EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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Administration

Recruitment at the European Medicines Agency

General information

Under revision

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1. Overview of the role and responsibilities of the European Medicines Agency

Before a new medicine can be made available for use, it must undergo a complex and lengthy series of toxicity, pharmacology and clinical tests. Public-health authorities must then evaluate the results of these tests to verify that the medicine meets the necessary quality, safety and efficacy requirements as set by legislation. Only then can the medicine be authorised for use. For veterinary medicines, there is an additional requirement to establish safe limits for residues of the medicine in food produced from a treated animal, to ensure that the food will not pose any health risk to the consumer. Legislation in the European Union harmonises the test requirements between Member States, to ensure a consistently high level of public-health protection throughout the EU.

The evaluation of test results for medicines is the primary purpose for which the European Medicines Agency was created. It was established in 1993 by Council Regulation (EEC) No 2309/93[1], along with new EU procedures for the evaluation and supervision of medicinal products for human and veterinary use. London was chosen as the seat of the Agency by a decision of the Heads of State and Government, and the Agency began its activities on 1 February 1995. For information on the legislative environment in which the European Medicines Agency operates please see our website under the following **link**. For detailed overview on the role of the European Medicines Agency in the European regulatory system please see booklet "The European regulatory system for medicines and the EMA". This booklet is intended to explain how the European regulatory system for medicines operates. It describes how medicines are authorised and monitored in the European Union (EU) and how the European medicines regulatory network – a partnership between the European Commission, the medicines regulatory authorities in the EU Member States and the European Economic Area (EEA), and the European Medicines Agency (EMA) – works to ensure that patients in the EU have access to safe and efficacious medicines.

The Agency operates at the centre of a European medicines network that comprises the national regulatory authorities for human and veterinary medicines of all EU Member States and EEA-EFTA countries[2] alongside the EU institutions. Besides maintaining strong working ties with these key partners, the Agency nurtures relations with the stakeholders on whose behalf it operates, namely patients, healthcare professionals and pharmaceutical companies. At the international level, the Agency collaborates with a number of non-EU regulatory authorities on issues of common interest, and is an active contributor to international forums in the global regulatory arena.

Working with all of these partners and stakeholders, the Agency seeks to apply the best-available scientific know-how to the task of regulating medicines in Europe, for the benefit of public and animal health.

Among its principal activities, the Agency:

- provides independent, science-based recommendations on the quality, safety and efficacy of medicines, and on more general issues relevant to public and animal health;
- applies efficient and transparent procedures to help bring new medicines to the market by means of a single, EU-wide marketing authorisation (the 'centralised procedure');
- implements proactive measures for supervising the quality, safety and efficacy of medicines to ensure that their benefits outweigh their risks;

[1] Council Regulation (EEC) No 2309/93 of 22 July 1993, Official Journal L 214 of 24 August 1993.
[2] These are Iceland, Liechtenstein and Norway, which are members of both the European Economic Area (EEA) and the European Free Trade Association (EFTA).

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- provides scientific advice and access to incentives to stimulate the development and improve the availability of innovative new medicines, including medicines for rare diseases;
- establishes safe limits for residues of veterinary medicines used in food-producing animals;
- involves representatives of patients, healthcare professionals and other stakeholders in its work, to ensure their needs and concerns are taken into account;
- publishes impartial and comprehensible information about medicines and their optimal use;
- develops best practice for medicines regulation in Europe, and contributes to the harmonisation of regulatory standards at the international level.

Detailed information about each of these core tasks, mission statement, and about all the other activities of the Agency, is available on the Agency **website**.

2. Routes for authorisation of medicinal products in the European system

The centralised procedure is **compulsory** for:

- human medicines for the treatment of HIV/AIDS, cancer, diabetes, neurodegenerative diseases, auto-immune and other immune dysfunctions, and viral diseases;
- veterinary medicines for use as growth or yield enhancers;
- medicines derived from biotechnology processes, such as genetic engineering;
- advanced-therapy medicines, such as gene-therapy, somatic cell-therapy or tissue-engineered medicines;
- officially designated 'orphan medicines' (medicines used for rare human diseases).

Applications through the centralised procedure are submitted directly to the Agency. Evaluation by the Agency's scientific committees takes up to 210 days, at the end of which the committee adopts an opinion on whether the medicine should be marketed or not.

This opinion is then transmitted to the European Commission, which has the ultimate authority for granting marketing authorisations in the EU.

For medicines that do not fall within these categories, companies have the option of submitting an application for a centralised marketing authorisation to the Agency, as long as the medicine concerned is a significant therapeutic, scientific or technical innovation, or if its authorisation would be in the interest of public or animal health. Applications are submitted directly to the Agency. At the conclusion of the scientific evaluation, undertaken in 210 days within the Agency, the opinion of the scientific committee is transmitted to the European Commission to take the decision to grant the marketing authorisation that is a single market authorisation, which is valid throughout the whole European Union.

The decentralised procedure and the mutual recognition procedure apply to the majority of conventional medicinal products. Both procedures are based upon the principle of recognition of national authorisations. They provide for the extension of marketing authorisations granted by one Member State to one or more other Member States identified by the applicant. Where the original national authorisation cannot be recognised, the points in dispute are submitted to the Agency for arbitration. The opinion of the scientific committee is transmitted to the European Commission.

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The European Commission adopts its decisions with the assistance of a standing committee composed of representatives of the Member States.

3. Structure of the Agency

The Agency comprises of:

- a Management Board, composed of representatives from each EU Member State and EEA-EFTA country, the European Parliament, the European Commission, patients' organisations, healthcare professionals' organisations and veterinarians' organisations;
- an Executive Director, with overall responsibility for the day-to-day management of the Agency. He is supported in this by the Deputy Executive Director, an Office of the Executive Director, and Advisory Functions (Senior Medical Officer, Scientific Committees Regulatory Science strategy, Portfolio Board, International Affairs, Audit and Legal Department);
- seven Divisions and their various Departments, responsible for the daily operations of the Agency and for providing scientific, technical and administrative support to the work of the scientific committees and their working parties;
- To view our organisational chart and for a brief introduction to the Divisions and Departments please see our website under the following link.
- seven scientific committees, composed of representatives from each EU Member State and EEA-EFTA country plus various other representatives and observers, with responsibility for preparing the Agency's opinions on questions relating to medicinal products in their respective fields. The committees are:

- the Committee for Medicinal Products for Human Use (CHMP);
- Pharmacovigilance Risk Assessment Committee (PRAC);
- the Committee for Medicinal Products for Veterinary Use (CVMP);
- the Committee for Orphan Medicinal Products (COMP);
- the Committee on Herbal Medicinal Products (HMPC);
- the Paediatric Committee (PDCO);
- the Committee for Advanced Therapies (CAT).

