



**Schola Europaea**

Office of the Secretary-General

General Secretariat

**Ref. : 2017-10-D-44-en-2**

**Orig.: EN**

## **2018 budget: Proposal for adoption of the 2018 budget**

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**Board of Governors – 05,06 & 07 December 2017 – Platon's room**

**BSGEE – Rue de la Science 23, 1040 Brussels**

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## **1. Background**

The Financial Regulation of the European Schools include provisions where the adoption procedure of the annual budget is set out (Articles 11 to 15). These provisions stipulate that after the approval of the Draft Budget by the Board of Governors, and after their respective budgetary procedures, the European Commission and the European Patent Office (EPO) will communicate the amount of their contributions to the European Schools budget. If the amounts communicated are identical to those provided for in the Draft Budget, the Budget will be adopted.

Article 14.3 stipulates that if the amounts of these contributions are not identical, “the Board of Governors, on the initiative of the Secretary General, shall take the appropriate steps and shall adopt the budget at the latest by May 15 of the financial year concerned”.

On April 6<sup>th</sup> 2017, the Board of Governors approved a Budget of 314 798 741 EURO including a contribution from the EU Budget of 199 219 313 EURO and from the EPO Budget of 22 842 665 EURO.

## **2. Points of contention**

On May 7<sup>th</sup> 2017, Mr. Moricca, Director in the European Commission in charge of the European Schools, addressed a letter to Mr. Marcheggiano, Secretary General of the European Schools, where he announced that the European Commission’s Draft Budget included a contribution of 198 948 111 EURO. This contribution falls short of the contribution approved by the Board of Governors by 271 202 EURO. As indicated in the letter, this amount corresponds to the estimated cost of 4.5 posts which were approved by the Board of Governors with the negative vote of the European Commission. The difference is found in the schools of Brussels IV, Luxembourg I, Frankfurt and the OSG, where the posts were requested.

Even though the final formal adoption of the E.U. Budget will not take place until December, the discussions have concluded without any modification to the European Commission’s proposal on the European schools.

In addition, Mr. B. Battistelli, President of EPO, addressed a letter to Mr. Marcheggiano, Secretary General of the European Schools, on November 15<sup>th</sup> 2017 where he announced that the contribution to the European School of Munich for 2018 would be 22 340 000 EURO upon completion of its own budgetary procedure. This contribution falls short of the contribution approved by the Board of Governors by 502 665 EURO.

Therefore, the final condition for the adoption of the 2018 Budget as foreseen in article 14.3 of the Financial Regulation is not fulfilled either by the E.C. or by E.P.O. and the Budget is not adopted.

### 3. 'The appropriate steps'

#### 3.1 *European Commission*

Concerning the shortfall in the contribution from the E.U. Budget, the amount of the difference is not substantial with respect to the total contribution of the EU (0.1%), and the European Schools could function with complete normality with the lower contribution. However, the posts which are financed from this additional contribution are very much needed, as appropriately justified and agreed by the Board of Governors.

The Financial Regulation (Article 14.3) stipulates that the Board of Governors shall take appropriate steps in order to achieve an identical EU contribution from the EU Budget. To this end, it is hereby proposed that the contribution from the EU Budget in the European Schools Budget be reduced to match the one found in the EU Budget for the three schools concerned and the OSG.

As far as the relevant posts are concerned, it is proposed to maintain those posts in the relevant establishment plans and to finance them by means of savings in other expenditure budget lines of the schools concerned and the OSG.

The following tables show the financial impact:

**Table 1: Brussels IV**

60 11 03	Expenditure related to Administrative and ancillary staff	-36 188
70 21 01	European Commission	-36 188

**Table 2: Frankfurt**

60 11 03	Expenditure related to Administrative and ancillary staff	-100 406
70 21 01	European Commission	-100 406

**Table 3: Luxembourg I**

60 11 03	Expenditure related to Administrative and ancillary staff	-24 559
70 21 01	European Commission	-24 559

**Table 4: OSG**

60 11 03	Expenditure related to Administrative and ancillary staff	-114 000
70 21 01	European Commission	-114 000

**Table 5: Total**

60 11 03	Expenditure related to Administrative and ancillary staff	<b>-275 153</b>
70 21 01	European Commission	<b>-275 153</b>

### 3.2 European Patent Office

Regarding the shortfall in the contribution of the EPO for the European School of Munich, it is proposed that the contribution from the EPO in the European Schools Budget be reduced to match the one found in the Budget of EPO. This budget reductions (2.2%) cannot be implemented without important modifications in the daily activities of the school but remain necessary in order to have a budget finally adopted. In consequence, the expenditure of the European School of Munich, where the entire EPO contribution is allocated, should be reduced by the same amount. The following tables show the financial impact:

**Table 6: Modifications to the 2018 Budget of the European School of Munich**

<b>Revenue</b>		<i>EURO</i>
70 21 02	European Patent Office	<b>-502,665</b>

<b>Expenditure</b>		
60 11 02	Locally recruited teachers	-110,000
60 11 04	Educational Support	-160,000
60 12 01	Buildings	-130,000
60 12 04	Administrative expenditure	-10,000
60 21 01	Pedagogical expenditure	-92,665
	<b>Total</b>	<b>-502,665</b>

