



Europäisches
Patentamt
European
Patent Office
Office européen
des brevets

Social Report for the year **2015**



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Foreword

As an employer, the EPO is fully aware that human capital constitutes its primary asset for delivering a high level of performance in the long term. The Office is therefore fully committed to ensuring best-in-class working conditions for all EPO employees and to promoting transparent and constructive social dialogue.

In order to increase transparency in social issues and to build, among the different players involved in the social dialogue, a common understanding of the current situation and the challenges ahead, the present report provides a comprehensive overview of the staff and the working conditions at the EPO.

The Social Report 2015 reflects the fact that 2015 was a transitional year where the New Career System (NCS) and the sickness and invalidity reform required adaptations of the presentation of data and changes in terminology as well as amending the content (grades and job groups, replacement of invalidity by incapacity etc).



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 2015, 6 815 employees were working at the EPO. The total number of employees decreased by 1.1% compared to the previous year. Against this fall in the total number of employees, paid capacity as measured by the number of full-time equivalents increased slightly by 0.4%.

Table 1:

Change in total number of employees working at the EPO, 2014-2015

Change in total number of employees	2014	2015	Variation
Headcounts at 31 Dec	6 892	6 815	-1.1%
FTE (Full-Time Equivalent)*	6 428	6 455	+0.4%

* In 2014 reference was made to FTEs while in 2015 reference is made to FTE

Source: FIPS

For the 2015 calculations of full-time equivalent reference is made to FTE meaning a statistical factor of 1 for an employee who has been employed full-time in a given calendar year. This is a change to 2014 where reference was made to FTEs meaning that part-time workers are assimilated to full-time for the calculation. The Full-time equivalent is used for sickness statistics which differs in this respect from the usual FTE definition.

The decrease in headcount and in parallel the increase in FTE is a result of the Office's strategy to the capacity of its workforce, which was achieved by introducing part-time home working and other initiatives to reduce part-time.

1.1.2 Breakdown of employees by function

At the end of 2015, 4 384 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.

The total number of staff decreased by 1.1% with a stable examiner population.
The number of employees in the patent procedures support functions fell by 2.7%.
The number of examiners increased by 0.1%.

Table 2:

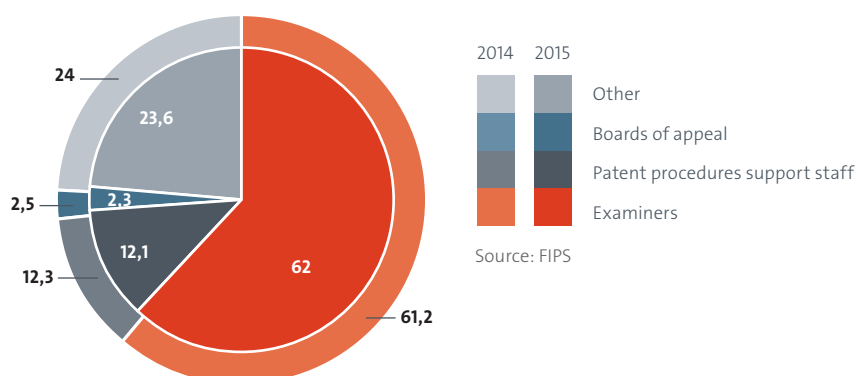
Breakdown of number of employees (in headcount) by type of function, 2014-2015

Function	31 Dec 14	31 Dec 15	Variation
Examiners	4 221	4 227	+0.1%
Members of boards of appeal	172	157	-8.7%
Patent procedures support	847	824	-2.7%
Other	1 652	1 607	-2.7%
Total	6 892	6 815	-1.1%

Source: FIPS

Graph 1:

Change in breakdown of employees by type of function, 2014-2015



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 2015, 3 784 employees (55% of total staff) were working in Munich, 2 659 (39% of total staff) in The Hague.

Table 3:

Breakdown of number of employees (in headcount) by site, 2014-2015

Site	31 Dec 2014	31 Dec 2015	Variation
Munich	3 823	3 784	-1.0%
The Hague	2 690	2 659	-1.2%
Berlin	269	266	-1.1%
Vienna	106	102	-3.8%
Brussels	4	4	+0.0%
Total	6 892	6 815	-1.1%

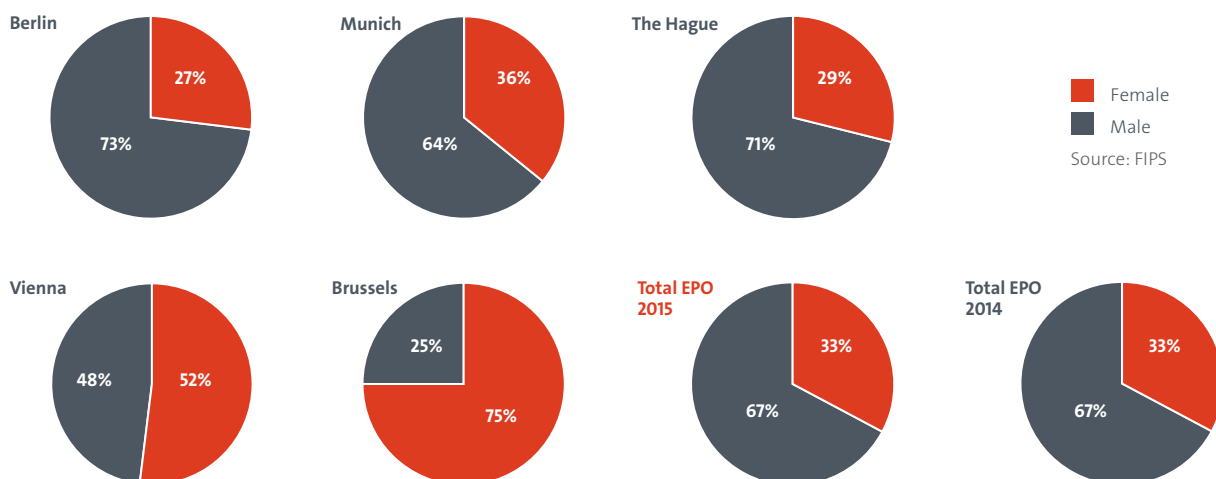
Source: FIPS

1.1.4 Breakdown of employees by site and gender

At the end of 2015, 33% of the total staff were women. The proportion of women varies by site, ranging from 27% in Berlin to 52% in Vienna and up to 75% in Brussels.

Graph 2:

Change in breakdown of employees by gender, 2015

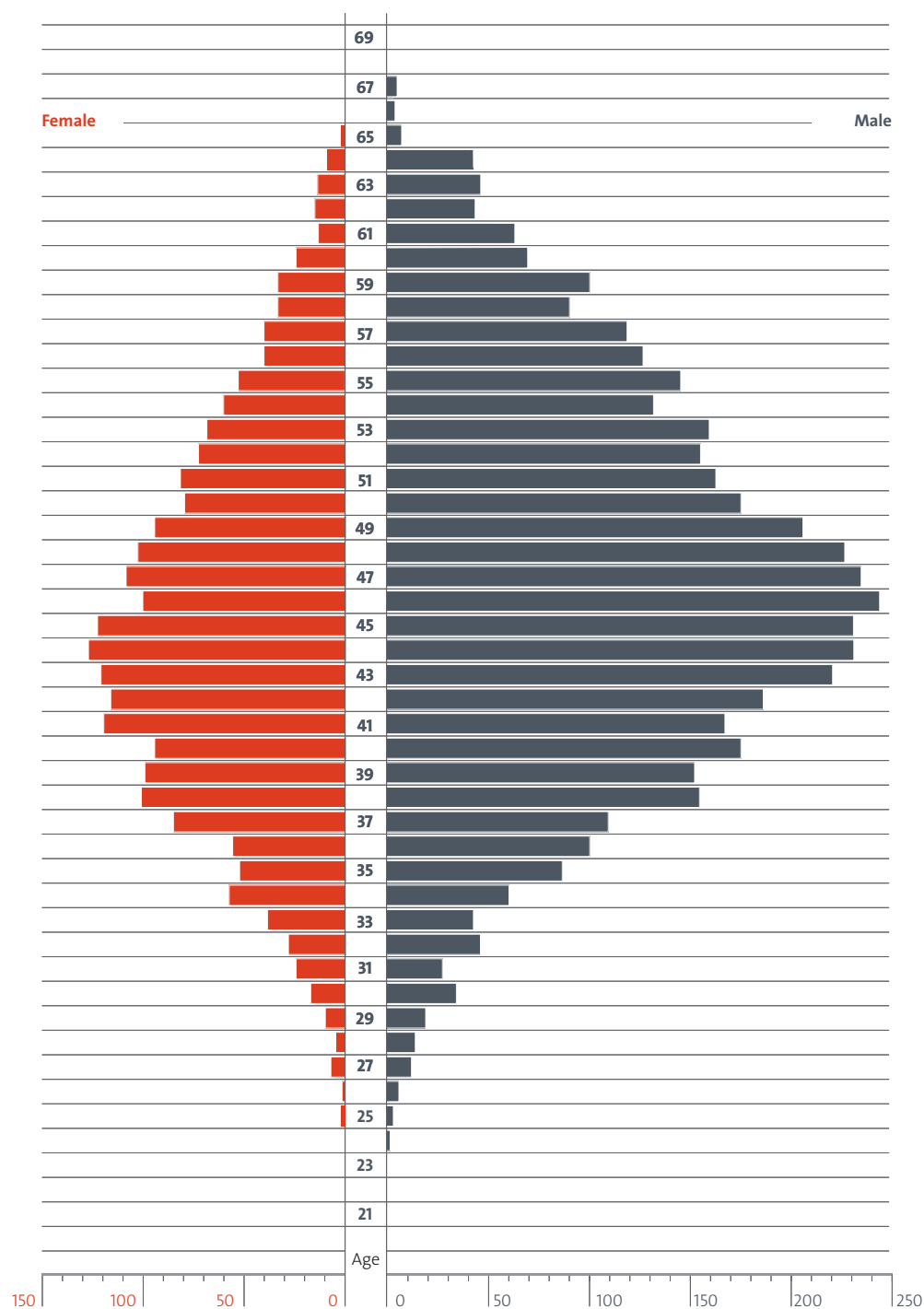


1.1.5 Breakdown of employees by age

The average age of an EPO staff member is 45.1 years (versus 45.9 in 2014). 53% of the total staff is between 35 and 48 years old.

Graph 3:

Age pyramid of EPO staff, 31 Dec 2015



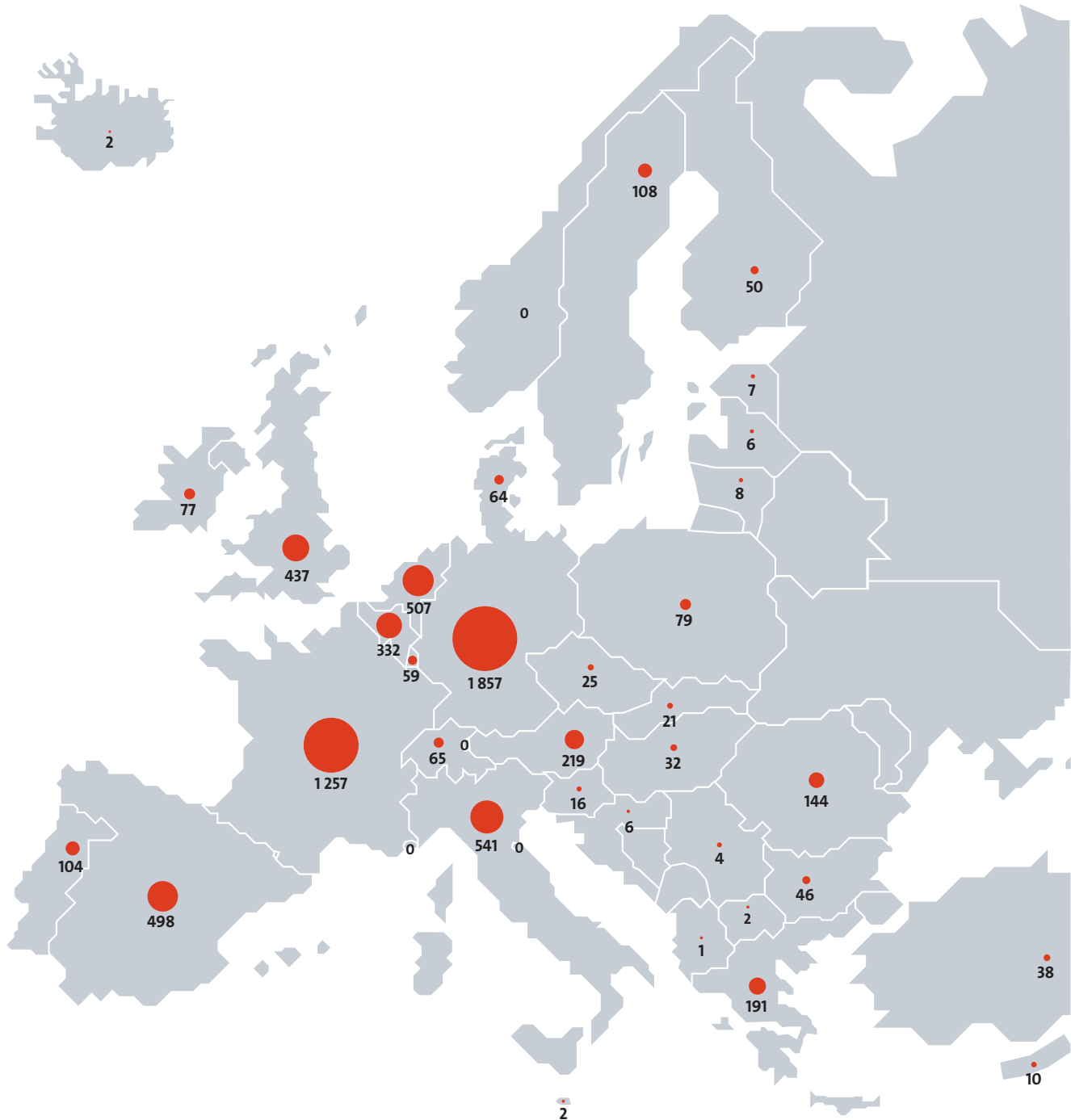
Source: FIPS

1.1.6 Breakdown of employees by nationality

At the end of 2015, 34 different nationalities were represented at the EPO (the same as in 2014).