The Agency also draws on the expertise of a network of over 4,000 '**European experts**', made available by the Member States, who serve as members of the Agency's scientific committees, working parties or scientific assessment teams.

Last but not least, the Agency works in very close collaboration with the **EU institutions**, primarily the **European Parliament** and **European Commission**, as well as with various other European Union agencies.

For more information about 'What we do' and 'Who we are' please visit our website under following **link**.

4. Staff numbers, nationalities and age range

In December 2016 the staff members of the Agency numbered 890 of whom 583 were temporary agents and 143 were contract agents. Interim staff numbered an additional 62 persons, 38 national experts on secondment and 64 trainees. The number of temporary-agent posts in the Establishment Plan for 2017 is 596. This represents a relatively small number of staff compared to some regulatory authorities around the world which employ several thousands of staff in the pharmaceutical sector.

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The Agency applies a policy of equal opportunities and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, language, religious, political or other convictions or opinions, belonging to a national minority, financial situation, birth, disability, age, sexual orientation, marital status or family situation. A breakdown of staff by nationality is presented in Annex 4.

The number of staff working at the Agency is built up cautiously following the demand for the Agency's services. Recruitment follows a rigorous and transparent procedure.

5. Personnel policy

The Agency follows the Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community.

Jobs at the Agency are open to nationals of the 28 EU Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Spain, Slovakia, Slovenia, Sweden, and the United Kingdom. Since 1999 the Agency opened recruitment also for applicants from Iceland, Liechtenstein and Norway, countries in the European Economic Area. There is no national quota system in operation but the Staff Regulations require it to strive for a broad balance among nationalities.

Candidates are recruited on the condition they have full rights as a citizen. Candidates must have fulfilled any obligations imposed on them by laws concerning military service and meet the character requirements for the duties involved.

Interested candidates are invited to subscribe to the vacancies **RSS feed** in order to receive updates on vacancies at the Agency.

5.1. Recruitment of staff covered under the Staff Regulations (TA + CA)

The Agency has an independent and separate recruitment process from other EU institutions or other EU agencies. The Agency has no permanent officials, but is staffed mainly by temporary and contract agents recruited through open selection procedures. Recruitment follows the rules and practices of EU institutions and successful candidates are put on a reserve list. Being on the reserve list does not mean that you will automatically be recruited. As long as the list remains valid, the Agency may offer a contract to successful candidates from the reserve list with the profile and professional experience most relevant to the vacancies arising in the Agency's departments concerned. When a suitable position is available selected candidates receive an offer of five-year renewable contracts as temporary agents or between one year to five-year renewable contracts as contract agents.

See Annex 1 for some examples of job advertisements the Agency has published.

5.1.1. Classification of posts

5.1.1.1. Temporary Agents

The posts covered by the Staff Regulations are classified, according to the nature and importance of the duties to which they relate, in three function groups: "administrators" (AD), "assistants" (AST) and "secretaries and clerks" (AST/SC) in descending order of rank. Each group is subdivided into a number of grades and 5 steps in each grade. Function group AD comprises twelve grades from AD 5 to AD 15,

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corresponding to managerial, conceptual and analytical as well as to linguistic and scientific duties. Function group AST comprises eleven grades from AST 1 to AST 11, corresponding to executive and technical duties. Function group AST/SC comprises six grades from AST/SC1 to AST/SC 6, corresponding to clerical and secretarial duties.

5.1.1.2. Contract Agents

Contract staff is subdivided into four function groups (FG) corresponding to the duties to be performed under the supervision of temporary staff. Each group is subdivided into a number of grades and 7 steps in each grade:

- FG IV comprises 6 grades (13 to 18), corresponding to administrative, advisory, linguistic and equivalent technical tasks;
- FG III comprises 5 grades (8 to 12), corresponding to executive tasks, drafting, accountancy and other equivalent technical tasks;
- FG II comprises 4 grades (4 to 7), corresponding to clerical and secretarial tasks, office management and other equivalent tasks;
- FG I comprise 3 grades (1 to 3) corresponding to manual and administrative support service tasks.

5.1.2. Education levels and professional experiences

5.1.2.1. Temporary Agents

The minimum educational qualifications are (see Annex 2 for examples of the corresponding diplomas in each EU Member State):

- in function group AST and AST/SC:
  - a level of post-secondary education attested by a diploma, or
  - a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
  - where justified in the interest of the service, professional training or professional experience of an equivalent level.
- in function group AD for grades 5 and 6:
  - a level of education which corresponds to completed university studies of at least three years attested by a diploma, or
  - where justified in the interest of the service, professional training or an equivalent level.
- in function group AD for grades 7 to 16:
  - a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
  - a level of education which corresponds to completed university studies attested by a diploma and appropriate (paid) professional experience of at least one year when the normal period of university education is at least three years, or
  - where justified in the interest of the service, professional training of an equivalent level.

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Graduates with a university degree can apply for jobs with the Agency at function group AD. AD 5 candidates normally do not have to have (paid) professional experience. AD 6, AD 7, AD 8, AD 9 or higher levels should have respectively a minimum of three, six, nine, twelve or more years of professional experience, but it is possible to set the number of required years of professional experience higher for particular selection procedures.

Professional experience shall be counted as follows:

AST and AST/SC: from the time when a post-secondary education diploma was awarded or where the official duration of the course is less than three years, the difference shall be deducted from the professional experience;

AD 5: candidates normally do not have to have (paid) professional experience, if they do it is counted from the time when, on completion of a minimum of three years of study, the university degree giving access to this grade was awarded;

AD 6: from the time when, on completion of a minimum of three years of study, the university degree giving access to this grade was awarded;

AD 7 to AD 16: from the time when a university degree was awarded on completion of a minimum of four years of study.