The consequences of these reductions in the budget posts concerned in 2018 will be:

- The reduction of teaching time in Primary School (less groups due to reduced number of pupils) and reduction of the “Whole Day Concept”<sup>i</sup> in Secondary School
- Further grouping of educational support and SWALS courses and when necessary their reduction
- The deletion of a lump sum related to security measures and the reduction of equipment for caretakers
- The reduction of purchases of new furniture
- The reduction of purchases of ICT and science laboratories equipment

#### 4. The Opinion of the Budgetary Committee

The Budgetary Committee has examined the proposal regarding the reduction in the contribution from the E.U. Budget at the meeting of 7-8 November and given a favorable opinion. The Budgetary Committee also agreed to request a legal opinion on the broader issue of the articulation between the Convention and article 14.3 of the Financial Regulation.

Regarding the reduction in the contribution from EPO, the Budgetary Committee [has approved it in written procedure on November 30<sup>th</sup>. ]

## 5. Request to the Board of Governors

The Board of Governors is hereby requested to adopt the aforementioned budget reductions in order to obtain an identical contribution from both the E.U. and the E.P.O. Budgets as those foreseen in their respective budgets, thus fulfilling the condition which is set out in article 14.3 of the Financial Regulation. The European Schools Budget for 2018 would then be finally adopted.

The Board of Governors is also requested to ask the Secretary General to request a legal opinion on the broader issue of the articulation between the Convention and article 14.3 of the Financial Regulation.

- Annex I: Articles 11 to 15 of the Financial Regulation
- Annex II: Letter from Mr Moricca, European Commission Director
- Annex III: Letter from Mr Battistelli, President of the European Patent Office
- Annex IV: Extract from document 'New/converted and discontinued posts in the 2018 Budget: Administrative and Ancillary staff (AAS) (2017-02-D-26-en-3)

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<sup>i</sup> The Whole Day Concept is organized to offer students of secondary possibilities to participate in different activities during free periods and after school days and to extend the possibilities for the development of competences like the sense of initiative and independent learning. Examples: working in the multi-media center, creative writing, community service.

*ANNEX I: Articles 11 to 15 of the Financial Regulation 2014-12-D-10-en-1*

Article 11

1. The Head of each School shall, each year by 15 January at the latest, draw up an estimate of its revenue and expenditure for the following year.
2. Each of the sections shall be preceded by an introduction concerning the objectives and the policy followed by the School and shall include:
  - changes in appropriations from one financial year to the next
  - changes in the number of staff in post, with a statement justifying such changes;
  - expected changes in the number of pupils on roll;
  - information available on the implementation of the budget for the preceding financial year.
3. The Administrative Board of each School shall approve the estimate by 15 February at the latest and forward it to the Secretary-General by 28 February at the latest. The Secretary-General shall draw up the estimate for his Office by 28 February at the latest.

Article 12

The Secretary-General, in the preliminary draft budget which he shall place before the Board of Governors at the latest by 31 March of each year, shall:

- consolidate, using a uniform nomenclature, the estimates referred to in Article 11(3);
- include an opinion on any differing estimates, accompanied by the reasons therefore;
- prepare a general introduction to the preliminary draft budget, containing in particular financial tables covering the entire budget.

Article 13

The Board of Governors, after examination by the Committee referred to in Article 103, shall approve the draft budget by 19 April at the latest and forward it to the European Commission and to the European Patent Office.

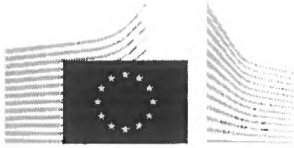
Article 14

1. During the week that follows the completion of their own budgetary procedures, the European Commission and the European Patent Office shall communicate the amount of their contributions.

2. If the amount of the contributions communicated by the organisations referred to in paragraph 1 above is identical with that provided for in the draft budget in accordance with Article 13 above, the budget shall be deemed to be adopted.
3. If the amount of the contributions from the organisations referred to in paragraph 1 is different from the amount entered in the draft budget, the Board of Governors, on the initiative of the Secretary-General, shall take the appropriate steps and shall adopt the budget at the latest by 15 May of the financial year concerned.
4. The adoption of the budget shall bind the Contracting Parties referred to in Article 25 of the Convention Defining the Statute of the European Schools and the organisations referred to in paragraph 1, to make over the payments and/or services due to the Schools within the requisite time period.

#### Article 15

1. In the event of unavoidable, exceptional or unforeseen circumstances, the Secretary-General may submit preliminary draft amending budgets.
2. These preliminary drafts shall be treated in the same form and according to the same procedure as the preliminary draft budget whose estimates they are amending. They must be substantiated by reference to the latter.
3. All amending budgets must be approved by the Board of Governors at the latest by 15 November of the financial year in question.
4. They shall be accompanied by justifications and information available on the implementation of the current budget at the time of their establishment. They shall take into account the transfers approved up to the time of their establishment.
5. The decisions referred to above shall include the requisite measures in respect of revenue for the purposes of this Article.