Graph 4:

Breakdown of EPO staff by nationality, 31 Dec 2015



Source: FIPS

Table 4:

Change in number of employees by nationality, 2014-2015

Nationality	31 Dec 2014	31 Dec 2015	Variation
German	1 886	1 857	-1.54%
French	1 256	1 257	+0.08%
Italian	535	541	+1.12%
Dutch	535	507	-5.23%
Spanish	490	498	+1.63%
British	469	437	-6.82%
Belgian	332	332	—
Austrian	229	219	-4.37%
Greek	191	191	—
Romanian	135	144	+6.67%
Swedish	115	108	-6.09%
Portuguese	105	104	-0.95%
Irish	80	77	-3.75%
Polish	73	79	+8.22%
Swiss	70	65	-7.14%
Danish	70	64	-8.57%
Luxembourg	60	59	-1.67%
Finnish	49	50	+2.04%
Bulgarian	43	46	+6.98%
Turkish	34	38	+11.76%
Hungarian	32	32	—
Czech	25	25	—
Slovak	21	21	—
Slovenian	16	16	—
Cypriot	10	10	—
Estonian	7	7	—
Lithuanian	6	8	+33.33%
Latvian	6	6	—
Croatian	5	6	+20.00%
Icelandic	2	2	—
Maltese	2	2	—
Albanian	1	1	—
FYROM*	1	2	+100.00%
Serbian	1	4	+300.00%
Liechtenstein	0	0	—
Monegasque	0	0	—
Norwegian	0	0	—
San Marino	0	0	—
Total	6 892	6 815	-1.12%

* 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 2015	In % of total EPO	Population of EPC countries (in million), 1 Jan 2015	In % of total EPC population	Patent applications per country of residence of the applicant ¹
German	1 857	27.25%	81.174	13.27%	24 820
French	1 257	18.44%	66.352	10.85%	10 781
Italian	541	7.94%	60.796	9.94%	3 979
Dutch	507	7.44%	16.901	2.76%	7 100
Spanish	498	7.31%	46.440	7.59%	1 527
British	437	6.41%	64.767	10.59%	5 037
Belgian	332	4.87%	11.258	1.84%	2 041
Austrian	219	3.21%	8.585	1.40%	1 992
Greek	191	2.80%	10.812	1.77%	86
Romanian	144	2.11%	19.861	3.25%	33
Swedish	108	1.58%	9.747	1.59%	3 839
Portuguese	104	1.53%	10.375	1.70%	137
Polish	79	1.16%	38.006	6.21%	568
Irish	77	1.13%	4.626	0.76%	582
Swiss	65	0.95%	8.237	1.35%	7 088
Danish	64	0.94%	5.660	0.93%	1 930
Luxembourg	59	0.87%	0.563	0.09%	404
Finnish	50	0.73%	5.472	0.89%	2 000
Bulgarian	46	0.67%	7.202	1.18%	33
Turkish	38	0.56%	77.696	12.70%	447
Hungarian	32	0.47%	9.849	1.61%	99
Czech	25	0.37%	10.538	1.72%	213
Slovak	21	0.31%	5.421	0.89%	48
Slovenian	16	0.23%	2.063	0.34%	118
Cypriot	10	0.15%	0.847	0.14%	37
Lithuanian	8	0.12%	2.921	0.47%	39
Estonian	7	0.11%	1.313	0.21%	32
Croatian	6	0.09%	4.225	0.69%	9
Latvian	6	0.09%	1.986	0.32%	29
Serbian	4	0.06%	7.112	1.16%	4
FYROM**	2	0.03%	2.069	0.34%	0
Maltese	2	0.03%	0.429	0.07%	85
Icelandic	2	0.03%	0.329	0.05%	45
Albanian	1	0.01%	2.893	0.46%	0
San Marino***	0	0.00%	0.039	0.01%	3
Norwegian	0	0.00%	5.166	0.84%	512
Monegasque*	0	0.00%	0.038	0.01%	29
Liechtenstein	0	0.00%	0.037	0.01%	371
Total	6 815	100.00%	611.805	100.00%	76 097

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

* Population at 31 Dec 2014 provided by Monegasque Institute for Statistics and Economic Studies (IMSEE)

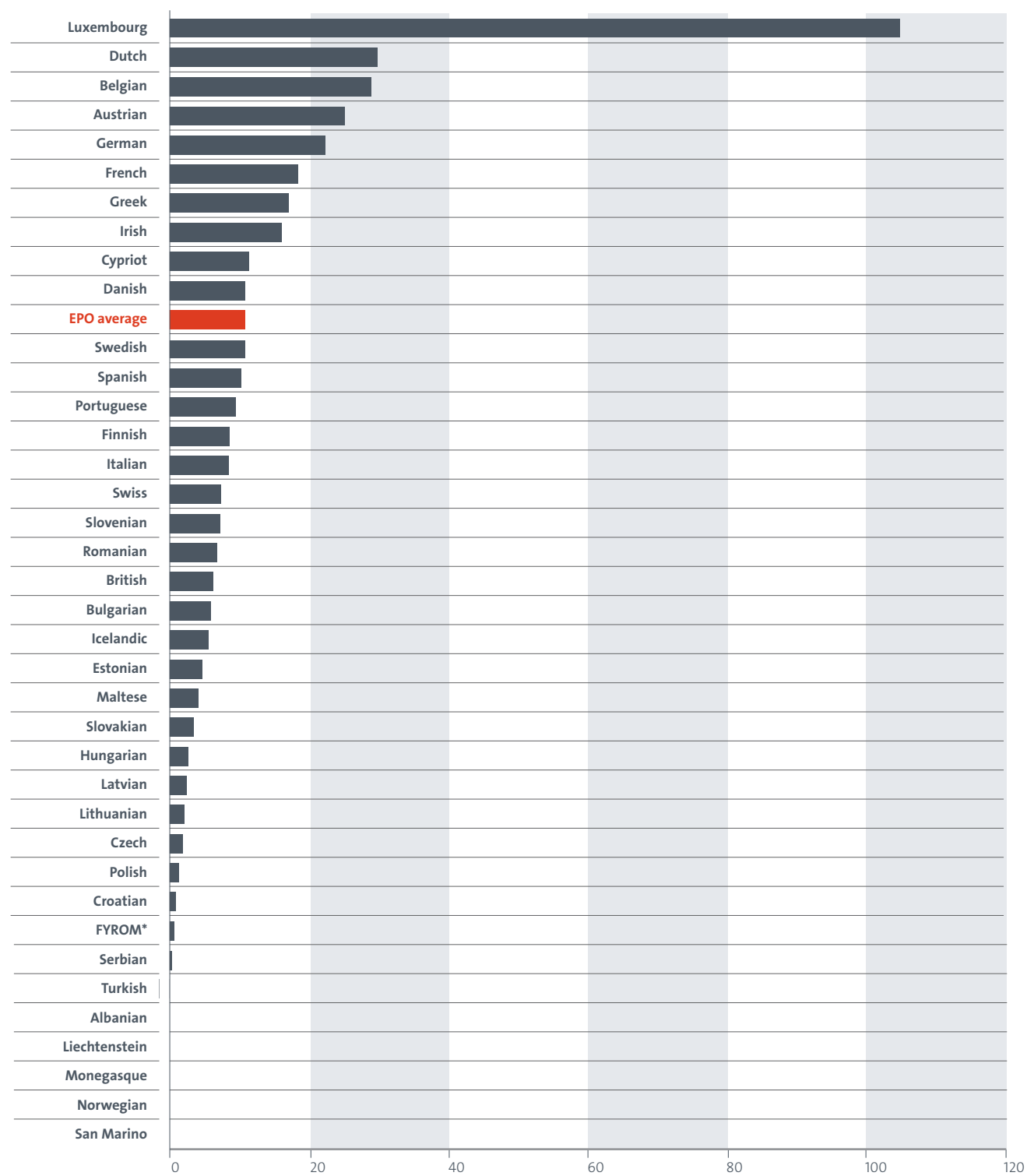
** Former Yugoslav Republic of Macedonia

*** Population as of January 2014 provided by the Secretariat of State for Foreign and Political Affairs of the Republic of San Marino (<http://www.esteri.sm>)

1 EPO website: "European patent applications filed with the EPO"

Graph 5:

Number of EPO employees per million inhabitants in EPC countries



* Former Yugoslav Republic of Macedonia

Source: same as Table 5

Table 6:

Grouping of different nationalities at EPO sites, 31 Dec 2015

Site	Share of employees holding a nationality of a country other than that in which they are serving	Number of nationalities represented
Munich*	66%	33
The Hague	84%	30
Berlin	67%	21
Vienna	69%	18
Total EPO sites	62%	34

* including employees based in Brussels

Source: FIPS

Table 7:

Breakdown of different nationalities at EPO sites, 31 Dec 2015

Nationality	Berlin	% of total at site	Munich	% of total at site	The Hague	% of total at site	Vienna	% of total at site
German	89	33.46%	1 300	34.32%	446	16.77%	22	21.58%
French	53	19.92%	645	17.02%	550	20.69%	9	8.82%
Italian	16	6.02%	343	9.05%	180	6.77%	2	1.96%
Spanish	24	9.02%	266	7.02%	200	7.53%	8	7.84%
British	22	8.26%	241	6.36%	164	6.17%	10	9.80%
Austrian	8	3.01%	143	3.78%	36	1.35%	32	31.38%
Greek	4	1.50%	99	2.61%	87	3.27%	1	0.98%
Dutch	3	1.13%	90	2.38%	413	15.53%	1	0.98%
Belgian	5	1.88%	81	2.14%	241	9.06%	5	4.90%
Romanian	1	0.38%	78	2.06%	63	2.37%	2	1.96%
Swedish	16	6.01%	67	1.77%	25	0.94%		
Irish	3	1.13%	53	1.40%	20	0.75%	1	0.98%
Swiss	4	1.50%	44	1.16%	17	0.64%		
Danish	1	0.38%	43	1.14%	20	0.75%		
Polish	5	1.88%	42	1.11%	31	1.17%	1	0.98%
Portuguese	5	1.88%	37	0.98%	62	2.33%		
Luxembourg	1	0.38%	37	0.98%	19	0.71%	2	1.96%
Finnish	1	0.38%	34	0.90%	14	0.53%	1	0.98%
Bulgarian			31	0.82%	15	0.56%		
Hungarian			16	0.42%	15	0.56%	1	0.98%
Slovak			16	0.42%	3	0.11%	2	1.96%
Czech	2	0.75%	16	0.42%	7	0.26		
Turkish	1	0.38%	19	0.50%	17	0.64	1	0.98%
Slovenian			12	0.32%	3	0.11%	1	0.98%
Cypriot	2	0.75%	7	0.18%	1	0.04%		
Estonian			6	0.16%	1	0.04%		
Lithuanian			8	0.21%				
Latvian			4	0.11%	2	0.08%		
Croatian			3	0.08%	3	0.11%		
Maltese			2	0.05%				
Albanian			1	0.03%				
FYROM*			2	0.05%				
Icelandic					2	0.08%		
Serbian			2	0.05%	2	0.08%		
Total	266	100.0%	3 788	100.0%	2 659	100.0%	102	100.0%

* Former Yugoslav Republic of Macedonia

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. They 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 on CA/84/08).

Table 8:

Change in number of permanent and contract staff, 2014-2015

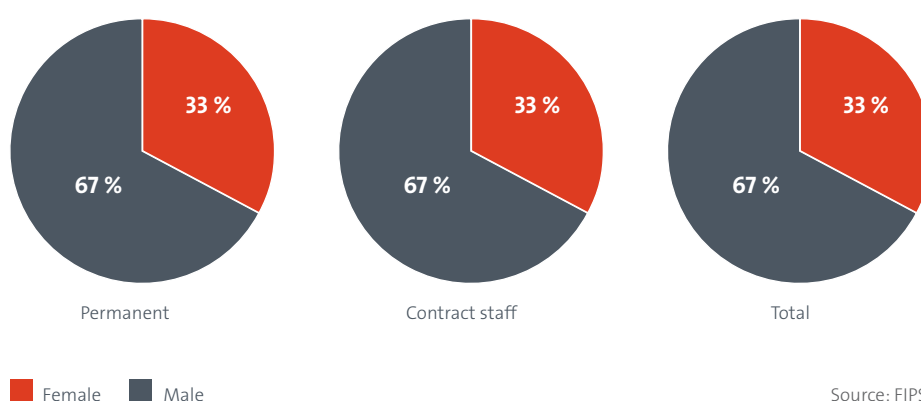
Headcount	Function	31 Dec 2014	31 Dec 2015	Variation
Permanent staff	Examiners	4 126	4 124	-0.05%
	Patent procedures support staff	847	824	-2.72%
	Other	1 576	1 516	-3.81%
Total permanent staff		6 549	6 464	-1.30%
Contract staff	Examiners*	95	103	+8.42%
	Patent procedures support staff	0	0	—
	Other	76	91	+19.74%
Total contract staff		171	194	+13.45%
	Members of boards of appeal	172	157	-8.72%
Total Members of boards of appeal		172	157	-8.72%
Total		6 892	6 815	-1.12%

* Following decision CA/84/08

Source: FIPS

Graph 6:

