



Europäisches
Patentamt
European
Patent Office
Office européen
des brevets

Social Report for the year **2016**



Social Report for the year 2016

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Foreword

As a patent office whose mission is to support innovation in Europe, our applicants are able to benefit from a clear and transparent patent granting process. Up-to-date information is made available on the latest projects and initiatives in our work, as well as the results of those endeavours. A report on the quality of our patent granting process will be published this year, and even the efforts that we are making to mitigate environmental impact are detailed and published on an annual basis.

Behind all these initiatives is a talented workforce which drives the EPO's progress and supports the Office in attaining its strategic goals. It is therefore essential that transparency extends beyond the business of patent granting to those who dedicate their working lives to its success. It is for that reason that we have published an annual Social Report since 2012.

The Social Report 2016 provides an unparalleled and up-to-date insight into the conditions of our workforce and of factors related to the human capital of our organisation. It provides a comprehensive overview of all aspects relevant to our employees, from the recruitment of new staff and their conditions during employment, to pensions. It is a holistic approach that helps us to understand where our staff have come from, how they are being recruited, their life at the Office and aspects of their retirement long after they have retired from service.

With the inclusion of extensive indicators, the Social Report has the ability to answer questions both specific and broad. What are the pension contributions of an EPO employee? How does the diversity of the workforce differ between places of employment? How is the level of sick leave changing in the Office? In keeping with our focus on social dialogue, this year we have also included a more detailed picture of meetings with social partners. With such a wealth of information available, the document is clearly more than a compilation of specific statistics. Rather, the Social Report comprises one of the most effective tools we have for assessing how our workforce is evolving to meet the needs of a modern patent organisation while ensuring that the Office is in turn providing industry-leading conditions for its staff.

For our part we see a number of positive developments, from greater concentration of resources on our core activities to a collective increase in training hours undertaken by employees. I would invite you all to read this latest version of the Social Report to obtain the most recent and accurate picture of an organisation that continues to gear its staff towards a strong and sustainable future.



Benoît Battistelli,
President of the European Patent Office

Employee and professional development

1. Employee and professional development

1.1 Demographics

This section deals with the structure of the staff at the EPO and provides breakdowns of employees by site, by function, by age, by gender and by nationality.

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 at the EPO.

1.1.1 Total number of employees working at the EPO

At the end of 2016, 6 801 employees were working at the EPO. The total number of employees decreased by 0.21% compared to the previous year.

Table 1

Change in total number of employees working at the EPO, 2015-2016

Change in total number of employees	2015	2016	Variation
Headcounts at 31 Dec	6 815	6 801	-0.21%
FTE (Full-Time Equivalent)*	6 494	6 439	-0.85%

* Compared to 2015, in addition to permanent staff the overall figure for 2015 and 2016 also includes all contractors, which was not the case for the number reported in 2015.

Source: FIPS

Demographics have led to an increased number of retirees. 247 employees ended active service in 2016. In 2016, the balance between recruitments and retirements was relatively stable, as there were 226 external recruitments against 247 members of staff ending their active service.

1.1.2 Breakdown of employees by function

At the end of 2016, 4 451 employees were working as examiners or as members of the boards of appeal. The remaining employees were involved in patent procedures support and other activities such as legal services, human resources, procurement or facility management.

In 2016 we saw a decrease of 0.21% in the total population. The number of employees in the patent procedures support functions fell by 2.9%, while the number of examiners increased by 1.96%.

Table 2

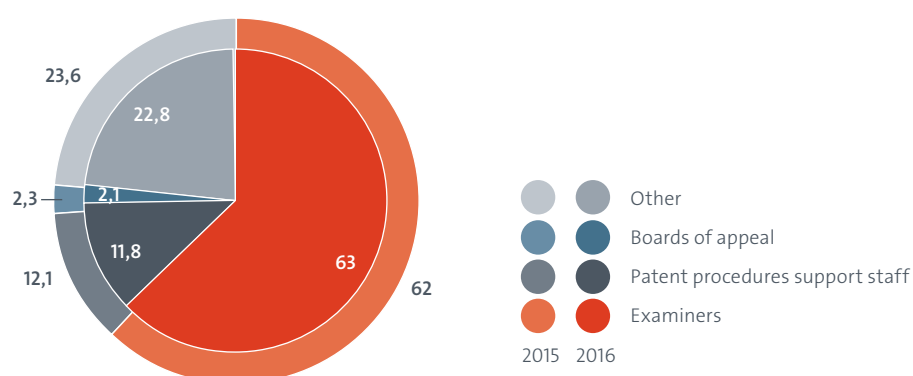
Breakdown of number of employees (in headcount) by type of function, 2015-2016

Function	31 Dec 15	31 Dec 16	Variation
Examiners	4 227	4 310	+1.96%
Members of boards of appeal	157	141	-10.19%
Patent procedures support	824	800	-2.91%
Other	1 607	1 550	-3.55%
Total	6 815	6 801	-0.21%

Source: FIPS

Graph 1

Change in breakdown of employees by type of function, 2015-2016



Source: FIPS

1.1.3 Breakdown of employees by site

The employees of the EPO are spread across five different sites: Munich, The Hague, Berlin, Vienna and Brussels.

Munich and The Hague are the two largest sites. At the end of 2016, 3 772 employees (55% of total staff) were working in Munich, while in The Hague there were 2 682 employees (39% of total staff).

Table 3

Breakdown of number of employees (in headcount) by site, 2015-2016

Site	31 Dec 15	31 Dec 16	Variation
Munich	3 784	3 772	-0.32%
The Hague	2 659	2 682	+0.86%
Berlin	266	247	-7.14%
Vienna	102	96	-5.88%
Brussels	4	4	0.00%
Total	6 815	6 801	-0.21%

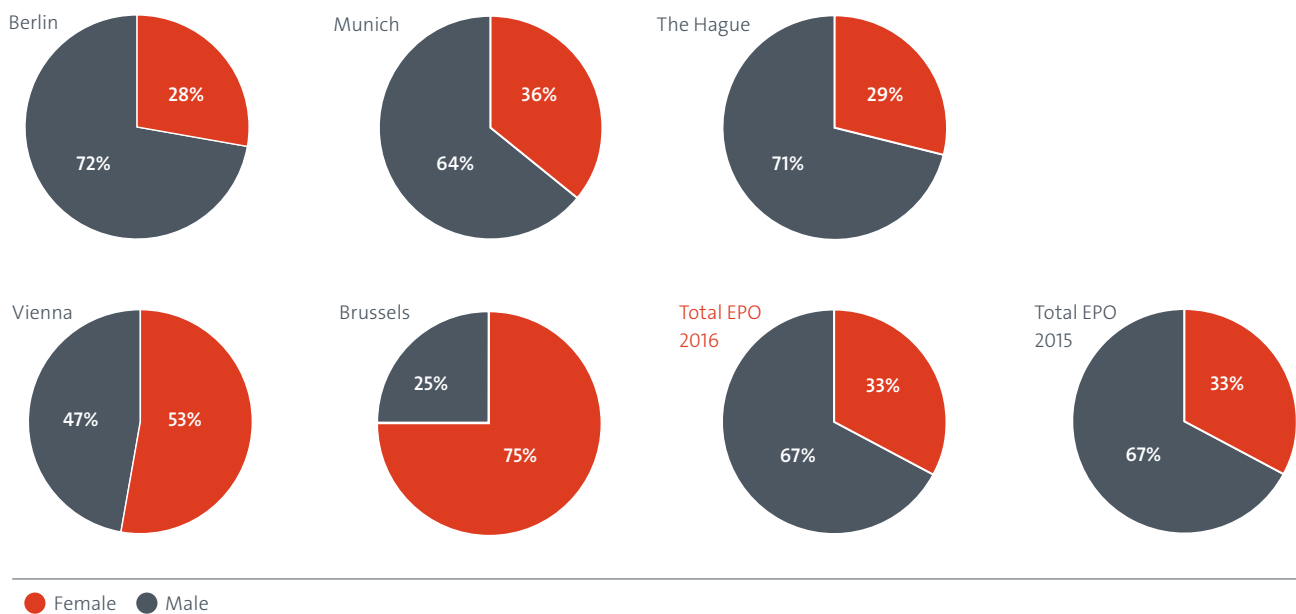
Source: FIPS

1.1.4 Breakdown of employees by site and gender

At the end of 2016, 33% of the total staff were women. The proportion of women varies by site, ranging from 28% in Berlin to 53% in Vienna and up to 75% in Brussels.

Graph 2

Breakdown of employees by site and gender, 2016



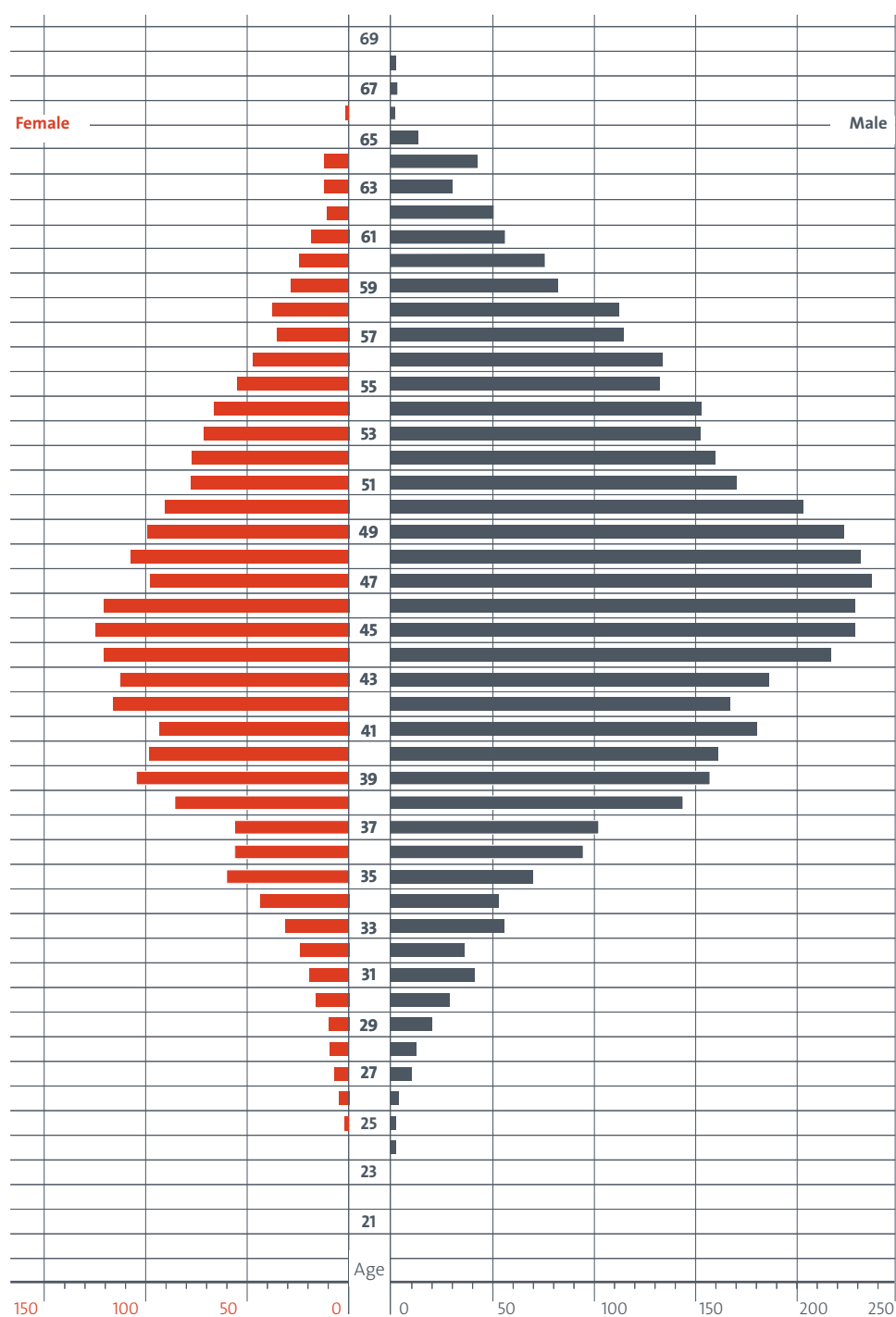
Source: FIPS

1.1.5 Breakdown of employees by age

The average age of an EPO staff member is 46.4 years (versus 45.1 in 2015). 68% of the total staff is between 39 and 54 years old. 51% of the total staff is between 40 and 50 years old.

