

To reflect an agency's specific circumstances, text in [xxx] should be revised in line with the instructions in square brackets e.g. replace [Management Board] with 'Governing Board'

[name of AGENCY or for agencies establishing a Common Staff Committee (hereinafter 'CSC'): names of AGENCIES]

**DECISION of [DATE]
setting up a [CSC: Common] Staff Committee**

[THE MANAGEMENT BOARD[s¹] or the equivalent body [ies] referred to in the Act (acts) establishing the Agency [agencies]],

Having regard to the Staff Regulations of Officials ('Staff Regulations') and the Conditions of Employment of Other Servants of the European Union ('CEOS') laid down by Council Regulation (EEC, Euratom, ECSC) No 259/682, and in particular Articles 9, 10a and 110(2) thereof, Article 1 of Annex II to the Staff Regulations and Article 7 of the CEOS,

Having regard to [Council Regulation[s] (EC) / European Parliament and Council Regulation[s] (EC) / Council Decision[s]] No [] of [date] establishing [name of AGENCY or CSC: AGENCIES],

Having regard to Communication C(2014) 6543 final of 26 September 2014 from Vice-President Šefčovič to the Commission on the guidelines on the implementation of Article 110(2) of the Staff Regulations with regard to the implementing rules applicable in the agencies, and in particular Point 2.B thereof,

[Having regard to the Rules of Procedures of [name of AGENCY or CSC: rules of procedures AGENCIES] and in particular Article [] thereof,]

Having regard to the agreement of the European Commission pursuant to Article 110(2) of the Staff Regulations [reference number of the Commission's Decision] of [date],

After [consulting the Staff Committee [for agencies having established a Staff Committee] or CSC: Staff Committees/Common Staff Committee [or where there is no SC established yet:] After informing the Staff],

WHEREAS:

- 1) The Agency should set up a Staff Committee which should represent the interests of the staff vis-à-vis the Agency.
- 2) [A Common Staff Committee can be established as a common body by two or more agencies.]

[For agencies establishing a Common Staff Committee the plural form will be used, if appropriate all along this model decision.]

² OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p.15.

- 3) A [CSC: Common] Staff Committee should perform the functions assigned to it by the Staff Regulations, in particular by Articles 9(3) and 110(2) thereof.
- 4) The Agency[agencies] should determine the composition and procedure of the [CSC: Common] Staff Committee in accordance with the provisions of Annex II to the Staff Regulations while, according to Article 9(2) of the Staff Regulations, a derogation regarding membership is possible to take into account the composition of the Agency's [agencies'] staff.
- 5) [In the interest of clarity and legal certainty, the [name of AGENCY or CSC: AGENCIES] Decision of [date] [on setting up a [CSC: Common] Staff Committee] should be repealed and replaced by this Decision],

HAS DECIDED AS FOLLOWS:

Article 1 — Scope

1. A [CSC: Common] Staff Committee (hereinafter 'the Committee') is hereby created.
2. This Decision governs the composition and functioning of the Committee within [name of AGENCY or CSC: names of AGENCIES].
3. The Committee represents staff covered by [the Staff Regulations and] the CEOS. These staff comprise [officials,] temporary staff, contract staff and other categories of staff, if any, referred to in Article 1 of the CEOS. Collectively, these staff are hereinafter referred to as 'the staff', unless otherwise specified.
4. [CSC: The appointing authority referred to in Article 2 of the Staff Regulations shall be defined.]

Article 2 — Tasks

1. The Committee shall represent the interests of the staff vis-à-vis [name of AGENCY or CSC: names of AGENCIES] and maintain continuous contact between [name of AGENCY or CSC: names of AGENCIES] and [its [CSC: their] staff].
2. The Committee shall contribute to the smooth running of the Agency[CSC: agencies] by providing a channel for the expression of opinion by the staff.
3. The Committee shall bring any difficulty that has general implications concerning the interpretation and application of the Staff Regulations and the CEOS to the notice of:
 - the head[s] of the Agency[agencies] as referred to in the act(s) establishing the Agency[agencies] ('the Director[s]³'); or
 - other persons designated by [the Director] [CSC: the Directors]; or, exceptionally,
 - in specific, duly justified cases, the [Management Board[s]⁴] or the equivalent body [ies] referred to in the act(s) establishing the Agency [agencies]].

³ [The title shall be adapted to that referred to in the act(s) establishing the Agency(ies).]

The Committee may be consulted on any difficulty of this kind.

4. The Committee shall submit to the [Director[s]] suggestions concerning the organisation and operation of Agency's [agencies] services and proposals for the improvement of staff working conditions or general living conditions.
5. The Committee shall participate in the management and supervision of social welfare bodies set up by Agency [agencies] in the interests of its [their] staff. It may, with the consent of the [Director[s]], set up such welfare bodies.
6. The Committee shall be consulted on implementing rules giving effect to the Staff Regulations and to the CEOS before the [Management Board[s] or the equivalent body[ies] referred to in the act(s) establishing the Agency [agencies]] decide[s] on their application within the Agency [agencies].
7. The Committee shall exercise any other role provided for in the Staff Regulations, in implementing measures to the Staff Regulations/CEOS and in any act adopted by the Agency[agencies].

Article 3 — Composition

1. The composition of the Committee, as set out below, shall, as far as possible, reflect the composition of the Agency's[agencies'] staff, in particular as regards the categories of staff⁵.

[For agencies establishing a single Staff Committee:

2. The Committee shall consist of *[an odd number of at least three members, agreed upon by the Director and the staff representatives at the time of the consultation of the present decision]* full members.
3. If there are enough candidates, [each full member shall have an alternate *or* there may be up to an equivalent number of alternates]. The alternate member shall replace [the *or a*] full member in the latter's absence.