Breakdown of permanent and contract staff by gender, 31 Dec 2015



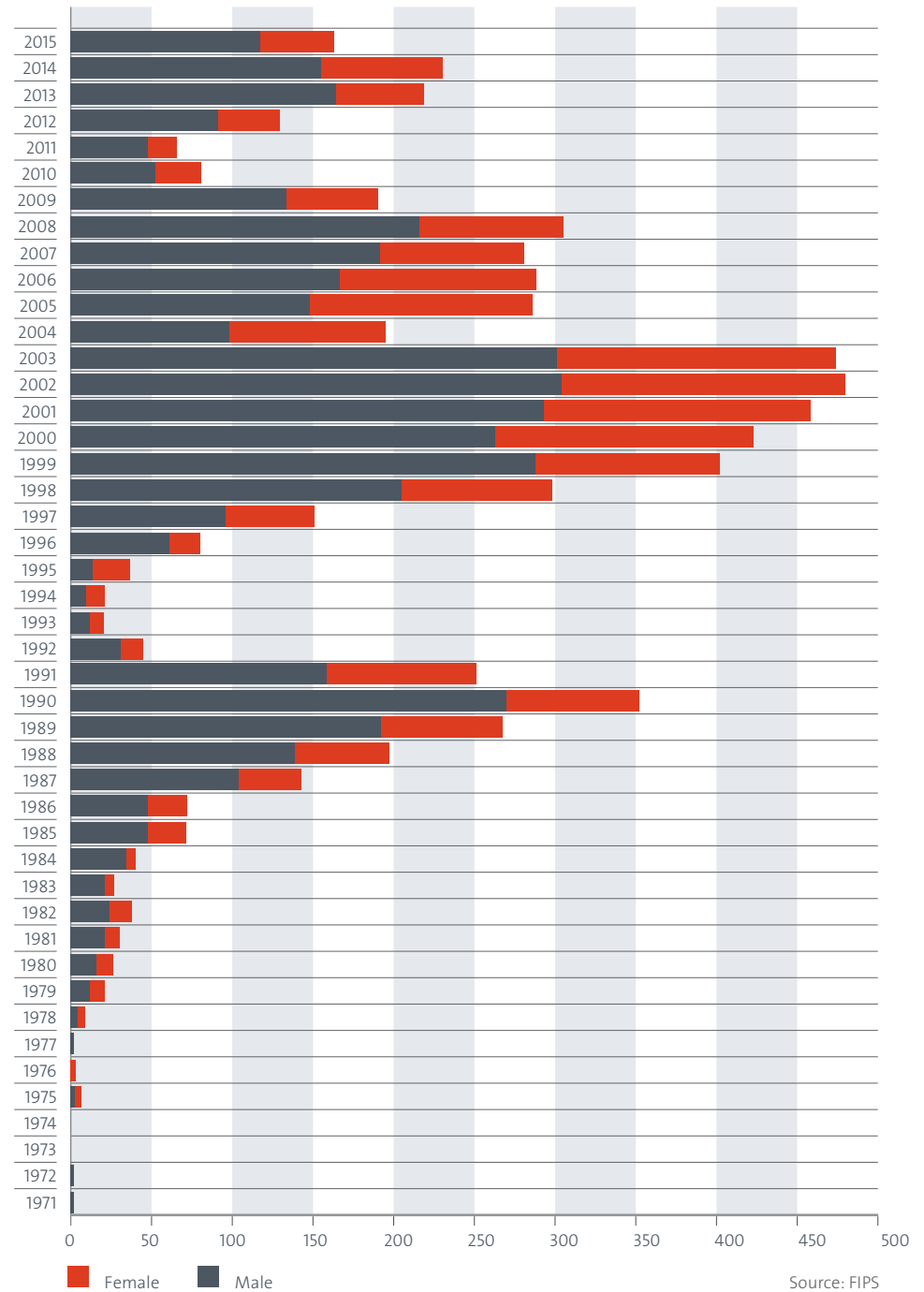
Source: FIPS

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 2010 to 2015, 946 members of the current staff were recruited, of whom 715 are examiners.

Graph 7:

Number of employees by year of recruitment at the EPO, 31 Dec 2015



1.2 Employment and career

1.2.1 Introduction of a new career system

The main components of the New Career System are the introduction of a “single spine” grading structure with two career paths (managerial and technical), the introduction of an Office-wide competency framework and approx. 150 job profiles, the establishment of a new appraisal system and finally the introduction of a new rewards system based on performance.

The implementation of the New Career System progressed gradually in the course of 2015, and the different building blocks have been assembled to form a system with direct interconnections between performance, remuneration and professional development; six different job groups are defined, each linked to a specific range of grades:

Table 9:

Single spine grading structure and career paths

Job Group (01.07.2015)	Managerial career path	Technical career path	Range of grades (01.07.2015)	Former grades (30.06.2015)
Job Group 1	Vice-President		G16 step 3 – G17 step 3	A7
Job Group 2	Principal Director	Principal Advisor/ Board of Appeal Chairman	G15 step1 – G16 step 4	A6
Job Group 3	Director	Senior Expert/ Board of Appeal Member	G13 step 3 – G15 step 4	A5
Job Group 4	Head of Department/ Team Manager	Examiner/ Administrator/Lawyer	G7 step 1 – G13 step 5	A1 – A4
Job Group 5	Head of Section	Expert	G7 step 1 – G10 step 5	B6 – B4
Job Group 6	–	Administrative Employee	G1 step 1 – G9 step 5	B5 – B1 / C

Source: Policies and Studies Department

Career paths (managerial and technical)

The main changes compared to the previous system are the following:

- The formulation of two career paths (managerial and technical)
- The merging of the former grading system into 6 new job groups (as outlined in the above table)
- The reduction of 280 grade-and-step combinations under the old system to only 80 grade-and-step combinations under the new system.

1.2.2 Breakdown of employees by job group, grade and gender

In 2014, under the previous career system, staff were classified into Categories A, B and C.

- Staff in Category A: grade group A4(2) / A1, grades A5, A6, A7 (Vice-Presidents, Principal Directors, Directors, Heads of Department, Advisers and Examiners, Administrators and Lawyers)
- Staff in Category B: grade groups B5 / B1, B6 / B4 (Administrative Employees, Heads of Section and Experts)
- Staff in Category C: grade groups C5 / C1, C6 / C4 (Technicians and Heads of Team)

In 2015, under the New Career System described in detail in the previous section, staff are classified into 6 job groups and into a technical or managerial career path.

Examiners, administrators and lawyers now fall into Job Group 4 in the technical career.

Administrative employees are in Job Group 6 in the technical career. This job group also encompasses the former service employees.

Table 10:

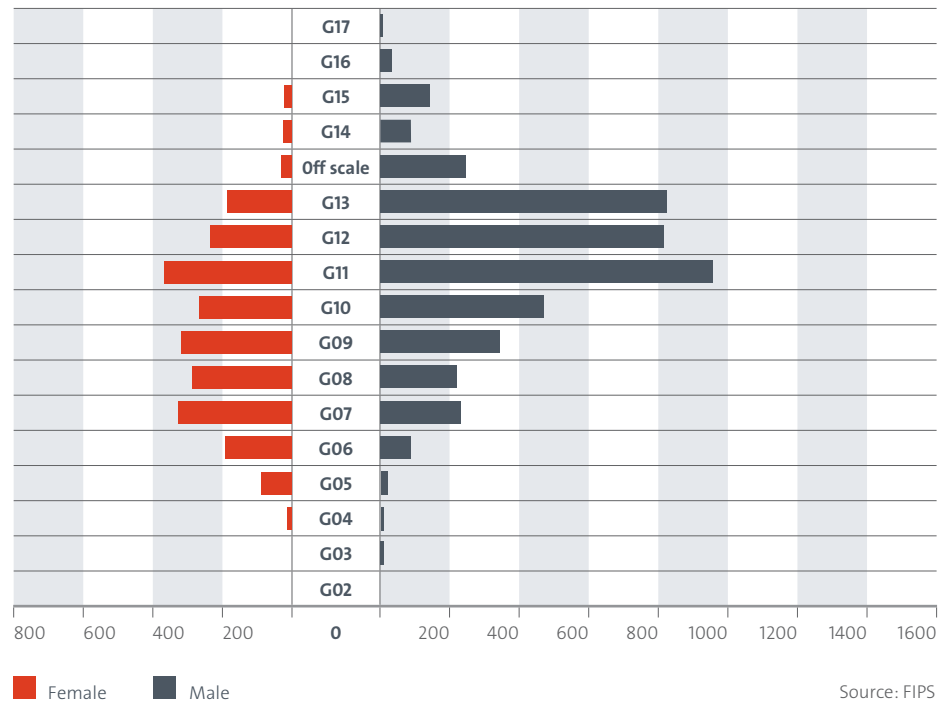
Breakdown of employees by category and grade, 31 Dec 2015

Grade	Headcount 31 Dec 2014	Job Group	Grade	Headcount 31 Dec 2015	% of total EPO staff	% of total in category
A7	6	JG 1	G17	2	0.03%	33.33%
			G16	4	0.06%	66.67%
			Total JG 1	6	0.09%	100.00%
A6	55	JG 2	G16	36	0.53%	69.23%
			G15	16	0.23%	30.77%
			Total JG 2	52	0.76%	100.00%
A5	340	JG 3	G15	150	2.20%	42.74%
			G14	110	1.61%	31.34%
			G13	91	1.34%	25.93%
			Total JG 3	351	5.15%	100.00%
A4(2)	397	JG 4	Off-scale (former A4(2))	280	4.11%	5.83%
A4	1 602		G13	918	13.47%	19.11%
A3	2 268		G12	1044	15.32%	21.74%
A2	425		G11	1319	19.35%	27.46%
A1	117		G10	657	9.64%	13.68%
Total A	5 210		G09	326	4.78%	6.79%
			G08	154	2.26%	3.21%
			G07	105	1.54%	2.19%
		Total JG 4		4803	70.48%	100.00%
B6	83	JG 5	G10	73	1.07%	33.95%
B4	479		G09	70	1.03%	32.56%
			G08	40	0.59%	18.60%
			G07	32	0.47%	14.88%
Total B	1 604	Total JG 5		215	3.15%	100.00%
B5	404	JG 6	G09	259	3.80%	18.66%
B3	536		G08	311	4.56%	22.41%
B2	96		G07	413	6.06%	29.76%
B1	6		G06	272	3.99%	19.60%
C6	2		G05	111	1.63%	8.00%
C5	42		G04	15	0.22%	1.08%
C4	28		G03	6	0.09%	0.43%
C3	6		G02	1	0.01%	0.07%
Total C	78	Total JG 6		1388	20.37%	100.00%
Total EPO	6 892	Total EPO		6815	100.00%	

Source: FIPS

Graph 8:

Distribution of employees by gender and grade, 31 Dec 2015



1.2.3 Job opportunities: number of vacancies

Table 11:

Number of vacancies by publication type and by career group, 2015

Publication types	Job Group	Technical	Managerial	Total
Internal publications	1	0	0	0
	2	0	1	1
	3	6	8	14
	4	14	46	60
	5	8	9	17
	6	50	0	50
	Total	78	64	142
Internal/external publications	1			
	2	0	0	0
	3	0	0	0
	4	0	6	6
	5	33	2	35
	6	5	0	5
	Total	38	8	46
Total		116	72	188

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

Source: CADABRA/SuccessFactors

Table 12:

Number of applications, 2015

Site	Examiners	Non-examiners	Total
Munich	4 534	6 413	10 947
The Hague	3 776	1 205	4 981
Berlin	63	0	63
Vienna	0	0	0
Total	8 373	7 618	15 991

Source: CADABRA /SuccessFactors

15 991 applications were received in 2015, a 12% decrease over 2014 where we had 18 158 applications. In 2015 there were 188 vacancy publications; in comparison to 2014 this is an increase of 25.3%, when there were 150 vacancy publications (102 internal and 48 external).

1.2.4 External recruitment

In 2015, 167 employees were recruited externally at the EPO.

The great majority of hires (98% against 80% in 2014) were examiners and administrators (Job Group 4). More than 71% of hires were male (69% in 2014).

The average age of staff hired in 2015 was 34.5 years (34.3 years in 2014).

Table 13:

Breakdown of external recruitment, 2014-2015

Function	2014	2015	Variation
Boards of appeal	2	0	-100%
Examiners	193	127	-34%
Others	45	40	-11%
Total	240	167	-30%

Source: FIPS

Graph 9:

Breakdown of external recruitment by gender and career group, 2015

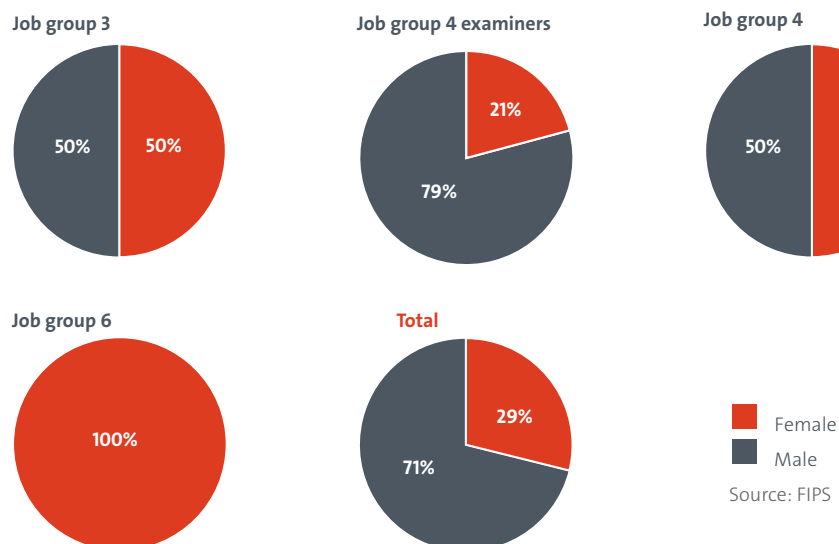


Table 14:

Number of new hires by nationality, 2014-2015

Nationality	2014	2015	Share	Variation
German	82	52	31.14%	-37%
French	42	26	15.56%	-38%
Italian	22	16	9.57%	-27%
Spanish	18	14	8.38%	-22%
Greek	11	7	4.19%	-36%
Dutch	11	3	1.80%	-73%
British	10	2	1.20%	-80%
Belgian	7	10	5.99%	43%
Austrian	6	2	1.20%	-67%
Polish	5	6	3.59%	20%
Romanian	4	9	5.39%	125%
Portuguese	4	1	0.60%	-75%
Czech	3	1	0.60%	-67%
Turkish	3	5	2.99%	67%
Bulgarian	2	3	1.80%	50%
Swiss	2	0	0.00%	-100%
Serbian	1	3	1.80%	200%
FYROM*	1	1	0.60%	0%
Slovak	1		0.00%	-100%
Finnish	1	1	0.60%	0%
Lithuanian	1	2	1.20%	100%
Danish	1		0.00%	-100%
Cypriot	1		0.00%	-100%
Hungarian	1	1	0.60%	0%
Croatian		1	0.60%	-
Luxembourg		1	0.60%	-
Total	240	167	100.00%	-30%

* Former Yugoslav Republic of Macedonia

1.2.5 Promotions

EPO employees can advance in their career either 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).