Graph 3

Age pyramid of EPO staff, 31 Dec 2016



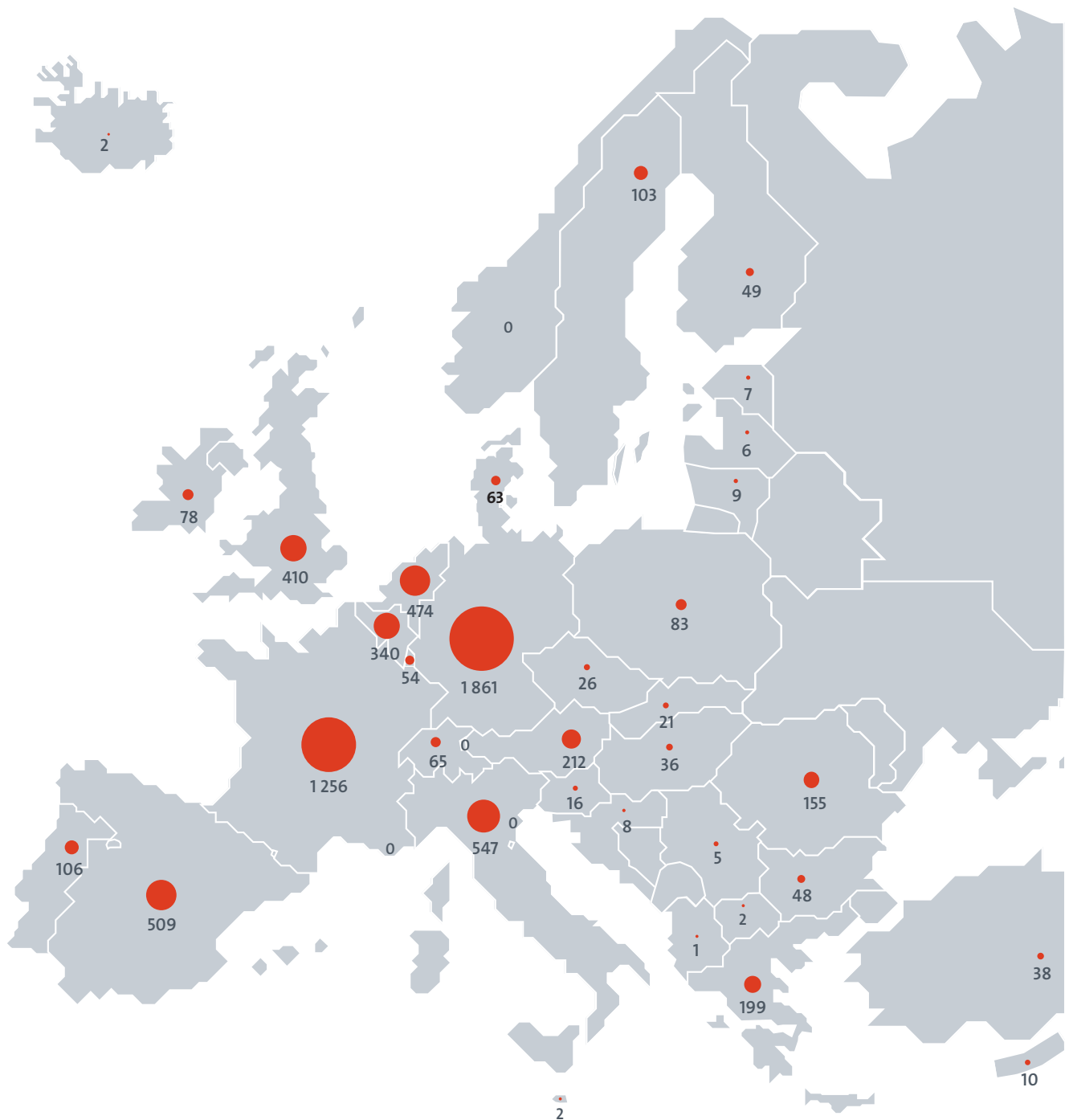
Source: FIPS

1.1.6 Breakdown of employees by nationality

At the end of 2016, 34 different nationalities were represented at the EPO; this is the same as in 2015.

Graph 4

Breakdown of EPO staff by nationality, 31 Dec 2016



Source: FIPS

Table 4

Change in number of employees by nationality, 2015-2016

Nationality	31 Dec 2015	31 Dec 2016	Variation
German	1 856	1 861	+0.27
French	1 258	1 256	-0.16
Italian	541	547	+1.11
Dutch	507	474	-6.51
Spanish	498	509	+2.21
British	437	410	-6.18
Belgian	332	340	+2.41
Austrian	219	212	-3.20
Greek	191	199	+4.19
Romanian	144	155	+7.64
Swedish	108	103	-4.63
Portuguese	104	106	+1.92
Irish	77	78	+1.30
Polish	79	83	+5.06
Swiss	65	65	0.00%
Danish	64	63	-1.56%
Luxembourg	59	54	-8.47%
Finnish	50	49	-2.00%
Bulgarian	46	48	+4.35%
Turkish	38	38	0.00%
Hungarian	32	36	+12.50%
Czech	25	26	+4.00%
Slovakian	21	21	0.00%
Slovenian	16	16	0.00%
Cypriot	10	10	0.00%
Estonian	7	7	0.00%
Lithuanian	8	9	+12.50%
Latvian	6	6	0.00%
Croatian	6	8	+33.33%
Icelandic	2	2	0.00%
Maltese	2	2	0.00%
Albanian	1	1	0.00%
FYROM*	2	2	0.00%
Serbian	4	5	+25.00%
Liechtenstein	0	0	0.00%
Monegasque	0	0	0.00%
Norwegian	0	0	0.00%
San Marino	0	0	0.00%
Total	6 815	6 801	-0.21%

* Former Yugoslav Republic of Macedonia

Source: FIPS

Table 5

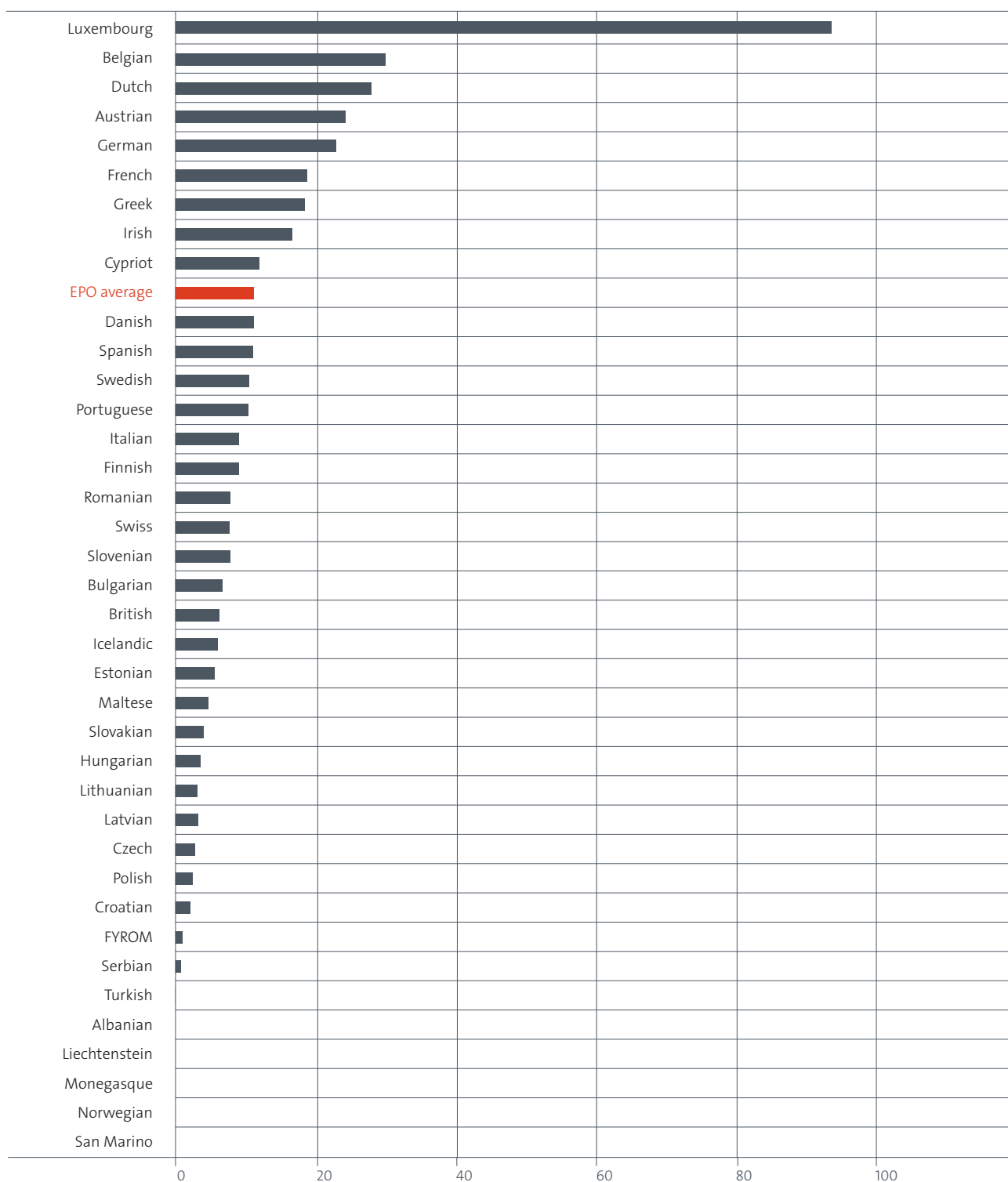
Comparison between nationality representation of EPO employees and population of EPC countries

Nationality	EPO employees, 31 Dec 2016	In % of total EPO	Population of EPC countries (in million), 1 Jan 2016	In % of total EPC population	Patent applications per country of residence of the applicant
German	1 861	27.36	82.16	13.4	25 086
French	1 256	18.46	66.66	10.8	10 486
Italian	547	8.04	60.67	9.9	4 166
Dutch	474	6.97	16.98	2.8	6 889
Spanish	509	7.48	46.44	7.6	1 558
British	410	6.03	65.38	10.6	5 142
Belgian	340	5.00	11.29	1.8	2 184
Austrian	212	3.12	8.70	1.4	2 040
Greek	199	2.93	10.78	1.8	72
Romanian	155	2.28	19.76	3.2	29
Swedish	103	1.51	9.85	1.6	3 555
Portuguese	106	1.56	10.34	1.7	153
Polish	83	1.22	37.97	6.2	408
Irish	78	1.15	4.72	0.8	664
Swiss	65	0.96	8.33	1.4	7 293
Danish	63	0.93	5.71	0.9	1 867
Luxembourg	54	0.79	0.58	0.1	472
Finnish	49	0.72	5.49	0.9	1 818
Bulgarian	48	0.71	7.15	1.2	18
Turkish	38	0.56	78.74	12.8	499
Hungarian	36	0.53	9.83	1.6	108
Czech	26	0.38	10.55	1.7	185
Slovakian	21	0.31	5.43	0.9	41
Slovenian	16	0.24	2.06	0.3	113
Cypriot	10	0.15	0.85	0.1	46
Lithuanian	9	0.13	2.89	0.4	27
Estonian	7	0.10	1.32	0.2	43
Croatian	8	0.12	4.19	0.7	14
Latvian	6	0.09	1.97	0.3	12
Serbian	5	0.07	7.08	1.1	2
FYROM	2	0.03	2.07	0.3	1
Maltese	2	0.03	0.43	0.1	89
Icelandic	2	0.03	0.33	0.1	37
Albanian	1	0.01	2.89	0.5	2
San Marino	0	0.00	0.03	0.0	9
Norwegian	0	0.00	5.21	0.8	519
Monegasque	0	0.00	0.04	0.0	35
Liechtenstein	0	0.00	0.00	0.0	370
EPO average	0	0.00	0.00	0.0	
Total	6 801	100.00	614.87	100.0	76 052

Source: FIPS, Eurostat (as of 1 Jan 2016) except for San Marino.

Graph 5

Number of EPO staff per national population (in million)



Source: same as Table 9

Table 6

Grouping of different nationalities at EPO sites, 31 Dec 2016

Site	Share of employees holding a nationality of a country other than that in which they are serving	Number of nationalities represented
Munich*	65.70	33
The Hague	85.57	31
Berlin	66.40	21
Vienna	67.71	17
Total EPO sites	62.50	34

* Including employees based in Brussels

Source: FIPS

Table 7

Breakdown of different nationalities at EPO sites, 31 Dec 2016

Nationality	Berlin	% of total at site	Munich*	% of total at site	The Hague	% of total at site	Vienna	% of total at site
German	83	33.61	1 295	34.30	463	17.26	20	20.83
French	49	19.85	646	17.10	552	20.58	9	9.39
Italian	14	5.68	345	9.14	186	6.94	2	2.08
Spanish	24	9.72	268	7.10	210	7.83	7	7.29
British	18	7.29	233	6.17	149	5.56	10	10.43
Austrian	8	3.24	138	3.65	35	1.30	31	32.29
Greek	4	1.62	96	2.54	98	3.65	1	1.04
Romanian	1	0.40	84	2.22	68	2.54	2	2.08
Dutch	2	0.81	84	2.22	387	14.44	1	1.04
Belgian	5	2.02	83	2.20	247	9.21	5	5.21
Swedish	14	5.67	63	1.67	26	0.97		
Irish	3	1.21	53	1.40	21	0.78	1	1.04
Polish	5	2.02	46	1.22	31	1.16	1	1.04
Swiss	4	1.62	44	1.17	17	0.63		
Danish	1	0.40	42	1.11	20	0.75		
Portuguese	5	2.02	38	1.01	63	2.35		
Finnish	1	0.40	34	0.90	14	0.52		
Luxembourg	1	0.40	34	0.90	18	0.67	1	1.04
Bulgarian			32	0.85	16	0.60		
Turkish	1	0.40	18	0.48	18	0.67	1	1.04
Czech	2	0.81	17	0.45	7	0.26		
Hungarian			17	0.45	18	0.67	1	1.04
Slovakian			16	0.42	3	0.11	2	2.08
Slovenian			12	0.32	3	0.11	1	1.04
Lithuanian			8	0.21	1	0.04		
Cypriot	2	0.81	7	0.19	1	0.04		
Estonian			6	0.16	1	0.04		
Croatian			5	0.13	3	0.11		
Latvian			4	0.11	2	0.07		
Serbian			3	0.08	2	0.07		
FYROM			2	0.05				
Maltese			2	0.05				
Albanian			1	0.03				
Icelandic					2	0.07		
Total	247	100.00	3 776	100.00	2 682	100.00	96	100.00

* Including employees based in Brussels

Source: FIPS

1.1.7 Breakdown of employees by permanent and contract staff

Contract staff are appointed on the basis of a fixed-term contract and account for less than 3% 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 in CA/84/08).

