18	7 568,95	153,77
8	6 185,20	6 338,96	6 492,72	6 646,48	6 800,24	153,76
7	5 509,60	5 640,06	5 770,52	5 900,98	6 031,44	130,46
6	5 010,23	5 102,49	5 194,75	5 287,01	5 379,27	92,26
5	4 548,92	4 641,18	4 733,44	4 825,70	4 917,96	92,26
4	4 101,28	4 190,13	4 278,98	4 367,83	4 456,68	88,85
3	3 657,18	3 746,03	3 834,88	3 923,73	4 012,58	88,85
2	3 217,00	3 304,84	3 392,68	3 480,52	3 568,36	87,84
1	2 880,77	2 942,88	3 004,99	3 067,10	3 129,21	62,11

## Austria

Basic salary tables in EUR from 1 July 2017

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 971,42	16 226,48	16 481,54			255,06
16	14 909,75	15 178,64	15 447,53	15 716,42		268,89
15	13 829,44	14 099,94	14 370,44	14 640,94		270,50
14	12 747,59	13 018,06	13 288,53	13 559,00		270,47
13	11 408,68	11 675,78	11 942,88	12 209,98	12 477,08	267,10
12	10 119,56	10 375,15	10 630,74	10 886,33	11 141,92	255,59
11	8 900,80	9 141,59	9 382,38	9 623,17	9 863,96	240,79
10	7 733,49	7 965,12	8 196,75	8 428,38	8 660,01	231,63
9	6 892,35	7 044,75	7 197,15	7 349,55	7 501,95	152,40
8	6 130,43	6 282,82	6 435,21	6 587,60	6 739,99	152,39
7	5 460,81	5 590,11	5 719,41	5 848,71	5 978,01	129,30
6	4 965,80	5 057,24	5 148,68	5 240,12	5 331,56	91,44
5	4 508,63	4 600,07	4 691,51	4 782,95	4 874,39	91,44
4	4 064,95	4 153,01	4 241,07	4 329,13	4 417,19	88,06
3	3 624,77	3 712,83	3 800,89	3 888,95	3 977,01	88,06
2	3 188,49	3 275,55	3 362,61	3 449,67	3 536,73	87,06
1	2 855,25	2 916,80	2 978,35	3 039,90	3 101,45	61,55

## Belgium

Basic salary tables in EUR from 1 July 2017

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 063,12	15 303,68	15 544,24			240,56
16	14 061,82	14 315,42	14 569,02	14 822,62		253,60
15	13 042,97	13 298,09	13 553,21	13 808,33		255,12
14	12 022,65	12 277,75	12 532,85	12 787,95		255,10
13	10 759,90	11 011,81	11 263,72	11 515,63	11 767,54	251,91
12	9 543,97	9 785,02	10 026,07	10 267,12	10 508,17	241,05
11	8 394,53	8 621,62	8 848,71	9 075,80	9 302,89	227,09
10	7 293,62	7 512,07	7 730,52	7 948,97	8 167,42	218,45
9	6 500,36	6 644,09	6 787,82	6 931,55	7 075,28	143,73
8	5 781,76	5 925,48	6 069,20	6 212,92	6 356,64	143,72
7	5 150,24	5 272,19	5 394,14	5 516,09	5 638,04	121,95
6	4 683,39	4 769,63	4 855,87	4 942,11	5 028,35	86,24
5	4 252,21	4 338,45	4 424,69	4 510,93	4 597,17	86,24
4	3 833,77	3 916,82	3 999,87	4 082,92	4 165,97	83,05
3	3 418,61	3 501,66	3 584,71	3 667,76	3 750,81	83,05
2	3 007,16	3 089,26	3 171,36	3 253,46	3 335,56	82,10
1	2 692,88	2 750,93	2 808,98	2 867,03	2 925,08	58,05

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