



**EUROPEAN UNION**

**COMMUNITY PLANT VARIETY OFFICE**

## **SOCIAL REPORT OF THE CPVO 2006**

### **INTRODUCTION**

The Social Report of the CPVO 2006 is the first in a series of annual reports. Its' purpose is to highlight the turn-over, the work environment and the social aspects of the CPVO.

### **THE CPVO**

#### *Mission:*

The mission of the CPVO is to implement and apply a system for the protection of plant variety rights, which was established by Community legislation in 1994. This system allows intellectual property rights, valid throughout the Community, to be granted for plant varieties.

#### *Structure:*

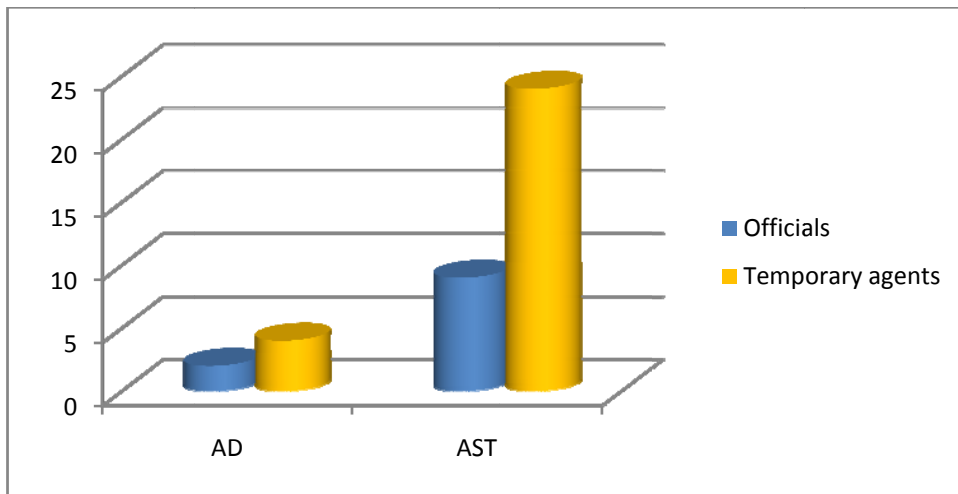
The CPVO is managed by its President, who is nominated by the Council of the European Union. The President takes all necessary measures in order to produce the budget of the CPVO and to ensure its correct implementation in the framework of the powers conferred to him under the Community Regulations. He is assisted by a Vice President, to whom he has delegated some of his duties, and who ensures his replacement in case of impediment.

The CPVO is organized internally into two units (the Technical Unit and the Finance and Administration Unit) and three support services dealing with legal, personnel and IT matters.

