

**Multi-annual Action Plan 2023-2027**

**Access to measures of social nature, including specific measures to reconcile work with family life, at the Agency for Support for BEREC (BEREC Office)**

No	ACTION DESCRIPTION	ACTORS	START DATE	END DATE	BUDGET FORECAST EUR <sup>1</sup>	Comment (if any)
1	Use best practices for social measures implemented by the European Commission (EC) (including by analogy, where feasible) or by other EU bodies	Administration and Finance Unit, in close cooperation with the Staff Committee	Q1 2023	Q4 2027	40 000	Such measure will be applied in the same manner as already used by the EC or other bodies of the EU
2	Provide legal advice to statutory staff and SNE on private matters in areas governed by Latvian laws such as Civil law, Consumer law, Tax law, Real estate law, Administrative law, Labour law	Administration and Finance Unit	Q1 2023	Q4 2027	20 000	The measure will be offered to the statutory staff and SNEs. In those cases, when there are no additional costs, the measure will be open also to trainees.
3	Facilitate the application of more favourable conditions for commercial services in the market for the staff, including private health service providers	Liaison Office in cooperation with Administration and Finance Unit and the Staff Committee	Q1 2023	Q4 2027	No budgetary implication	These measures will be open to statutory staff, seconded national experts (SNEs), trainees and their family members and will be paid by the final users to the service provider. They will not involve use of budgetary resources.
4	Continue to support access to Kindergartens and nurseries by undertaking the following steps:		Q1 2023	Q4 2027	7 500 <sup>2</sup>	The measure has the objective to ensure equal treatment of all BEREC Office statutory staff and SNEs.
	a. support in registration with the Latvian authorities as per the requirements of the local legislation	a. Liaison Office				
	b. support in obtaining the municipality grant;	b. Liaison Office				
	c. to ensure equal treatment of all staff, provision of financial support by the BEREC Office for kindergartens and nurseries in the event of justified refusal of the Latvian authorities to pay the municipal grant for the children of BEREC Office staff; the amount of the financial contribution shall be corresponding to the amount to be paid for Latvian local authorities.	c. Administration and Finance Unit				

<sup>1</sup> Preliminary calculation for the whole period 2023-2027 on the basis of the current practices at the Commission

<sup>2</sup> Applicable only to point c

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5	<p>Implement measures aimed at creating and maintaining a supportive and healthy work environment that enables staff members to have balance between work and personal responsibilities.</p> <p>The following work-private life balance possibilities will be therefore enhanced on the basis of the applicable rules:</p> <ul style="list-style-type: none"> <li>- hybrid working which includes teleworking from the place of employment and working from the office under flexi time arrangement as well as – teleworking from outside the place of employment</li> <li>- unpaid leave, maternity and paternity leave, parental leave</li> <li>- special working arrangement for breastfeeding</li> <li>- encourage staff to make use of the preventive medical measures via appropriate information and communication campaigns, such as annual medical check-up and health screening programme of the JSIS</li> <li>- ensure the possibility to practice physical activities at work (incl. by making use of the measures under point 1 and 2 above) ;</li> </ul>	Administration and Finance Unit, in close cooperation with the line managers of staff and the Staff Committee, if and where needed	Q1 2023	Q4 2027	To be financed from the respective budget line for the specific type of expenditure within the available appropriations authorised by the MB.	The measure will be implemented in line with the applicable rules, as envisaged in the Staff Regulations.
6	Until the establishment of accredited European School in Riga in line with the provisions of the Headquarter agreement concluded between BEREK Office and Latvian Government, pay jointly with the Latvian Government (as per the conditions of the SLA) the tuition fees for the children of statutory staff and SNE who wish the enrol their children in the international schools with which the BEREK Office has concluded agreements.	Administration and Finance Unit in cooperation with the Latvian Ministry of Education and Science and the Liaison Office	Q1 2023	Q4 2027	1 760 000 / 960 000 <sup>3</sup>	Statutory staff and SNE

<sup>3</sup> Indicative amount (based on 2023 prices). The higher amount includes the full cost of the measure, incl. the voluntary contribution from the Latvian Government, whereas the lower amount indicates the cost to be covered by the BEREK Office budget, excluding the contribution of the Latvian Government. The statutory staff using the measure will not be entitled to education allowance, which will lead to savings in the salary expenditure.

Article 1e SR

1. Officials in active employment shall have access to measures of a social nature, including specific measures to reconcile working life with family life, adopted by the institutions, and to services provided by the social welfare bodies referred to in Article 9. Former officials may have access to limited specific measures of a social nature.
2. Officials in active employment shall be accorded working conditions complying with appropriate health and safety standards at least equivalent to the minimum requirements applicable under measures adopted in these areas pursuant to the Treaties.
3. Measures of a social nature adopted in accordance with this Article shall be implemented by each institution in close cooperation with the Staff Committee, **on the basis of multi-annual proposed actions**. These proposed actions shall be transmitted each year to the budgetary authority in the framework of the budget procedure.