Table 8

Change in number of permanent and contract staff, 2015-2016

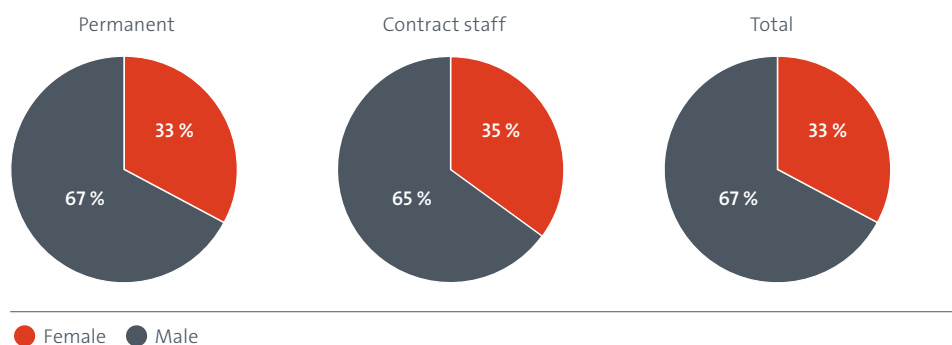
Headcount	Function	31 Dec 2015	31 Dec 2016	Variation
Permanent staff	Examiners	4 124	4 180	+1.36%
	Patent procedures support staff	824	800	-2.91%
	Other	1 516	1 459	-3.76%
Total permanent staff		6 464	6 439	-0.39%
Contract staff	Examiners*	103	130	+26.21%
	Patent procedures support staff	0	0	0.00%
	Other	91	91	0.00%
Total contract staff		194	221	+13.92%
Members of boards of appeal		157	141	-10.19%
Total members of boards of appeal		157	141	-10.19%
Total		6 815	6 801	-0.21%

* Following decision in CA/84/08

Source: FIPS

Graph 6

Breakdown of permanent and contract staff by gender, 31 Dec 2016



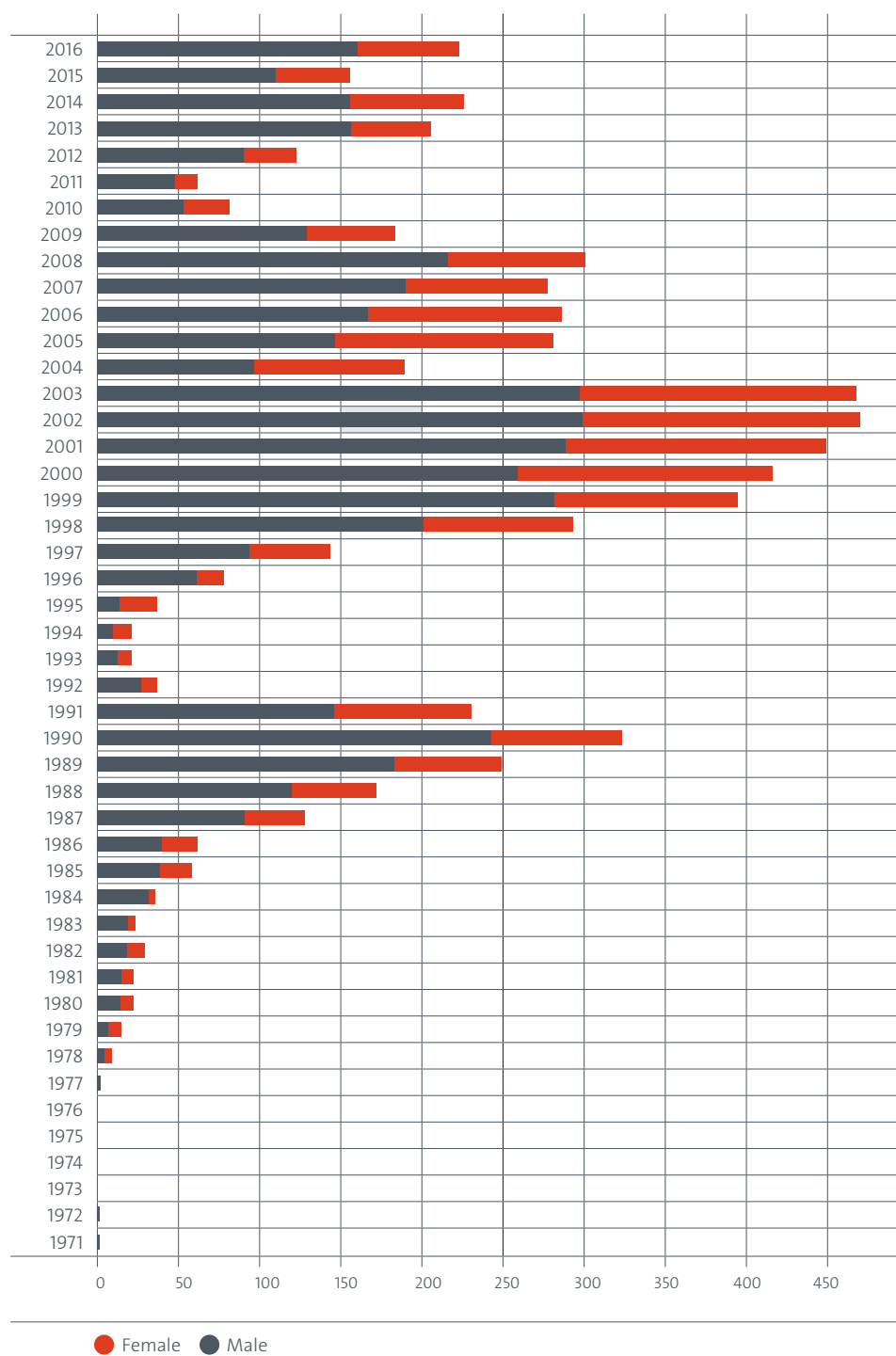
Source: FIPS

1.1.8 Breakdown of employees by length of service at the EPO

More than 60% of EPO staff were recruited between 1998 and 2009. During the period from 2011 to 2016, 1 066 members of the current staff were recruited, of whom 836 are examiners.

Graph 7

Number of employees by year of recruitment at the EPO, 31 Dec 2016



Source: FIPS

1.2 Employment and career

Since the introduction of a new career system in 2015, 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 Boards of Appeal	G16 step 3 - G17 step 3
Job group 2:	Principal advisor/ Board of appeal chairman	Principal director	G15 step1 - 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: Performance Management Department

Table 10

Breakdown of employees by job group and grade, 31 Dec 2016

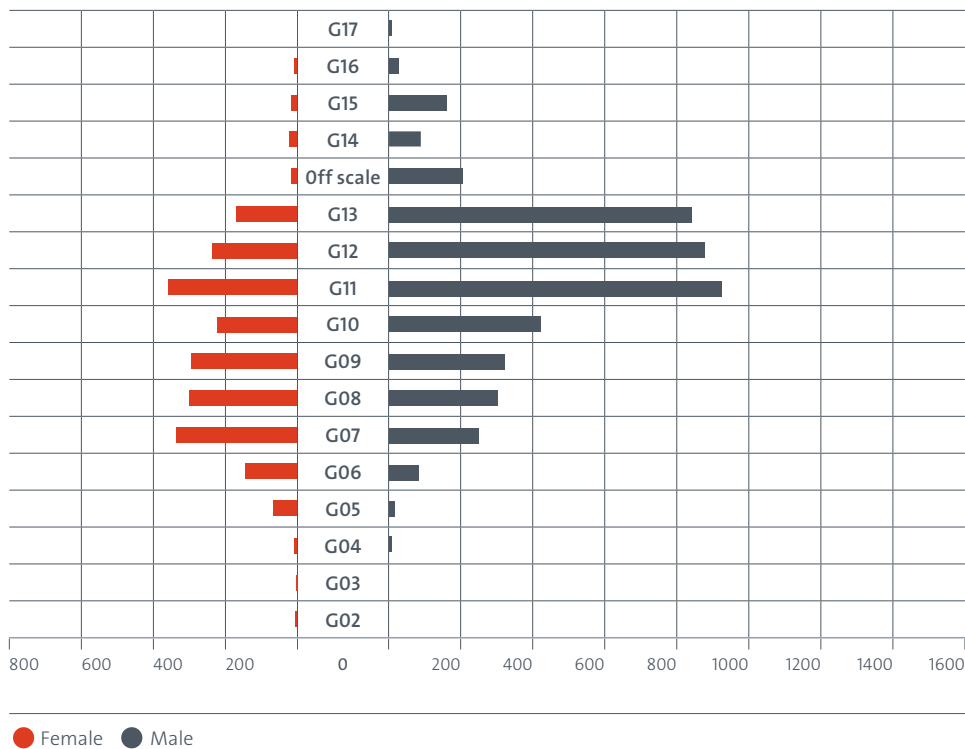
Job Group	Grade	Headcount 31 Dec 2015	Headcount 31 Dec 2016	Variation	% of total EPO staff	% of total in category
1	G17	2	3	+50.0%	0.0%	60.0%
	G16	4	2	-50.0%	0.0%	40.0%
1 Total		6	5	-16.7%	0.1%	100.0%
2	G16	36	30	-16.7%	0.4%	55.6%
	G15	16	24	+50.0%	0.4%	44.4%
2 Total		52	54	+3.8%	0.8%	100.0%
3*	G15	150	157	+4.7%	2.3%	43.7%
	G14	110	114	+3.6%	1.7%	31.8%
	G13	91	88	-3.3%	1.3%	24.5%
3 Total		351	359	+2.3%	5.3%	100.0%
4	Off-scale A4(2)	280	235	-16.1%	3.5%	4.8%
	G13	918	932	+1.5%	13.7%	19.2%
	G12	1044	1114	+6.7%	16.4%	23.0%
	G11	1319	1286	-2.5%	18.9%	26.5%
	G10	657	581	-11.6%	8.5%	12.0%
	G09	326	303	-7.1%	4.5%	6.2%
	G8	154	243	+57.8%	3.6%	5.0%
	G7	105	159	+51.4%	2.3%	3.3%
4 Total		4 803	4 853	+1.0%	71.4%	100.0%
5	G10	73	66	-9.6%	1.0%	31.4%
	G9	70	63	-10.0%	0.9%	30.0%
	G8	40	54	35.0%	0.8%	25.7%
	G7	32	27	-15.6%	0.4%	12.9%
5 Total		215	210	-2.3%	3.1%	100.0%
6	G9	259	257	-0.8%	3.8%	19.5%
	G8	311	313	+0.6%	4.6%	23.7%
	G7	413	404	-2.2%	5.9%	30.6%
	G6	272	234	-14.0%	3.4%	17.7%
	G5	111	88	-20.7%	1.3%	6.7%
	G4	15	14	-6.7%	0.2%	1.1%
	G3	6	7	+16.7%	0.1%	0.5%
	G2	1	3	+200.0%	0.0%	0.2%
6 Total		1 388	1 320	-4.9%	19.4%	100.0%
Total		6 815	6 801	-0.2%	100.0%	

* In 2016, 24 senior experts were appointed.

Source: FIPS

Graph 8

Distribution of employees by gender and grade, 31 Dec 2016



Source: FIPS

1.2.1 Job opportunities: number of vacancies

Table 11

Number of vacancies by publication type and by career group, 2016

Publication type	Job group	Technical	Managerial	Total
Internal publications	1			
	2	5		5
	3	3	1	4
	4	15	30	45
	5	3	2	5
	6	41		41
	Total	67	33	100
Internal/external publications	1		1	1
	2	0	2	2
	3	8	1	9
	4	104	4	108
	5			0
	6	10		10
	Other	122	8	130
Total		189	41	230

Note: One open vacancy may correspond to multiple recruitments (examiner posts).

Source: SuccessFactors

Table 12

Number of applications, 2016

Site	Examiners	Non-examiners	Total
Munich	8 059	4 886	12 945
The Hague	5 503	1 394	6 897
Berlin	0	7	7
Vienna	0	9	9
Total	13 562	6 296	19 858

Source: SuccessFactors

19 858 applications were received in 2016, which represents an increase of 24% over 2015, when we had 15 991 applications. In 2016, there were 230 vacancy publications in total. This represents an increase of 22% over 2015, when there were 188 vacancy publications (116 internal and 72 external).

1.2.2 External recruitment

In 2016, 226 employees were recruited externally at the EPO.

The core business represented by the examiners constitutes 82% of external recruitment, with 185 recruitments out of 226.

The average age of staff hired in 2016 was 35.3 years.

Table 13

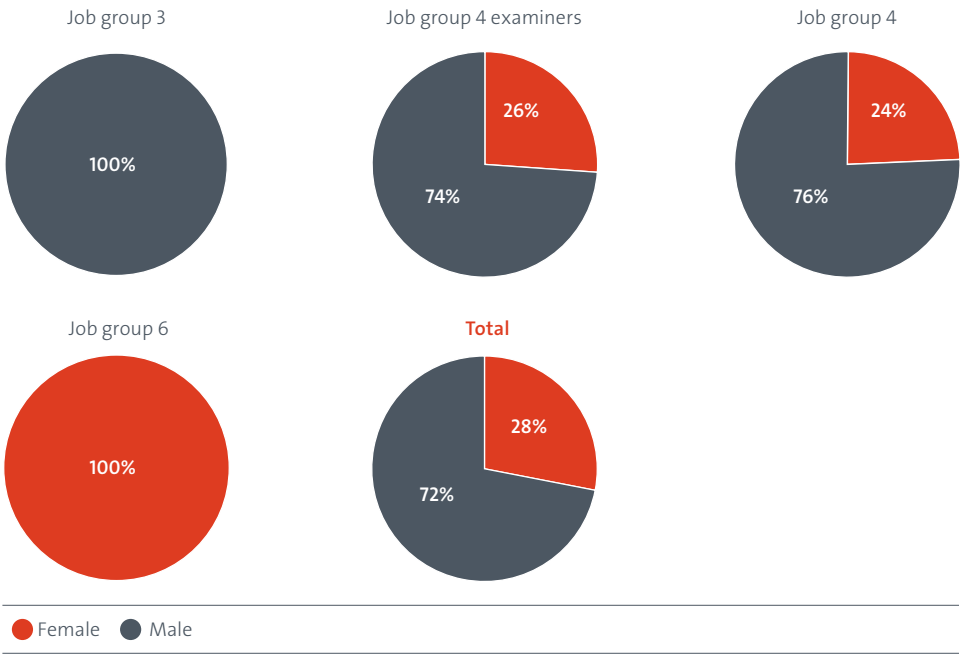
Breakdown of external recruitment, 2015-2016

Function	2015	2016	Variation
Boards of Appeal	0	1	-
Examiners	127	185	+46%
Others	40	40	0%
Total	167	226	+35%

Source: FIPS

Graph 9

Breakdown of external recruitment by gender and career group, 2016



Source: FIPS

Table 14

Number of new hires by nationality, 2015-2016

Nationality	2015	2016	Share	Variation
German	52	72	31.86%	+38%
French	26	30	13.27%	+15%
Italian	16	20	8.85%	+25%
Spanish	14	20	8.85%	+43%
Greek	7	14	6.19%	+100%
Dutch	3	9	3.98%	+200%
British	2	5	2.21%	+150%
Belgian	10	13	5.75%	+30%
Austrian	2	5	2.21%	+150%
Polish	6	5	2.21%	-17%
Romanian	9	11	4.87%	+22%
Portuguese	1	3	1.33%	+200%
Czech	1	1	0.44%	0%
Turkish	5	1	0.44%	-80%
Bulgarian	3	3	1.33%	0%
Swiss			0.00%	0%
Serbian	3	1	0.44%	-67%
FYROM	1		0.00%	-100%
Slovak			0.00%	0%
Finnish	1	1	0.44%	0%
Lithuanian	2	1	0.44%	-50%
Danish			0.00%	0%
Cypriot			0.00%	0%
Hungarian	1	6	2.66%	+500%
Irish		1	0.44%	0%
Albanian		0	0.00%	0%
Croatian	1	2	0.89%	+100%
Icelandic			0.00%	0%
Luxembourg	1	1	0.44%	0%
Slovenian			0.00%	0%
Swedish		1	0.44%	
Czech			0.00%	0%
Estonian			0.00%	0%
Latvian			0.00%	0%
San Marino			0.00%	0%
Norwegian			0.00%	0%
Monegasque			0.00%	0%
Total	167	226	100.00%	+35%

Source: FIPS

1.2.3 Promotions

EPO employees can advance in their career by means of a normal promotion within their current job group, or following a selection procedure they may be promoted to a higher grade in another job group (Article 49 of the Service Regulations).