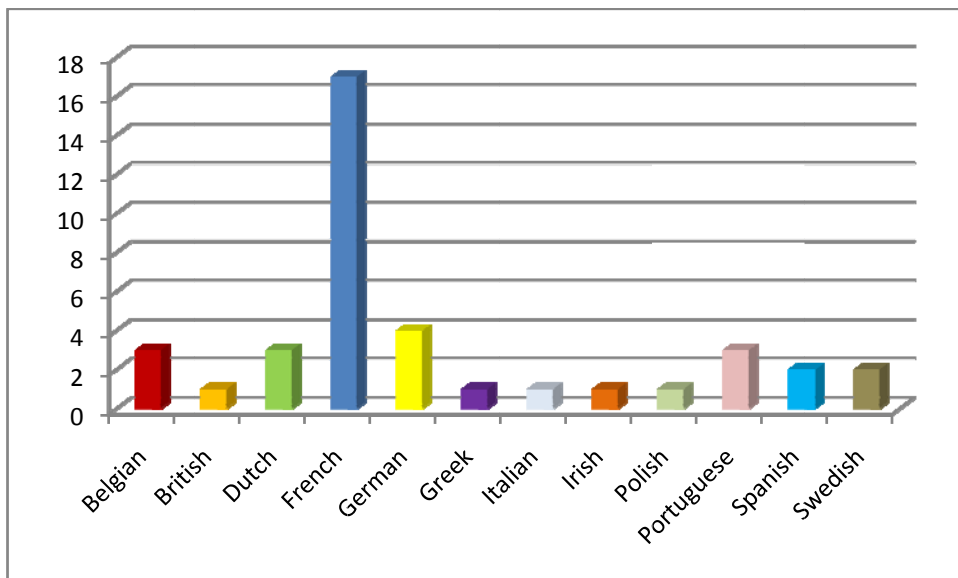
### **EMPLOYMENT**

#### *Staff members:*

By the end of 2006, 39 staff members were employed at the CPVO comprising of 11 officials and 28 temporary agents. The representation in function groups AD and AST was as illustrated below:



12 nationalities were represented as illustrated below.



### *Recruitment procedures organized in 2006:*

A total of 4 recruitment procedures were launched during 2006 including the following posts:

- 1) **Accounting Officer (AO-2006) (AD5-AD8)** status of official required. The advertisement was published in the Bandes Vertes of the Commission under reference: DIV/N° 13 of 03/04/06, on the website of the Office, in the decentralized European agencies, was distributed to the members of the Administrative Council and published on the website of EPSO. A total of 4 applications were received. Two candidates were called for interview on 19/05/06 and the person chosen of Irish nationality withdrew his application.
- 2) **Accounting Officer (AO-2/2006) (AD6-AD9)** was re-launched in a higher grade bracket and this time the competition was open to officials as well as temporary agents. The advertisement was published in

the Bandes Vertes of the Commission under reference: DIV/N° 26 of 10/06/06, and DIV/N° 27 of 17/07/06, and following the procedure above. As a result, a total of 28 applications were received. Five candidates were called to interview on 29/09/06 and 02/10/06 and the person chosen of French nationality agreed to take up office on 01/01/2007 as a temporary agent for a period of four years.

- 3) **Accounting Secretary (SC/2006) (AST1)** was launched as a half-time temporary agent post. The advertisement was published in the Bandes Vertes of the Commission under reference: DIV/N° 44 of 13/11/06, and following the procedure above. A total of 39 applications were received. Eight candidates were called to interview on 12 and 14/12/06 and the person chosen of French nationality agreed to take up office on 01/01/2007 as a temporary agent for a period of four years.
- 4) **Administrative Secretary (ADM/2006) (AST1)** was launched as a half-time temporary agent post. The advertisement was published in the Bandes Vertes of the Commission under reference: DIV/N° 44 of 13/11/2006, and following the procedure above. A total of 129 applications were received. Eight candidates were called for interview on 25/01/07 and 26/01/07. The candidate chosen of French nationality agreed to take up office on 01/10/2007.

#### *Staff that joined the CPVO:*

One new temporary agent was recruited in 2006 for an initial period of four years. The post was **Scanning Clerk** and the staff member took up office on 01/01/2006.

Four *auxiliary agents* were recruited for determined period of times for replacement of maternity leave (01/01/06 to 30/12/06 and 16/08/06 to 15/03/07), to catch up a backlog in the scanning of the Registry (01/02/06 to 31/03/06), and for a replacement during the holiday period (01/07/06 to 31/08/06).

Five *interim agents* were recruited for determined period of times for replacement of sick leave (10/04/06 to 15/09/2006, 03/07/06 to 29/09/06 and 03/07/06 to 08/12/06), for replacement of family leave (15/03/06 to 30/06/06) and for replacement during the holiday period (02/08/06 to 18/08/06).

#### *Staff that left the CPVO:*

One temporary agent resigned from post as Accounting Secretary and left the Office on 15/10/06.

One auxiliary agent resigned from the post as Accounting Agent and left the Office on 31/01/06.

Two auxiliary agents left at the end of their contracts on 31/03/06 and 31/08/06.

#### *Career development reports:*

The ability of the CPVO to achieve its objectives depends on its staff members. Their skills and abilities in carrying out their responsibilities determine how successful the CPVO as a whole will be. Career development reports are a means of formally recognizing, evaluating and providing feedback on each staff member's performance and contribution as a member of a team.