Temporary Agents at the Agency shall be appointed to the grade set out in the notice of the selection procedure they have passed. According to Article 32 of the Staff Regulations a temporary agent shall be recruited at the first step in his grade. The Agency may allow additional seniority up to a maximum of 24 months (which corresponds to one additional step above step 1) to take account of professional experience but not of additional education qualifications. Any duly certified (paid) professional activity connected with one of Agency's areas of activity shall be taken into account. Any given period may be counted only once.

5.1.2.2. Contract Agents

Recruitment as a member of the contract staff shall require at least, in:

- FG I:
  - successful completion of compulsory education;
- FG II and III:
  - a level of post-secondary education attested by a diploma, or
  - a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
  - where justified in the interest of the service, professional training or professional experience of an equivalent level;
- FG IV:
  - a level of education which corresponds to completed university studies of at least three years attested by a diploma, or
  - where justified in the interest of the service, professional training of an equivalent level.

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5.1.3. Recruitment process for Temporary Agents and Contract Agents (short-term & long-term)

From time to time the Agency launches recruitment campaigns through the announcement of vacant posts on its website and on the European Personnel Selection Office website. Notices of selection procedures may also be advertised in specialist journals or internet sites (e.g. LinkedIn, Twitter), depending on the nature of the positions for which recruitment is planned.

Interested candidates are invited to subscribe to the vacancies **RSS feed** in order to receive updates on vacancies at the Agency.

The website, containing a notice of the open selection procedure, will give the conditions and essential requirements. **Candidates must use the electronic form available on the website and give the reference of the post for which they are applying**. Please note applications in other formats will not be considered.

Jobs at the Agency are open to nationals of the **European Union (EU) Member States** plus Iceland, Liechtenstein and Norway. There is no national quota system in operation but the Agency strives for a broad balance among nationalities.

Candidates are recruited on the condition they have full rights as a citizen. Candidates must have fulfilled any obligations imposed on them by laws concerning military service and meet the character requirements for the duties involved.

Applicants also have to demonstrate a good command of English (official working language of the Agency) and a thorough knowledge of another EU language.

5.1.3.1. Application Procedure

There are two stages in the application procedure:

1. Online registration
2. Submission of a full application

5.1.3.1.1. Stage 1 Online registration

In order to be considered for a particular selection procedure candidates must submit a relevant, duly completed electronic application form via e-mail to selection_procedures@ema.europa.eu Applications emailed to any other email address will not be accepted.

Application forms are available in English on the Agency's website. Translations of the application form in the other official languages are available for reference purposes only.

Please note *Curricula vitae* (CVs) are not considered as an application. This is in order to make processing of applications more efficient, which benefits both the Agency and the applicants.

Candidates should assess and check before submitting their application form whether they fulfil all the conditions for admission laid down in the publication notice, particularly in terms of qualifications and relevant professional experience.

5.1.3.1.2. Stage 2 Submission of a full application (only for candidates invited for interview)

Should a candidate be invited for interview, he/she must bring on the day of the interview photocopies of all the supporting documents (i.e. diplomas, certificates, professional references and letters from official EU bodies recognising non-EU diplomas) needed to prove that they satisfy all conditions for

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admission. On the day of the interview the candidate will have to sign his/her application form and by signing the form the candidate certifies on his/her honour that the information provided is complete and accurate.

The address stated in the application form will be used for calculation of reimbursement of travel costs for candidates invited to an interview.

Candidates who fail to submit all the documents specified by the date of the interview will be disqualified.

Any candidate found making false declaration or giving incomplete information about their knowledge or experience on the application form can be immediately disqualified at any stage of the selection process.

5.1.3.2. Eligibility check for candidates invited for interview

5.1.3.2.1. Education, certificates and diplomas

Candidates must provide photocopies of certificates or diplomas to show that they have obtained the level of the studies required by the notice of the selection procedure. The degree/diploma being relevant to the vacancy notice is counted for admission to the selection procedure. In the case of specialist or further training, candidates must specify whether the course was full-time or part-time, which subjects were covered and the official length of the course.

Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be submitted with the application by the closing date. This will enable the Selection Committee to assess accurately the level of the qualifications.

5.1.3.2.2. Professional experience

Paid professional experience connected with the Agency's areas of activities shall be taken into account if it is on a paid basis (including study grants or internship grants). Therefore, PhDs may be counted as professional experience if the candidates received a study grant or salary during the time of the PhD. The maximum duration counted for a PhD is three years provided that the PhD has been successfully concluded by the closing date for applications of the selection procedure.

Part-time work will be calculated on a pro-rata basis, i.e. 6 months worked part time on a 50% basis will be counted as 3 months worked.

Voluntary work will only be taken into consideration if it is paid. Voluntary work must be comparable to full–time work, both in terms of number of hours worked and duration.

Military service and equivalent civilian service shall be regarded as professional experience.

Professional experience is counted only from the time the candidate obtained the certificate or diploma required for admission to the selection procedure. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Overlapping periods of working experience and training are only counted once.

Free-lance or self-employed candidates must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other official document (for example a tax document) showing clearly the length of the relevant professional experience.

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Details of experience and of any work placements, training, research or studies must be given on the application form.

Candidates must provide photocopies of all supporting documents, which clearly show *the nature* and *the length (the start and end dates for previous positions and the start date and continuity of the current position held)* and whether full-time or part time work. If, for reasons of confidentiality, a candidate is unable to provide the necessary statement for their current employment, he/she must provide photocopies of the contract, the letter of recruitment and /or the first pay slip and the candidate must in any event provide a copy of the latest pay slip.

5.1.3.3. Promotion/Reclassification

Temporary agents shall be required to demonstrate before their first promotion the ability to work in a third official European Union language.

Contract agents in function group IV shall, before renewal of a contract for an indefinite period, be required to demonstrate the ability to work in a third official European Union language.