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 each year depending on the demographic situation and the number of eligible staff. In 2016 a total of 743 staff received a normal promotion within the same job group. A further 45 staff advanced in their career by appointment to a higher job group.

Table 15

Number of employees receiving career advancement by promotion, 2016

Reason for action	Job group	2015	2016	Variation
Promotion after selection procedure	2	3	1	
	3	25	27	
	4	19	6	
	5	16	11	-31%
Promotion after selection proc, total		63	45	-29%
Normal promotion	2	2	1	-50%
	3	38	39	+3%
	4	716	511	-29%
	5	22	22	0%
	6	206	170	-17%
Normal promotion, total		984	743*	-24%
Promotion after reclassification	5		3	
Promotion after reclassification, total			3	
Appointment	2		7	
	3		3	
Appointment, total			10	
Grand total		1 047**	801	-23%

* The drop in the number of promotions is an effect stemming from the introduction of the new career system and in particular the "mini-steps/mini-promotions", which have not been treated as full promotions.

Source: FIPS

** Data cleansing has led to realignments explaining the discrepancy between the number reported in 2015 for promotions and the number reported following retroactive extraction of the number of promotions from FIPS.

1.2.6 Training

The total budget allocated for training in 2016 was EUR 11 760 000, and 67% of the total allocated budget was effectively spent. The total number of training hours was 246 296, an increase of 2.3% over 2015, with Ansera and Quality & Efficiency courses accounting for much of the increase.

Table 16

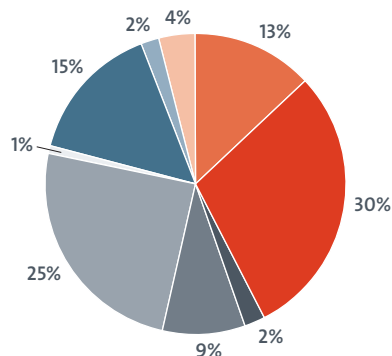
Training expenditure planned and incurred (in EUR), 2015-2016

	2015			2016		
	Planned	Spent	% spent	Planned	Spent	% spent
Total expenditure	12 215 000	8 488 492	69%	11 760 000	7 921 462	67%

Source: FIPS

Graph 10

Breakdown of training expenditure in 2016



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

Source: FIPS

Table 17

Indicators related to training activities, 2015-2016

Training indicators	2015	2016	Variation
Number of employees having received at least one training activity (in headcount)	5 712	6 086	+6.1%
Share of employees having received at least one training activity (in % of total EPO staff)	83.82%	89.49%	+5.7%
Average training expenditure per employee in relation to all staff (in EUR)	1 245	1 165	-6.9%
Average training expenditure per employee having received at least (in EUR)	1 486	1 302	-14.1%

Source: FIPS

L&D supported the work of DG 1 by setting up classroom Quality and Efficiency training for 3 479 examiners in the final quarter of the year, and in Q2 Ansera training was delivered for 2 108 examiners. In the last three months of the year, the new coaching concept for DG 1 was successfully implemented and an additional 13 training sessions were organised by L&D. In addition, a considerable of e-learning was provided, which explains the decrease in training budget expenditure both per employee in relation to all staff and per employee having received at least one training activity.

1.2.5 Duty travel

Table 18

Number of duty travel trips made, 2015-2016

Trip purpose	2015			2016			Variation		
	Trips	Staff	Expenses*	Trips	Staff	Expenses*	Trips	Staff	Expenses*
Business	5 387	1 278	6 276 565	4 988	1 283	6 142.040	-7%	0%	-2%
Training	4 249	2 494	5 799 941	3 747	2 150	4 998.921	-12%	-14%	-14%
Combined missions	291	218	526 623	396	267	700.602	+36%	+22%	+33%
Total	9 927	3 990	12 603 129	9 131	3 700	11 841.563	-8%	-7%	-6%

* All values in EUR

Source: FIPS

In 2016 around 1 283 staff travelled for business purposes, whereas in 2015 the figure was 1 278. For staff travelling for training purposes there was a slight decrease from 2 494 in 2015 to 2 150 in 2016.

1.2.7 Termination of active service at the EPO, including invalidity

In 2016, 247 employees ended active service; the primary reason for ending active service was retirement (80% of the cases).

Table 19

Breakdown of employees ending active service, 2015-2016

	31 Dec 2015	% of total in 2015	31 Dec 2016	% of total in 2016	Variation
Retirement	211	84%	197	80%	-6.6%
Resignation*	23	9%	29	12%	+26.1%
End of contract	5	2%	8	3%	+60.0%
Other**	10	4%	13	5%	+30.0%
	249	100%	247	100%	-0.8%
Invalidity	15	6%		0%	-100.0%

* With or without pension rights.

** Other includes: deceased or dismissed.

Source: FIPS

In 2015 the average retirement age was 61.1 years; the 2016 figure is 60.8 years.

At the end of 2016, 16 people were not in active service because they were on secondment or on long-term (over 6 months) unpaid leave.

Remuneration

2. Remuneration¹

The total expenditure for basic salaries and allowances in 2016 was EUR 901 million. This includes EUR 694 million for basic salaries and EUR 207 million paid for allowances and benefits.

2.1 Payroll for the year and basic salaries

Table 20

Basic salaries paid, 2016

Job Group	Total basic salaries paid in 2015	Total basic salaries paid in 2016	average basic salary paid in 2016
A	292 333 578	-1 021	
JG1	600 684	1 206 855	16 998
JG2	4 657 945	9 248 064	14 272
JG3	27 253 183	57 475 976	13 342
JG4	258 362 941	521 112 918	8 948
Total JG1-4	583 208 331	589 042 792	9 311
B	52 423 924	113	
C	2 165 158		
JG5	9 063 710	17 418 892	6 912
JG6	44 728 073	87 263 407	5 509
Total JG5-6	108 380 864	104 682 412	5 702
TOTAL	691 589 195	693 725 204	8 499

Source: FIPS

In 2016, the total amount paid for basic salaries was 0.3% more than in 2015. The effects of the salary adjustment procedure (+1.7%) and of career progression (+1.6%) were almost entirely offset by the effect of replacing retirees (higher salary) with new recruits (lower salary). The following adjustments of the salary scales were applied from 1 July 2016:

Austria:	+1.6%
Belgium:	+3.2%
Germany:	+1.8%
Netherlands:	+1.8%

¹ All values in EUR

2.2 Comparison of the 10th and 90th percentiles

The 10% highest-paid employees earn monthly full basic salaries at or above EUR 12 150 (90th percentile). The 10% lowest paid employees earn monthly full basic salaries at or below EUR 5 476 (10th percentile). The ratio between the 90th and 10th percentiles is therefore 2.2.

2.3 Performance and rewards

Table 21

Rewards paid for 2016

Reward type	Pensionable/non-pensionable	2016
Step/promotion	Pensionable	8 977 904
Boards of Appeal measures	Pensionable	119 536
Individual bonus	Non-pensionable	3 981 300
Performance bonus	Non-pensionable	8 049 798
Functional allowance	Non-pensionable	797 212
TOTAL		21 925 750

Source: Performance Management Department

For performance in 2015, the following proportions of staff received a reward in 2016:

- 64.4% of staff eligible for a pensionable reward, e.g. step advancement or promotion, actually received such a reward.
- 20% of staff received an individual bonus as a non-pensionable reward for their performance in 2015.

2.4 Allowances and benefits

In addition to basic salaries, in 2016 over EUR 207 million was paid in allowances and benefits, including EUR 93 million paid as expatriation allowance to the **66%** of total staff with expatriate status (Article 72 of the Service Regulations).

Table 22

Allowances and benefits paid, 2015-2016

Category	Detailed category	2015	2016	Variation
Family	Dependants' allowance	31 550 145	32 266 994	+2%
	Household allowance	30 883 329	31 333 893	+1%
	Childcare allowance	4 106 973	4 003 674	-3%
	Educational allowance	30 369 689	31 651 598	+4%
	Parental/family leave allowance	1 305 907	1 410 875	+8%
	Birth grant	168 688	159 013	-6%
Work-related	Overtime and shift allowance	1 496 443	1 369 894	-8%
	Rent allowance	1 096 433	1 184 882	+8%
	Installation allowance	1 297 396	1 348 249	+4%
	Removal expenses	1 101 022	1 361 141	+24%
	Language allowance	128 277	167 146	+30%
	Travel expenses	74 788	71 193	-5%
	Functional allowance*	281 378.81	797 581	+183%
	Miscellaneous**	638 324	1 060 797	+60%
	Extra examiner activities	136 053	193 406	+42%
	Expatriation allowance	91 679 539	92 951 645	+1%
Expatriation	Home leave	3 561 867	3 559 350	0%
Termination	Severance grant	1 396 308	1 805 384	+29%
	Salary savings plan payment	275 845	693 461	+151%
	Dismissal compensation	28 351	59 526	+110%
	Termination indemnity	83 336	116 125	+39%
Total		201 660 091***	207 565 827	+3%

* The functional allowance which has been introduced replaces the acting allowance.

** Miscellaneous: See glossary under "Allowances/other benefits".

*** In 2015, the reported total was incorrect.

Source: FIPS

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

In addition to the above the EPO directly contributes to the budget of the European School Munich and subsidises places in various crèches:

Table 23

Contribution to crèches and to the European School Munich (ESM)

Type of expenditure	2015	2016	Variation
Subsidies to crèches*	514 978	329 966	-36%
European School Munich	20 645 000	21 045 945	+1.94%

* Provision of childcare facilities exclusively for EPO staff.

Source: FIPS

In 2016 there was a lower EPO crèche contribution, as the funding gap was less than estimated and there was a refund from the crèches due to an overpayment in 2015.

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 11 521**, made up of:

– Basic salary:	9 606 EUR
– Household allowance:	576 EUR
– Expatriation allowance:	1 921 EUR
– Dependants' allowance:	671 EUR
– Total deductions ² :	-1 254 EUR

The same employee working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 11 589**, made up of:

– Basic salary:	9 662 EUR
– Household allowance:	580 EUR
– Expatriation allowance:	1 932 EUR
– Dependants' allowance:	675 EUR
– Total deductions ³ :	-1 261 EUR

An administrative employee in grade G7-1⁴, 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 approximately **EUR 5 614.19**, made up of:

– Basic salary:	5 318 EUR
– Household allowance:	319 EUR
– Dependants' allowance:	671 EUR
– Total deductions:	- 694 EUR

The same employee working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 5 647.40**, made up of:

– Basic salary:	5 349 EUR
– Household allowance:	321 EUR
– Dependants' allowance:	675 EUR
– Total deductions:	- 698 EUR

4 The new reference point taken for JG6 includes employees in the former categories B and C.

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 2016 amounted to approximately EUR 285 million.

3.1 Population covered under the EPO social security scheme

At the end of 2016, 22 991 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 three 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, 31 Dec 2016

Category	2015	2016	Variation
Active staff covered by social security scheme	6 809	6 795	-0.1%
Unpaid leave, secondment and reserve status	19	18	-21.1%
Pension recipients ⁵	2 002	2 403	+20.0%
Invalidity allowance recipients ⁶	219		-100.0%
Family members (spouses and dependants)	13 538	13 775	+1.8%
Total	22 587	22 991	+1.81%

Source: ISRP, FIPS

As a result of the sickness and invalidity reform of 2015, former invalidity allowance recipients now receive a retirement pension for health reasons and have been included above as “Pension recipients”.