In 2015 a total of 938 staff received a normal promotion within the same job group. A further 51 staff advanced in their career by appointment to a higher job group.

The new salary grid is composed of more grades and fewer steps. As a result, the new career system provides more opportunities to change grade.

Table 15:

Number of employees receiving career advancement by promotion

Mechanism of career advancement	Job group	Female	Male	Total 2015	Total 2014	Variation
Promotion following a selection procedure	2		2	2	4	-50%
	3	4	29	33	10	+230%
	4		5	5	2	+150%
	5 & 6	4	7	11	3	+267%
Promotion by selection, total		8	43	51	19	+168%
By normal promotion	2		3	3		
	3	3	27	30		
	4	119	558	677	411	+65%
	5	8	10	18	53	-66%
	6	151	59	210	84	+150%
Normal promotion, total		281	657	938	548	+71%
Total		289	700	989	567	+74%

1.2.6 Training

The total budget allocated for training in 2015 was EUR 12 215 000, and 69% of the total allocated budget was effectively spent.

The total number of training hours was 240 618, an increase of 3.7% over 2014, with SACP and ANSERA, both tools for examiners, accounting for much of the increase. In addition, 10 422 hours of e learning were recorded. In comparison to 2014, there is a decrease of 57% in e-learning, where 24 219 hours were recorded.

Table 16:

Training expenditure planned and incurred (in EUR), 2014-2015

	2014			2015		
	Planned	Spent	% spent	Planned	Spent	% spent
Total expenditure	11 880 000	9 020 727	76%	12 215 000	8 488 492	69%

Source: FIPS

Graph 10:

Breakdown of training expenditure in 2015

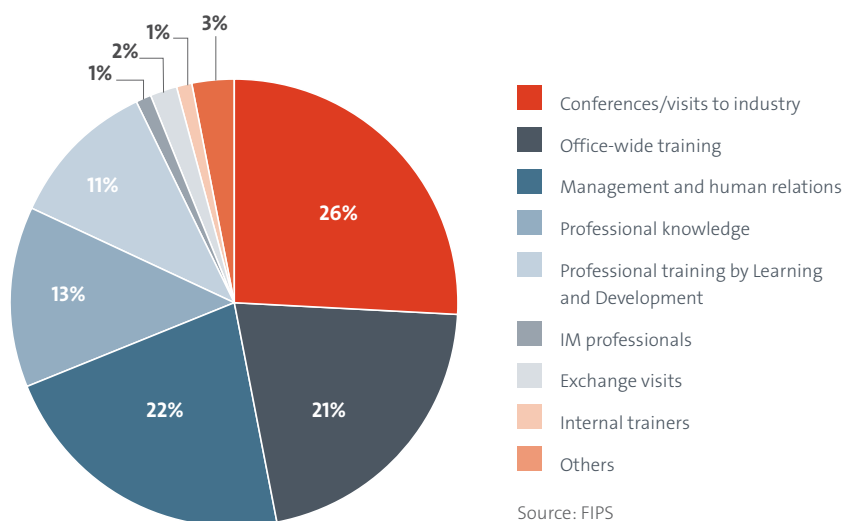


Table 17:

Indicators related to training activities, 2014-2015

Training indicators	2014	2015	Variation
Number of employees having received at least one training activity (in headcount)	4 602	5 712	+24.1%
Share of employees having received at least one training activity (in % of total EPO staff)	67%	83.82%	
Average training expenditure per employee in relation to all staff (in EUR)	1 309	1 245	-4.8%
Average training expenditure per employee having received at least one training activity (in EUR)	1 960	1 486	-24.2%

Source: FIPS

1.2.7 Duty travel

Table 18:

Number of duty travel trips made, 2014-2015

Trip purpose	2014			2015			Variation		
	Trips	Staff	Expenses	Trips	Staff	Expenses	Trips	Staff	Expenses
Business	5 849	1 352	6 893 462	5 387	1 278	6 276 565	-8%	-5%	-9%
Training	4 163	2 390	5 933 751	4 249	2 494	5 799 941	2%	4%	-2%
Combined missions	342	243	534 170	291	218	526 623	-15%	-10%	-1%
Total	10 354	3 985	13 361 383	9 927	3 990	12 603 129	-4%	0%	-6%

Source: FIPS

In 2015, about 18.7% of staff travelled for business purposes, 36.6% for training, for a total of 9 927 trips.

1.2.8 Termination of active service at the EPO, including invalidity

269 persons ended active service at the Office in 2015. The primary reason for ending active service was retirement (80% of the cases).

In 2015, the turnover rate at the EPO was 3.7%, against 2.7% in 2014.

Table 19:

Breakdown of employees ending active service, 2014-2015

Reason	2014	% of total in 2014	2015	% of total in 2015	Variation
Retirement	143	76%	216	80%	+51%
Resignation	16	9%	23	8%	+44%
End of contract	7	4%	5	2%	-29%
Invalidity	11	6%	15	6%	+36%
Other*	10	5%	10	4%	+0%
Total	187	100%	269	100%	+44%

* Other includes: deceased or dismissed.

Source: FIPS

In 2014, the average retirement age was 62.7 years; the 2015 figure is 61.1 years².

At the end of 2015, 20 people were not in active service because they were on secondment or on long-term (over 6 months) unpaid leave.

² Refers to the number of employees who retired in 2015 (216 in total).

Remuneration

2. Remuneration³

In 2015, the total expenditure for basic salaries and allowances was EUR 905 million. This includes EUR 692 million (77% of the total) for basic salaries.

2.1 Payroll for the year and average basic salary

Table 20:

Basic salary paid, 2015

Job group	Total basic salaries paid in 2014	Total basic salaries paid in 2015	Average basic salary paid in 2014	Average basic salary paid in 2015	*Basic salary ranges 2015, as per salary scale	
					Lowest	Highest
A	560 864 544	292 333 578	8 972			
B	105 180 736	52 423 924	5 464			
C	4 515 458	2 165 158	4 824			
JG1		600 684		15 297	14 820	15 812
JG2		4 657 945		14 440	13 268	15 078
JG3		27 253 183		12 910	11 456	14 046
JG4		258 362 941		9 499	5 239	11 971
JG5		9 063 710		6 957	5 239	8 309
JG6		44 728 073		5 716	2 799	7 198
Total	670 560 738	691 589 196		8 107		

* Please note that for simplification, the average of the salary tables for Germany and the Netherlands has been taken for the lowest and highest basic salaries.

Source: FIPS

The 2015 table corresponds to the former A, B, C classification during the first 6 months and, after the transposition on 1 July 2015, to the new salary grids (JG1-JG6).

In 2015, the total amount paid as basic salary was 3.1% more than in 2014. The main drivers affecting the increase in the wage bill are the results of the salary adjustment procedure (1.1% on average Office-wide) and career progression (1.5% on average Office-wide), and the rest is due to staff changes, mainly recruitment, retirement, resignation and dismissal.

The following adjustments of the salary scales were applied from 1 July 2015:

Austria: +0.7%

Belgium: +2.0%

Germany: +0.9%

Netherlands: +1.5%

In addition, all salary scales were retroactively adjusted by +0.5%, effective from 1 July 2014.

³ 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 12 006 (90th percentile). The 10% lowest paid employees earn monthly full basic salaries at or below EUR 5 368 (10th percentile). The ratio between the 90th and 10th percentiles is therefore 2.2.

2.3 Performance and rewards

Table 21:

Rewards, 2015

Reward type	Pensionable/non-pensionable	Spent for 2015
Step/promotion	Pensionable	3 947 086
Transitional measures	Pensionable	1 860 227
Boards of Appeal measures	Pensionable	100 404
Individual bonus	Non-pensionable	2 807 925
Performance bonus	Non-pensionable	8 726 000
Functional allowance	Non-pensionable	278 118
Total		17 719 760

For performance in 2014, the following proportions of staff received a reward in 2015:

- 66.4% of staff eligible for a pensionable reward, e.g. step advancement or promotion, actually received such a reward.
- 15% of staff received an individual bonus as a non-pensionable reward for their performance in 2014.
- 69.7% of staff received a performance bonus for their contribution to the Office's performance in 2015.

2.4 Allowances and benefits

In 2015, in addition to basic salaries, over EUR 201 million was paid in allowances and benefits (22.6% of total remuneration). This includes EUR 91 million paid as expatriation allowance to the 65% of total staff with expatriate status (Article 72 of the Service Regulations).

Table 22:

Allowances and benefits paid, 2014-2015

Category	Detailed category	2014	2015	Variation
Family	Dependants' allowance	30 187 710	31 550 145	4.5%
	Household allowance	29 686 528	30 883 329	4.0%
	Childcare allowance	4 143 677	4 106 973	-0.9%
	Educational allowance	27 931 720	30 369 689	8.7%
	Parental/family leave allowance	1 173 230	1 305 907	11.3%
	Birth grant	192 960	168 688	-12.6%
Work-related	Overtime and shift allowance	1 926 940	1 496 443	-22.3%
	Rent allowance	1 023 804	1 096 433	7.1%
	Installation allowance	1 680 768	1 297 396	-22.8%
	Removal expenses	1 188 894	1 101 022	-7.4%
	Language allowance	107 428	128 277	19.4%
	Travel expenses	69 302	74 788	7.9%
	Acting allowance*	11 768		—
	Functional allowance		281 379	—
	Miscellaneous**	664 867	638 324	-4.0%
	Extra examiner activities		136 053	—
Expatriation	Expatriation allowance	88 453 048	91 679 539	+3.6%
	Home leave	3 968 866	3 561 867	-10.3%
Termination	Severance grant	1 345 970	1 396 308	+3.7%
	Salary savings plan payment	279 404	275 845	-1.3%
	Dismissal compensation	61 431	28 351	-53.8%
	Termination indemnity	107 355	83 336	-22.4%
Total		194 205 670	213 189 517	+9.8%

* The acting allowance pursuant to Article 12(4) was abolished on 01.01.2015.

Source: FIPS

** Miscellaneous: See glossary

Please note that staff is 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	2014	2015	Variation
Subsidies to crèches*	793 631	525 355	-33.8%
European School Munich	20 780 338	20 645 000	-0.6%

* Provision of childcare facilities exclusively for EPO staff.

Source: FIPS

A typical examiner in grade G11/03 (the most common grade in JG4⁴), 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 11 214**, made up of:

– Basic salary:	9 204 EUR
– Household allowance:	552 EUR
– Expatriation allowance:	2 026 EUR
– Dependants' allowance:	660 EUR
– Total deductions ⁵ :	- 1 201 EUR

The same employee working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 11 308**, made up of:

– Basic salary:	9 204 EUR
– Household allowance:	560 EUR
– Expatriation allowance:	2 038 EUR
– Dependants' allowance:	663 EUR
– Total deductions ⁶ :	- 1 208 EUR

4 19% of employees are in grade G11 (December 2015).

5 Deductions include contributions to health insurance, pension, long-term care and death insurance.

6 Deductions include contributions to health insurance, pension, long-term care and death insurance.

An administrative employee in grade G07/01⁷ (the most frequent 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 5 512**, made up of:

– Basic salary:	5 223 EUR
– Household allowance:	313 EUR
– Dependants' allowance:	659 EUR
– Total deductions:	- 683 EUR

The same employee working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 5 546**, made up of:

– Basic salary:	5 255 EUR
– Household allowance:	315 EUR
– Dependants' allowance:	663 EUR
– Total deductions:	- 687 EUR

7 The new reference point taken for JG6 includes employees in former category 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 2015 amounted to approximately EUR 261 million.