5.1.3.4. Equal opportunities

Given the Agency's active policy to integrate citizens of the new Member States applications from these countries are particularly welcome. The Agency applies a policy of equal opportunities for men and women and accepts applications without distinction on grounds of sex, race, colour, ethnic or social origin, genetic characteristics, language, religious, political or other convictions or opinions, belonging to a national minority, financial situation, birth, disability, age, sexual orientation, marital status or family situation. Applications from candidates with disabilities are welcomed.

5.1.3.5. Selection Procedure

5.1.3.5.1. Selection Committee – general principles

A Selection Committee is set up for each selection procedure. It consists of members designated by the Appointing Authority and the Staff Committee. The principle of confidentiality is enshrined in Article 6 of Annex III to the Staff Regulations, which states that the proceedings of the Selection Committee must be secret. It works in two ways: first, it imposes obligations to ensure equal treatment for candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

The Selection Committee adheres strictly to the conditions of admission laid down in the selection procedure publication when deciding whether or not candidates are to be admitted. Candidates admitted to a previous selection procedure will not automatically be eligible.

Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly. Any infringement of this rule will lead to disqualification from the selection procedure.

Queries should be addressed to recruitment@ema.europa.eu

If the Selection Committee discovers at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application form does not correspond with the supporting documents, the candidate will be disqualified.

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5.1.3.5.2. Interviews and written test

The Selection Committee decides on those candidates who are admitted to the selection procedure in accordance with the requirements as specified in the selection procedure publication. The applications of the candidates admitted to the selection procedure are reviewed and the Selection Committee decides on those candidates who are invited to attend a test / an interview.

The Selection Committee decides on the need for interviewees to undergo one or more written tests. The tests relate to general aptitude, language abilities necessary for the performance of the duties, knowledge on European integration and the institutions and specific competencies with reference to the profile of the candidates.

A good command of English (official working language of the Agency) and a thorough knowledge of another official language of the European Union to the extent necessary for the performance of duties is an essential requirement. Please note that if your mother tongue is English, you will be tested in your second language (as declared by you in your application form) as part of the interview.

Following the interviews, which are conducted by the Selection Committee, the Selection Committee decides which candidates will be placed on the reserve list.

5.1.3.6. Reserve list and recruitment

Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on the reserve list does not guarantee appointment.

The recruitment procedure is as follows: as and when funds become available, candidates on the reserve list will be considered and the reserve list will be drawn on to fill vacancies. Candidates on the valid reserve list may also be considered for a different post within the same grade if the job specification and the nature of the role are similar. If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she meets the standard of physical fitness necessary to perform the duties involved and the candidate must provide original or certified copies of all relevant documents. Reserve lists remain valid until the end of the year following the year in which the list has been drawn up and may be extended.

It should be noted that the retirement age for staff is:

- either automatically at the age of 66 years;
- or, at the staff member's own request on the last day of the month in respect of which the request was submitted where the staff member has reached pensionable age or where he is between 58 and pensionable age and satisfies, as specified in the Conditions of Employment of Other Servants, the requirements for immediate payment of a pension.

Selected candidates will be offered a five-year renewable contract as temporary agents or less than one year to five-year renewable contracts as contract agents in accordance with the Conditions of employment of other servants of the European Communities *(Official Journal of the European Communities No L 56 of 4 March 1968 and successive amendments).* The latest version of the new Staff Regulations is currently available under the following web address:

http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF

5.1.3.7. Conflict of interest

EMA staff members are not permitted to hold or seek to acquire during their employment at the Agency direct financial interests in a pharmaceutical company or own a current patent for a medicinal

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product. All such direct interests must be disposed of prior to the start of employment. Before recruiting a temporary or contract agent, EMA will examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. The candidate, using a specific form, will be required to inform EMA of any actual or potential conflict of interest. In such cases, EMA will take this into account in a duly reasoned opinion and take mitigating actions as appropriate e.g. consideration which tasks are assigned to the new staff member. Upon starting employment, EMA staff will be required to make a public declaration of interests again.

5.1.3.8. Probation period

Successful candidates who are recruited undergo an initial probation period of nine months.

5.1.3.9. Salary, benefits package and deductions

The pay of staff members consists of a basic salary and, depending on the personal situation, supplemented with various allowances, including family allowances.

There is a basic salary scale for each grade, divided into a number of steps. Staff members progress automatically to the next step every two years until they reach the top of the scale for that grade.

In addition to their basic salary, staff members may be entitled to various allowances, in particular an expatriation or foreign residence allowance, and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses incurred on recruitment, notably removal expenses and may provide an installation allowance, depending on the length of the contract.

Staff Members are entitled to a medical insurance, which works like a private medical reimbursement scheme, accident insurance and unemployment insurance. Where the contract agent's contract is for less than one year, the contract agent has a free choice of the national scheme into which to pay the social contributions. For Temporary Agents and Contract Agents with a contract of one year or longer, the pension contributions are paid into the European Union scheme and a transfer back into their chosen national social security scheme will apply at the end of their contract.

5.1.3.9.1. Remuneration

The pay of temporary and contract agents consists of a basic salary, weighted to compensate the London cost of living, additional allowances and deductions.

- Basic Salary: There is a basic salary scale for each grade, divided into a number of steps;
- Weighting to compensate the London cost of living. The London weighting is currently 41.8%.
- Allowances: In addition to their basic salary, temporary and contract agents may be entitled to various allowances, in particular an expatriation or foreign residence allowance (depending whether the candidate has left his/her Member State to take up employment with the Agency), and family allowances (depending on personal circumstances), e.g. household allowance, dependent child allowance, pre-school allowance and education allowance
- Deductions: temporary and contract agents pay an EU tax at source and deductions are also made for medical insurance, pensions and unemployment insurance. Salaries are exempt from national tax.