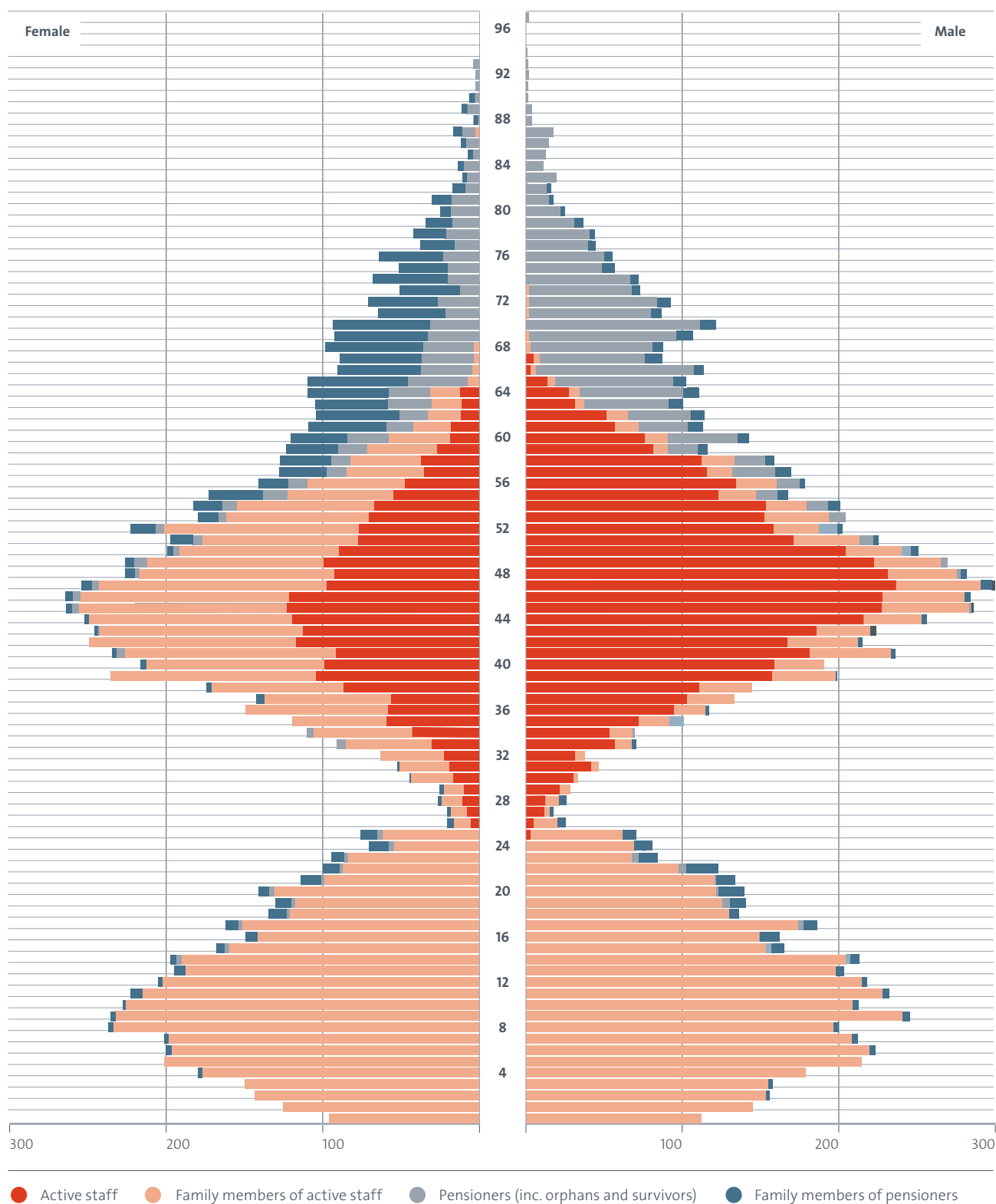
⁵ The increase of 20% for pension recipients is due to the fact that, following the reform of sick leave and invalidity, former invalidity allowance recipients have been converted into pensioners for health reasons.

It should also be noted that there is a difference between the number of pension recipients covered by the social security schemes and the number of pension recipients reported in Table 27. The reasons for this difference are the following: (a) some recipients of deferred pensions are not covered by the EPO's social security schemes; (b) others are recipients of an orphan's pension and thus, from a social security point of view, are included as dependants of active staff members; (c) some staff members receive a survivor's pension because they were married to an EPO employee who is deceased.

⁶ Note that as of January 2016, non-active staff members in receipt of an invalidity allowance have been transferred to retired status and now receive a retirement pension for health reasons. Therefore they do not appear in the “Invalidity allowance recipients” line for 2016 and are included under “Pension recipients”.

Graph 11

Breakdown by age of the total population covered by the EPO's social security schemes, 31 Dec 2016



Source: FIPS, ISRP

3.2 Social security benefits

Table 25

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

Type of benefits	2015	2016	Variation
Healthcare reimbursement	65 445 804	72 656 991	+11.0%
Long-term care insurance	4 661 988	4 932 760	+5.8%
Death insurance	1 937 433	1 449 099	-25.2%
Invalidity insurance (lump sum) ⁷	3 339 122	0	-100.0%
Total benefits	75 384 348	79 038 850	+4.8%

Source: FIPS, Cigna

3.3 Payments for invalidity recipients

As of January 2016, non-active staff members in receipt of an invalidity allowance have been transferred to retired status and receive a retirement pension for health reasons. At the end of 2016, there were 210 recipients of a retirement pension for health reasons who are now counted under “pension recipients”.

Table 26

Breakdown of payments, in EUR

Type of benefits	2015	2016	Variation
Invalidity allowance*	14 914 531	993	-100.0%
Other (family) allowances	1 423 484	14 858	-99.0%
Total	16 338 015	15 852	-99.9%

* Includes the transitional compensation for invalids before 2008

Source: FIPS

⁷ The invalidity insurance was abolished as of 1 April 2015.

3.4 Payments for pensioners

At the end of 2016, there were 2 487 recipients of an EPO pension, which represents a 19.74% increase over 2015. This increase is mostly due to the change in status of invalids as described above.

Table 27

Breakdown by type of pension, 31 Dec 2016

Type of pension	Number of recipients 2015	Number of recipients 2016	Average monthly basic pension (in EUR) 2015	Average monthly basic pension (in EUR) 2016
Retirement	1 674	1 844	6 454	6 249
Invalids*	0	210	0	5 386
Survivor's	294	318	3 713	3 738
Orphan's	109	115	1 279	1 178
Total	2 077	2 487	5 794	5 621

* Note that as of January 2016, non-active staff members in receipt of an invalidity allowance have been transferred to retired status and now receive a retirement pension for health reasons. Therefore they do not appear in this table for the year 2015.

Source: ISRP

Table 28

Breakdown of payments, in EUR

Benefits linked to pension	2015	2016	Variation
Basic pension	133 491 322.50	162 211 719	+21.5%
Tax adjustment ⁸	28 387 531.14	34 092 873	+20.1%
Other (allowances, compensation)	7 048 396.48	9 497 236	+34.7%
Total	168 927 250.12	205 801 829	+21.8%*

* The above increases are mostly due to the change in status of invalids as described above.

Source: FIPS

8 Partial compensation was replaced by the tax adjustment on 1 January 2015.

Table 29

Key figures related to retired staff, 31 Dec 2016

Job group	Number of retired employees (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	1 228	61.8	26.4	13 020
JG 5-6	616	61.5	28.0	6 749
Total	1 844	61.7*	27.0	10 925

* Refers to the entire pensioner population (2 487 recipients).

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:	6 561 EUR
– Household allowance:	394 EUR
– Tax adjustment:	1 264 EUR
– Deductions for medical and long-term care insurance:	-215 EUR
– National tax ⁹ :	1 987 EUR
– Total:	6 017 EUR

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:	3 944 EUR
– Household allowance:	253 EUR
– Tax adjustment:	412 EUR
– Deductions for medical and long-term care insurance:	- 129 EUR
– National tax:	695 EUR
– Total:	3 785 EUR

9 Based on German tax scheme 2013.

3.5 Contributions to the EPO's 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 the Office and by the beneficiaries. With a contribution of EUR 196 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 "1/3 employee, 2/3 employer".

Table 30

Total contributions to the social security and pension and Salary Savings Plan schemes, in EUR

Contributions to social security and pension schemes, in EUR	2015	2016	Variation
EPO	201 891 539	196 227 519	-2.8%
Employees	95 051 466	94 007 097	-1.1%
Pension recipients	4 424 742	5 267 584	+19.0%
Invalidity allowance recipients ¹⁰	1 815 748	0	-100.0%
Total	303 183 495	295 502 200	-2.5%

Source: FIPS

Table 31

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

Contributions to the social security scheme without pensions, in EUR*	2015	2016	Variation
EPO	62 805 391	59 289 941	-5.6%
Employees	27 008 325	25 548 924	-5.4%
Pension recipients	4 424 742	5 267 584	+19.0%
Invalidity allowance recipients**	484 275	0	-100.0%
Total	94 722 733	90 106 449	-4.9%

* The increase in social security contributions for pensioners is mainly due to the annual adjustment of pensions and the increase in the number of pensioners (19.7%), as a result of the inclusion of former invalidity allowance recipients.

** See footnote 10 (table 30)

Source: FIPS

10 Tote that as of January 2016, non-active staff members in receipt of invalidity allowance have been transferred to retired status and now receive a retirement pension for health reasons. Therefore they do not appear in the "Invalidity allowance recipients" line for 2016 and are included under "Pension recipients".

Table 32

Contributions to the pension scheme, in EUR

Contributions to the pension scheme, in EUR	2015	2016	Variation
EPO	139 086 148	136 937 578	-1.5%
Employees	68 043 141	68 458 173	+0.6%
Invalidity allowance recipients*	1 331 472	0	-100.0%
Total	208 460 761	205 395 751	-1.5%

* See footnote 10 (table 30)

Source: FIPS

The decrease in the volume of the pension contributions of the Office (expressed as a percentage) is due mainly to the fact that no pension contribution is now paid for invalidity allowance recipients, as these now receive a pension.

In comparison, the slight increase in the contributions of the employees is because employees on unpaid/parental leave have to pay the full (3/3) contributions themselves (i.e. including the Office's share).

The pension scheme, the long-term care insurance scheme and the healthcare insurance scheme are financed under a funding method, i.e. the contribution rates are set in such a way that surpluses can be put into a reserve fund to cover the future. Since the insured population is still relatively young, most of the schemes are in their saving period.

The exception to the funding approach was the death and permanent invalidity insurance scheme, which followed a pay-as-you-go approach, i.e. the contribution rates were set in such a way that benefits were financed only in the period in which they were used and no reserves were built up. The scheme was changed in respect of permanent invalidity as from 1 April 2015.

As of 31 December 2016, there were 1 269 employees affiliated to the NPS (New Pension Scheme) and SSP (Salary Savings Plan) (employees who joined the Office on or after 1 January 2009). For both employee groups the global contribution for post-employment benefits is the same (29.1%), of which 1/3 is paid by staff and 2/3 by the Office.

Assets managed in the SSP scheme amounted to EUR 58 million at 31 December 2016.

Working conditions

4. Working conditions

At the EPO staff can benefit from various flexible working arrangements, which include part-time work, Part-Time Home Working and flexitime.

4.1 Staff working part-time

In 2016, 14% of the total EPO staff was working part-time (note that 50% part-time is the minimum working time allowed). Women represent 73% of the total staff working part-time. These figures are stable in comparison with 2015.

Table 33

Breakdown of employees working part-time, 2015-2016

Employees working part-time	31 Dec 2015	31 Dec 2016
Female	691	688
Male	268	254
Total	959	942
In % of total staff	14.1%	13.9%

Source: FIPS

Table 34

Breakdown of working time percentages, 2015-2016

Working time percentage	Number of staff at 31 Dec 2015	Percentage of staff working part-time	Number of staff at 31 Dec 2016	Percentage of staff working part-time
50 - 59%	67	6.99%	64	6.79%
60 - 69%	92	9.59%	85	9.03%
70 - 79%	162	16.89%	156	16.56%
80 - 89%	460	47.97%	444	47.13%
90 - 99%	178	18.56%	193	20.49%
Total	959	100.00%	942	100.00%

Source: FIPS

4.2 Staff on Part-Time Home Working

In 2016, more than 20% of the total staff was in the Part-Time Home Working scheme.

Table 35

Part-Time Home Workers by gender, 2015-2016

Part-Time Home Workers	31 Dec 2015	31 Dec 2016	Variation
Female	650	735	+19.9%
Male	687	824	+13.2%
Total	1 337	1 559	+17%

Source: FIPS

Table 36

Part-Time Home Workers by number of days worked at home, 2015-2016

Days on Part-Time Home Working	31 Dec 2015	31 Dec 2016	% of total 2016	Variation
1 day or less	354	399	26%	+13%
1 day < d ≤ 2 days	546	625	40%	+14%
2 days < d ≤ 3 days	370	445	29%	+20%
Other (variable schedule)	67	90	6%	+34%
Total	1 337	1 559	100%	+17%

Source: FIPS

4.3 Flexi- and compensation leave

In 2016 the average amount of flexi-leave taken per employee (in FTEs) was equivalent to 3.7 days. The average amount of compensation leave taken per employee (in FTEs) was equivalent to 5.8 days.

Table 37

Breakdown of flexi- and compensation leave, 2015-2016

Amount of flexi- and compensation leave (in man-days)	2015	2016	Variation
Total flexi-leave taken	23 327	25 084	+8%
Total compensation leave taken	40 396	39 476	-2%

Source: FIPS

4.4 Overtime, shift work and on call

Table 38

Breakdown of overtime, shift work and on call, 2015-2016

Overtime shift work and on call (in hours)	2015*	2016	Variation
Overtime	4 132	1 953	-52.7%
On call	130 426	133 383	+2.3%
Shift hours	2 367	2 154	-9.0%

* The 2015 figures were subject to retroactive validation, causing a significant difference from the figures reported in the Social Report 2015.

Source: FIPS

4.5 Working days and absences

Table 39

Volume of and reasons for absences and impact on total working days, 2015-2016

Categories of absence	2015			2016			Variation
	Number of absence days*	Average number of absence days/FTEs	Percentage of absence days of total working days	Number of absence days*	Average number of absence days/FTEs**	Percentage of absence days of total working days	Number of absence days*
Annual leave and home leave	230 086	33.67	13.5%	233 732	34.4	14%	+1.58
Sick leave	71 151	10.41	4.2%	62 049	9.1	4%	-12.79
Social leave	47 821	7.00	2.8%	48 859	7.2	3%	+2.17
Unpaid leave	4 772	0.70	0.3%	6 239	0.9	0.4%	+30.74
Total	353 830	51.78	20.7%	350 879.21	51.7	21%	-0.83

* 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.