3.1 Population covered under the EPO social security scheme

At the end of 2015, 22 587 persons were covered by the EPO social security scheme. The total population covered under the EPO social security scheme also includes staff in non-active service (such as unpaid leave) who were still affiliated to the EPO scheme. Only 6 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 2015

Category	2014	2015	Variation
Active staff covered by social security scheme	6 887	6 809	-1.1%
Unpaid leave, secondment and reserve status	18	19	5.6%
Pension recipients	1 791	2 002 ⁸	11.8%
Invalidity allowance recipients	227	219	-3.5%
Family members (spouses and dependants)	13 264	13 538	2.1%
Total	22 187	22 587	1.8%

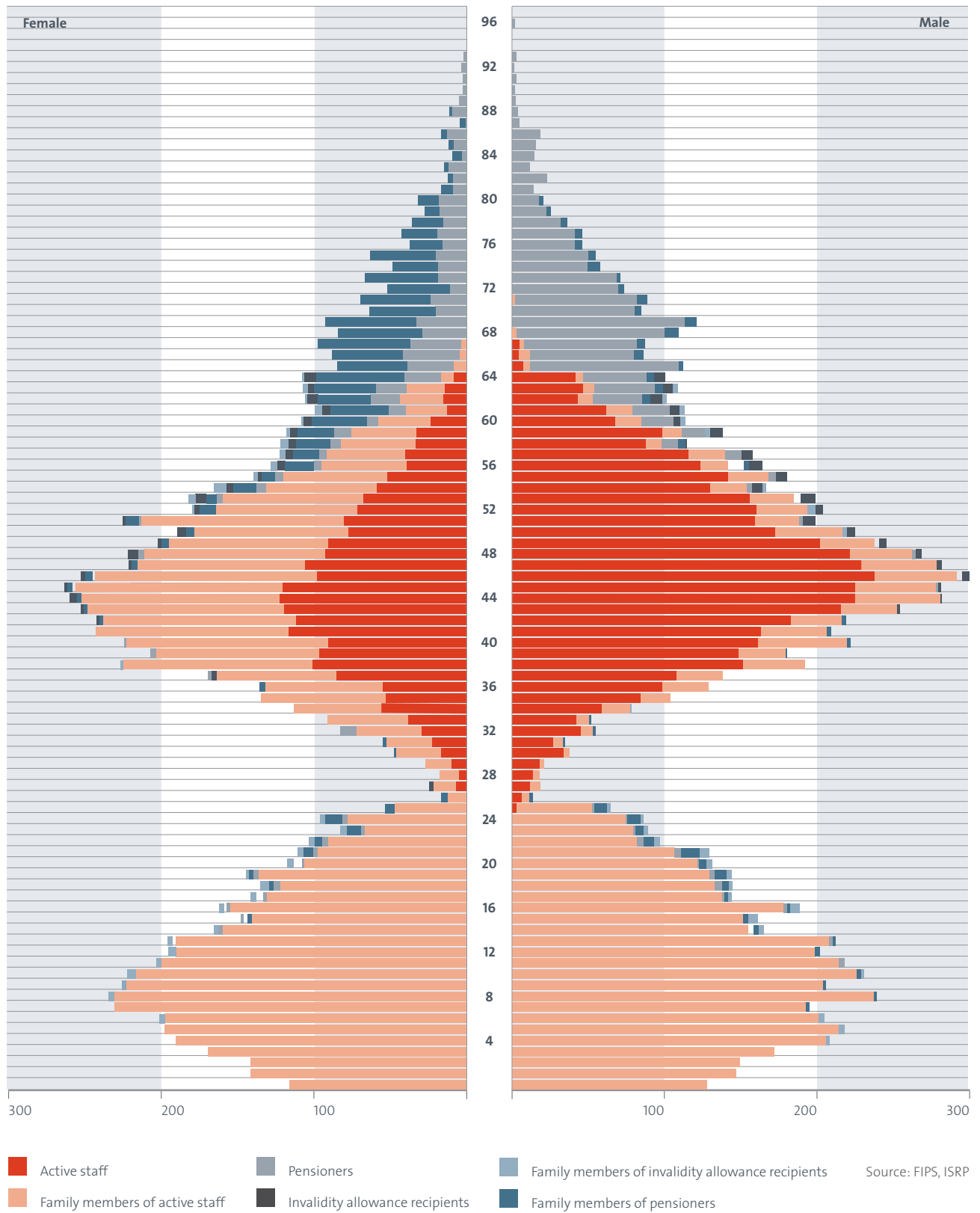
Source: ISRP, FIPS

Invalidity allowance recipients turning 65 years old started receiving a retirement pension, and therefore there were more recipients ceasing to receive an invalidity allowance.

⁸ Some recipients of deferred pensions and orphan's pensions have freely chosen not to be covered by the EPO social security schemes.

Graph 11:

Breakdown by age of the total population covered by the EPO healthcare insurance scheme, 31 Dec 2015



3.2 Social security benefits

Table 25:

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

Type of benefits	2014	2015	Variation
Healthcare reimbursement	62 242 258	65 445 804	5.15%
Long-term care insurance*	4 182 635	4 661 988	11.46%
Death insurance	742 159	1 937 433	161.05%
Invalidity insurance (lump sum) ⁹	1 531 577	3 339 122	118.02%
Total benefits	68 698 629	75 384 348	9.73%

Source: FIPS, Cigna

* Note that long-term care insurance figures for 2014 have been amended from those provided in the Social Report 2014, as there is always a 3-month period of retroactivity for payments and processing of claims, leading to adjustments being made for the previous year.

3.3 Payments for invalidity recipients

At the end of 2015, there were 219 recipients of invalidity allowance. As of January 2016, non-active staff members in receipt of invalidity allowance are transferred to retired status and receive a retirement pension for health reasons.

Table 26:

Breakdown of payments, in EUR

Type of benefits	2014	2015	Variation
Invalidity allowance*	15 036 330	14 914 531	-0.8%
Other (family) allowances	1 313 077	1 423 484	+8.4%
Total	16 349 407	16 338 015	-0.1%

* Includes the transitional compensation for invalids before 2008

Source: FIPS

⁹ The invalidity insurance was abolished as of 1 April 2015.

3.4 Payments for pensioners

At the end of 2015, there were 2 077 recipients of an EPO pension, which represents an 11% increase over 2014.

Table 27:

Breakdown by type of pension, 31 Dec 2015

Type of pension	Number of recipients 2014	Number of recipients 2015	Average monthly basic pension (in EUR) 2014	Average monthly basic pension (in EUR) 2015
Retirement	1 486	1 674	6 119	6 454
Survivor's	278	294	3 548	3 713
Orphan's	110	109	1 061	1 279
Total	1 874	2 077	5 441	5 794

Source: ISRP

Table 28:

Breakdown of payments, in EUR

Benefits linked to pension	2014	2015	Variation
Basic pension	117 836 411.00	133 491 322.50	13.29%
Tax adjustment ¹⁰	25 638 928.00	28 387 531.14	10.72%
Other (allowances, compensation)	6 273 620.00	7 048 396.48	12.35%
Total	149 748 959.00	168 927 250.12	12.81%

Source: FIPS

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

Table 29:

Key figures related to retired staff, 31 Dec 2015

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	1 128	62.0	26.2	12 844
JG 5-6	546	61.6	27.5	6 594
Total	1 674	61.9*	26.6	10 806

* Refers to the entire pensioner population (2 077 recipients).

Source: FIPS, ISRP

The typical package for G13/05, 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:	6 444 EUR
– Household allowance:	386 EUR
– Tax adjustment:	1 235 EUR
– Deductions for medical and long-term care insurance:	- 211 EUR
– National tax ¹¹ :	1 944 EUR
– Total:	5 910 EUR

The typical package for a G09/05 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:	3 874 EUR
– Household allowance:	248 EUR
– Tax adjustment:	402 EUR
– Deductions for medical and long-term care insurance:	- 127 EUR
– National tax:	679 EUR
– Total:	3 718 EUR

11 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 202 million (67% 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	2014	2015	Variation
EPO	197 415 279	201 891 539	+2.3%
Employees	89 970 440	95 051 466	+5.6%
Pension recipients	3 592 783	4 424 742	+23.2%
Invalidity allowance recipients	1 740 345	1 815 748	+4.3%
Total	292 718 847	303 183 495	+3.6%

Source: FIPS

Table 31:

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

Contributions to social security scheme without pensions, in EUR*	2014	2015	Variation
EPO	61 221 021	62 805 391	+2.6%
Employees	23 359 611	27 008 325	+15.6%
Pension recipients	3 592 783	4 424 742	+23.2%
Invalidity allowance recipients	435 722	484 275	+11.1%
Total	88 609 137	94 722 733	+6.9%

Source: FIPS

* The increase in social security contributions for pensioners is mainly due to the increase in the number of pensioners (11.8%), the increase in the contribution rate to the healthcare insurance scheme (10%) and the annual adjustment of pensions.

Table 32:

Contributions to the pension scheme, in EUR

Contributions to the pension scheme, in EUR	2014	2015	Variation
EPO	136 194 257	139 086 148	+2.12%
Employees	66 610 830	68 043 141	+2.15%
Invalidity allowance recipients	1 304 622	1 331 472	+2.06%
Total	204 109 709	208 460 761	+2.13%

Source: FIPS

The increase in volume of pension contributions (expressed in percentage) of employees and Office is almost the same in terms of the variation for 2015 because, although reference is made to the same population, employees on unpaid/parental leave have to pay the full (3/3) contributions themselves (i.e. incl. Office part).

The increase in volume of pension contributions of invalidity allowance recipients (expressed in percentage) refers to a different and smaller population, which changes faster. Consequently, the variation does not follow exactly the Office's and employee's contribution variation. Furthermore note that when invalidity is for occupational reasons, the Office pays the full pension contributions.

In 2014 there was an increase of the pension contribution rate in comparison to 2013, but in 2015 there was no increase and therefore in 2014 the volume increased (expressed in percentage) but did not in 2015. explaining the percentage increase in volume in 2014.

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 2015, there were 1 065 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 44 million at 31 December 2015.

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

At 31 December 2015, 14% of total EPO staff were working part-time (note that 50% part-time is the minimum working time allowed). 72% of employees working part-time were women.

Table 33:

Breakdown of employees working part-time, 2014-2015

Employees working part-time	31 Dec 2014	31 Dec 2015
Female	685	691
Male	269	268
Total	954	959
In % of total staff	13.8%	14.1%

Source: FIPS

Table 34:

Breakdown of working time percentages, 2014-2015

Working time percentage	Number of staff at 31 Dec 2014	Percentage of staff working part-time	Number of staff at 31 Dec 2015	Percentage of staff working part-time
50 - 59 %	72	7.55%	67	6.99%
60 - 69 %	114	11.95%	92	9.59%
70 - 79 %	144	15.10%	162	16.89%
80 - 89 %	449	47.06%	460	47.97%
90 - 99 %	175	18.34%	178	18.56%
Total	954	100.00%	959	100.00%

Source: FIPS

4.2 Staff on Part-Time Home Working

On 31 December 2015, 19.6% of total staff were in the Part-Time Home Working scheme.
78.1% of Part-Time Home Workers are working full-time.

Table 35:

Part-Time Home Workers by gender, 2014-2015

Part-Time Home Workers	31 Dec 2014	31 Dec 2015	Variation
Female	541	650	+20%
Male	555	687	+24%
Total	1 096	1 337	+22%

Source: FIPS

Table 36:

Part-Time Home Workers by number of days worked at home, 2014-2015

Days on Part-Time Home Working	31 Dec 2014	31 Dec 2015	% of total 2015	Variation
1 day or less	273	354	26%	+30%
1 day < d ≤ 2 days	431	546	41%	+27%
2 days < d ≤ 3 days	342	370	28%	+8%
Other (variable schedule)	50	67	5%	+34%
Total	1 096	1 337	100%	+22%

Source: FIPS

4.3 Flexi- and compensation leave

In 2015, the average amount of flexi-leave taken per employee (in FTEs) was equivalent to 3.5 days. The average amount of compensation leave taken per employee (in FTEs) was equivalent to 5.9 days.

Table 37:

Breakdown of flexi- and compensation leave, 2014-2015

Amount of flexi- and compensation leave (in man-days)	2014	2015	Variation
Total flexi-leave taken	20 676	23 327	+12.82%
Total compensation leave taken	36 970	40 396	+9.27%

Source: FIPS

4.4 Overtime, shift work and on call

Table 38:

Breakdown of overtime, shift and on call work, 2014-2015

Overtime, shift work and on call (in hours)	2014	2015	Variation
Overtime	8 493	4 124	-51.4%
On call	148 030	130 052	-12.1%
Shift hours	2 800	2 367	-15.5%

Source: FIPS

4.5 Working days and absences

Table 39:

Volume and reasons of absences and impact on total working days, 2014-2015

Categories of absence	2014			2015			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	231 740	33.76	13.6%	230 086	33.67	13.5%	-0.71%
Sick leave	79 147	11.53	4.6%	71 151	10.41	4.2%	-10.10%
Social leave	46 257	6.74	2.7%	47 821	7.00	2.8%	+3.38%
Unpaid leave	21 588	3.14	1.3%	4 772	0.70	0.3%	-77.89%
Total	378 732	55.17	22.2%	353 830	51.78	20.7%	-6.58%

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

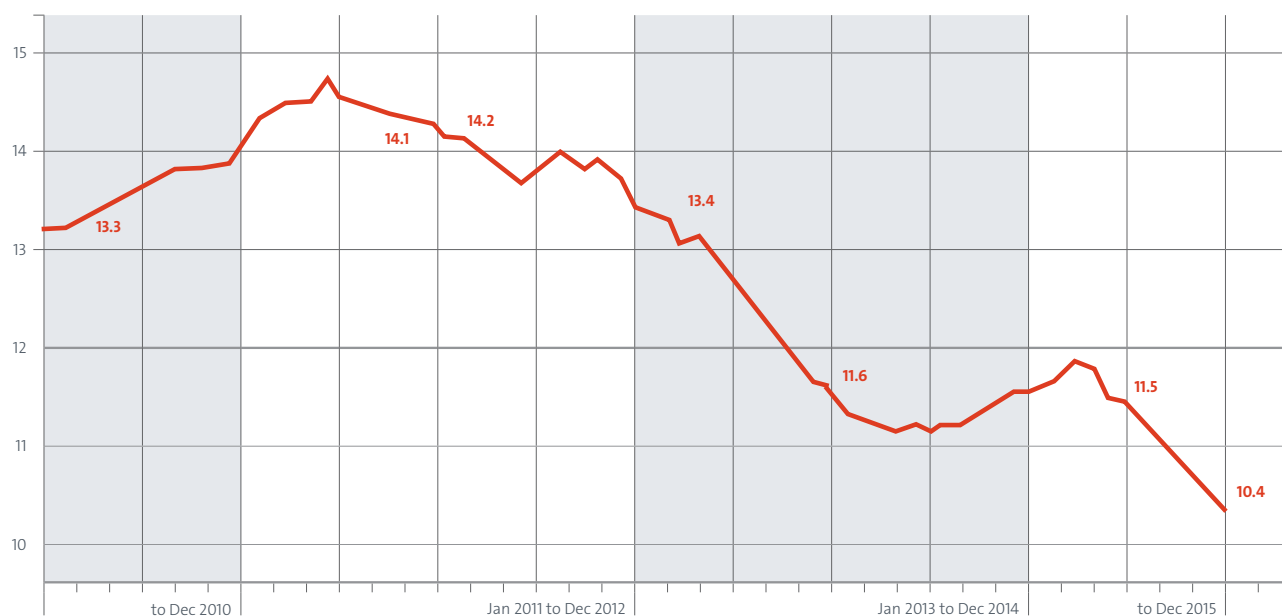
Source: SAS, FIPS

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

Parental and family leave are counted as social leave. In 2015, 1 194 employees took on average 22.3 days of parental leave each. In 2015, 89 employees took family leave. On average, each of these employees took 20 days of family leave.