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Examples of basic salaries:

The basic monthly starting salary for the first step in the grade published in recent selection procedures are as follows (figures valid as of 1 January 2017 and do not include any allowances and London weighting):

TEMPORARY AGENTS – AD & AST		**CONTRACT AGENTS**	
AD8	€ 6,717.35	FG IV	€ 3,353.84
AD6	€ 5,247.33	FG III	€ 2,619.87
AD5	€ 4,637.77	FG II	€ 2,046.33
AST3	€ 3,622.83		

More information regarding remuneration can be found in the Staff Regulations of Officials of the European Union under 'Title V' (page 52) and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community under 'Title II' (page 195) and 'Title IV' (page 216) (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF)

Example of Allowances:

- Dependent Child Allowance: € 397.29 per child/month + weighting;
- Pre-School Allowance: € 97.05 + weighting;
- Education Allowance and Agency's additional Education Contribution:
- a single ceiling € 269.56 or a double ceiling € 539.12;
- reimbursement of up to £ 12,200 p.a. for primary school and £ 16,800 p.a. for secondary school for academic year 2016/2017 (subject to the director's decision);
- Expatriation allowance: equal to 16% of (basic salary + household allowance + dependent child allowance). Minimum € 538.87 per month + weighting;
- Foreign residence allowance: equal to 4% (basic salary + household allowance + dependent child allowance). Minimum € 134.72 per month + weighting.

Annual leave entitlement, in addition to Agency holidays, starts at 24 days per year or 2 days per month worked.

5.1.3.10. Data protection

The purpose of processing of the data you submit is to manage your application(s) in view of a possible pre-selection and recruitment at the Agency.

The Agency does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the Agency management team may have access to reserve lists and in specific cases, to the application form of a candidate (without supporting documents, which are kept in confidence by the personnel department). Application files are kept for five years from the establishment date of the reserve list after which time they are destroyed.

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The personal information we request from you will be processed in line with Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.

5.1.3.11. Appeal procedures

A candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered by sending, within 20 calendar days of the date postmarked on the letter of notification, a request for review, quoting the number of the selection procedure concerned to the Chairperson of the Selection Committee at the following address:

European Medicines Agency

30 Churchill Place | Canary Wharf | London E14 5EU | United Kingdom

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the letter.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities, at the following address:

The Executive Director

European Medicines Agency

30 Churchill Place | Canary Wharf | London E14 5EU | United Kingdom

The complaint must be lodged within 3 months.

The time limit for initiating this type of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published *in the Official Journal of the European Union* L 124 of 27 April 2004 – http://eur-lex.europa.eu) starts to run from the time the candidate is notified of the act adversely affecting him/her.

You can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU (ex. Art. 236 TEC) and Article 91 of the Staff Regulations of Officials of the European Communities to the:

European Union Civil Service Tribunal

Boulevard Konrad Adenauer | 2925 Luxembourg | Luxembourg

Please note that the appointing authority does not have the power to amend the decisions of a Selection Committee. The Civil Service Tribunal has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the Civil Service Tribunal unless rules which govern the proceedings of Selection Committee have been infringed.

For details of how to submit an appeal, please consult the website of the European Union Civil Service

Tribunal: http://curia.europa.eu/jcms/jcms/T5_5230/

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation (EC) No 723/2004 of 22 March 2004, published in *the Official Journal of the European Union* L 124 of 27 April 2004 — http://eur-lex.europa.eu) start to run from the time you are notified of the act allegedly prejudicing your interests.

It is also possible to complain to the European Ombudsman pursuant to Article 195(4) of the Treaty establishing the European Union and in accordance with the conditions laid down in the Decision of the

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European Parliament of 9 March 1994 and amendments on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, published in Official Journal of the European Union L 113 of 4 May 1994:

European Ombudsman

1 Avenue du Président Robert Schuman | CS 30403

67001 Strasbourg Cedex | France

http://www.ombudsman.europa.eu

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint or an appeal with the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the EU (ex. Art. 236 TEC).

Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

Under revision

5.1.4. Recruitment process for Contract Agents for temporary assignments

Permanent call for candidates for temporary assignments is intended to establish a database of candidates interested in carrying out temporary assignments (1-5 years).

There is no closing date for this open call. Applications may be submitted at any time.

Whenever a position becomes available, the Agency will search the database to find suitable applications. Application forms are only kept in the database for 24 months. If a candidate is not invited for the interview within 24 months he or she may re-apply - it is necessary to submit a full application again. For more information, consult the general conditions under the tab 'key documents'.

When a need arises to recruit a new staff member for a temporary assignment, EMA searches the database to identify suitable profiles and invites identified candidates to take part in a selection procedure. In order to facilitate the selection process the Selection Committee might have one or more interviews with the candidates.

Successful candidates may be offered a temporary assignment at the EMA on a Contract Agent employment contract. Staff team will send via e-mail an official acknowledgement of receipt with the protocol number of the assigned candidate.

As the exercise concerns a selection following a call for expression of interest, candidates not chosen for recruitment will not be informed individually. Candidates who are not invited for interview within twelve months can assume they have not been chosen.

Please note that candidates who are not invited to a selection procedure within 24 months of registering may re-apply, but will need to re-submit a new application.

Whenever a candidate sends a new application form automatically the old one will be deleted. Candidates can withdraw their application at any time.

For more information on the application process, job profiles and conditions of employment, please see "Recruitment policy for Temporary Agents and Contract Agents (short-term & long-term)" on page 7 of this document or

- Apply as a candidate for temporary assignments at the EMA

More information about careers at the Agency is available under Applying to work at the European Medicines Agency and Working for the European Medicines Agency

Under revision

5.2. Recruitment of other positions not covered under the Staff Regulations

5.2.1. Recruitment process for National Experts on Secondment

The Agency wishes to set up a permanent list of scientific candidates interested in a short-term work opportunity as a National Expert on Secondment. Applications to become a National Expert on Secondment will be kept for three years. The spirit of the rules on National Experts on Secondment is to enhance and develop the relationship between European public administrations. Candidates must have current employment in the Public Sector (such as University, Research Institute, Public hospital or Regulatory body) of one of the member states of the European Union and a good level of English, the language in which the Agency mainly works.