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL  
HUMAN RESOURCES AND SECURITY  
Directorate HR.E – Legal Affairs & Partnerships  
Director

Brussels,

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Secretary-General of the European Schools  
Rue de la Science 23  
B-1040 Bruxelles  
Email: [OSG-SECRETARY-GENERAL@eursc.eu](mailto:OSG-SECRETARY-GENERAL@eursc.eu)

**Subject: EU Draft Budget 2018 including the requested EU contribution to the European Schools system**

I would like to inform you on the Draft Budget 2018 of the Commission that was adopted on 30 May 2017, including the EU contribution to be paid to the European Schools.

You will find attached a table (**annex 1**) with the breakdown of the 2018 Draft EU contribution.

This contribution should be shared with the following Institutions and bodies having concluded financing agreements with the Commission and the ESSG on behalf of the Schools:

- the EIB Group and ESM whose Agreement will generate a direct payment from these institutions/bodies to both European schools of Luxembourg. The direct payment taken into account is the amount estimated by both ES located in Luxembourg.
- EUIPO for which a new Financing Agreement has just been signed and shall enter into force as from the beginning of the school year 2017/18.

In respect of ES Frankfurt, as in the previous 2 years, a reserve was booked in the 2018 Draft EU budget. This reserve will amount to 50% of the contribution that would be due by ECB and EIOPA to cover the costs represented by their staff children attending ES Frankfurt. In case of conclusion of a contribution and participation agreement with ECB and/or EIOPA, the Commission will inform the EU Budgetary Authority that the reserve is no longer necessary and request to adjust the EU contribution accordingly.

Concerning the impact of the salary increase of the Bursars, in the context of the new regulations including among others the mobility, please let me inform you that it was included in the Draft budget adopted by the Commission, subject to the adoption of the written procedure, which has been in the meantime conclusive.

Yours sincerely,

  
Marco Umberto MORICCA

**Annex:** 1 worksheet

**Copy:** Ms M. Saude, Head of Unit DG HR.E.4  
Ms C. Vlassis, Head of Unit DG HR.R.1  
Mr J. Escudero Bustamante, Head of Unit Accounting ESSG

Commission européenne, B-1049 Bruxelles - Belgique. Téléphone: (32-2) 299 11 11.



Schools	Balancing contrib. communicated on 21/4/17 by the ES after some modific. (mainly deduction of posts not accepted by the BoG)	4,5 posts rejected by the COM	EU 2018 draft budget balancing contribution
BSGEE	12.476.906	-114.000	12.362.906
Bruxelles I	31.797.038		31.797.038
Bruxelles II	26.136.107		26.136.107
Bruxelles III	25.566.613		25.566.613
Bruxelles IV	22.123.191	-36.188	22.087.003
Luxembourg I (1)	19.157.379	-24.559	19.132.820
Luxembourg II (1)	14.525.772		14.525.772
Mol	6.458.931		6.458.931
Frankfurt	12.064.502	-100.406	11.964.096
Karlsruhe	4.004.200		4.004.200
Münich	316.380		316.380
Alicante (2)	8.129.787		8.129.787
Varese	11.215.248		11.215.248
Bergen	5.251.210		5.251.210
Culham	0		0
<b>Total</b>	<b>199.223.264</b>	<b>-275.153</b>	<b>198.948.111</b>

(1) excluding EIB Group + ESM contrib. LUX I 3.454.056  
LUX II 2.525.746  
(2) including the EUIPO contribution ALICANTE 7.643.767

Figures submitted in the internal 2018 DB procedure of the EU				
Schools	Balancing contribution in Draft Budget 2018	Contributions from other bodies paid directly to the schools	EU Contribution - Credits DB 2018	
			in reserve (article 40 01 40)	C1 credits
BSGEE	<b>12.362.906</b>			12.362.906
Bruxelles I	<b>31.797.038</b>			31.797.038
Bruxelles II	<b>26.136.107</b>			26.136.107
Bruxelles III	<b>25.566.613</b>			25.566.613
Bruxelles IV	<b>22.087.003</b>			22.087.003
Luxembourg I (*)	<b>22.586.876</b>	3.454.056		19.132.820
Luxembourg II (*)	<b>17.051.518</b>	2.525.746		14.525.772
Mol	<b>6.458.931</b>			6.458.931
Frankfurt	<b>11.964.096</b>		5.915.694	6.048.402
Karlsruhe	<b>4.004.200</b>			4.004.200
Münich	<b>316.380</b>			316.380
Alicante (**)	<b>8.129.787</b>	7.643.767		486.020
Varese	<b>11.215.248</b>			11.215.248
Bergen	<b>5.251.210</b>			5.251.210
Culham	<b>0</b>			0
<b>Total</b>	<b>204.927.913</b>	<b>13.623.569</b>	<b>5.915.694</b>	<b>185.388.650</b>
		<b>13.623.569</b>	<b>191.304.344</b>	
			<b>204.927.913</b>	

**198.948.111** = 7.643.767 (EUIPO for Alicante) + 5.915.694 (reserve for Frankfurt) + 185.388.650 (C1 cred

\* including EIB Group + ESM contrib. LUX I 3.454.056  
LUX II 2.525.746  
\*\* including the EUIPO contribution ALICANTE 7.643.767

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Date: **15. 11. 17**

## EPO contribution to ESM budget

Dear Mr Marcheggiano,

I refer to EPO's recent decisions on the budget of the European School Munich (ESM).