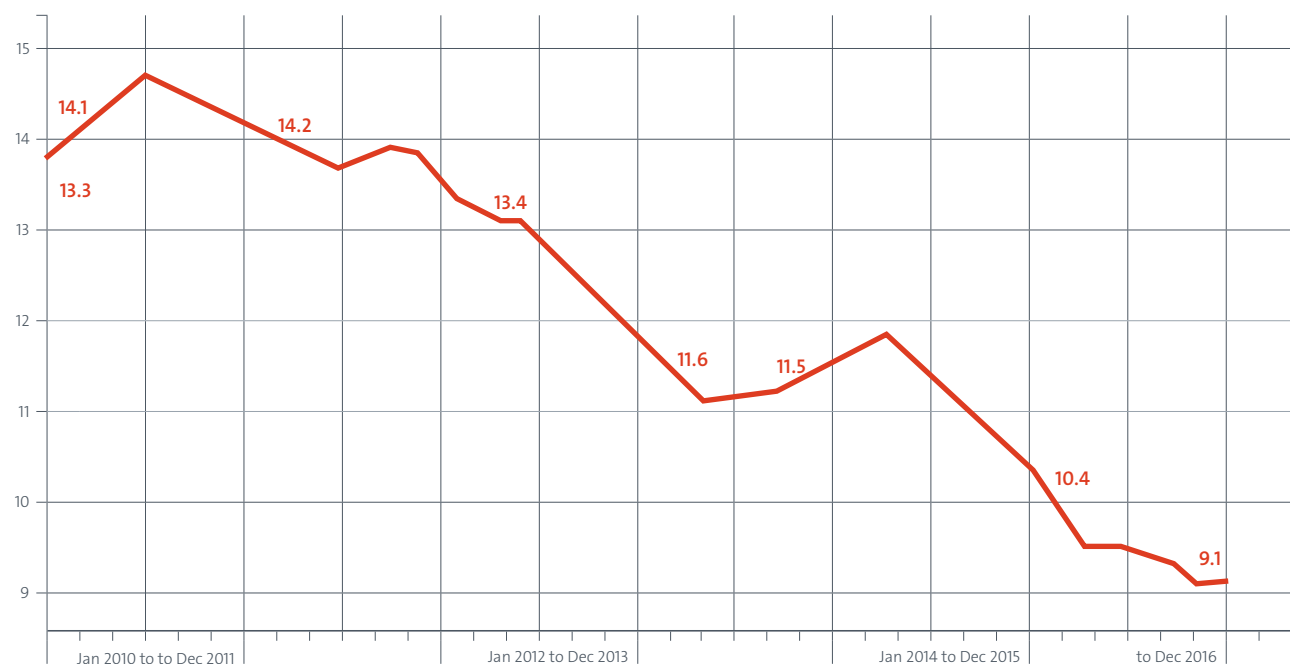
** Note that for the calculations FTEs is used as a basis and not FTE. The statistics are aligned with the official sick leave statistics.

Source: SAS, FIPS

Parental and family leave are counted as social leave. In 2016, 1 261 employees took on average 20.7 days of parental leave. In 2016, 88 employees took family leave. On average, each of these employees took 22.3 days of family leave.

Graph 12

Total sickness days per FTE, 12 months rolling, 2011-2016



Source: SAS, FIPS

From 2015 to 2016 the average number of sick leave days per FTE decreased from 10.4 to 9.1. This decrease can be attributed to several interlinked factors, such as increased awareness, line manager training and changes to the rules and regulations to promote return to work, even if only partially, over sickness. It is important to note that sick leave has decreased despite the fact that long-term sickness cases are no longer excluded, as full incapacity cases continue to be counted as part of the normal sick leave statistics.

Health, safety and
welfare services

5. Health, safety and welfare services

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

Table 40

Volume of activities undertaken by the Occupational Health Services (OHS), 2015-2016

Volume of activities undertaken by OHS	2015	2016	Variation
Number of sick employees in contact with OHS	1 520	1 566	+3.02%
Number of sickness cases ¹¹ dealt with by OHS	2 344	2 298	-1.97%
Number of visits at OHS (in-house consultations)	4 783	4 062	-15.08%

Table 41

Type of activities undertaken by the Occupational Health Service (OHS), 2015 - 2016

Type of activities carried out by OHS	2015	2016	Variation
Mandatory examination, Circular 367	130	72	-44.62%
Reintegration meetings	475	242	-49.06%
Consultations with manager	441	394	-10.66%
Health Advisory Team meetings	136	170	+12.5%
Workplace visits made by OHS ergonomists/nurses/ErgoWucs	4 960	4 832	-2.59%
Biennial medical examinations	991	843	-14.94%
Emergency cases	90	75	-16.67%
Vision tests	671	436	-35.03%
In-house physiotherapy treatment sessions	5 969	5 964	-0.1%
Influenza vaccinations	1 585	1 597	+0.75%

Source: Health & Safety, Medgate

The variation observed in some of the OHS activities outlined above (e.g. decrease in number of consultations and reintegration meetings) can partly be attributed to the introduction of the extended sick leave and incapacity reform (April 1st 2015).

Staff members on extended sick leave that in the past were seen by OHS are now seen by the Medical Advisory Unit, MAU. For example, number of reintegration meetings conducted by OHS has decreased by 233 whilst the number of consultations for medical opinion on extended sick leave and incapacity by MAU has increased by 431 cases.

Furthermore, the decrease in number of sickness cases is aligned with the similar trend in sickness days per FTE (10.4 to 9.1 days).

¹¹ A new case is opened for each new complaint/illness. One staff member may contact OHS for multiple complaints/illnesses.

Table 42

Volume of activities undertaken by the Medical Advisory Unit (MAU), 2015-2016

Activities undertaken by the MAU*	2015	2016	Variation
Request for prolongation of dependants' allowance for medical reasons (Art. 69(5) ServRegs)	23	40	+73.9%
Request for dependants' allowance for handicapped children (Art. 69(1).II ServRegs)	77	135	+75.3%
Consultation for medical opinion for employees on extended sick leave (as of 1 April 2015)*	208	639	+207%
Cure requests	334	246	-26.3%
Number of A cures granted ¹²	134	128	-4.4%
Number of B cures granted ¹³	135	82	-39.2%
Special leave requests	156	126	-19.2%
Requests to spend sick leave elsewhere than at employee's place of residence (Art. 62a(5) ServRegs)	125	106	+15.2%
Sick leave verification (Art. 62a(6) ServRegs)	14	9	-35.7%
Advice on health insurance matters	50	75	+50%
Initial medical examinations**	230	285	+23.9%
Family leave request	130	116	-10.7%
Examinations under Art. 26(2) (ServRegs)	15	7	-53%

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

Source: Medical Advisory Unit

** 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 ceased in mid-2016.

12 Cure in cases of absolute medical necessity (sick leave granted for the entire duration of the cure).

13 Cure in cases of medical necessity (sick leave granted for 50% of the duration of the cure).

5.2 Occupational accidents

Table 43

Reported number of occupational accidents, 2015-2016

Site	2015	2016
Munich	34	36
The Hague	36	43
Berlin	5	0
Vienna	1	2
Brussels	0	0
Total	76	81

Source: Health & Safety

The commuting accidents (57% of the total number of occupational accidents) resulted in a total of 341 sick leave days (7.4 sick leave days per case), while accidents due to other reasons (e.g. slips, trips and falls, infrastructure failures, accidental incidents, etc.) covered the remaining 43% of the reported occupational accidents and led to an absence of 34.5 days (approximately 1 absence day per case).

The number of sick leave days needs to be associated with the severity of the relevant occupational accidents. If only severe accidents are considered, meaning those that resulted in an absence of more than three working days, then 22 severe accidents (27% of the total) that led to 359 absence days (95.5% of the total) occurred in the course of 2016. More specifically, one-third (34.8%) of the commuting accidents fall within the severe accident category, leading to an absence of 330 days (88% of the total sick leave days due to occupational accidents), while only 14% of the non-commuting accidents were severe, resulting in 28.5 sick leave days (7.5% of the total sick leave days due to occupational accidents).

5.3 Health & Safety-related expenditure

From 2015 to 2016, the overall expenditure for health and safety-related items increased by 1.0%.

Table 44

Breakdown of other health service costs 2015-2016, in EUR

Medical care, in EUR	2015	2016	Variation
Biennial medical examination	349 771	309 543	-11%
Initial medical examination	56 499	61 158	+8%
Health and safety-related costs	1 235 704	1 294 138	+5%
Total	1 640 917	1 664 839	+1%

Source: FIPS

5.4 Internal resources dedicated to health and safety

Table 45

EPO staffing for health and safety activities

Type of resources	2015	2016
Staffing Health & Safety	0	4
Staffing Occupational Health & Safety	10	8
Staffing Medical Advisory Unit	5	6
Staffing Safety Office ¹⁴	2	0
Total	17	18

Source: FIPS

In 2016 the Office completed the Health and Safety transformation project, putting in place a newly aligned Office-wide organisation of the Health and Safety (H&S) services. An integral part of the new approach was merging the OHS, the MAU and the Safety Office into one Health and Safety directorate and implementing a single point of contact for Health and Safety (H&S Front-Office). Hence the difference in presentation of the staffing and expenditure figures compared to 2015.

¹⁴ Safety experts are as of May 2016 integrated in the multidisciplinary Occupational Health & Safety unit.

5.5 Funding for general staff welfare

Overall expenditure for general staff welfare was stable in 2016.

Table 46

Breakdown of expenditure for general staff welfare, in EUR

Office contribution	2015	2016	Variation
Canteen subsidies	2 186 301	2 200 952	+1%
AMICALE, culture and sports clubs, social events	1 100 086	1 102 500	0%
Pensioners' association subsidy	66 973	73 932	+10%
Social events Office	492 861	463 733	-6%
Motivation budget	209 985	215 465	+3%
Welfare, miscellaneous	36 603	74 403	+103%*
Total	4 092 809	4 130 985	-1%

* In 2016 a single Art. 87 case in The Hague accounted for EUR 43 928, based on an agreement between the Office and the recipient, while in 2015 there were no Art. 87 cases in The Hague.

Source: FIPS

5.6 Home loans

Any permanent employee with active status may apply for 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 the time of grant of the loan the permanent employee must have completed at least two years of service. By the end of 2016, 1 409 staff members had made use of such a loan, borrowing around EUR 102 million in total.

Table 47

Home loans

Home loans	2015	2016	Variation
Number of new beneficiaries	170	206	+21.2%
Amount of new loans to staff, in EUR	16 800 000	16 792 196	-0.05%
Number of total beneficiaries	1 467	1 409	-3.9%
Average interest rate on loans	2.35%	1.93%	-17.9%
Total amount of home loans outstanding, in EUR	107 070 704	102 140 388	-4.6%

Source: Home Loans Department

Social dialogue

6. Social dialogue

Table 48

Staff representation activities 2016

Statutory bodies	Days
General Consultative Committee	32.13
Appeals Committee	146.75
Promotion boards	3.16
Health and safety issues	54.00
Total	236.04
Administrative Council and its bodies	
Admin. Council and committees	73.25
Reserve Funds for Pensions and Social Security	52.00
Total	125.25
Thematic meetings and working groups of the staff representatives	
Staff rep. external - various	639.25
Meetings - President/Management Committee	20.63
Consultation Group VP 2	1.38
Consultation Group VP 4	0.63
Meetings/local management	17.69
Meetings/MGT special issues	69.25
Recruitment	689.40
Dignity Policy	1.25
Home Loans Committee	13.38
Working Group Salaries	6.56
Restour Committee	0.75
Ad hoc working groups	8.25
HC Steering Committee	5.38
Future of work	3.00
Total	1 476.80
Internal staff representative work & training	
Staff rep. internal	2 765.25
Preparation and travel	99.04
Training	31.75
Total All activities	4 734.09

Source: FIPS

14 The amount per employee is the same as in 2014, because the overall welfare budget in 2014 was EUR 1.1m and in 2015 there was no budget increase thus also EUR 1.1m.

Table 49

Number of staff by site involved in staff representation activities, 2016

Site	Total 2015	Total 2016	Variation
Berlin	6	6	0%
Munich	56	60	+7%
The Hague	49	53	+8.2%
Vienna	6	3	-50%
Total	117	122	+3.4%

Source: FIPS

Table 50

Time allocation for staff representation related-activities, 2016

Time allocation (in days)	2015	2016
Time available	5 800	5 800
Time used	4 336	4 012
Time (in days) for appointees by CSC		
Disciplinary procedure	66	12
Selection procedure	513	710
Total used	4 915	4 734

Source: FIPS

6.1 Meetings with social partners

Table 51

Number of meetings with the social partners, 2016

Meetings of statutory bodies	Number
Central Occupational Health, Safety and Ergonomics Committee	6
General Consultative Committee	7
Local Occupational Health, Safety and Ergonomics Committee MUC	1
Local Occupational Health, Safety and Ergonomics Committee VIE	4
Local Occupational Health, Safety and Ergonomics Committee BER	5
Local Occupational Health, Safety and Ergonomics Committee TH	3
Local Staff Committee MUC	2
Local Staff Committee TH	3
Local Staff Committee VIE	2
Local Staff Committee BER	4
Appraisals Committee**	7
Disciplinary Committee	3
Home Loans Committee	4
Total	51
Participation of staff representatives in the Administrative Council	Number
Administrative Council	4
Reserve Funds for Pensions and Social Security	5
Budget and Finance Committee	2
Technical and Operational Support Committee	2
Committee on Patent Law	2
Total	15
Thematic meetings and working groups of the staff representatives	Number
Working Group on Circular 335/356	2
Working Group on Circular 341/342	4
Working Group on salary adjustments	2
CSC/LCS Meeting – call for strike	1
CSC/LCS Meeting – Social Conference follow-up	1
Meeting on amendment of Article 36(2) ServRegs	1
Meeting with Cigna (contract signing)	1
Total	12
Other meetings with staff representatives	Number
Subgroup of the GCC on Social Security, Pensions and Remuneration	1
Technical meeting of the GCC-SSPR*	1
Three wise men on salaries (Advisory Group on Remuneration)	1
ISRP for staff representatives	1
Cigna contract	1
Total	5

* The Working Group on Salaries has been replaced by the GCC SSPR.

** The Appraisals Committee handled 31 cases in 2016, and nine of them were withdrawals.

Source: Principal Directorate Human Resources

Table 52

Number of Appeals Committee and Disciplinary Committee meetings, 2016

Number of Appeals Committee and Disciplinary Committee meetings	2015	2016
Number of hearings (Appeals Committee)	54	59
Number of hearings (Disciplinary Committee)	10	3

Source: HR Legal Support

6.2 Industrial action

Table 53

Number of strikes, 2016

Number of strikes	2015	2016
Number of days	0	1
Days*	0	2 567

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

Conflict resolution

7. Conflict resolution

7.1 Conflict Resolution Unit

This unit deals with the prevention of workplace conflicts (harassment and pre-litigation in the employment law and administrative dispute process).

7.1.1. Prevention of harassment

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

Table 54

Types of case dealt with by the Conflict Resolution Unit

Cases dealt by the unit	Open in 2015	Open in 2016	Forwarded to Investigative Unit in 2016	Closed in 2016
Informal conflict cases	143	132	0	81
Formal harassment complaints	5	6	5	3

Source: Conflict Resolution Unit

Table 55

Nature of cases dealt with by the Conflict Resolution Unit

Nature of conflict	Number of cases 2015	% of total 2015	Number of cases 2016	% of total 2016
Manager/employee in the hierarchical line	50	35%	73	55%
Between colleagues	24	17%	25	19%
Private matters	10	7%	3	2%
Manager and manager	4	3%	6	5%
Request for information	47	32%	18	14%
Other	8	6%	7	5%
Total	143	100%	132	100%

Source: Conflict Resolution Unit

7.1.2. Management review

The management review is a pre-litigation step that was introduced in 2013 and is aimed at resolving employment law-related administrative disputes at an early stage, thus preventing further litigation. 182 requests for management review were registered in 2016, comprising a total of 593 requesters.