General conditions: for the duration of the secondment contract, the Agency may reimburse all or part of the net remuneration to the current employer, it also may pay a monthly travel allowance based on the distance to the place of origin and may provide a daily subsistence allowance (please consult the rules on 'National Experts on secondment' under the following **link** for more details). Periods of secondment may not be less than six months nor more than two years. They may be renewed once or more, up to a total period not exceeding four years. Exceptionally, at the request of the Division concerned and where the interests of the service warrant it, the Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

Please refer to our website under "National experts on secondment" and use the application form provided.

5.2.2. Recruitment process for Trainees

The European Medicines Agency operates a trainee programme. The programme gives trainees an understanding of the Agency and its role within the activities of the European Union. It also enables them to acquire practical knowledge in one of the Agency's Divisions and to obtain professional experience in the course of their work.

Please refer to our website "Trainee Program" under for further information.

5.2.3. Recruitment process for Temporary workers through recruiting agencies

The European Medicines Agency sometimes uses recruiting agencies (also known as temping agencies) for the short-term placement of interim staff, particularly for secretarial/administrative roles. If you are interested in this type of employment opportunity, you can register with one of the recruitment agencies the EMA works with.

For more information on the job profiles and recruitment agencies involved, please see Interim placements

Under revision

Annex 1 – Examples of job adverts

Below are some examples of job adverts with the requirements to be a successful candidate at Agency:

EMA/AD/374: Scientific Officers, Human Medicines Research & Development Support Division - Offices of Scientific Advice, Paediatric Medicines and Orphan Medicines (AD8)

The Agency is looking to build a reserve list for future recruitment of scientific officers for the Product Development Scientific Support Department.

Reporting to the Head of one of the Offices in the Department (Scientific Advice, Orphan Medicines or Paediatric Medicines), the jobholder will be responsible for a wide range of tasks as outlined below.

The European Medicines Agency is a decentralised body of the European Union with all its offices and headquarters currently in London. Its core responsibility is the protection and promotion of public health through the evaluation and supervision of medicines.

Candidates on the valid reserve list may also be considered for a different post within the same grade if the job specification and the nature of the role is similar.

This announcement is governed by the General terms and conditions for selection procedures for Temporary Agents.

Specific objectives of the jobholder:

The jobholder will be responsible for the following tasks:

- provide scientific, technical and administrative support in the form of literature searches on evidence-based medicine, analysis of available evidence, and preparation of scientific reports typically in the following areas:
  a. procedures on assessment of paediatric investigation plans of medicinal products
  b. scientific advice on adult and paediatric development of medicines
  c. designation of orphan medicinal products;
- manage other scientific or regulatory projects, such as outcome analysis projects;
- Provide scientific expertise to the secretariat of the Scientific Advice Working Party, the Paediatric Committee, or the Committee for Orphan Medicinal Products, liaising with members of those Committees/Working Party, who act as rapporteurs/co-ordinators;
- coordinate all activities that are essential to the establishment of objective scientific opinions on medicinal products;
- contribute to the peer review of EMA guidelines and publications.

Under revision

Elements that will be taken into account in determining candidates to be invited for test/interview:

- A relevant postgraduate education such as a (master's degree or a doctorate or other specialty course in clinical medicine relevant to the position **or**
- work experience in a national competent authority in the field of medicines regulation or other health care authority relevant to the position or the pharmaceutical industry **or**
- documented professional experience in at least one of the following: clinical pharmacology, medical statistics, conduct or methodology of clinical trials, toxicology, pharmaceutical quality of medicines (e.g. dosage forms/formulations), health technology assessment.

Experience and knowledge in the following areas would be an additional advantage:

- Specific training and documented experience in clinical paediatric medicine (e.g. neonatology).

Experience and knowledge in the following areas will form part of the written/oral assessment:

1. Ability to read, understand and summarize quickly and effectively the scientific literature, with emphasis on clinical trials reports;
2. Clinical trials methodology;
3. Ability to provide high-level support to the network in which the Agency operates and interact effectively with colleagues and stakeholders;
4. work as part of a team and take the lead as necessary;
5. Excellent written and oral communication skills in the Agency's main working language English;
6. Ability to communicate effectively and present the Agency's position both internally and externally;
7. Excellent organisational skills.

Under revision

Essential requirements for admission to the selection procedure:

1. A university degree in human medicine or pharmacy (minimum of four years or more) that must have been obtained by the closing date

   or

   a university degree in human medicine or pharmacy of three years and relevant professional experience of at least one year obtained after the university degree.

2. At least nine years of relevant professional experience after the minimum requirement set out under point 1 above.

3. A good command of English and a thorough knowledge of another official language of the European Union to the extent necessary for the performance of duties. (For any promotion/reclassification in the future, knowledge of a third EU language would be required).

For essential requirements 1 and 2 above it will be necessary to provide proof of each one at the interview stage.

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EMA/CA/L/051: Legal Officer, Contract Staff (long-term), Legal Department, Advisory Functions Division (FG IV)

The European Medicines Agency is seeking to recruit a contract agent (long-term) providing legal assistance and advice to all operational divisions, departments and scientific committees of the Agency.

The European Medicines Agency is a decentralised body of the European Union with all its offices and headquarters currently in London. Its core responsibility is the protection and promotion of public health through the evaluation and supervision of medicines.

This selection procedure aims at building a reserve list for long-term Contract Staff. The contract duration is five years and the contract is renewable.

Candidates on the valid reserve list may also be considered for a different position within the same function group if the job specification and the nature of the role are similar.

This announcement is governed by the General terms and conditions for selection procedures for Contract Staff.

Specific objectives:

Working within the Legal Department, reporting to the Deputy Head of Legal Department, the successful candidate is expected to carry out the following tasks:

- provision of legal assistance on legal matters arising out of regulatory issues for which the Agency is responsible under Regulation (EC) No. 726/2004, (EC) No. 141/2000, (EC) No. 1901/2006, (EC) No. 658/2007, (EC) No. 1394/2007, (EC) No. 470/2009, Directive 2001/82/EC, Directive 2001/83/EC and other relevant legal texts;
- provision of legal assistance with particular attention in facilitating the Agency and its scientific committees' operations pertaining to the authorisation and supervision of medicinal products for human and veterinary use;
- provision of legal assistance on matters arising in connection with the Staff Regulations, contracts and procurements, transparency and access to documents, anti-fraud related activities, data protection and other general policy areas.