[For agencies establishing a Common Staff Committee:

2. The Committee shall be composed of *[an odd number of at least three members, agreed upon by the Directors and the staff representatives at the time of the consultation on the present decision]* full members. Among these:
 - [a number \geq 1] coming from [name of AGENCY 1],
 - [a number \geq 1] coming from [name of AGENCY 2]⁶].

⁴ *[For agencies establishing a Common Staff Committee the plural form will be used, if appropriate all along this model decision.]*

⁵ [Officials and] temporary staff in function group AD;
[officials and] temporary staff in function group AST;
[officials and] temporary staff in function group AST/SC;
[contract staff]; and
other types of staff mentioned in Article 1 of the CEOS if any.

3. If there are enough candidates, each full member shall have an alternate from the same agency. The alternate member shall replace [the *or* a] full member in the latter's absence.

Article 4 — Terms of office

1. The term of office of the Committee shall be [*two or three*] years.
2. In the event of the Committee collectively resigning or a motion of no-confidence in it being passed, new elections shall be organised within one month.
3. If the Committee's term of office expires before a new Committee has been elected, the sitting members shall remain in office until replaced by the newly elected members. This period shall not be longer than six months.

Article 5 — Membership

1. The duties undertaken by members of the Committee shall be deemed to be part of their normal service in the Agency. The fact of performing such duties shall in no way be prejudicial to the person concerned.
2. The term of office of a member of the Committee shall cease upon death, resignation from the Committee, or termination of employment with the Agency.
3. Membership of the Committee does not constitute special grounds for extending a time-limited employment contract.
4. A member of the Committee who changes function group or category of staff during his or her term of office shall remain in office until the term of the Committee expires.
5. Should the term of a full member of the Committee end prematurely, his or her office shall be attributed to:

[

- (*if the electoral rules provide that candidates run in pairs*): his or her alternate automatically; where the terms of the full member and his or her alternate end prematurely, they shall automatically be replaced by the pair who obtained the highest number of votes among the candidates not elected at the last election[, from the same list if the electoral rules provide for the possibility of a vote by list];

or

- (*if the electoral rules provide for alternates not linked to a specific full member*): the alternate member with the highest number of votes at the last election[, from the same list if the electoral rules provide for the possibility of a vote by list];

or

- (*if the electoral rules do not provide for alternates*): the unelected candidate with the highest number of votes at the last election[, from the same list if the electoral rules provide for the possibility of a vote by list]].

⁶

[To be repeated as many times as the number of agencies setting up a Common Staff Committee.]

Article 6 — Functioning

1. The Committee shall elect a Chair [*Committee of at least five full members:* and a Co-chair] by a majority of its full members.
2. The Committee shall adopt its own rules of procedure, which shall be notified to the [Director[s]] and to the staff. It may also determine the distribution of duties among its members.
3. The Committee shall meet at least [*n*] time[s] a year.
4. The Committee and the [Director[s]] shall meet at least [*one or two*] times a year [and at the request of the Committee or the [Director[s]], at any time on any urgent matter].
5. The Committee shall convene a general meeting of staff at least once during its term of office in order to present a report on its activities and propose its future action plans.
6. Meetings of the Committee shall be competent to transact business only where at least the majority of its full members are present or represented by alternates. If the quorum is not reached, the meeting shall be reconvened by means of a letter or an email sent to all full members and alternates in accordance with the rules of procedure.
7. Decisions shall be taken by a majority of full members present or represented by alternates.

Article 7 — Consultation

1. If consulted, the Committee shall have a minimum period of 15 working days to declare its position on relevant matters.
2. If no opinion is delivered within the period prescribed, the Agency[agencies] shall take its [their] decision[s].

Article 8 — Facilities at the Committee's disposal

1. Subject to the agreement of the [Director[s]], the Committee shall be entitled to make use of the Agency's [agencies'] facilities in order to perform its duties and inform staff.
2. Missions carried out by members of the Committee, in the exercise of their duties, shall be reimbursed according to the standard rules applied by the Agency[agencies], including budgetary limitations.

Article 9 — Electoral rules

1. The conditions for electing the Committee shall be laid down as rules of electoral procedure at a general meeting of the staff of the Agency[agencies]. These conditions

shall ensure, to the extent possible, that staff of all categories [CSC: and agencies concerned] are represented in the Committee.

2. The members of the Committee shall be elected by a secret ballot of:
 - [officials;]
 - staff members covered by the CEOS whose contracts are for an indefinite period or for one year or more; and
 - staff members covered by the CEOS whose contracts are for less than one year, provided they have been employed by the Agency for at least six months.
3. A[n official and a] staff member, covered by the CEOS, with an indefinite contract or whose contract is for one year or more shall be entitled to stand for election to the Committee.
4. Elections shall be valid only if two thirds of those entitled to vote take part in the voting. If this proportion is not attained, the second vote shall be valid if the majority of those entitled to vote take part in the voting. The second vote shall be organised immediately after the first one.
5. The list of the Committee's members shall be brought to the attention of all the Agency's[agencies'] staff in a suitable form.

Article 10 — Final provisions

1. [The Agency's [agencies'] Decision of [date] concerning [setting up a [CSC: Common]Staff Committee] is hereby repealed].
2. [The Commission's Decision on the composition and functioning of the Staff Committee of 23/12/1997 does not apply by analogy at the [name of AGENCY[IES]].
3. This Decision shall take effect [on [date] or the day following that of its adoption or [in cases where a Staff Committee's term of office is ongoing: as from the first election after adoption of the present Decision] or [CSC:[15] working days after its adoption by the last Agency among those establishing a Common Staff Committee or [date]].

Done at [CITY[IES]], on [DATE[S]]

For [name of AGENCY]
[names of AGENCIES]