Table 56

Overview of general categorisation of management reviews

Supra-categories	Registered cases	% of total 2016	Number of requesters
Regulations/policies	78	42.86%	393
Individual	104	57.14%	200
Total	182	100%	593

Source: Conflict Resolution Unit

Table 57

Nature of cases dealt with by management review

Categories	Management review 2015	% of total 2015	Management review 2016	% of total 2016	Number of requesters, 2016
Pensions/Invalidity	36	16.7%	33	18.13%	155
Career/Promotion/Step advancement/Bonus	63	29.3%	58	31.87%	211
Staff Committee rights/ Collective rights	15	7%	10	5.49%	125
Leave/Working time	14	6.5%	11	6.04%	12
Salary/Allowances/Payments	44	20.5%	33	18.13%	33
Other	18	8.4%	17	9.34%	37
Disciplinary procedures	10	4.6%	10	5.49%	10
Transfer/Appointment/Contract	7	3.2%	2	1.10%	2
Healthcare/Long-term care	5	2.3%	4	2.20%	4
Investigation/Harassment	3	0.1%	4	2.20%	4
Total	215	100%	182	100%	593

Source: Conflict Resolution Unit – the above figures reflect regulations/policies categories and the individual level.

Table 58

Outcome of management review cases

Status/outcome	MR requests 2015	% of total 2015	MR requests 2016	% of total 2016
Decision maintained	119	55.35%	76	41.76%
Rejected as irreceivable	76	35.35%	83	45.60%
Allowed (in whole or in part)	11	5.12%	13	7.14%
Withdrawn	5	2.33%	3	1.65%
Forwarded to AC	1	0.47%	0	0.0%
No review	2	0.93%	7	3.85%
Implied rejection	1	0.47%	0	0.0%
Pending	0	0.00%	0	0.0%
Total	215	100%	182	100%

Source: Conflict Resolution Unit

Of the 182 requests in 2016, approximately 44% progressed to the appeal stage (as of 1 February 2017).

The above is a preliminary figure. The definitive numbers of internal appeals following a management review will be available in July 2017, given that up to six months may elapse from the date of filing a management review until 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).

As a reference in 2015, the final figures show that, of 215 registered requests for review, 131 (approx. 61%) resulted in internal appeals or ILOAT complaints (127 internal appeals and four ILOAT complaints).

¹⁵ These cases are then further handled by the IU in accordance with its own procedure. In 2015 one case was reclassified as a different type of complaint, given that other elements of misconduct were more prevalent.

7.2 Internal appeals

In 2016, 155 appeals were lodged by 370 staff members. This is the lowest number of incoming appeals in the last ten years. The corresponding number of appellants likewise decreased considerably compared to previous years.

Six mass appeals relating to the new career system, the implementation of CA/D 2/15 and national taxation of partial compensation were filed in 2016 by a total of 140 appellants.

The median duration from filing of an appeal until the final decision of the President was 41.58 months.

At the end of 2016, 515 appeals were pending before the Appeals Committee (680 in 2015).

In total 88 appeals were also registered in the supra-category “Regulations/Policies” introduced in 2015. An appeal is already considered to be directed against regulations/policies if it is also (thus indirectly) directed against the underlying rule.

Table 59

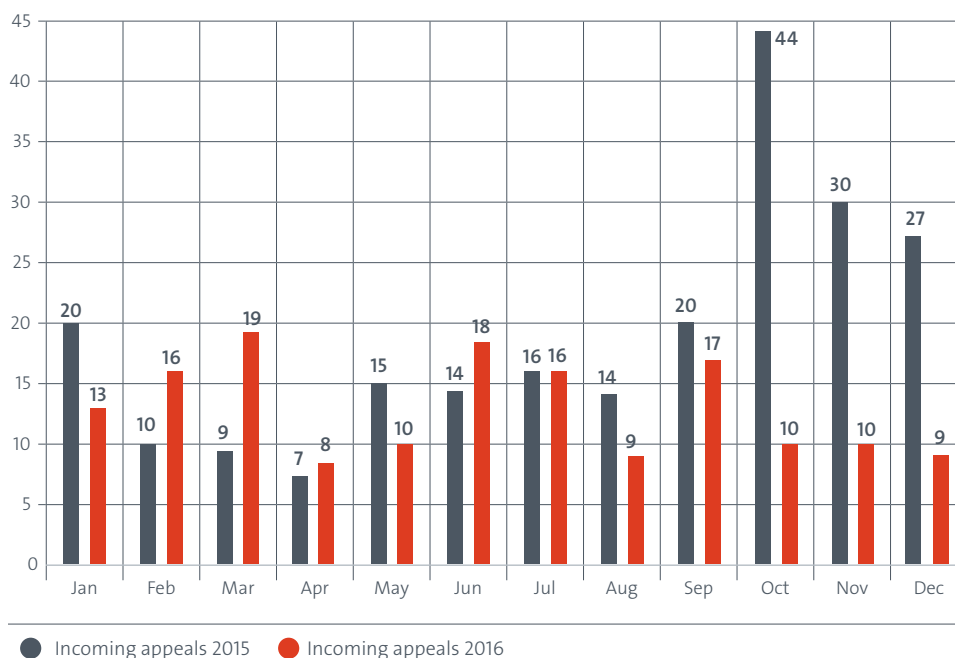
Change in internal appeals lodged in 2015 and 2016

Number of cases	2015	2016	Variation
Internal appeals	226	155	-31%

Source: Appeals Committee

Graph 13

Number of internal appeals registered by month, 2015-2016

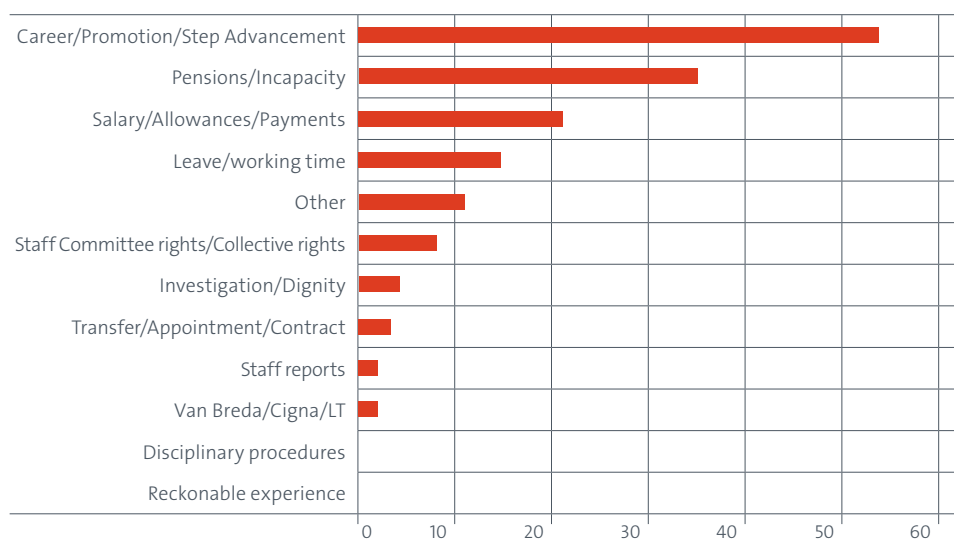


Source: Appeals Committee

7.2.1. Appeals by category

Graph 14

Number of internal appeals registered in 2016



Source: Appeals Committee

7.2.2. Outcome of appeals at the EPO

Table 60

Number of cases finalised by the Appeals Committee, 2015-2016

Outcome of appeals	2015	2016	Variation
Cases on which the Appeals Committee issued an opinion	194	239	+23%
Cases closed by withdrawal (before issuing of opinion/decision of the President)	48	24	-50%

Source: Appeals Committee

Table 61

Change in outcome of appeals at the EPO, 2015-2016

Final decision of the appointing authority on appeals	2015	2016
Appeals allowed	0.5%	+0.6%
Appeals allowed in part	0.5%	+0.6%
Appeals rejected	99%	+98.8%

Source: Appeals Committee

The high rejection rate can be attributed mainly to the high number of summary procedures conducted in 2016 (46% of all cases dealt with). Summary procedures are applied when cases are manifestly irreceivable, and they focus on the issue of receivability only.

7.2.3. Complaints by EPO employees 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 62

Change in EPO complaints with ILOAT, 2015-2016

Change in EPO complaints with ILOAT	2015	2016
Number of complaints pending with ILOAT	261	374**
% of ILOAT complaints allowed	11%	30%
% of ILOAT complaints partially allowed	2%	5%
% of ILOAT complaints not allowed	87%*	65%*

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

** This figure includes seven mass complaints covering 570 cases.

Source: Directorate 5.3.2 Employment Law

The percentages of complaints subject to a judgment in 2016 (above) may be different from percentages in terms of judgments, which is normal (several complaints may be the object of one single judgment). In 2016, there were also four withdrawals.

7.3. The EPO's commitment to fight fraud, misconduct and harassment

The need for appropriate procedures to deal with possible staff misconduct in the public sector has been widely and increasingly recognised during the past 20 years.¹⁵ The annual Conference of International Investigators (CII),¹⁶ now comprising 48 investigative functions of international organisations (including the EPO), started to operate in 1999 as a forum for the exchange of best practices in this field and for standards setting. In this context, and in line with the EPO's code of conduct, reaffirming the commitment to combat all types of fraud and wrongdoing, the EPO adopted an investigative framework in 2013 (Circular 342, Guidelines for investigations at the EPO), based inter alia on the set of uniform guidelines endorsed by the CII and the related principles of objectivity, impartiality and fairness.¹⁷ In the same year the EPO's Investigative Unit (IU) was established within PD Internal Audit and Oversight to ensure implementation of the new framework.

¹⁵ E.g. according to the Principles for Managing Ethics in the Public Service (issued by the OECD in 1998): "Mechanisms for the detection and independent investigation of wrongdoing such as corruption are a necessary part of an ethics infrastructure".

¹⁶ <http://www.conf-int-investigators.org/>

¹⁷ http://www.conf-int-investigators.org/?page_id=13

The following table shows the progress of cases and allegations handled in 2016 versus the previous year.

Table 63

Investigative Unit key figures, 2016

Status of case	2015	2016	Variation
Cases in progress at the end of the previous year	26	21	-19%
of which completed in the year	22	18	-18%
of which carried forward to the next year	4	3	-25%
New intakes/complaints received during the year	65	47	-27%
New intakes/complaints not accepted because insufficiently specified	32	9	-71%
Cases opened in the year	33	36	+9%
of which completed by 31.12. of the year	16	19	+19%
of which carried forward to the next year	17	17	0%

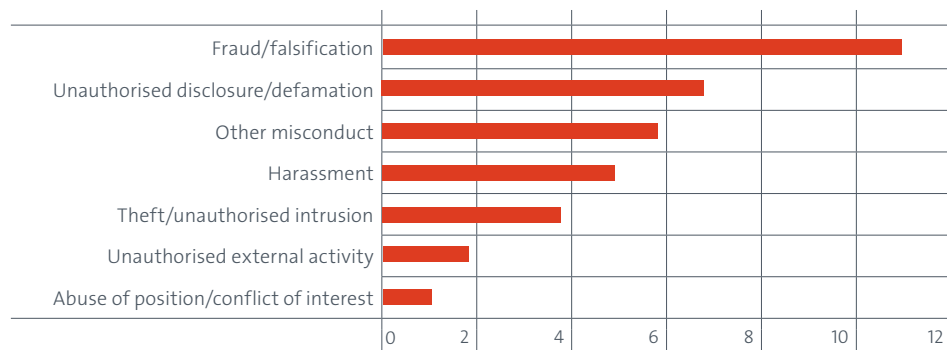
Source: EPO Investigative Unit

7.3.1. Typology of allegations

In 2016 the Investigative Unit received 47 allegations of potential misconduct. Of these, 36 led to the opening of a case. The typologies of misconduct for the cases opened in 2016 were as follows:

Graph 15

Category of allegations, 2016



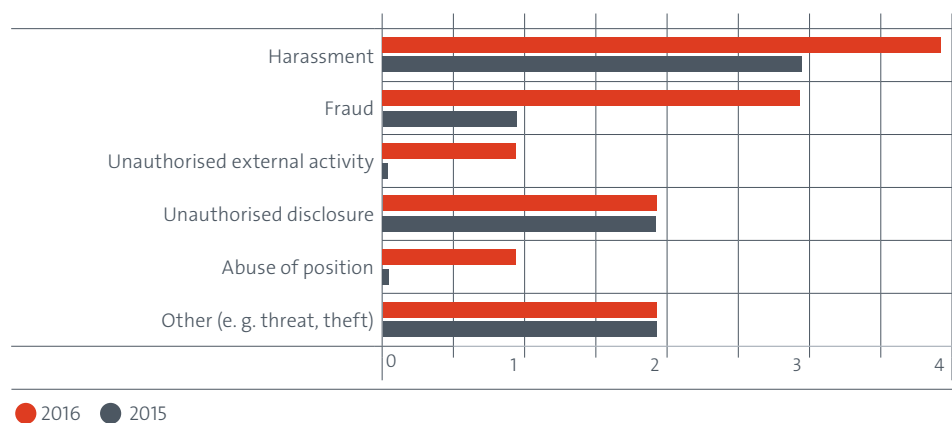
Source: EPO Investigative Unit

7.3.2. Investigations finalised with a report to the appointing authority

In 2016 the Investigative Unit submitted 13 investigation reports to the appointing authority, compared to eight reports submitted in 2015 (one of them being a major report deriving from 12 cases).