Elements that will be taken into account in determining candidates to be invited for test/interview:

- Experience in dealing with the EU legislation in the pharmaceutical field;
- Experience in dealing with any or all of the following matters: EU Staff Regulations, EU contracts and procurements, EU access to documents and information, EU data protection, matters concerning the European Ombudsman;
- Experience in litigation;
- Experience in dealing with anti-fraud related activities / strategies;
- Experience in working in a multicultural environment.

Under revision

The Selection Committee may decide to apply weightings to the criteria mentioned above. The selection would be based on the following marking scheme:

a) Each selection criterion is weighted between 1 and 2 according to how important the Selection Committee considers it to be in line with the job profile.

b) The Selection Committee gives a mark of between 0 and 2 for each criterion on the basis of the information declared in the candidate's application form and considered to be relevant in connection with that criterion.

The Selection Committee will then draw up a list of candidates in order of the marks awarded. Only the most suitably qualified candidates will be invited for the written test and the interview, up to maximum number of 15 candidates.

Elements that will be part of the oral assessment:

- Strong communication and interpersonal skills together with ability to act with tact, discretion and political sensitivity;
- Ability to communicate effectively on complex legal matters;
- Experience in team working.

Essential requirements for admission to the selection procedure:

1. A university degree in law that must have been obtained by the closing date for applications.
2. A good command of English and a thorough knowledge of another official language of the European Union.

For the essential requirement 1 it will be necessary to provide proof at the interview stage.

Under revision

Annex 2 – Examples of diplomas

Examples of diplomas for which the level of education corresponds to that required for access to Agency selection procedures for the following categories:

	AST1 to AST7	AST3 to AST11	AD5 to AD16	
COUNTRY	**Secondary education (giving access to post-secondary education)** [1]	**Post-secondary education**	**University level education – At least 3 years in length**[2]	**University level education – At least 4 years in length**
Belgique/ België/ Belgien	Certificat de l'enseignement secondaire supérieur - Getuigshrift van het hoger secundair onderwijs	Candidature - Kandidaat / Graduat - Gegradueerde		Licence - Licentiaat
Danmark	Studentereksamen Handelseksamen/ Højere Forberedelseseksamen	Videregående uddannelser	Bachelorgrad	Kandidatgrad
Deutschland	Abitur/Allgemeine Hochschulreife	Berufsakademieabschluss	Fachhochschulabschluss (6-7 Semester) / Bachelor	Hochschulabschluss / Fachhochschulabschluss (8 Semester)/ Master
Ελλάδα	Απολυτήριο ενιαίου λύκειου	Δίπλωμα επαγγελματικής κατάρτισης (Ι.Ε.Κ.)		Πτυχιο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
España	Bachillerato	F.P. grado superior (Técnico superior)	Diplomado/ Ingeniero técnico	Licenciatura
France	Baccalauréat	DEUG/BTS/DUT	Licence	Maîtrise/Master
Ireland/Eire	Leaving certificate	National Certificate	Bachelor's degree	University degree (4 years)
Italia	Diploma di maturità / Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore		Laurea -L(breve)	Laurea specialistica-LS/ Laurea
Luxembourg	Diplôme de fin d'études secondaires	BTS		
Nederland	Diploma VWO	Kandidaatsexamen	Bachelor	Doctoraal examen/Master

1. Access to this category is also dependent upon having gained appropriate professional experience of at least 3 years.
2. Access to grades 7 to 16 is also dependent upon having gained appropriate professional experience of at least one year.

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AST1 to AST7		AST3 to AST11	AD5 to AD16	
COUNTRY	**Secondary education (giving access to post-secondary education) [1]**	**Post-secondary education**	**University level education – At least 3 years in length [2]**	**University level education – At least 4 years in length**
Österreich	Matura/Reifeprüfung	Kollegdiplom/ Akademiediplom	Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea)	Universitätsdiplom / Fachhochschuldiplom (8 Semester)/ Magister (tra)
Portugal	12e ano de escolaridade (diplomas de Fim de Estudios secundários)		Bacharelato	Licenciatura
Suomi/ Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus - Studenteksamen eller grundskola + treårig yrkesinriktad utbildning	Ammatillinen opistoasteen tutkinto - Yrkesexamen på institutnivå	Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa - studieveckor)	Maisterin tutkinto - Magisterexamen / Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 160 opintoviikkoa - studieveckor)
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng)/ Eftergymnasial yrkesinriktad utbildning	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)	Magisterexamen (Akademisk examen omfattande minst 160 poäng varav 80 fördjupade studier i ett ämme + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera)
United Kingdom	General Certificate of Education A level – 2 passes or equivalent (grades A -> E)	Higher National Diploma/Certificate (BTEC)/ Diploma of Higher Education (DipHE)	Bachelor's degree	University degree (4 years)

1. Access to this category is also dependent upon having gained appropriate professional experience of at least 3 years.
2. Access to grades 7 to 16 is also dependent upon having gained appropriate professional experience of at least one year.

Under revision

	AST1 to AST7	AST3 to AST11	AD5 to AD16	
COUNTRY	**Secondary education (giving access to post-secondary education) [1]**	**Post-secondary education**	**University level education – At least 3 years in length[2]**	**University level education – At least 4 years in length**
Κύπρος/Kibris	Απολυτήριο ενιαίου λύκειου	Programmes offered by Public/Private Schools of Higher Education (for the later accreditation is compulsory)		Πανεπιστημιακό Πτυχιο
Ceská Republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu / diplomovaný specialista (DiS.)	Diplom o ukončení Bakalářského studia	Diplom o ukončení vysokoškolského studia/Magistr
Eesti	Gümnaasiumi Lõputunnistus + riigieksamitunnistus		Bakalaureusekraad (min 120 ainepunkti	Bakalaureusekraad (160 ainepunkti)/ Magistrikraad
Magyarország	Gimnáziumi érettségi bizonyítvány	Felsöfokú szakképesítést igazoló bizonyítvány	Föiskola Oklevél	Egyetemi Oklevél
Latvija	Atestats par visparejo videjo izglitibu	Arodskola diploms	Bakalaura diploms (min 120 kredīti)	Bakalaura diploms (160 kredīti)/ Mağistra diploms
Lietuva	Brandos atestatas	Aukštesnioji mokykla / kolegija diplomas	Bakalauras (min 120 kreditų)	Bakalauras (160 kreditų)/ Magistras
Malta	Matriculation certificate (2 subjects at advanced Level and 4 at Intermediate Level including systems of knowledge)	Post-secondary courses diploma	Bachelor's degree	University degree (4 years)
Polska	Świadectwo Dojrzałości	Świadectwo ukończenia szkoły policealnej	Licencjat / Inżynier	Magister / Magister Inżynier
Slovenská Republika	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení Bakalárského štúdia	Diplom o ukončení vysokoškolského štúdia / Magister
Slovenija	Maturitetno spričevalo	Diploma višje strokovne sole		Univerzitetna diploma