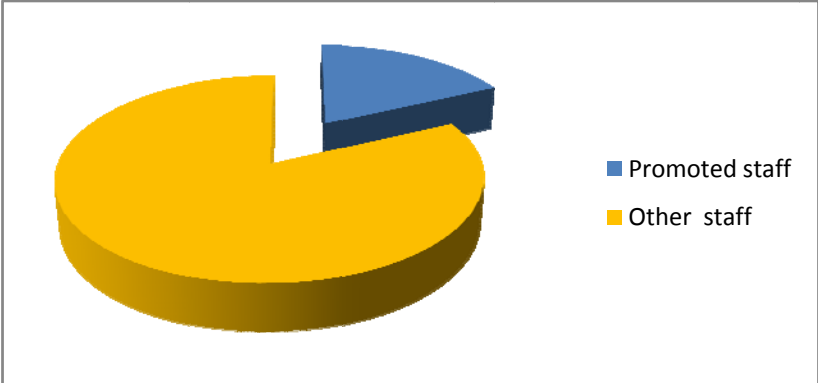
The career development report is an important means of communication between management and staff, as well as to identify training needs, and a vital tool for career development. In this process, staff members have a continuing opportunity to inform management about how they feel about the work and identify professional goals and interests. Managers in turn convey their commitment to each staff member's career success by communicating information concerning the staff member's performance in relation to the CPVO expectations and action needed to meet these expectations and to advance the staff member's career at the CPVO.

Career development reports provide a link between the CPVO objectives and a staff member's performance and should also enhance accountability for results.

Career development reports are drawn up once a year for all staff members, except the President and Vice President.

*Promotions:*

A total of seven staff members were awarded a promotion to the next grade in their career with retroactive effect from 01/01/2006. This represents 18% of the staff.



*Absenteeism:*

The Staff Regulations of the European Communities stipulate that staff members of the CPVO do not have to present a medical certificate until the fourth day of absence. This absence of three consecutive days without a medical certificate can be repeated four times during a calendar year. All absences after that must be covered by a medical certificate. During 2006, no staff member of the CPVO was absent 12 days without a medical certificate.

A total of 28 out of 39 staff members were absent during 2006 for medical reasons (with or without a medical certificate). The total number of days was 639 days, which represents 7.6% of the total working days during 2006.

This high percentage was due to the fact that three staff members were absent for very long periods (a total of 387.5 days) and four staff members were absent for rather long periods (a total of 110 days). If these long periods are disregarded, 141.5 days were taken as sick leave, which represents 1.7% of the working days.

total calendar days	365
weekend days	103
CPVO official holidays	18
average annual holidays	29
working days	215
<hr/>	
persons in year 2006	39
total working days	8.385

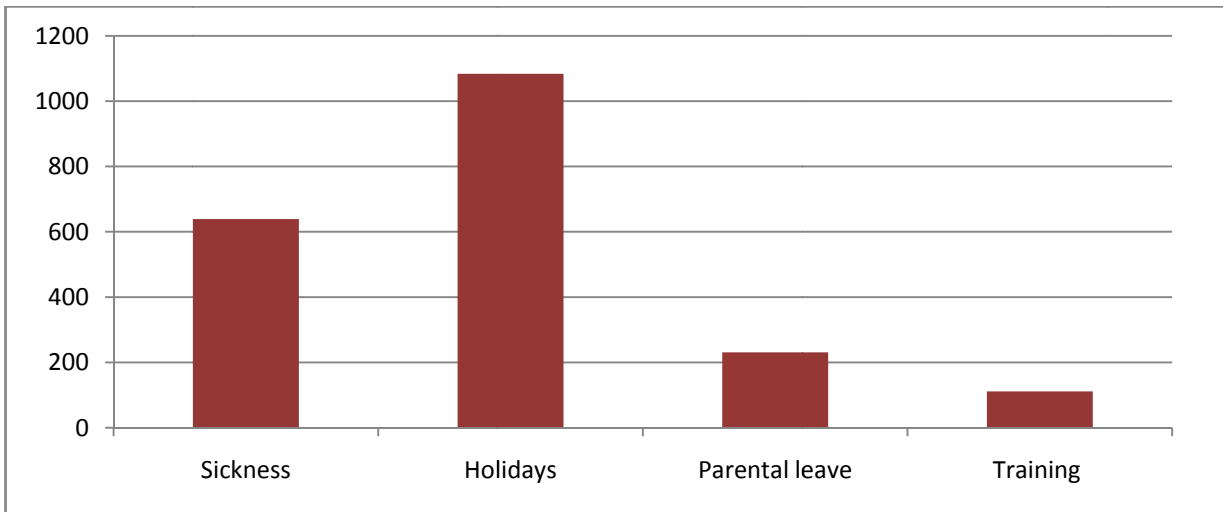
medical leave	days off	% of working days	number of persons	average number of days per absent person
absence	639,0	7,6%	28	22,8
excluding long leave	141,5	1,7%	21	6,7