As already communicated by the official EPO representative in the European Schools governing bodies, EPO was not in a position to endorse the Amending Budget 4/2017 as it included an increased EPO contribution amounting to €578.142. The main reason thereto is the existing governance set up within the European Schools system whereby EPO is faced with having to defray an increased contribution to the 2017 budget without having had any real decision-making power during the process.

As for the revised Amending Budget 5/2017 (this time without EPO increased contribution) I have decided that EPO should endorse it since it will not have any direct impact on EPO contribution.

In this context, I would also like to voice some concerns on the impact certain cost drivers have on EPO contribution. This is the case for 2018 budget where a sharp increase of EPO contribution was envisaged (1.38 mio€, +6.4%).

By the same token, the EPO would like to give a reassuring message to all stakeholders within the European Schools that we continue to support the European School in Munich as uninterruptedly done since 1977. This school constitutes an instrumental benefit for EPO employees in Munich and so it should remain. Against this background, I have decided to revisit my initial decision and agree to an EPO contribution amounting to 22.340.000€ (+€870k, +4,0% compared to 2017 contribution).

On another note, the fact that the EPO contributes to ca. 85% of the ESM budget deserves, upon my view, a commensurate decision-making power within the system.

For this reason, I would welcome that first conversations are initiated at the Board of Governors level so as to explore possibilities to review the overall governance of the European Schools system and notably EPO's role therein. I am confident these conversations will support the ultimate purpose of guaranteeing the financial sustainability of the system.

I remain at your disposal and look forward to hearing from you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'BBattistelli', with a long horizontal flourish extending to the right.

Benoît Battistelli

**Table 7: Post creation - Other needs**

School	Posts requested	Support of the Admin.Board( with reservation of the EC)	Cost in €
Bruxelles IV (1)	0,5 Nurse	Y	36.188,00
Frankfurt (2)	0,5 Nurse	Y	28.106,45
	1 Caretaker	Y	46.944,66
	0,5 Secretary	Y	25.355,27
Luxembourg I (2)	0,5 Nurse	Y	24.558,50
OSG	0,5 Assistant Human Ressources	Y	39.000,00
	1 Accountant	Y	75.000,00
<b>TOTAL</b>	<b>6,5 posts</b>		<b>275.152,88</b>

(1) Increase of pupils

(2) See comparison of staff on duty in the different ES (Annex I)

## **2) Demande de création d'un demi-poste d'infirmière A1 :**

### **Situation actuelle :**

Actuellement, une infirmière travaille 37,5h/semaine (90%) et une deuxième travaille 25,25h/semaine (60%) et couvrent ainsi la permanence à l'infirmierie toute la semaine.

L'école compte, actuellement **2.750** enfants et elles effectuent environ 50 soins infirmiers/jour.

Cette année scolaire 2016-2017, 1437 visites médicales ont été/seront effectuées.

### **Tâches :**

- Gestion des soins infirmiers quotidiens aux élèves de maternelle, primaire et secondaire (blessés, malades).
- Gestion des soins d'urgence à toute la population scolaire en cas d'accident ou de malaise.
- Organisation de l'inspection médicale scolaire en collaboration avec le médecin scolaire :
  - visites médicales pour tous les élèves de M2, P1-3-5 et S2-4-6 (+ gestion des dossiers médicaux)
  - gestion des mesures à prendre en cas de maladie infectieuse et/ou contagieuse envers la population de l'école
  - travail de liaison entre médecins internes et externes, enseignants, parents, direction, éducateurs, psychologues internes et externes, élèves ...

### **Prévisions et justification :**

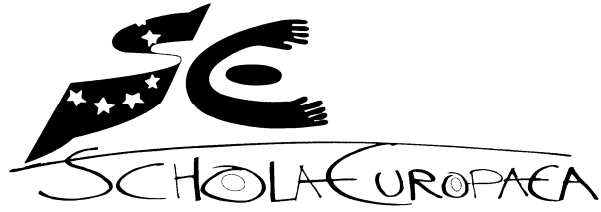
L'école de Laeken comptera 2.858 élèves maternelle, primaire et secondaire en janvier 2018.

La taille du site de Laeken entraîne de grandes distances pour les déplacements urgents et non urgents, donc un problème de « permanence » pour une infirmière seule qui ne pourra à la fois se trouver à l'infirmierie et en déplacement. Les infirmières sont bien évidemment prévues pour assurer les visites médicales mais doivent aussi s'occuper de tous les accidents, petits et grands maux des enfants survenant dans une école.

Ce travail représente donc plus que 2 postes complets. Toutes les données concernant les visites sont consignées dans un carnet de bord tenu à jour par les infirmières.

Coût annuel :

$(4.072,80 \times 12,92 \times 1,3509(\text{charges sociales}) \times 1,0188(\text{assurance})) / 2 = 36.188 \text{ €}$ .



