



EUROPEAN MEDICINES AGENCY  
SCIENCE MEDICINES HEALTH

20 May 2011  
EMA/MB/373047/2011 Adopted

## Amending Budget 01-2011 for changes to entry grades for eleven posts and subsequent amendment to the establishment plan of the European Medicines Agency for five posts

Management Board meeting 09 June 2011

### Background note

Any amendment to the Agency's budget, including the establishment plan, is subject to an amending budget in accordance with Article 28 of the EMA Financial Regulation. In line with Article 32 of the EMA Financial Regulation, save in the cases of grades AD16, AD15, AD14 and AD13, the management board may modify the establishment plan up to 10% of the posts authorised, subject to two conditions:

- a) that the volume of staff appropriations corresponding to a full financial year is not affected;
- b) that the limit of the total number of posts authorised by the establishment plan is not exceeded.

### Matters for consideration

Entry grades are to be understood as the grade at which a post is advertised for recruitment and are not to be understood as the actual grades of the staff occupying the post which can change with promotions over time.

The Agency has reviewed the entry grades for all of its 567 posts in the establishment plan and needs to change the entry grade for eleven of them as outlined in Annex 1. Five of these changes (highlighted in bold in Annex 1) require an amendment to the Agency's establishment plan 2011 as adopted by the Management Board on 16 December 2010 (Annex 2).

These changes to the establishment plan are within the 10% limit as required by the Financial Regulation (change to five posts out of 567) and do neither affect the staff appropriations corresponding to a full financial year nor do they alter the limit of the total number of posts authorised by the establishment plan.



## **Justification for changes in entry grades**

### *No 189/98 A-FI-ACC Senior assistant for accounts receivable from AST1 -> AST3*

The range of duties and functions required by the post are comparable to other two AST3 posts in the Section. The work carried out by this post is both responsible and important. It deals with fee income, which is the major revenue source for the Agency and a critical function.

### *No 206/99 A-MM-MCO Senior assistant for meeting and conference organisation AST1 -> AST3*

The range of the duties required by the post qualifies the post for AST3 responsibility level and is comparable to the responsibilities of other AST3 posts in the Sector. As the Section deals with services which are sensitive and important to delegates it would be reasonable to have this AST3 post to ensure the presence of a Senior Assistant.

### *No 055/94 A-IS-BS Senior assistant for management of building contracts AST1 -> AST3*

The range of duties and functions required by the post are comparable to other two AST3 posts in the Infrastructure Sector. The work carried out by this post is both responsible and important. It deals with outsourced contracts on building maintenance and is responsible for procurement procedures.

### **No 419/06 A-IS-BSU Section Head Building Support Service AST6 -> AD6**

The duties of the post consist of the same core functions as the other Section Head post in the same sector that is AD6. These core functions are Section Head role, section staff management, Reporting Officer, Authorising Officer. In addition, the other functions performed (budget planning, monitoring, telecoms, reprographic and delivery services oversight, Health & Safety, business continuity) are comparable in responsibility and importance to the other Section Head post.

### **No 255/02 A-HR-TPD Section Head Training and Professional Development AST3 -> AD6**

The Training Section does not yet have a Section Head post and the Section Head post planned for 2011 is on hold as are all the 2011 posts. The range of the core functions of this post upgrade are in line with other Section Head positions in terms of staff management, authorising officer for budget purposes and reporting officer. The change of the responsibility level from AST3 to AD6 is in line with the Agency's policy set out in 'Functioning of the Agency's organisational structure'; the entry level of a Section Head is AD 6-8.

### **No 188/98 V-PD-DIS Administrator for Access to Documents policy AST3 -> AD6**

The range of duties of the post is comparable to the responsibilities of other AD6 posts: Section Head, Records Administrator and Scientific Administrator. The work carried out by this post is increasingly important as the new EMA Policy on Access to Documents places more pressure to release a wider range of documents and requests are already increasing in complexity over time. This post will also separate the administrative activities on access to documents from the core scientific activities.

### **No 182/98 V-PD-BUS Scientific administrator AST3 -> AD6**

The range of duties is comparable to the responsibilities of other AD posts (all minimum AD 6): Scientific Administrator. The proposed post will ensure good liaison with ICT, DBM and other parts of the EMA to develop and maintain effective administrative support; there is a liaison aspect externally to ensure that we learn from and apply best practice. A scientific background will be important in this role to understand all the driving forces.

**No 051/95 D-ED-COM Internal communication administrator AST3 -> AD6**

The range of duties of the post is comparable to the responsibilities of other AD posts within the Sector (all minimum AD6). The responsibilities of the post have evolved over time from the initial functions as Personal Assistant to the Executive Director into a position of Internal Communications Officer. There is no Section Head function in this Sector and the internal communications function is the only not lead by an AD post. In addition, internal communications function has become a critical function for the Agency.