For comparison:

In 2004, a total of 26 staff members were absent for medical reasons. The total number of days was 318.5, which represents 4.1% of the working days. This includes one long absence of 210.5 days.

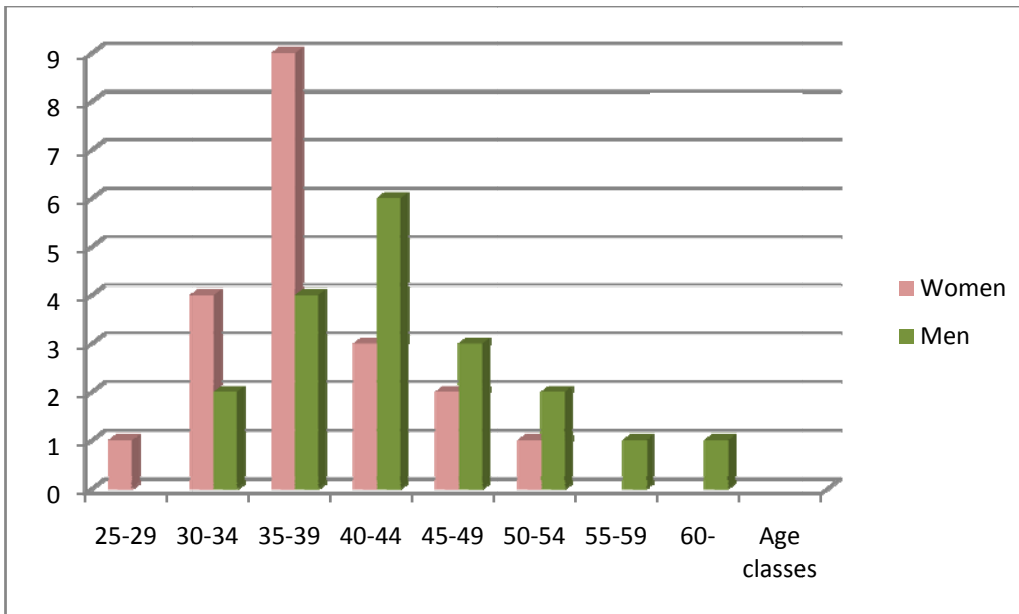
In 2005, a total of 25 staff members were absent for medical reasons, for a total of 262 days, which represents 3.0% of the working days.