Graph 16

Breakdown of cases finalised with a report to the appointing authority by typology of misconduct in 2015-2016



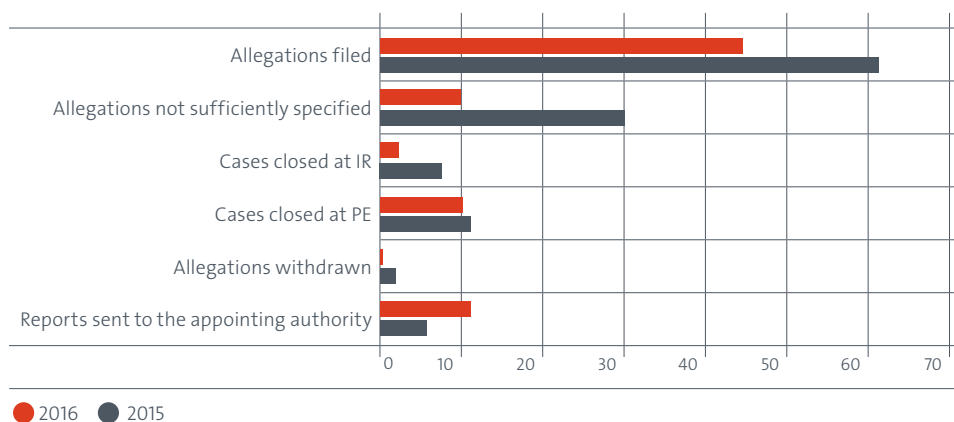
Source: EPO Investigative Unit

7.3.3. Number of allegations and outcome of investigation cases

The number of allegations filed with the Investigative Unit (IU) diminished from 65 to 47 between 2015 and 2016. Not all allegations are sufficiently specified to enable the opening of an investigation case. Of the cases opened, an average of 24% are closed after the initial review, because the allegations regard issues that are not in the remit of the IU (e.g. performance issues or issues for which other procedures are provided). An average of 48% of the cases are closed after the preliminary evaluation, because they are not material, not credible or not verifiable. These average values are calculated over the four years of existence of the IU. Of the 36 cases opened in 2016, four were closed at the initial review stage, and 12 were closed after the IU had conducted a preliminary review and concluded that the allegations were not material, not credible or not verifiable.

Graph 17

Number of Allegations and Outcome of Investigation Procedures (breakdown 2015-2016)



Source: EPO Investigative Unit

7.3.4. External reviews of the EPO's investigation framework and procedures

As a particular feature of the IU's activities in 2016 it should be noted that, for the sake of assurance of internal and external stakeholders, three external reviews of the EPO's investigation framework and procedures took place, all confirming overall their compliance with international standards and best practice.

The first of these was an External Quality Review conducted by two senior officials in the field from UN and IMF. As stated in the conclusion, „... the IU's procedures to investigate reports of possible misconduct implicating EPO personnel and contractors generally conform to Circular 342 and the Uniform Guidelines for Investigations as promulgated by the Conference of International Investigators“.

The second review was the Report of the External Expert Panel on the Revision of the Investigation Guidelines for the 2016 Working Group for the Revision of the Investigation Guidelines. In this respect: „The Panel confirms the conclusion noted in the External Quality Review report, namely that the European Patent Office's procedures to investigate allegations of suspected misconduct generally conform to the international standards, as reflected in the Conference of International Investigators Uniform Guidelines for Investigations.“

The third review was the Social Study - Report by PWC, confirming specifically that: „EPO law matches or compares favourably to the other international organisations included in this benchmark study and to the International Regulations regarding the principles applied during the investigation process.“

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. 69, Art. 70 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	Yearly contribution of the EPO to the budget of the European School Munich.
Parental/family leave allowance	Art. 45a, Art. 45b ServRegs	Payment aimed at supporting an employee whose remuneration is reduced 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 to cover additional costs incurred whilst working and residing outside of the country of citizenship.
Functional allowance	Art. 12(2) ServRegs	Supplementary compensation defined by the line manager to reward employees in job groups 4-6 for additional duties or duties involving specific demands.
Home leave	Art. 60 ServRegs	Additional leave granted in a two-year cycle to staff maintaining links to a country of citizenship other than the place of employment and accompanied by reimbursement of the relevant travel costs for staff 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 upon leaving the service to staff 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 the benefit and leisure of employees and their families such as social, sporting and cultural activities.

Ansera

Special search tool for examiners.

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 (see Annex 2)

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

Please see the net salary tables presented in Annex 2.

Categories for social leave

Social leave covers: maternity leave (Article 61), special leave (Article 59(3), Circular 22, Rules 6-9), adoption leave (Article 61a), unpaid leave (Article 45), parental leave (Article 45a) and family leave (Article 45b).

Categories for special leave

Special leave covers: marriage, change of residence, illness of spouse or child, death of spouse, death or serious illness of a relative, death or very serious illness of child, hospitalisation of child <12, birth of child, marriage of child, death of wife during maternity leave (Art. 59(3)).

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

Conflict resolution unit

This unit deals with the prevention and early resolution of workplace disputes, favouring and promoting 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 performance of short-term duties or for 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 who are covered by the EPO social security scheme and for whom the employee qualifies for the payment of a dependants' allowance; these are mostly children.

Duty travel

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

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

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

Effective number of working days

Difference between the number of full-time equivalents (FTEs) and absences.

Employee

Staff member appointed under and covered by the Service Regulations and/or other terms of employment on either a permanent or a temporary basis.

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 FTEs used for sickness statistics differs in this respect from the usual FTE definition: part-time workers are assimilated to full-time for the calculation.

Full basic salary

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

Initial medical examination

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

Investigative unit

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

ISRP

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

Length of service

Number of years an employee has been working at the EPO since his entry into 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 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

Citizenship of the employee as derived from the electronic personal files and reflected in FIPS. In case of dual citizenship, this is the first nationality recorded in FIPS.

New Pension Scheme (NPS)

Pension scheme applicable to employees recruited as from 1 January 2009. The monthly pension under the NPS is calculated on the basis of two times the reference basic salary at G01-4. The NPS total contribution rate (Office and staff) is 22.5% of the basic salary up to a ceiling of twice the salary for grade G01-4.

The SSP total compulsory contribution (Office and staff) amounts 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 NPS and to the SSP 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)

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

Number of employees per 31 December

All employees (permanent and contractors) who were in active service on 31 December as per the "employee list" in FIPS.

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", maintaining the 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 amounts to 29.1% of the employee's basic salary.

Orphan's or dependant's pension (Chapter V Pension Scheme Regulations)

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

Other staff

Employees whose activities are not directly related to 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 at the Office's premises is carried out at the employee's residence.

Patent procedures support staff

Formalities officers in DG 2.

Permanent staff

Employees 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 (often in a higher job group)
- exceptionally following the reclassification of a post to another job group

Remuneration

Basic salary and, where applicable, allowances.

Reserve status (Article 46 of the Service Regulations)

Refers to the position of an employee that has become supernumerary by reason of reduction in the number of posts, decided upon by the Administrative Council under the budgetary procedure, in case he 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.

He must inform the Office in writing of the concrete date of commencement of his retirement and annual leave plans at least three months prior to the requested starting date of retirement.

RFPSS

Reserve Funds for Pensions and Social Security.

SACP

Semi-Automated Communication Pre-drafting. This is part of the Trimaran software for examiners.

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 (SSP) 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 the employee receives a lump sum that corresponds to savings growing through long-term investment. The SSP total compulsory contribution (Office and staff) amounts 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 (Article 43)

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

1. the secondment decision is taken by the appointing authority with the agreement of the permanent employee concerned
2. the duration of secondment is determined by the appointing authority and may normally not exceed two years
3. at the end of every six months, the permanent employee concerned may request that his secondment is terminated
4. a permanent employee on secondment retains his grade and step
5. when his secondment ends a permanent employee is at once reinstated in a post corresponding to his 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 implementation of proposals regarding the conditions of employment. It can also be consulted on questions submitted either by the President of the Office or by the Staff Committee: - 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 Article 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 the staff at more than one place of employment, as well as for giving a reasoned opinion on all measures and reports relating to occupational health, safety and ergonomics on all premises of the Office.
Local 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 the staff at the place of employment concerned, as well as for giving a reasoned opinion on all measures and reports relating to occupational health, safety and ergonomics on the premises of the place of employment concerned.
Disciplinary Committee	Art. 2(1)(c) Art. 98 ServRegs	Joint Committee responsible for giving the President a reasoned opinion on the disciplinary measure appropriate to the misconduct of a staff member.
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

Applicant Tracking System which is a web-based electronic tool supporting the recruitment process.

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.

Turnover rate

All types of departure, voluntary (resignation or early retirement) and non-voluntary (dismissal, death, retirement, end of contract, end of service), making up the number of employees who ceased active employment in 2016, divided by the number of employees in 2016.

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 Juli 2016

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 553.12	15 801.50	16 049.88			248.38
16	14 519.25	14 781.10	15 042.95	15 304.80		261.85
15	13 467.21	13 730.63	13 994.05	14 257.47		263.42
14	12 413.75	12 677.15	12 940.55	13 203.95		263.40
13	11 109.92	11 370.03	11 630.14	11 890.25	12 150.36	260.11
12	9 854.49	10 103.39	10 352.29	10 601.19	10 850.09	248.90
11	8 667.67	8 902.15	9 136.63	9 371.11	9 605.59	234.48
10	7 530.93	7 756.49	7 982.05	8 207.61	8 433.17	225.56
9	6 711.77	6 860.18	7 008.59	7 157.00	7 305.41	148.41
8	5 969.85	6 118.25	6 266.65	6 415.05	6 563.45	148.40
7	5 317.77	5 443.69	5 569.61	5 695.53	5 821.45	125.92
6	4 835.74	4 924.78	5 013.82	5 102.86	5 191.90	89.04
5	4 390.53	4 479.57	4 568.61	4 657.65	4 746.69	89.04
4	3 958.47	4 044.23	4 129.99	4 215.75	4 301.51	85.76
3	3 529.81	3 615.57	3 701.33	3 787.09	3 872.85	85.76
2	3 104.98	3 189.75	3 274.52	3 359.29	3 444.06	84.77
1	2 780.47	2 840.42	2 900.37	2 960.32	3 020.27	59.95

The Netherlands

Basic salary tables in EUR from 1 Juli 2016

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 644.83	15 894.67	16 144.51			249.84
16	14 604.87	14 868.26	15 131.65	15 395.04		263.39
15	13 546.66	13 811.63	14 076.60	14 341.57		264.97
14	12 486.95	12 751.89	13 016.83	13 281.77		264.94
13	11 175.43	11 437.08	11 698.73	11 960.38	12 222.03	261.65
12	9 912.61	10 162.98	10 413.35	10 663.72	10 914.09	250.37
11	8 718.78	8 954.65	9 190.52	9 426.39	9 662.26	235.87
10	7 575.35	7 802.24	8 029.13	8 256.02	8 482.91	226.89
9	6 751.33	6 900.62	7 049.91	7 199.20	7 348.49	149.29
8	6 005.05	6 154.33	6 303.61	6 452.89	6 602.17	149.28
7	5 349.13	5 475.79	5 602.45	5 729.11	5 855.77	126.66
6	4 864.30	4 953.87	5 043.44	5 133.01	5 222.58	89.57
5	4 416.43	4 506.00	4 595.57	4 685.14	4 774.71	89.57
4	3 981.83	4 068.09	4 154.35	4 240.61	4 326.87	86.26
3	3 550.66	3 636.92	3 723.18	3 809.44	3 895.70	86.26
2	3 123.30	3 208.58	3 293.86	3 379.14	3 464.42	85.28
1	2 796.86	2 857.16	2 917.46	2 977.76	3 038.06	60.30

Austria

Basic salary tables in EUR from 1 Juli 2016

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 399.24	15 645.16	15 891.08			245.92
16	14 375.59	14 634.84	14 894.09	15 153.34		259.25
15	13 333.99	13 594.80	13 855.61	14 116.42		260.81
14	12 290.90	12 551.68	12 812.46	13 073.24		260.78
13	10 999.96	11 257.50	11 515.04	11 772.58	12 030.12	257.54
12	9 757.02	10 003.46	10 249.90	10 496.34	10 742.78	246.44
11	8 581.92	8 814.09	9 046.26	9 278.43	9 510.60	232.17
10	7 456.43	7 679.76	7 903.09	8 126.42	8 349.75	223.33
9	6 645.42	6 792.36	6 939.30	7 086.24	7 233.18	146.94
8	5 910.80	6 057.73	6 204.66	6 351.59	6 498.52	146.93
7	5 265.17	5 389.84	5 514.51	5 639.18	5 763.85	124.67
6	4 787.89	4 876.05	4 964.21	5 052.37	5 140.53	88.16
5	4 347.11	4 435.27	4 523.43	4 611.59	4 699.75	88.16
4	3 919.32	4 004.22	4 089.12	4 174.02	4 258.92	84.90
3	3 494.91	3 579.81	3 664.71	3 749.61	3 834.51	84.90
2	3 074.27	3 158.21	3 242.15	3 326.09	3 410.03	83.94
1	2 752.96	2 812.31	2 871.66	2 931.01	2 990.36	59.35

Belgium

Basic salary tables in EUR from 1 Juli 2016

Currency / Währung / Monnaie: EUR

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	14 796.99	15 033.29	15 269.59			236.30
16	13 813.38	14 062.49	14 311.60	14 560.71		249.11
15	12 812.53	13 063.14	13 313.75	13 564.36		250.61
14	11 810.24	12 060.83	12 311.42	12 562.01		250.59
13	10 569.80	10 817.26	11 064.72	11 312.18	11 559.64	247.46
12	9 375.35	9 612.15	9 848.95	10 085.75	10 322.55	236.80
11	8 246.22	8 469.30	8 692.38	8 915.46	9 138.54	223.08
10	7 164.76	7 379.35	7 593.94	7 808.53	8 023.12	214.59
9	6 385.51	6 526.70	6 667.89	6 809.08	6 950.27	141.19
8	5 679.62	5 820.80	5 961.98	6 103.16	6 244.34	141.18
7	5 059.25	5 179.04	5 298.83	5 418.62	5 538.41	119.79
6	4 600.64	4 685.36	4 770.08	4 854.80	4 939.52	84.72
5	4 177.08	4 261.80	4 346.52	4 431.24	4 515.96	84.72
4	3 766.04	3 847.62	3 929.20	4 010.78	4 092.36	81.58
3	3 358.22	3 439.80	3 521.38	3 602.96	3 684.54	81.58
2	2 954.03	3 034.68	3 115.33	3 195.98	3 276.63	80.65
1	2 645.30	2 702.32	2 759.34	2 816.36	2 873.38	57.02

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