Schola Europaea

## **CREATION / CONVERSION AND SUPPRESSIONS OF POSITIONS**

**Administration Staff (PAS)**

**ES Frankfurt**

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Proposal for the Board of Governors on 4./5. and 6. April 2017

## 1. CURRENT SITUATION

In the years since its creation the European School of Frankfurt has taken an impressive development regarding the overall number of pupils, and category 1 pupils in particular.

Despite the fact that this process is slowed down at the moment, the prognosis of the school population foresees approximately 2,250 students in the year 2025, due to the recruitment policy of the European Central Bank and the Banking Supervision Authority.

This growth entails on the one hand the immediate extension of the buildings currently used, in the longer-term perspective the building of a new school, and on the other hand a substantial increase of work and complicated procedures in the administration, which even at the time being can hardly be met without extra hours and additional efforts of the current staff.

It goes without saying that any substantial increase in the student population and teaching staff must go hand in hand with a corresponding increase in the administrative and ancillary staff. In the present situation the sheer quantity of work is burdening the staff and the quality of their work. Due to the shortage of man-power, the objectives stipulated in the various regulations can hardly be met. This should be taken into consideration in the various decisions in order to avoid dissatisfaction and demotivation.

At present the school accommodates the classes in the main building, in two container blocks and in the so-called modular building. Due to the higher number of classes in the Primary School the Secondary School will have to accommodate 3 additional classes per year group in the coming years. The need for an additional 9 classes will be met with the extension of the modular building. The funds for these classes and a new pre-fabricated sports hall have been allocated by the Ministry of Finance. The work will be surveyed by the Municipality of Frankfurt. These measures are needed to accommodate the current student population, they do not take into account a substantial quantity of new enrolments.

### **Conclusion:**

In order to maintain the high standards achieved by the European School Frankfurt and to guarantee the services offered, it will be unavoidable to dispose of the necessary staff to meet these objectives. The increase of students and teaching staff imply more complicated and challenging administration procedures and regulations (SAP, SME; BO, O365 – just to mention a few).

The new buildings (the sports hall should be ready for September 2017, the extension of the modular building in September 2018) cannot be taken care of by the restricted number of caretakers the school currently disposes of.

With regard to the above and the following detailed explanatory statement, the school management proposes the creation of the posts listed under 2.1.

## **2. PROPOSAL OF THE SCHOOL MANAGEMENT**

### **2.1. Creation of posts:**

- 1. 0,5 Nurse**
- 2. 1,0 Caretaker**
- 3. 0,5 Secretary Primary School**

The budgetary funds for the positions shown under 2.1 with the exception of 2.1.1. are included in the school's budgetary proposal for 2018.

#### **2.1.1. Post for 0,5 Nurse**

In this area, as well, the 100% increase of the pupil population has a negative effect on both the quality and the quantity of the work to be accomplished. One school nurse was able to keep the health files of about 679 pupils up to date and to organise the performance of the yearly health checks.

This is impossible with the current number of approximately 1,465 pupils which will further increase in the years to come. Therefore the management has recruited temporary staff for more than a year already in order to ensure a structured work, however, not all pupils are presently health checked once a year as required.

The ESF health service comprises health promotion and prevention as well as first aid for acute and chronic illnesses. The nurse is obliged to keep a health file for each pupil with data and information on the health situation during his/her whole school career at the ESF. She has to ensure that all health characteristics are listed in detail and are taken into consideration by the school community, such as diabetics or allergies.

Due to the large number of pupils and the very limited space available as well as the limited availability of the temporary staff each year fewer pupils benefit from the urgently necessary yearly health checks. Another obstacle especially for the youngest pupils is the fact that the emergency room is hosted in a different building than the Pre-Primary and Primary School.

During the last school year 73 accidents were filed with the insurance for school accidents. Moreover, 6 work-related accidents had to be filed with the accident insurance (*Berufsgenossenschaft Mainz*) for locally recruited staff (not seconded). Each visit to the nurse is filed and there are presently about 34 visits per day registered.



The following table gives an overview of the visits one nurse has to deal with over the year:

	Pre-Primary	Primary	Secondary	<b>Total</b>
Visits filed	121	3269	2669	<b>6059</b>

On the whole 1499 times parents were contacted and 1192 pupils were sent home or picked-up.

79% of all pupils consulted the nurse at least once.

The school doctor checked 1,238 pupils of the Primary and Secondary School within 42 days. In total 293 recommendation letters were sent to parents informing them that a specialized doctor needs to be consulted.

In order to transform the present unfortunate situation into a more realistic provision we urge this Board to allocate 1,0 post from 1 January 2018.

#### **Financial effect:**

ACTUAL SITUATION	PROPOSAL
	<u>Annex 2, step 3: 1.712,48 €/month</u>
	Yearly amount: 22.090,99 €
	Social security (27,23%) 6.015,38 €
	Total: ----- 28.106,37 €
<b>Initial impact on the budget: 28.106,37 €/year</b>	

#### **2.1.2. Post for 1,0 Caretaker/Technician**

The premises of the European School of Frankfurt consist of three school buildings and 2 containers, hosting ten classes. In April 2015 the modular building was inaugurated hosting the Pre-Primary and the P1 classes (comprising an additional canteen, gym/multipurpose room, playground outside).