### Total absences in 2006



### Gender balance:

The gender balance amongst CPVO staff is almost 50-50, slightly weighted towards female staff;



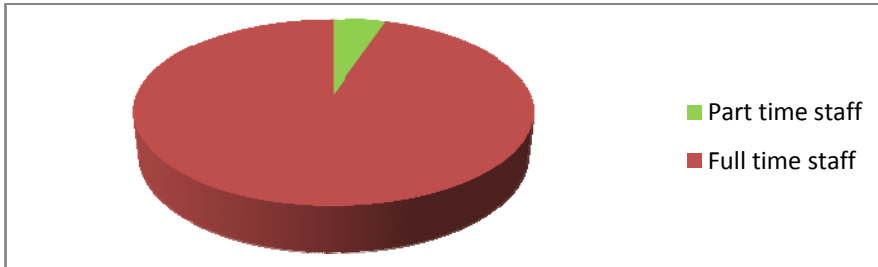
## WORKING CONDITIONS

### Hours worked

The working week of the CPVO is 37.5 hours with a minimum of 7.5 hours worked per day Monday through Thursday, and a minimum of 6.5 hours worked on the Friday.

## Part time

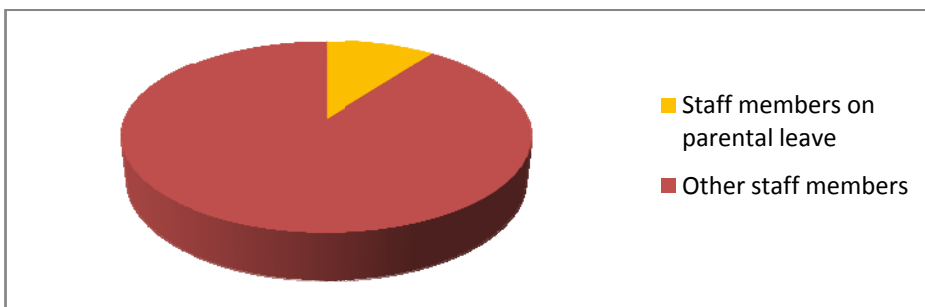
The Staff Regulations of the European Communities give the right to staff members to work part-time. The CPVO adopted the Commission implementing rules on part-time work by analogy in April 2006, to give effect to these rules. These rules stipulate that staff members have the right to request to work part-time (50, 60, 70, 80 or 90%) under certain conditions. In 2006, two staff members were granted the right to work part-time at 80% in order to take care of their young children.



## Parental leave

Parental leave is also a right established in the Staff Regulations. In 2004, the CPVO adopted by analogy the Commission implementing rules on parental leave. These rules stipulate that staff members have the right to request parental leave for up to six months per child until the child reaches the age of 12. The leave can be taken right after the maternity leave or at any other time. It can be taken all at once (six consecutive months) or be divided into a minimum period of one month at a time.

In 2006, four staff members took parental leave for a total period of 10.5 months.



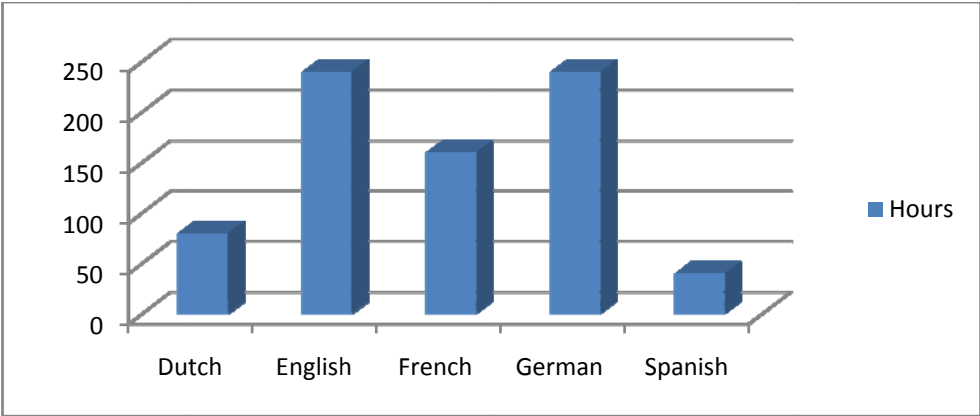
## TRAINING

Training is an integral part of the human resources policy of the CPVO and it serves the interests of the individual as well as of the CPVO. Training should serve to improve individual competencies, professional effectiveness and commitment at the workplace so that each staff member can contribute optimally to the achievement of the CPVO's goals. By developing relevant knowledge, skills and attitudes, training should further help staff members to make desired career moves, both laterally (mobility) and vertically (promotion, including change of category). Learning is both a right and a duty for all persons working in the CPVO.

