



**esac**

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**Ms Nuria Alvarez Crespo**  
**Via Marconi, 9,**  
**27100 Pavia**  
**Italy**

Our ref. HIF-HO/FM/ESAC/PF/18-01

Villanueva de la Cañada, 22/01/2018

Dear Ms. Alvarez,

In accordance with provisions 6.1 and 51.3/1 of the ESA Staff Regulations, Rules and Instructions (cf. ESA/ADMIN/REG(2003)1), the Director General of the European Space Agency is pleased to offer you an appointment on the following terms :

**1. Nature of the Research Fellowship**

Internal Research Fellow assigned to:

XMM-Newton Operations Unit (SCI-OOX), Mission Operations Division, Operations Department, Directorate of Science.

**2. Level of Appointment**

Category F, Grade 2, Step 1.

**3. Duration of Contract**

This contract will be valid for a period of two years from the date on which you take up your duties.

The appointment shall terminate at the end of the contract without further notice. It may also be terminated by either party before the end of the contract, subject to a notice period of one month.

**4. Monthly Emoluments**

The salary and allowances to which you will be entitled are as outlined in Annex I.



5. **Duty Station**

ESAC, Villanueva de la Cañada (Madrid), Spain.

6. **Place of Recruitment**

Zagreb, Croatia

Your place of recruitment being as above, you will be entitled to reimbursement of expenses for travel between Zagreb, Croatia and Madrid, Spain for taking up duty. Furthermore you will be entitled to reimbursement of expenses for travel between Madrid, Spain and Bemibre (Leon), Spain on cessation of duties. Travel must be economy class (air/train) (see Instruction 22.3/1/4).

7. **Installation**

In view of the foregoing, and of the duty station being indicated above, you will be entitled to the payment of an installation allowance in accordance with Staff Regulation 21.3 and relevant Rules and Instructions.

8. **Take-up-duty date**

On 1<sup>st</sup> October 2018 unless agreed otherwise.

9. **Physical fitness**

The Agency requires that staff members are physically fit to carry out their duties.

You are therefore requested to complete and sign the medical questionnaire enclosed as Annex II and return it directly, or via your own doctor, under separate and confidential cover, to the "Medical Officer, Headquarters, European Space Agency, 8-10, rue Mario Nikis, 75738 Paris Cedex 15, France", together with the results of all the medical tests - which must have been carried out within the past month - listed in Annex III <sup>1</sup>.

In accordance with the terms of Staff Rule 51.3/3, the benefits referred to in Regulation 22.1 are subject to the results of the examination of your medical file by a doctor designated by the Agency.

This letter of appointment **will not be valid** until the Agency, after having taken into account the opinion expressed by its medical officer, has confirmed your appointment to the post in question.

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<sup>1</sup>The cost of the medical tests and the doctor's fees will be reimbursed by the Agency on presentation of receipted bills upon taking up duty.



10. **General Applicability of Staff Regulations, Rules and Instructions**

This offer of appointment as well as the conditions of employment are governed by the Staff Regulations, Rules and Instructions (ESA/ADMIN/REG(2003)1), and any subsequent amendments thereto, which constitute an integral part of this offer, subject to your retaining your vested rights.

Your attention is drawn especially to the terms of Regulations 3 and 4 concerning areas of loyalty, discretion and intellectual property and to Chapter X (Special Provisions for Staff on Traineeships or Research Assignments).

11. **Acceptance of offer of appointment**

If you accept the terms and conditions of this offer of appointment, please return to me a digitally signed or a signed and scanned copy of this letter with the Annex I, no later than **9<sup>th</sup> February 2018**. Would you please initial each page of this letter and on the last page write the words "Read and agreed having taken note of the Staff Regulations, Rules and Instructions" above your dated signature.

We remain at your disposal should you have any questions

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Fernando Maura', with a stylized flourish at the end.

Fernando Maura  
Head of the ESA Human Resources Support Services Division  
for the Director General

Enclosures:

- Annexes I, II and III
- ESA/ADMIN/IPOL(2015)2
- ESA/ADMIN/REG(2003)1: Staff Regulations, Rules and Instructions



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## MONTHLY EMOLUMENTS (GROSS AND NET)

**Name:** Nuria Alvarez Crespo  
**Grade/Step:** F2/01

The salary and allowances to which you will be entitled (Regulations 20 and 21)  
 are as follows (rates applicable on 01 January 2018):

Spanish Salary Scale

	Number/Rate	EUR
<b>Gross Basic Salary</b>		3259.50
<b>Tax on Salary (1)</b>		-381.43
<b>Net Basic Salary</b>		<b>2878.07</b>
<b>Contribution to the ESA Social Security Scheme (2):</b>		
Staff Contribution SSC		-62.17
Staff Contribution SSL		-8.32
Staff Contribution LTC		-1.30
<b>Allowances not subject to Internal Tax:</b>		
<b>Total Net salary/Allowances</b>		2806.28

(1) Annex V of the Staff Regulation

(2) Staff Regulation 22.1

**N.B.** All allowances shown above are based on information available at the time the offer is made; this information is subject to verification which may lead to adjustment of the allowance.

Read and agreed having taken note of the Staff Regulations, Rules and Instructions

European Space Agency  
 Agence spatiale européenne

Nuria Álvarez Crespo, Pavia 25-01-2018