In 2017 the construction of a new pre-fabricated sports hall is planned, as well as the extension of the modular building with additional 10 classes. The former should be ready by September 2017, the latter by September 2018. During the construction works and after the completion of the sports hall and the extension of the modular building the workload of the caretakers will increase significantly.

In order to meet all the additional requirements which are due to the rising number of pupils, teachers and buildings at least one additional caretaker is urgently needed. It has to be taken into consideration that already currently the caretakers hardly manage to perform their tasks as they themselves consider professional.

Following a list some of the main tasks of the caretakers:

- Maintenance of the furniture and the infrastructure of the following buildings: Primary School, Secondary School, Sports Hall, Containers, Modular Building,
- Maintenance of the equipment of the playground and the outside area of the ESF premises spread over an area of about 38.500 m<sup>2</sup>,
- Security officer for all relevant plant constructions and equipment of the new buildings and rooms,
- Maintenance and repair works of different kind for the entire school community,
- Supervision and support of all kind of works such as repairs, maintenance contracts, support during the preparation of offers for external companies,
- Set up of exam/conference/special event seating in two different locations.

Finally we would like to point out as follows: On average a clerk walks 1,500 paces a day, a postman up to 18,000 and our caretakers up to 24,000. This is a considerable amount which will not be very healthy in the long run and is definitely an argument that another post for a caretaker is urgently needed.

### Financial effect:

ACTUAL SITUATION	PROPOSAL
	<u>Annex 2, step 1: 2.860,27 €/month</u>
	Yearly amount: 36.897,48 €
	Social security (27,23%) 10.047,18 €
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	Total: 46.944,66 €
<b>Initial impact on the budget: 46.944,66 €/year</b>	

### 2.1.3. 0,5 Post for Secretary Primary School

Pupil numbers and the number of classes in the pre-primary and primary school have increased steadily over the past years. In 2018, we expect to have 850 pupils in more than 40 classes with 23 languages to teach in the nursery and primary cycles.

In addition to the standard workload, which has more than doubled as a direct consequence of the increase in the number of pupils and classes, a substantial part of secretarial time is also used for trafficking between 3 (distant) locations.

Due to two building expansions the two cycles will be located in three different locations, the third location (housing some 450 children) being a significant distance from the offices of the directorate and secretary.

The 3 locations are:

Main building	20 class/teaching rooms
Container site	10 class/teaching rooms
Modular building	10 class/teaching rooms nursery 16 class/teaching rooms primary

(Small differentiation rooms for mother tongue teaching and support are not included)

The pre-primary and primary school continues to be larger in terms of student numbers than the secondary school and it is important to note that many of the tasks carried out by the Primary Secretary are equivalent to tasks that are shared between 4 pedagogical advisors in the secondary school; replacing absent teachers, input of pedagogical data to SMS, organization and printing of school reports, class conferences, parents evenings etc.

The current provision for secretariat pre-primary and primary is not sufficient. In order to facilitate and guarantee the smooth functioning of the nursery and primary cycle an additional 50 % post for a secretary is required.

For further clarification, see list of tasks carried out by the secretary of the Primary School below:

- Organization of absent replacement of absent teachers,
- SMS/ SKU for Pédagogie – Data processing and reporting,
- Preparation and up-date for the school year for class teachers,
- Back-up SKU for Business Objects – preparing templates, lists, statistics,
- School reports for primary: Preparation in SMS (fixing parameters, access dates, teacher's access and printing procedure,
- Supporting the Deputy Head in the organization and management of the timetable for primary and pre-primary,
- Calendar: Preparation, maintenance and publication and/or distribution of the primary calendars; internal for teachers and public for the parents,
- Coordinating use of the primary foyer, modular building, sports rooms and other rooms/areas that are for joint use,
- Drafting and editing and translating information documents and letters for parents and teachers,
  
- Documenting and keeping a digital record of the activities in the pre-primary and primary school,
- Maintenance of the information on the school website for primary & pre-primary,
- Support the deputy head in the coordination of events, meetings, committees, working group meetings, in house training, regular staff meetings and minuting when necessary, translation in general.

In order to transform the present unfortunate situation into a more realistic provision of human resources with the clear aim to maintain and enhance quality of the service, we urge this Board to allocate 0,5 post in the secretariat from 1st January 2018.

**Financial effect:**

ACTUAL SITUATION	PROPOSAL
	<u>Annex 2, step 3: 1.544,86 €/month</u>
	Yearly amount: 19.928,69 €
	Social security (27,23%) 5.426,58 €
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	Total: 25.355,27 €
<b>Initial impact on the budget: 25.355,27 €/year</b>	

**2.2. Conversion of posts:****0,75 Secretary to HR-Accountant**

All activities with regard to salary payments for the local Administrative and Ancillary Staff as well as the locally recruited teachers amounting to 0,75 post are currently handled within the Secretariat of the European School Frankfurt.

It would be more suitable to transfer this post to the accounting department as already 0,25 of this post is assigned to this department. Neither the salary structure nor the actual area of responsibility would change as the currently divided post would then be filled by one and the same person.