Graph 12:

Total sickness days per FTE, 12 months rolling, 2010-2015



Source: SAS, FIPS

The average sick leave in days per FTE was 10.4 in 2015. There has been a constant decrease since 2011, with an exception in 2014 due to the influenza outbreak.

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), 2014-2015

Volume of activities undertaken by OHS	2014	2015	Variation
Number of sick employees in contact with OHS	1 786	2 344	+31.2%
Number of visits at OHS (in-house consultations)	5 656	4 783	-15.4%
Type of activities carried out by OHS	Number of activities carried out by OHS		
Mandatory examination, Circular 367	234	130	-44.4%
Reintegration meetings	414	475	+14.7%
Consultations with manager	709	441	-37.8%
Health Advisory Team meetings	80	136	+70%
Workplace visits made by OHS ergonomists nurses/ErgoWucs	5 155	4 960	-3.8%
Biennial medical examinations	756	991	+33.1
Emergency cases*	73	90	+23.3
Vision tests	261	671	+154.8%
In-house physiotherapy treatment sessions**	5 808	5 969	+3.3%

Source: Occupational Health Services, Medgate

* Examples of emergency cases include sport-related injuries (25%) and blood pressure issues (30%).

** Invoiced to the employee and covered under the healthcare insurance scheme

The variation observed in some of the OHS activities outlined above can partly be attributed to the introduction on 1st April 2015 of the extended sick leave and incapacity reform which has contributed to a further overall decrease in sick leave. Occupational health, through measures such as reintegration meetings and frequent contact with staff, is contributing to the aim of reducing sick leave at EPO. For example, the percentage of employees accusing symptoms of pathologies linked to psychosocial distress has been halved between 2011 and 2015 going from 19.9% of total number of cases to 9.6%. These figures are in line with the findings reported at the end of 2015 by the external and independent provider performing the preventive biennial examinations to which about 30% of staff participated.

Table 41:

Volume of activities undertaken by the Medical Advisory Unit (MAU), 2014-2015

Activities undertaken by the MAU	2014	2015	Variation
Request for prolongation of dependants' allowance for medical reasons (Art. 69(5) ServRegs)	25	23	-8%
Request for dependants' allowance for handicapped children (Art. 69(1).II ServRegs)	80	77	-3.75%
Medical Committee Sick Leave (until 31.03.2015)	152	21	-8.6%
Consultation to prepare next Medical Committee meeting (until 31.03.2015)	249	44	-82.3%
Consultation for medical opinion for employees on extended sick leave (as of 01.04.2015)		208	
Cure requests	409	334	-18.3%
Number of A cures granted ¹²	182	134	-26.3%
Number of B cures granted ¹³	156	135	-13.5%
Special leave requests	162	156	-3.7%
Requests to spend sick leave elsewhere than at employee's place of residence (Art. 62(3) ServRegs)	91	125	+37.7%
Sick leave verification (Art. 62(13))	13	14	+7.7%
Advice on health insurance matters	44	50	+13.6%
Initial examinations	240	230	-4.2%
Family leave request	110	130	+18.2%
Examinations under Art. 26(2)	12	15	+25%

Source: Medical Advisory Unit

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

The Safety Office provides an occupational safety service and provides input to the EPO's prevention process, aimed at ensuring the safety and well-being of all those present on EPO premises. Similarly to 2014, in 2015 most occupational accidents were due to commuting accidents. About 60% of the accidents registered in 2015 were commuting accidents.

Table 42:

Reported number of occupational accidents, 2014-2015

Site	2014	2015
Munich	35	34
The Hague	40	36
Berlin	2	5
Vienna	2	1
Brussels	0	0
Total	79	76

Source: Safety Office

Overall in 2015, 21% of the reported occupational accidents led to sick leave of more than 450 working days. The commuting accidents resulted in a total of 234 sick leave days, while the remaining occupational accidents gave rise to a total of 216 sick leave days. On average, the non-commuting occupational accidents led to an absence of 2.7 days per case.

5.3 Health & Safety-related expenditure

Overall expenditure for health and safety increased by 2.5% in 2015 compared to 2014.

Table 43:

Breakdown of other health service costs 2014-2015, in EUR

Medical care, in EUR	2014	2015	Variation
Biennial medical examination	223 168	349 771	+56.7%
Initial medical examination	66 113	56 499	-14.5%
Medical Advisory Unit costs	1 309 564	1 235 704	-5.65%
Safety-related expenditure	65 757	63 500	-3.43%
Total	1 664 602	1 705 474	2.5%

Source: FIPS, Safety Office and OHS

5.4 Internal resources dedicated to health and safety

Table 44:

EPO staffing for health and safety activities

Type of resources	2014	2015
Staffing OHS	10	10
Staffing Medical Advisory Unit	5	5
Staffing Safety Office	2	2
Total	17	17

Source: EPO Budget

5.5 Funding for general staff welfare

Overall, expenditure for general staff welfare was stable in 2015. On average, the Office spent EUR 600 per staff member on general welfare.

Table 45:

Breakdown of expenditure for general staff welfare, in EUR.

Office contribution	2014	2015	Variation
Canteen subsidies	2 214 080	2 186 301	-1.3%
AMICALE, culture and sport clubs*, social events	1 065 266	1 100 086	+3.3%
Pensioners' association subsidy	60 565	66 973	+10.6%
Social events Office	409 919	492 861	+20.2%
Motivation budget	201 528	209 985	+4.2%
Special circumstances	63 549	36 603	-42.4%
Total	4 014 907	4 092 809	+1.9%

* At the EPO there are more than 160 Amicale clubs with approximately 10 900 memberships (staff, family members, pensioners; staff can have membership in several clubs).

Source: FIPS

5.6 Home loans

Any staff member who has served with the Office for at least two years may apply for a loan. These loans are only for the construction, purchase or renovation of a house or flat destined to be used as a main residence at the place of employment. By the end of 2015, around 1 454 staff members had made use of such a loan, borrowing around EUR 107 million.

Table 46:

Home loans

Home loans	2014	2015	Variation
Number of new beneficiaries in 2015	132	170	28.8%
Amount of new loans to staff in 2015, in EUR	16 800 000	16 800 000	0%
Number of total beneficiaries (31 Dec 2015)	1 552	1 467	-5.5%
Average interest rate on loans	2.68%	2.35%	-12.3%
Total amount of home loans outstanding (31 Dec 2015), in EUR	115 000 000	107 070 704	-6.9%

Source: Home Loans Department

Social dialogue

6. Social dialogue

6.1 Staff representation activities

In 2015 there were no Staff Committee elections.

Table 47:

Elected staff representative coverage

Elected Staff Representatives	
Total number elected in 2014	44
Total number elected in 2015	39

Source: FIPS

Table 48:

Staff representation activities 2015

Description	Days
Management meetings	
Administrative Council and committees	52.50
Meetings - President/MAC	170.40
VP 4 Consultation Group	0.50
Meetings/Local management	97.00
Meetings/MGT special issues	36.63
Statutory bodies/committees	
GCC	20.88
LAC	0.75
Internal Appeals Committee	120.25
Home Loans Committee	15.13
Restour Committee (Catering Service)	0.25
Ad hoc working groups	1.25
Other	
RFPSS and pensions	50.75
GTR (Groupe de Travail Rénumérations) and Salaries	10.88
Health and safety issues	67.44
Preparation and travel	100.69
External relations	0.13
Training	26.75
Staff representation - internal	2 914.34
Staff representation - external (non-internal meetings)	629.95
Recruitment	509.54
Conciliation	29.63
Dignity policy	0.80
Total	4 856.30

Source: FIPS

Table 49:

Number of staff by site involved in staff representation activities, 2015

Site	Total 2014	Total 2015	% site
Berlin	22	6	6%
Munich	86	56	47%
The Hague	70	49	42%
Vienna	6	6	5%
Total	184	118	100%

Source: FIPS

Table 50:

Time allocation for staff representation related-activities, 2015

Time allocation (in days)	2014	2015
Time available	5 900	5 800
Time used	6 453	4 336
Time (in days) for appointees by CSC		
Disciplinary procedure	54	66
Selection procedure	359	513
Total used	6 866	4 915

Source: FIPS

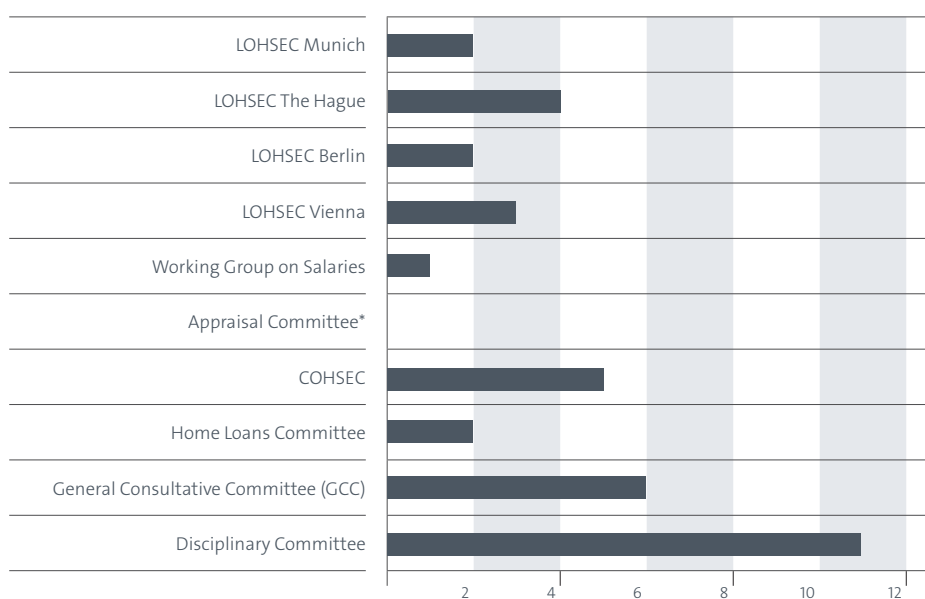
6.2 Meetings of statutory bodies

In total, 52 meetings of the different statutory bodies took place in 2015, compared to 48 meetings in 2014.

In 2015, the various Local Staff Committees met with the responsible site managers. In Munich there were 2 meetings, in Vienna there were likewise 2 meetings, in The Hague there were 3, and in Berlin there were 4.

Graph 13:

Number of meetings of statutory bodies, 2015



* In the light of the introduction of the NCS, the 2015 Appraisal Committee meeting was exceptionally held in early 2016.

Source: PDHR

Table 51:

Number of Appeals Committee and Disciplinary Committee meetings, 2015

Number of Appeals Committee and Disciplinary Committee meetings	2014	2015
Number of hearings (Appeals Committee)	78	54
Number of hearings (Disciplinary Committee)	8	10

Source: Appeals Committee and HR Legal Support

6.3 Industrial action

In 2015 there was no industrial action.

Table 52:

Number of strikes, 2015

Number of strikes	2014	2015
Number of days	22	0
FTE (days)*	18 661	0

* Office wide and includes all four sites (Munich, Berlin, The Hague and Vienna)

Source: FIPS

Conflict resolution

7. Conflict resolution

7.1 Conflict Resolution Unit

This unit deals with the prevention of work-related 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 53:

Types of case dealt by the Conflict Resolution Unit

Cases dealt by the unit	Open in 2014	Open in 2015	Forwarded to Investigative Unit in 2015	Closed in 2015
Informal conflict cases	109	143	0	0
Formal harassment complaints	5	5	4 ¹⁴	1

Source: Conflict Resolution Unit

Table 54:

Nature of cases dealt with by the Conflict Resolution Unit

Nature of conflict	Number of cases 2014	% of total 2014	Number of cases 2015	% of Total 2015
Manager/employee in the hierarchical line	75	69%	50	35%
Between colleagues	27	25%	24	17%
Private matters	7	6%	10	7%
Manager and manager			4	3%
Request for information			47	32%
Other			8	6%
Total	109	100%	143	100%

Source: Conflict Resolution Unit

¹⁴ 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.

7.1.2. Management review

The management review is a pre-litigation stage aimed at resolving employment law and administrative disputes at an early stage and before litigation starts. 2015 was the third year of implementation of the management review process. 215 review requests were registered in 2015, comprising a total of 3 547 requesters.

Table 55:

Overview of general categorisation of management reviews

Supra-categories	Registered cases	Number of requesters	% of Total 2015
Regulations/policies	121	3 453	56%
Individual	94	94	44%
Total	215	3 547	100%

Source: Conflict Resolution Unit

Table 56:

Nature of cases dealt with by management review

Categories	Management review 2014	Management review 2015	% of total 2015	Number of requesters, 2015
Pensions/Invalidity		36	16.7%	1 636
Career/Promotion/Step advancement/Bonus		63	29.3%	1 492
Staff Committee rights/Collective rights		15	7%	273
Leave/Working time		14	6.5%	50
Salary/Allowances/Payments		44	20.5%	45
Other		18	8.4%	20
Disciplinary procedures		10	4.6%	10
Transfer/Appointment/Contract		7	3.2%	10
Healthcare/long-term care		5	2.3%	8
Investigation/Harassment		3	0.1%	3
Total	223	215	100%	3 547

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

Table 57:

Outcome of management review cases

Status/outcome	MR Requests 2014	% of Total 2014	MR Requests 2015	% of Total 2015
Decision maintained	143	64.13%	119	55.35%
Rejected as irreceivable	54	24.22%	76	35.35%
Allowed (in whole or in part)	12	5.38%	11	5.12%
Withdrawn	5	2.24%	5	2.33%
Forwarded to AC	4	1.79%	1	0.47%
No review	4	1.79%	2	0.93%
Implied rejection	0	0.00%	1	0.47%
Pending	0	0.00%	0	0.00%
Total	223	100%	215	100%

Source: Conflict Resolution Unit

Out of the 3 547 requesters filing for management review in 2015, approximately 50% progressed to the appeal stage (as of 01.02.2016).

The number of cases at the management review stage (215 cases) is not comparable to the number of internal appeals lodged (226), since some mass requests registered as one case at the management review stage resulted in the issuing of several reviewed decisions addressing individual cases separately. Some of these individual cases in turn progressed to an internal appeal and were then lodged separately at the internal appeal stage.