**No 153/97 H-SE-SUP Senior assistant to Head of Sector AST1-> AST3**

The range of duties of the post is comparable to the responsibilities of the other AST3 post in the Sector. The responsibilities of the post have developed over time as more Scientific Advisory Groups were established under the legislation and their role became increasingly important.

**No 063/95 P-PV-SDA Scientific assistant AST1 -> AST3**

The range of duties of the post is comparable to the responsibilities of the other AST3 post in the Sector. The responsibilities of the post have evolved towards greater complexity and it requires strong understanding of medical terminology and complex scientific discussions.

**No 129/97 P-MI-ICC Senior scientific administrator AD6 -> AD8**

The work carried by the post out is equivalent to the other AD8 in the Patient Health Protection unit. The responsibilities of the post have evolved over time as more emphasis has been given to the liaison with Senior Assessors from the Member States. This post requires extensive knowledge of the scientific and regulatory issues in order to be able to handle interaction with the Senior Assessors that at times is challenging.

**Table 1** Summary table for changes in entry grade

Unit	Post number	Current grade	Future grade	Summary
Administration	189/98	AST1	AST3	<b>from</b> 5 AST1 4 AST3 1 AST6 1 AD6
	206/99	AST1	AST3	
	055/94	AST1	AST3	
	419/06	AST6	AD6	
	255/02	AST3	AD6	
Veterinary Medicines and Product Data Management	188/98	AST3	AD6	<b>To</b> 5 AST3 5 AD6 1 AD8
	182/98	AST3	AD6	
Directorate	051/95	AST3	AD6	
Human Medicines Development and Evaluation	153/97	AST1	AST3	
Patient Health Protection	063/95	AST1	AST3	
	129/97	AD6	AD8	
<b>Total</b>	<b>11 post</b>			

## **Decision on amending budget No 1-2011**

THE MANAGEMENT BOARD,

Having regard to Regulation (EC) No 726/2004 of the European Parliament and of the Council, and in particular Article 67(11) thereof,

Having regard to the Financial Regulation applying to the Agency, and in particular Articles 28 and 32(1) thereof,

Having regard to the proposal of the Executive Director,

Whereas save in the cases of grades AD16, AD15, AD14 and AD13, the management board may modify the establishment plan up to 10% of the posts authorised, subject to two conditions:

- a) that the volume of staff appropriations corresponding to a full financial year is not affected;
- b) that the limit of the total number of posts authorised by the establishment plan is not exceeded.

Whereas any amendment to the budget, including the establishment plan, shall be subject to an amending budget adopted by the same procedure as the initial budget.

HAS DECIDED

## Article 1

The Agency's establishment plan for 2011 shall be amended as follows:

Function Group & Grade	Authorised for 2010		Authorised for 2011		Amending Budget 01-2011			Revised for 2011	
	Permanent posts	Temporary posts	Permanent posts	Temporary posts	Permanent posts	Change in grade temporary posts		Permanent posts	Temporary posts
						-	+		
AD 16	-	1	-	1	-			-	1
AD 15	-	4	-	4	-			-	4
AD 14	-	5	-	5	-			-	5
AD 13	-	6	-	7	-			-	7
AD 12	-	37	-	37	-			-	37
AD 11	-	36	-	36	-			-	36
AD 10	-	32	-	32	-			-	32
AD 9	-	35	-	38	-			-	38
AD 8	-	43	-	43	-			-	43
AD 7	-	38	-	42	-			-	42
AD 6	-	39	-	32	-		5	-	37
AD 5	-	34	-	33	-			-	33
<b>Total AD</b>	<b>0</b>	<b>310</b>	<b>0</b>	<b>310</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>315</b>

Function Group & Grade	Authorised for 2010		Authorised for 2011		Amending Budget 01-2011			Revised for 2011	
	Permanent posts	Temporary posts	Permanent posts	Temporary posts	Permanent posts	Change in grade temporary posts		Permanent posts	Temporary posts
						-	+		
AST 11	-	2	-	2	-			-	2
AST 10	-	4	-	4	-			-	4
AST 9	-	8	-	8	-			-	8
AST 8	-	13	-	13	-			-	13
AST 7	-	18	-	19	-			-	19
AST 6	-	35	-	35	-	-1		-	34
AST 5	-	35	-	35	-			-	35
AST 4	-	46	-	49	-			-	49
AST 3	-	36	-	36	-	-4		-	32
AST 2	-	40	-	40	-			-	40
AST 1	-	20	-	16	-			-	16
<b>Total AST</b>	<b>0</b>	<b>257</b>	<b>0</b>	<b>257</b>	<b>0</b>	<b>-5</b>	<b>0</b>	<b>0</b>	<b>252</b>
<b>Total</b>	<b>0</b>	<b>567</b>	<b>0</b>	<b>567</b>	<b>0</b>	<b>-5</b>	<b>5</b>	<b>0</b>	<b>567</b>

## Article 2

The Executive Director shall implement this decision.

## Article 3

The decision shall take effect on 10 June 2011.

London, 9 June 2011

Signature on file

Kent Woods

Management Board Chair