The School urges the Administration Board to approve the conversion from January 2018.

Financial effect:

ACTUAL SITUATION	PROPOSAL
	<u>Annex 2, step 5: 0,00 €/month</u>
	Yearly amount: 0,00 €
	Social security (27,23%) 0,00 €
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	Total: 0,00 €
<b>Initial impact on the budget: 0,00 €/year</b>	

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## DEMANDE DE CREATION DE 0.5 POSTE D'INFIRMIÈRE

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L'École européenne Luxembourg I demande à ce que la création du poste suivant lui soit accordée :

- 1/2 poste d'infirmière

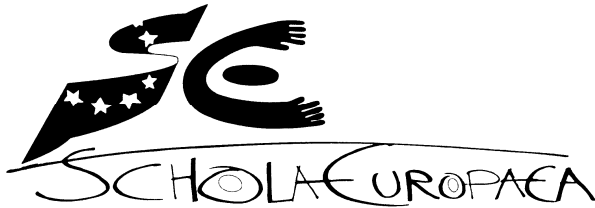
Avec 2 postes d'infirmières, notre École (3.256 élèves) a proportionnellement à l'effectif moins, de postes que les autres Écoles. De plus la grande distance entre l'école maternelle et l'école primaire est un obstacle à un suivi continu. L'école maternelle compte plusieurs enfants nécessitant un suivi approfondi (diabétiques, hémophiles...). Depuis la rentrée notre École héberge le CPE , dont les enfants sont suivis par nos infirmières.

# LUXEMBOURG I

Création de poste P.A.S

- Budget 2018 -

Personnel	Objet	Chapitre I	
Personnel PAS	BUDGET 2018	Traitement de base	Charges sociales et autres
		21.505,00	3.053,50
	TOTAL	21.505,00	3.053,50
TOTAL GENERAL		24.558,50	



Schola Europaea

Office of the Secretary-General

Human Resources Unit

## **Request for the creation of new posts in the Office of the Secretary-General**

### **I. Additional posts in the Office of the Secretary-General in the area of Data Protection, Human Resources, the support of Accredited Schools (BAC and SG), SAP Coordination, Accountancy/Procurement and ICT**

#### **1. Request for a Data Protection Officer**

##### **a) Background**

On 24 May 2016, the General Data Protection Regulation (hereinafter referred to as 'GDPR') entered into force, its aim being to improve on the existing legislation on the protection of privacy (Directive 95/46/EC), which involves greater obligations for organizations governed by public or private law that have to process personal data. They have a **two-year transitional period, ending on 25 May 2018**, in which to comply with the new rules and regulations.

Particularly noteworthy amongst the new obligations is the one requiring public authorities to have a **data protection officer**, whose role is to direct and supervise all activities involving personal data in the organisation.

Thus, in particular, the officer is tasked with devising policies on bringing practices into line with the RPDG, with overseeing implementation of those policies, with ensuring that all members of staff receive appropriate training, with dealing with requests from the public and with handling communication with the supervisory authorities (e.g. notification of data leaks).

Another new obligation is being able to trace and document the way in which the consent of people whose data are processed was obtained. This means evaluating

the current method of operation of the Schools in terms of requesting, obtaining and recording people's consent and the extent to which the system needs to be improved.

It should be noted in this connection that the new Regulation attaches particular importance to children (young people aged fewer than 16), to whom special protection is granted and whose data cannot be processed without their legal representatives' formal consent.

The new Regulation also grants additional rights to natural persons over their personal data (e.g. right to be forgotten, right to data portability, right to object to automated decision-making and to profiling, etc.), which will need to be reflected in the procedures implemented by the Schools.

All the changes to occur in order to comply with the requirements of the GDPR are difficult to evaluate at this stage. It will depend in part on how the Schools apply the current legislation. In any event, it is a large-scale job requiring practical, legal and IT knowledge, as well as close collaboration with the Schools.

Currently, the Office of the Secretary-General disposes of one legal expert dealing with all legal questions and legal complaints. It is obvious that this colleague will not be in the position to cover the additional tasks linked to the new data protection legislation.

## **b) Job descriptions**

### Main tasks :

- Development of a new data protection policy in line with the new Data Protection Regulation.
- Implementation and coordination of the data protection policy of the Office of the Secretary-General and of the European Schools located in Belgium.
- Coordination and participation in the newly created 'Data Protection Working Group'.
- Handling of complaints linked to data protection.

### Level of Education :

- BAC + 5 (legal) and working experience of at least 3 years.



### c) Concrete proposal

It is proposed to create a fulltime post of a 'Data Protection Officer' as of 1 January 2018 and to grade this function in the occupational category 'Administrative Assistant to the Secretary-General' (2.2).

### c) Financial implications

Annual salary		69.000 €
(occupational category 2.10)		
Employer's contributions		24.000 €
	<b>TOTAL</b>	<b>93.000 €</b>

## 2. Creation of a 0,5 post of Assistant in the Unit Human Resources

### a) Background

Currently the HR Unit is composed of 4,3 FTE (1.0 Head of Unit, 1.0 Assistant, 1.0 Accountant and 1.3 Secretaries).