Moreover, the timeframe of a management review is much shorter than that of an internal appeal, which explains why the above is a preliminary figure. The definitive number of internal appeals following a management review will be available in July 2016, given that up to six months may elapse from the date of filing a management review until subsequent registration of an appeal (2 months to conduct the review, 3 months to lodge a subsequent appeal, 1 month to register the appeal).

7.2 Internal appeals

Table 58:

Change in internal appeals lodged in 2014 and 2015

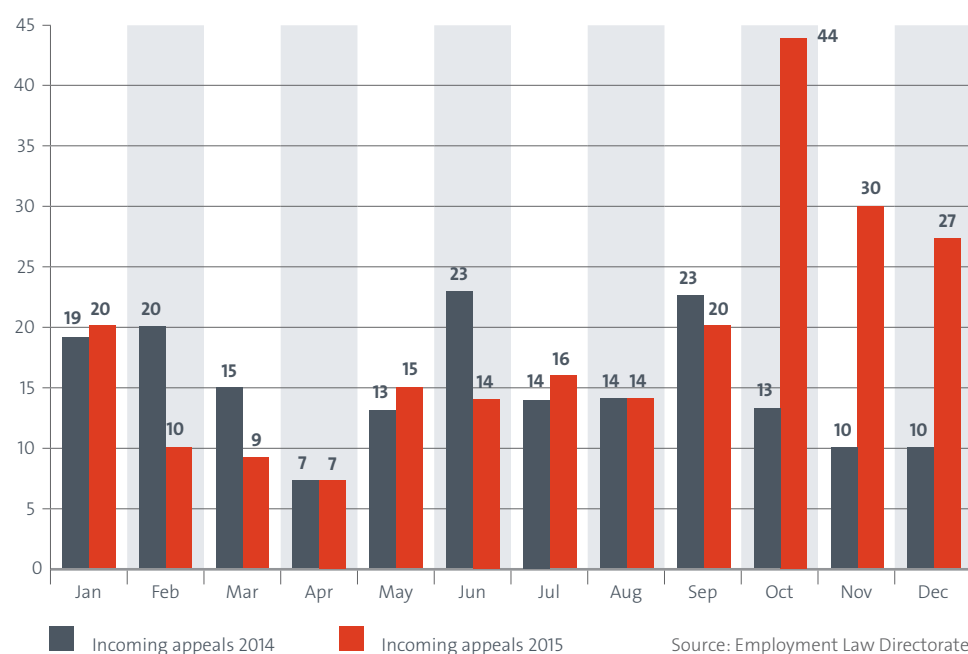
Number of cases	2014	2015	Variation
Internal appeals	181*	226	+25.6%

* This differs from the figure given in the Social Report 2014 (180), as one appeal was retroactively split into two.

Source: Appeals Committee (D 0.4)

Graph 14:

Number of internal appeals registered by month, 2014-2015



In 2015, 226 registered appeals were lodged by 1 805 staff members.

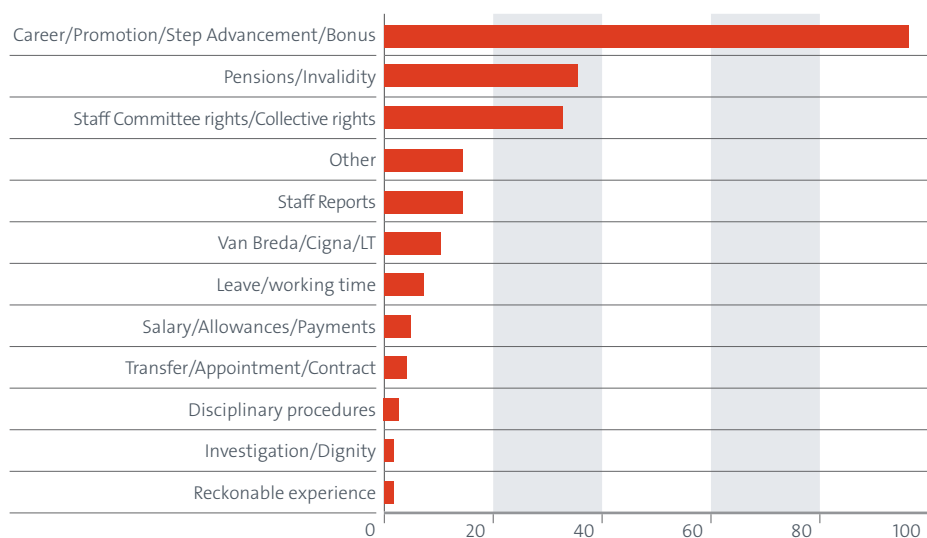
The number of new appeals in 2015 increased by 24.9% compared to 2014, while withdrawals increased by 23.1% (from 40 withdrawals in 2014 to 48 in 2015). There were 12 mass appeals¹⁵ in 2015 with 1 458 appellants. One mass appeal with 158 appellants concerned strike deductions for strike action in late 2014. The subject of another mass appeal with 40 appellants was the national taxation of pensions. The other mass appeals all concerned the New Career System (seven mass appeals – 597 appellants) and the invalidity reform (three mass appeals – 663 appellants). The average time from filing of an appeal until the final decision of the President was taken in 2015 was 45 months. At the end of 2015 there were still 680 appeals pending before the Appeals Committee.

¹⁵ Only appeals with 20 or more appellants are considered mass appeals.

7.2.1. Appeals by category

Graph 15:

Number of internal appeals registered in 2015



Source: Appeals Committee

7.2.2. Outcome of appeals at the EPO

Table 59:

Number of cases finalised by IAC, 2014-2015

Outcome of appeals	2014	2015	Variation
Cases on which the Appeals Committee issued an opinion	175	194	+10.9%
Cases closed by withdrawal (before issuing of opinion/decision of the President)	40	48	+20%

Source: Appeals Committee

Table 60:

Change in outcome of appeals at the EPO, 2014-2015

Final decision of the appointing authority on appeals	2014	2015
Appeals allowed	2%	0.5%
Appeals allowed in part	10%	0.5%
Appeals rejected	88%	¹⁶ 99%

Source: Appeals Committee

16 This high rejection rate can be attributed mainly to the high number of summary procedures done in 2015 (42% of all cases dealt with in 2015). Summary procedures are applied when cases are manifestly inadmissible and focus on the issue of admissibility only. Moreover, in 2015 many appeals were dealt with by the Appeals Committee which were filed before the ILOAT had issued its landmark judgment no. 3291. This judgment provided clarification that general decisions requiring implementation cannot in principle be appealed against, even by staff representatives defending general interests of staff.

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 International Labour Organization's Administrative Tribunal (ILOAT).

Table 61:

Change in EPO complaints with ILOAT, 2014-2015

Change in EPO complaints with ILOAT	2014	2015
Number of complaints pending with ILOAT	239*	261
% of ILOAT complaints allowed	6%	11%
% ILOAT complaints partially allowed	1%	2%
% ILOAT complaints not allowed	93%	87%**

Source: ILOAT

* Final figure after data cleansing

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

7.3. Anti-fraud and misconduct indicators

The Office's investigation function was established in January 2013 to align the EPO with national and international standards in anti-fraud policy. The Investigation Guidelines (Circular 342) provide a comprehensive set of rules, procedures and individual rights for fact-finding inquiries into allegations of fraud and other types of wrong-doing.

The following table shows a breakdown of cases reviewed by the EPO Investigative Unit by year.

Table 62:

Investigative Unit key figures, 2015

Status of case	2014	2015	Variation
Cases in progress at end of previous year*	19	26	+36%
of which completed in year	17	22	+29%
of which carried forward to next year**	2	4	+100%
New intakes/complaints received during year	68	65***	-4%
New intakes/complaints not accepted because insufficiently specified	34	32	-6%
Cases opened in the year	34	33	-3%
of which completed by 31.12. of the year	10	16	+60%
of which carried forward to the next year	24****	17	-29%

Source: EPO Investigative Unit

* Regarding 2014, 19 cases filed in the previous year (2013) were in progress on 31.12.2013, 17 of these cases were completed in 2014 and 2 were carried forward to the next year, 2015.

** Temporarily deferred due to the need to gather further key facts, or due to absences of persons concerned, or for complexity reasons.

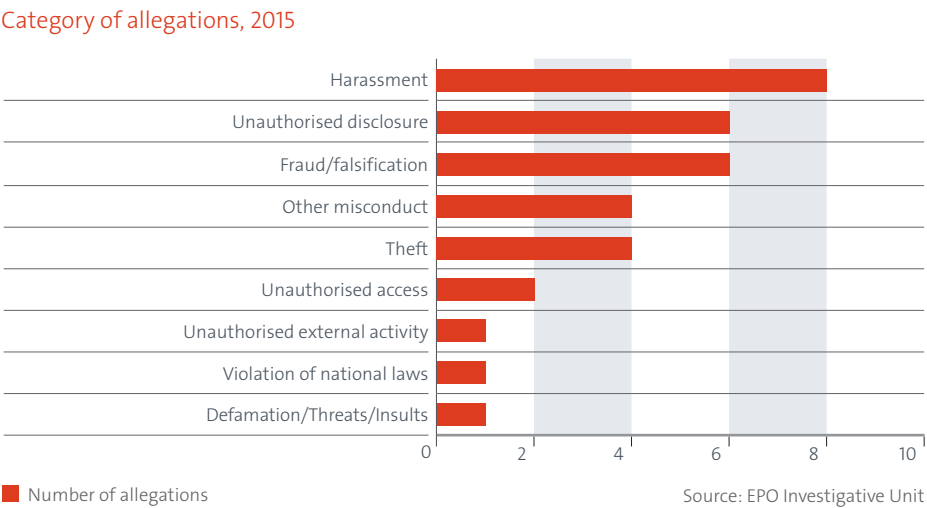
*** Some of these contained multiple allegations, so that 46 investigation procedures originated from 33 cases.

**** 11 of these cases were consolidated into a single investigation and completed at the beginning of March 2015.

More than 50% of the cases were closed at the preliminary assessment phases (initial review or preliminary evaluation).

The following table shows the typologies of potential misconduct under review for the 33 cases opened in 2015.

Graph 16:



Note: Some cases of harassment were filed directly with the investigative unit in accordance with Art. 10 of Circular 341.

GLOSSARY

Active service

Situation of employees of the Office who are on the EPO payroll and who actually perform tasks for the Office, on either a full-time or part-time basis, and have not been assigned to a different administrative status.

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 for supporting his/her relatives.
Household allowance	Art. 68 ServRegs	Payment aimed at supporting an employee who assumes family responsibilities.
Childcare allowance	Art. 70a ServRegs	Payment aimed at providing support to an employee whose children make use of a childcare facility.
Refund parents' contribution	Communiqué No. 8	Exceptional limited reimbursement for a maximum of 3 years related to appeals on parental contributions for in-house crèches.
Education allowance	Art. 71, Art. 120a ServRegs	Payment aimed at providing support to an employee 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 as a consequence of parental or family leave.
Budget of the crèches	Art.70a ServRegs Circular 301 (Rev. 1)	Provision of childcare facilities exclusively for 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	Payment made to employees as compensation for additional working hours, for a specific schedule, or for remaining at the availability of the EPO.
Rent allowance	Art. 74 ServRegs	Payment aimed at providing support to the employee for renting his residence at the place of employment.
Installation allowance	Art. 73 ServRegs	Lump-sum payment aimed at supporting the employee in costs incurred upon taking up employment or transferring to another place of employment.
Removal expenses	Art. 81 ServRegs	Lump-sum payment aimed at supporting the employee upon moving personal belongings 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 who have passed the necessary language tests.
Travel expenses	Art. 77 ServRegs	Payment aimed at reimbursing the employee for costs incurred for travelling to/from the place of employment.
Miscellaneous Allowance		Budget article which includes reserve status allowance, housing allowance, promotion compensation, employer's contribution to national insurance scheme, temporary fixed allowance.
Expatriation allowance	Art. 72 ServRegs	Payment aimed mainly at supporting employees for additional costs incurred due to working and residing outside of the country of which they are nationals.
Functional allowance	Art 12(2) ServRegs	Payment in form of an amount defined by the 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 every two years to an employee for maintaining links to his home outside his place of employment and accompanied by reimbursement of the relevant travel costs for himself and his family.
Severance grant	Art. 11 PenRegs	Payment made upon cessation of employment before entitlement to a retirement pension arises, aimed at compensating staff for participation in the Office's pension scheme.
Salary savings plan payment	Art. 65(3) ServRegs	Payment made upon cessation of employment corresponding to the amount in the employee's SSP account.
Dismissal compensation	Art. 13(5) ServRegs	Payment made upon leaving the service, to staff whose probationary period is not considered successful and whose employment is not confirmed.
Termination indemnity	Art. 15b Conditions of Employment for Contract Staff	Payment made at the end of a fixed-term contract, usually combined with a severance grant and salary savings plan payment.

Amicale

Association organising events 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 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;
- by recruitment, transfer or promotion as a result of a general competition open to both employees of the Office and external candidates.

Cadabra

Lotus Notes-based electronic tool for recruitment procedures. Being replaced as part of the Lotus Notes phase-out process.

Categories of staff

Categories of staff applicable under the former career system and in place until 30.06.2015.

Category A: grade group A4(2)/A1, grades A5, A6, A7

Category B: grade groups B5/B1, B6/B4

Category C: grade groups C5/C1, C6/C4

Under the new career system, these categories have been abolished through the implementation of a SINGLE SPINE grading system, together with a sorting of jobs into different JOB GROUPS.

Categories for social leave

Social leave covers: maternity leave (Article 61), special leave (Article 59(3) of Circular 22, Rule 8), adoption leave (Article 61a), parental leave (Article 45a) and family leave (Article 45b).

Types of special leave
Marriage
Change of residence
Illness of spouse
Death of spouse
Death of spouse/Maternity
Death of parents
Death of near relative
Death of other relative
Illness of child
Very serious illness of child
Hospitalisation of child <12
Death of child
Birth of child
Marriage of child
Court Appearance
Voting
Transfer to another location
Examination (Circular 267)
Training (Circular 267)
Berlin Special Leave
Special leave travel days
Special leave pending

Conflict resolution unit

This unit deals with the prevention of harassment (conflict resolution) and with management reviews.