In 2006, a budget of 80 000 € was allocated for training. A total of 51 901.50 € was committed, which represents 65 % of the budget.

*Language courses*

In 2006, 19 staff members followed language courses. A total of 760 hours was spent in these courses, divided in German (240 hours), English (240 hours), Dutch (80 hours), Spanish (40 hours) and French (160 hours) language courses. 43 820 € was committed, which represents 55 % of the budget.

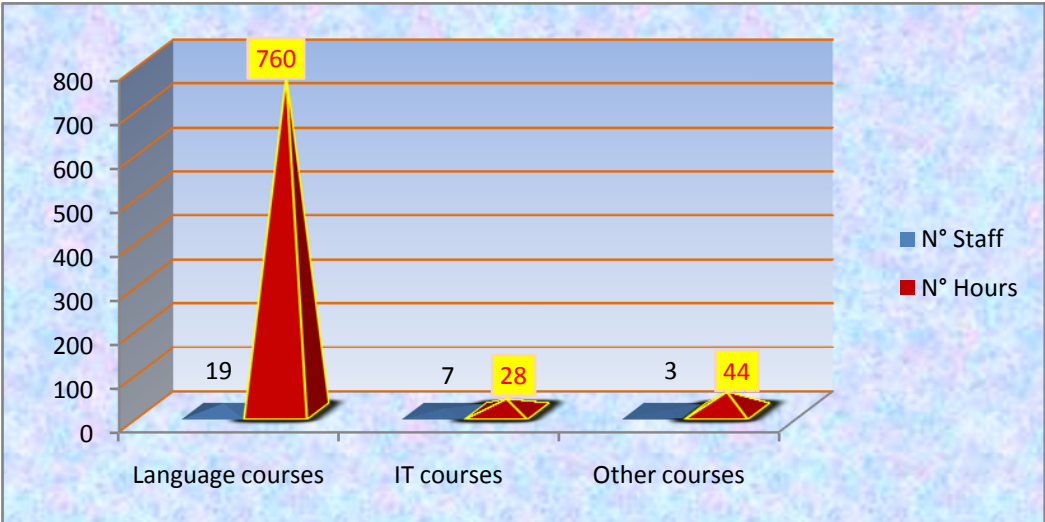


*IT Training:*

7 staff members followed IT training courses (introduction to SQL and Macro Dreamweaver), which amounted to a total of 28 hours. 2 388 € was committed, which represents 3 % of the budget.

*Other training*

3 staff members followed other training courses (introduction course, anticipate and handle conflicts, understanding the challenges of evaluation of Community programs) which amounted to a total of 44 hours. 1 318.50 € was committed, which represents 2 % of the budget.





## PROFESSIONAL RELATIONS

### *Staff Committee*

There exists a Staff Committee in the CPVO, which is elected by the staff members every three years and which should represent the different grades and categories of staff. In March 2006 a new Staff Committee was elected, which consists of three persons of the assistant function group. There were no candidates from the administrator function group.

The role of the Staff Committee is to be a means of communication between the staff and the management of the Office. Once every other month, the Staff Committee and the management meet to discuss issues which have been brought forward by staff members, and which are deemed to be of concern for everybody. The Staff Committee seeks explications and solutions to questions and problems experienced by staff members.

The Staff Committee also participates actively in the work of adopting internal staff related decisions of the CPVO. Its opinion and agreement is sought before adopting any such decision. The Staff Committee also plays a role in designating members of various internal committees of the Office.

Finally, the Staff Committee has a social role to play within the CPVO. It organizes a social day per year, which is the occasion for the staff members to meet outside the Office in an environment which changes from year to year (castles, museums, expeditions, etc.). The Staff Committee also organizes a Christmas party for the children of the staff members and a Christmas lunch for the staff and their spouses. All these events help to create bonds between staff members and they are highly appreciated.