1. Access to this category is also dependent upon having gained appropriate professional experience of at least 3 years.
2. Access to grades 7 to 16 is also dependent upon having gained appropriate professional experience of at least one year.

Under revision

	AST1 to AST7	AST3 to AST11	AD5 to AD16	
COUNTRY	**Secondary education (giving access to post-secondary education) [1]**	**Post-secondary education**	**University level education – At least 3 years in length[2]**	**University level education – At least 4 years in length**
Bălgarija	Diploma za Zavarcheno Sredno Obrazowanie (Диплома за Завършено Средно Образование)	Specialist po..(Специалист по..)		Diplom za Visse Obrazowanie (Диплома за Висше Образование) Bakalavur (Бакалавър) Magister (Магистър)
România	Bacalaureat	Diplomă de absolvire (Colegiu universitar)		Diplomă de Licenţa
Republika Hrvatska/ Croatie	Svjedodžba o državnoj maturi Svjedodžba o zavrsnom ispitu	Associate degree Graduate specialist Stručni Pristupnik/Pristupnica (Professional short degree)	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 credits min magistar inženjer/ magistrica inženjerka (mag. ing). Doktor struke Doktor umjetnosti (doctor of arts)

1. Access to this category is also dependent upon having gained appropriate professional experience of at least 3 years.
2. Access to grades 7 to 16 is also dependent upon having gained appropriate professional experience of at least one year.

Under revision

Annex 3 – Budget 2015

Adopted by the Management Board Dec 2015

More information about the Agency's budget can be found under the following **link**.

Title Chapter	Article Item	Heading	Financial Year 2015 Euro	Financial Year 2016 Euro	Budget 2017 Euro	Difference 2015-2017 %	Remarks
TITLE 1 STAFF EXPENDITURE							
CHAPTER 1 1 ~~STAFF IN ACTIVE EMPLOYMENT~~ SALARIES AND ALLOWANCES							
	1 1 0	**Staff holding a post provided for in the list of posts**					
	1 1 0 0	Basic salaries	38,850,539	41,108,000	43,508,000	12.0%	Staff Regulations of officials and Conditions of Employment of other servants of the European Union. This appropriation covers the basic salaries of officials and temporary staff holding posts on the establishment plan.
	1 1 0 1	Family allowances	7,558,728	8,434,000	9,433,000	24.8%	Staff Regulations of officials and Conditions of Employment of other servants of the European Union. This appropriation covers household allowance, dependent child allowance, pre-school allowance, education allowance and parental leave allowance. In addition this appropriation covers the education contribution relating to school fees within the provisions decided by the Executive Director.
	1 1 0 2	Expatriation and foreign residence allowances	5,490,932	5,897,000	6,183,000	12.6%	Staff Regulations of officials and Conditions of Employment of other servants of the European Union. This appropriation covers the expatriation and foreign residence allowances of relevant staff.
	1 1 0 3	Fixed allowances	59,916	63,000	63,000	5.1%	Staff Regulations of officials and Conditions of Employment of other servants of the European Union. This appropriation covers the fixed allowances of relevant staff.
		Total of Article 1 1 0	51,960,115	55,502,000	59,187,000	13.9%	
	1 1 1	**Other staff**					
	1 1 1 3	Special advisers	0	p.m.	p.m.	n/a	Staff Regulations of officials and Conditions of Employment of other servants of the European Union. This appropriation covers the remuneration of special advisers, their duty travel expenses and other expenses.
	1 1 1 4	Basic salaries and allowances for contract agents	6,318,397	5,952,000	6,854,000	8.5%	Staff Regulations of officials and Conditions of Employment of other servants of the European Union. This appropriation covers the basic salaries and all allowances of contract agents.
	1 1 1 5	Seconded national experts and visiting	0	0	6,150,000	indef%	This appropriation covers the cost of national officials or other experts from within and outside the European Union on secondment or temporary assignment to the Agency or called for short-term consultations. Previously item 1 5 2 0.
	1 1 1 6	Trainees	0	0	1,430,000	indef%	This appropriation covers the cost of the traineeship programme for young graduates on the basis of the applicable rules governing the traineeship programme at the Agency. Previously item 1 5 3 0.
		Total of Article 1 1 1	6,318,397	5,952,000	14,434,000	128.4%	

Annex 4 –Agency staff

	Men	Women	Total
Trainees	13	51	64
National experts	18	20	38
Interim staff	13	49	62
Contract agents	29	114	143
Temporary agents	197	386	583
Total	270	620	890

Austria	1.80%
Belgium	2.58%
Bulgaria	2.13%
Croatia	0.79%
Cyprus	0.11%
Czech Republic	2.81%
Denmark	1.35%
Estonia	1.12%
Finland	1.35%
France	13.15%
Germany	5.96%
Greece	5.62%
Hungary	3.37%
Ireland	2.58%
Italy	12.92%
Latvia	1.01%
Lithuania	1.80%
Luxembourg	0.22%
Malta	0.00%
Netherlands	1.35%
Poland	5.96%
Portugal	4.83%
Romania	3.37%
Slovakia	2.81%
Slovenia	0.45%
Spain	11.69%
Sweden	1.91%
United Kingdom	6.85%
Other	0.11%

Under r