Contract staff

Contract staff is recruited on 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 combine 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 on the payroll of the EPO, covered by the Service Regulations and/or other terms of employment and employed on either a permanent or a contractual basis.

FIPS

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

Full-time equivalent (FTE)

A statistical factor of 1 for an employee who has been employed full-time in a given calendar year. Note that in 2014, reference was made to FTEs meaning that part-time workers are assimilated to full-time for the calculation. The FTEs is used for sickness statistics which differs in this respect from the usual FTE definition.

Full basic salary

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

Initial medical examination

Examination conducted upon recruitment with a view to determining 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

International Section for Remuneration and Pensions: the provider which has administered all EPO pensions since 1 January 2013.

Job groups

The term “job groups” is used for jobs that require similar types of education, knowledge and expertise. Accordingly, each of the 6 job groups is associated with a specific range of grades.

Job Group (01.07.2015)	Managerial career path	Technical career path	Range of grades (01.07.2015)	Former grades (30.06.2015)
Job Group 1	Vice-President		G16 step 3 – G17 step 3	A7
Job Group 2	Principal Director	Principal Advisor/ Board of Appeal Chairman	G15 step 1 – G16 step 4	A6
Job Group 3	Director	Senior Expert/ Board of Appeal Member	G13 step 3 – G15 step 4	A5
Job Group 4	Head of Department/ Team Manager	Examiner/ Administrator/Lawyer	G7 step 1 – G13 step 5	A1 – A4
Job Group 5	Head of Section	Expert	G7 step 1 – G10 step 5	B6 – B4
Job Group 6	–	Administrative Employee	G1 step 1 – G9 step 5	B5 – B1 / C

Job profiles

Job profiles exist for all JOB GROUPS and contain a generic (not individual) description of the following job aspects:

- the tasks to be performed,
- the educational qualifications,
- the required competencies,
- the area and the job group to which the job belongs, along with the range of grades assigned to this job.

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	Guidelines on working time	Leave benefit by which the employee may accrue surplus working hours and take leave at his convenience.
Compensation hours	Guidelines on working time	Leave benefit by which a quarter of an hour is credited to the employee per full day of presence, enabling him to take leave at his convenience.
Annual leave	Art. 59 ServRegs	Entitlement of 30 days of holiday per full working year
Home leave	Art. 60 ServRegs	Additional leave granted every two years to an employee for maintaining links to his home outside his place of employment and accompanied by reimbursement of the relevant travel costs for himself and his family.
Sick leave	Art. 62 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 absences
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 absences

Length of service

Number of years an individual employee has been at the EPO since his entry into service (without deductions for unpaid leave, secondments, part-time, etc.)

Long-term care

Element of the social security scheme aimed at covering part of the expenses incurred if an insured person's autonomy becomes seriously impaired on a long-term basis.

Management review

The management review is a pre-litigation step aiming at resolving disputes at an early stage before litigation action (depending on the case, internal appeal or complaint to ILOAT) starts.

Mass appeal

Appeal filed by several staff members against the same decision, often on the same grounds. Such appeals are counted as one appeal for the Office's statistics.

Medgate

Occupational health and safety software (web-based application).

Medical Committee

Committee composed of one doctor appointed by the Office and the employee's doctor (as well as a third doctor, in case of disagreement) deciding on various medical matters such as invalidity and sick leave (in force until 31.03.15). As from 01.04.15, assessment of the health of people on extended sick leave is made by the EPO medical practitioners through the system of medical opinions.

Miscellaneous allowances

These primarily include the following allowances: Reserve status allowance, Housing allowance, Promotion compensation, Employer's contribution to national insurance scheme, Temporary fixed allowance.

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. On termination of service, the employee receives a lump sum that corresponds to savings growing through long-term investment (Salary Savings Plan (SSP)). The employee also receives a monthly pension under the NPS. The pension is calculated on the basis of two times the reference salary at G01/04. The NPS total contribution rate (Office and staff) remains unchanged at 22.5% of basic salary, up to a ceiling of twice the salary for grade G01/04.

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 G01/04 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 service

Employees who may be on the payroll of the EPO (in view of the receipt of specific allowances or benefits, or contributions to specific schemes) but who do not perform tasks for the EPO and fall under one of the categories of Art. 42 ServRegs.

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 on 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 NCS, 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". They maintain ad personam the basic salary corresponding to their grade and step on 31 December 2014, which is subject to future adjustments under the salary adjustment method.

Old Pension Scheme

Pension scheme applicable to employees recruited before 1 January 2009, by 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 employee contribution level for the Old Pension Scheme in 2015 amounts to 9.7% of the employee's basic salary. The EPO's contribution is 19.4% of said basic salary.

Orphan's or dependant's pension

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 patents. Please refer to Functions for more details.

Part-time home working (PTHW)

PTHW is a form of organising and/or performing work whereby work normally performed on the Office's premises is carried out at the employee's residence.

Patent procedures support staff

Formalities officers in DG 2. Please refer to Functions for more details.

Permanent staff

Employees employed on a permanent basis and to whom the Service Regulations for permanent employees of the European Patent Office 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 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

Non-active status of a permanent employee who has become supernumerary by reason of a reduction in the number of posts as decided by the Administrative Council under the budgetary procedure, and who cannot be assigned to any other post corresponding to his grade within the Office.

Retirement

Cessation of active service with entitlement to a retirement pension. Pension is payable, based on the number of years of service, if retirement is taken between the ages of 60 and 65. Continuation of service until 68 is possible on request. Employees entitled to a pension and resigning before the age of 60 receive a deferred pension when they reach that age. However, employees can request early retirement before the age of 60 with a reduced pension according to age coefficients.

RFPSS

Reserve Funds for Pensions and Social Security.

SACP

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

Salary savings plan

See New Pension scheme (NPS).

Salary tables (see Annex 2)

Information on net salary tables, published following the decisions of the Administrative Council on the salary adjustments, usually in December. Please see the net salary tables presented in Annex 2.

Secondment

The appointing authority may, in the interests of the service, second a permanent employee temporarily, with his agreement, to a public or private body. Employees concerned are placed in non-active status.

Servregs

Service Regulations.

Single spine

Linear grading structure with 17 grades that do not overlap (each usually comprising 5 steps). Six different JOB GROUPS are scaled along this salary grid.

Site

Geographic location at which activities of the EPO are performed: Munich, The Hague, Berlin, Vienna and Brussels.

Social security scheme

A security scheme covering health insurance, death insurance and long-term care insurance.

Statutory bodies

Term	Legal Basis	Description
General Consultative Committee (GCC)	Article 38 ServRegs	Joint Committee consulted on the following topics: - any proposal to amend these Service Regulations or the Pension Scheme Regulations, any proposal to make implementing rules and, in general, except in cases of obvious urgency, any proposal which concerns the conditions of employment of the whole or part of the staff to whom these Service Regulations apply or the recipients of pensions; - 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 and which is submitted to it by the President of the Office.
Central Occupational Health, Safety and Ergonomics Committee (COHSEC)	Art. 2(1)(h) 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)(h) 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)(d) 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	Title VIII Settlement of disputes Art. 97 and 98	
Internal Appeals Committee	Art. 2(1)(e) 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.
Independent Panel for Impartiality	CA/D 9/12, Article 6	
Home Loans Committee	Regulations for the grant of home loans	Joint Committee advising the President on whether to grant home loans.
Training Committee	Circular No. 267	Joint Committee responsible for giving advice on training budget and activities.
Appraisals Committee	Title VIII Settlement of disputes Art. 110a	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. SuccessFactors was introduced in Q4/15 to replace Cadabra for examiner recruitment. Full roll-out expected in Q2/16.

Survivor's pension

Pension paid, under 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, early retirement) and non-voluntary (invalidity, dismissal, death, retirement, end of contract, end of service), making up the number of employees who ceased active employment in 2015, divided by the number of employees in 2015.

Withdrawal of appeal

Declaration of the appellant concerning the full and final closure of the appeal before the final decision is taken.

Working day

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

Annex
Basic salary tables in EUR
1 July 2015

Germany

Basic Salary table in EUR, 1 July 2015

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 276.46	15 520.42	15 764.38			243.96
16	14 260.98	14 518.17	14 775.36	15 032.55		257.19
15	13 227.65	13 486.38	13 745.11	14 003.84		258.73
14	12 192.93	12 451.64	12 710.35	12 969.06		258.71
13	10 912.30	11 167.78	11 423.26	11 678.74	11 934.22	255.48
12	9 679.20	9 923.67	10 168.14	10 412.61	10 657.08	244.47
11	8 513.49	8 743.80	8 974.11	9 204.42	9 434.73	230.31
10	7 396.97	7 618.52	7 840.07	8 061.62	8 283.17	221.55
9	6 592.38	6 738.15	6 883.92	7 029.69	7 175.46	145.77
8	5 863.66	6 009.42	6 155.18	6 300.94	6 446.70	145.76
7	5 223.18	5 346.86	5 470.54	5 594.22	5 717.90	123.68
6	4 749.72	4 837.18	4 924.64	5 012.10	5 099.56	87.46
5	4 312.43	4 399.89	4 487.35	4 574.81	4 662.27	87.46
4	3 888.06	3 972.29	4 056.52	4 140.75	4 224.98	84.23
3	3 467.02	3 551.25	3 635.48	3 719.71	3 803.94	84.23
2	3 049.75	3 133.01	3 216.27	3 299.53	3 382.79	83.26
1	2 731.01	2 789.89	2 848.77	2 907.65	2 966.53	58.88

The Netherlands

Basic Salary table in EUR, 1 July 2015

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 368.20	15 613.62	15 859.04			245.42
16	14 346.63	14 605.36	14 864.09	15 122.82		258.73
15	13 307.13	13 567.41	13 827.69	14 087.97		260.28
14	12 266.16	12 526.42	12 786.68	13 046.94		260.26
13	10 977.83	11 234.85	11 491.87	11 748.89	12 005.91	257.02
12	9 737.34	9 983.28	10 229.22	10 475.16	10 721.10	245.94
11	8 564.62	8 796.32	9 028.02	9 259.72	9 491.42	231.70
10	7 441.40	7 664.28	7 887.16	8 110.04	8 332.92	222.88
9	6 631.95	6 778.60	6 925.25	7 071.90	7 218.55	146.65
8	5 898.87	6 045.51	6 192.15	6 338.79	6 485.43	146.64
7	5 254.55	5 378.97	5 503.39	5 627.81	5 752.23	124.42
6	4 778.29	4 866.28	4 954.27	5 042.26	5 130.25	87.99
5	4 338.34	4 426.33	4 514.32	4 602.31	4 690.30	87.99
4	3 911.42	3 996.15	4 080.88	4 165.61	4 250.34	84.73
3	3 487.88	3 572.61	3 657.34	3 742.07	3 826.80	84.73
2	3 068.07	3 151.84	3 235.61	3 319.38	3 403.15	83.77
1	2 747.41	2 806.64	2 865.87	2 925.10	2 984.33	59.23

Austria

Basic Salary table in EUR, 1 July 2015

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 163.22	15 405.37	15 647.52			242.15
16	14 155.26	14 410.54	14 665.82	14 921.10		255.28
15	13 129.63	13 386.44	13 643.25	13 900.06		256.81
14	12 102.52	12 359.30	12 616.08	12 872.86		256.78
13	10 831.37	11 084.96	11 338.55	11 592.14	11 845.73	253.59
12	9 607.48	9 850.14	10 092.80	10 335.46	10 578.12	242.66
11	8 450.39	8 679.00	8 907.61	9 136.22	9 364.83	228.61
10	7 342.15	7 562.06	7 781.97	8 001.88	8 221.79	219.91
9	6 543.57	6 688.26	6 832.95	6 977.64	7 122.33	144.69
8	5 820.21	5 964.89	6 109.57	6 254.25	6 398.93	144.68
7	5 184.47	5 307.23	5 429.99	5 552.75	5 675.51	122.76
6	4 714.51	4 801.32	4 888.13	4 974.94	5 061.75	86.81
5	4 280.48	4 367.29	4 454.10	4 540.91	4 627.72	86.81
4	3 859.25	3 942.85	4 026.45	4 110.05	4 193.65	83.60
3	3 441.35	3 524.95	3 608.55	3 692.15	3 775.75	83.60
2	3 027.15	3 109.80	3 192.45	3 275.10	3 357.75	82.65
1	2 710.77	2 769.21	2 827.65	2 886.09	2 944.53	58.44

Belgium

Basic Salary table in EUR, 1 July 2015

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	14 334.67	14 563.59	14 792.51			228.92
16	13 381.79	13 623.12	13 864.45	14 105.78		241.33
15	12 412.21	12 654.99	12 897.77	13 140.55		242.78
14	11 441.24	11 684.00	11 926.76	12 169.52		242.76
13	10 239.55	10 479.28	10 719.01	10 958.74	11 198.47	239.73
12	9 082.42	9 311.82	9 541.22	9 770.62	10 000.02	229.40
11	7 988.57	8 204.68	8 420.79	8 636.90	8 853.01	216.11
10	6 940.90	7 148.79	7 356.68	7 564.57	7 772.46	207.89
9	6 186.00	6 322.78	6 459.56	6 596.34	6 733.12	136.78
8	5 502.16	5 638.93	5 775.70	5 912.47	6 049.24	136.77
7	4 901.18	5 017.23	5 133.28	5 249.33	5 365.38	116.05
6	4 456.90	4 538.97	4 621.04	4 703.11	4 785.18	82.07
5	4 046.57	4 128.64	4 210.71	4 292.78	4 374.85	82.07
4	3 648.37	3 727.40	3 806.43	3 885.46	3 964.49	79.03
3	3 253.29	3 332.32	3 411.35	3 490.38	3 569.41	79.03
2	2 861.73	2 939.86	3 017.99	3 096.12	3 174.25	78.13
1	2 562.65	2 617.89	2 673.13	2 728.37	2 783.61	55.24

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