#### The tasks of the Unit are mainly the following:

- Coordinating the human resources management (62 staff members) in the Office of the Secretary-General of the European Schools (recruitment, evaluation, planning, payment, etc.).
- Reviewing and implementing human resources policies in the Office of the Secretary-General of the European Schools.
- Ensuring the follow-up of the recommendations of the external and internal auditors in the human resources area.
- Ensuring a harmonized application of the Staff Regulations in the Office of the Secretary-General and in the 14 Schools.
- Review of the Staff Regulations for Seconded Staff Members, Administrative and Ancillary Staff and for Locally Recruited Teachers.
- Chairing working groups, in particular human resources related ones.
- Ensuring adherence to the rules concerning the management of posts in the Office of the Secretary-General of the European Schools.
- Ensuring the payment of the salaries of the members of staff of the Office of the Secretary-General of the European Schools.
- Recruitment of the executive staff in the European schools (Directors and Deputy Directors and Bursars).
- Coordination of the secondments of all seconded teachers in the European Schools.

- Determination of the initial salary step of all seconded teachers.
- Coordination of the Joint Sickness Fund.

Quite recently the Human Resources Unit has taken over new tasks linked to requirements of the mandatory national labor legislation on 'well-being'. Moreover, a new coordination task has to be taken over. This task is linked to the requirement of regular evaluations of all Locally Recruited Teachers in all European Schools. The number of teachers concerned amounts to approximately more than 700 teachers in 13 different European Schools.

**b) Job description**

Main tasks:

- Implementation of the 'well-being policy'.
- Coordination of the implementation of Audit recommendations.
- Central coordination of the evaluation of all Locally Recruited Teachers.

Level of education:

- BAC + 3 and working experience of at least 3 years.

**c) Concrete proposal**

It is proposed to create a halftime post of a 'HR Assistant' as of 1 January 2018 and to grade this function in the occupational category 'Assistant to a Head of Unit at the Office of the Secretary-General' (2.10).

**d) Financial implications**

Annual salary		29.000 €
(occupational category 2.10)		
Employer's contributions		10.000 €
	<b>TOTAL</b>	<b>39.000 €</b>

## **1. Creation of a post of Accountant in the Accountancy Unit of the Office of the Secretary General**

### **a) Background**

The OSG organogram currently includes 6.8 accountants, of which 3 carry out functions in the service of the fourteen schools. Two accountants are dedicated to the calculation of the differential allowance, to which all seconded staff are entitled. One more accountant is dedicated to the calculation and reimbursement of travel expenses of inspectors, experts, examiners, etc. A fourth accountant has recently been redeployed to activities which relate to the management of the new premises in the 'Pericles' building and no longer carries out accountancy activities.

Therefore, only 2.8 accountants are fully dedicated to accounting activities which are proper to the management of the budget of the OSG, which in 2018 is foreseen to exceed 14 million EURO, representing a bigger budget than that of the small schools.

The Head of the Accountancy Unit dedicates most of his time to providing support for the entire system. He alone is responsible for the preparation of the Budget of the OSG and for the consolidation of the fourteen budgets of the European Schools. Thus, he participates in all Administrative Boards in January and February. He then is responsible for presenting the Budget to the Budget Committee and Board of Governors.

Regarding the closure of the accounts, his responsibilities include the preparation and dissemination of guidelines, the overview of the closure processes and their consolidation and transmission to all stakeholders. Other responsibilities include managing the SAP project, preparing and presenting amending budgets, liaising with the Court of Auditors and IAS. Finally, he is the Head of a Unit which includes 14 posts, and must manage his staff, including evaluations, entertaining of networks (Procurement, Accountants, SAP users), as well as operating as vericator of all transactions in the OSG.

In view of the upcoming reform of the Financial Governance system in the European Schools, the Head of Accountancy Unit will need to be heavily involved in the harmonization and documentation of financial procedures, and in their effective implementation starting in the middle of 2017 and into 2018 and 2019.

Without an accountant to assist the Head of Unit in his tasks, actually carrying out this long list of responsibilities would be unrealistic.

### **b) Proposal**

The requested post of accountant is necessary in order to assist the Head of Unit in all afore-mentioned tasks which relate to the entire system of European Schools.

These include:

- Preparation of Budget memorandum and of Administrative Boards
- Consolidation of Budgets prior to transmission to the Budgetary Committee

- Preparation of Amending Budgets, and in particular the calculation of the fourth payment from the EU Budget
- Assisting in a variety of tasks, including the procurement dossiers which concern the entire system
- Preparing documentation for the various audits which the OSG must undergo every year
- Preparing and regularly transmitting budget implementation reports to members of the Budget Committee
- Other accounting tasks , such as preparing pre-commitments, transfers, debit notes, etc

It is hereby proposed to create a fulltime post of a 'Accountant' as of 1 January 2018 and to grade this function in the occupational category 'Accountant at the Office of the Secretary-General' (2.7).

**c) Financial implications**

Annual salary	56.000 €
(occupational category 2.7)	
Employer's contributions	19.000 €
<b>TOTAL</b>	<b>75.000 €</b>