



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets

# Social Report **2020**



## Executive summary

Our Social Report provides a comprehensive overview of staff and working conditions at the EPO, covering topics including demographics, professional development, health and social dialogue. Published annually since 2013, it underpins our commitment to transparency. In the context of our Strategic Plan 2023 the Social Report improves transparency and accountability. By helping to monitor numerous indicators, it also contributes to building an engaged, knowledgeable and collaborative organisation, thus supporting long-term sustainability.

The impact of the COVID-19 outbreak in 2020 is visible in several of the indicators reported, notably in recruitment and internal mobility, teleworking, training, duty travel and leave.

Key findings from the report include:

- At the end of 2020, the EPO had 6 403 staff; 34% were women. 27% of managers were female in 2020, in line with the steady upward trend seen in recent years.
- EPO staff are of 34 different nationalities. 74% have a nationality different from that of the country they work in. At the end of 2020, the average age of an EPO employee was 49.0 years; 61% of staff had worked at the EPO for between 11 and 22 years.
- On average, the EPO received 118 applications per job vacancy in 2020. As a result of the external recruitment freeze implemented in May in response to the pandemic, there was a marked shift towards internal mobility in 2020, with just 36 external recruits and 487 employees changing role, fully or partially. Despite the pandemic, 77 trainees started the Pan-European Seal Programme at the EPO, taking the running total up to 296 trainees since the programme's inception in 2015.
- The EPO spent over EUR 4 million on talent development activities in 2020, with 95% of staff receiving at least one training activity. All development activities have been conducted virtually since March 2020. The number of duty travel trips decreased by 78% compared with 2019.
- The average monthly basic salary was EUR 9 827 in 2020. Spending on allowances and benefits – entitlement to which depends on individual circumstances – totalled EUR 235 million.
- Payments from the EPO's pension and social security schemes totalled EUR 367 million in 2020. The social security scheme covered 23 259 people. The average monthly basic pension was EUR 6 274.
- In 2020 the COVID-19 outbreak triggered a large-scale shift to homeworking to protect staff health and safety. As a result, 6 276 staff worked from home at some point in 2020 for an average duration of 114 days. 37% of them worked from a location other than their normal residence within the territory of the European Patent Organisation member states.
- The number of days of annual leave and home leave taken in 2020 decreased by 15% compared with 2019. Sick leave was 4% lower than in 2019 and over 40% of staff had 0 days of sick leave in 2020 (2019: 32%).
- Health and safety-related expenditure in 2020 was EUR 1.5 million, including EUR 0.2 million for preventive medical measures. A further EUR 2.9 million was spent to subsidise general staff welfare and social activities.

- Social dialogue is fundamental at the EPO and the management therefore makes continual efforts to strengthen it. There were 125 meetings with social partners in 2020, as compared with 103 in 2019.
- In 2020, 117 employment-law disputes were discussed with the individuals concerned with a view to reaching an amicable settlement; such a settlement was reached in 36% of these cases.

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# 1. Staff structure and talent development

## 1.1 Demographics

This section deals with staff structure at the EPO and provides breakdowns of staff by site, function, age, gender and nationality.

Key data is presented regarding recruitment, internal mobility, training and personal development.

Statistics are also provided on the main reasons for the termination of active service.

Depending on the type of data, the statistics shown either refer to the status on 31 December 2020 or provide a summary of the whole year<sup>1</sup>.

### 1.1.1 Total number of staff working at the EPO

At the end of 2020, the EPO employed 6 403 staff. The total number of staff decreased by 3.10% compared with the previous year.

Table 1 – Change in total number of staff working at the EPO, 2019/2020

	2019			2020			
	Female	Male	Total	Female	Male	Total	Variation
Headcount at 31 Dec.	2 229	4 379	6 608	2 166	4 237	6 403	-3.10%
FTE (full-time equivalents)*	2 022	4 287	6 310	1 988	4 191	6 179	-2.08%

\*Rounding differences may occur in the totals.

Source: EPO – FIPS

The combined effect of a higher number of staff ending active service in 2020 compared with 2019 (a 14% increase) and a lower number of staff hired in 2020 (a 69% decrease) resulted in a reduction in headcount of 3.10%. The percentage of female staff remained stable at 33.8% in 2020.

<sup>1</sup> The figures relating to previous years are kept as published in previous reports and not recalculated, unless they were provisional or there has been a change in the methodology to calculate the specific indicator, in which case this is explicitly mentioned.

### 1.1.2 Breakdown of staff by function

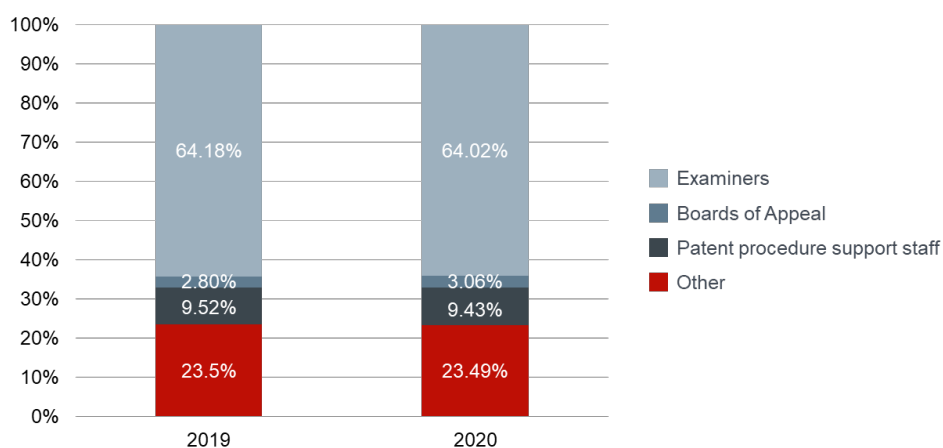
At the end of 2020, 4 295 staff were working as examiners or members of the Boards of Appeal. The remainder were either directly supporting the patent granting process as formalities officers or were involved in other activities, such as legal services, human resources, procurement and facility management.

Table 2 – Breakdown of number of staff (headcount) by type of function, 2019/2020

	31 Dec. 2019	31 Dec. 2020			
Function		Female	Male	Total	Variation
Examiners	4 241	979	3 119	4 099	-3.35%
Members of Boards of Appeal	185	41	155	196	5.95%
Patent procedure support	629	451	153	604	-3.97%
Other	1 553	695	810	1 504	-3.16%
<b>Total</b>	<b>6 608</b>	<b>2 166</b>	<b>4 237</b>	<b>6 403</b>	<b>-3.10%</b>

Source: EPO – FIPS

Graph 1 – Change in breakdown of staff by type of function, 2019/2020



Source: EPO – FIPS

### 1.1.3 Breakdown of staff by site

The EPO has five different sites: Munich, The Hague, Berlin, Vienna and Brussels.

Munich and The Hague are the two largest. At the end of 2020, 3 579 staff (56% of the total) were working in Munich, while there were 2 536 (40% of the total) in The Hague.

Table 3 – Breakdown of number of staff (headcount) by site, 2019/2020

	31 Dec. 2019			31 Dec. 2020			
Site	Female	Male	Total	Female	Male	Total	Variation
Munich	1 341	2 334	3 675	1 306	2 273	3 579	-2.61%
The Hague	775	1 849	2 624	753	1 783	2 536	-3.35%
Berlin	64	155	219	61	140	201	-8.22%
Vienna	47	40	87	44	38	82	-5.75%
Brussels	2	1	3	2	3	5	66.67%
<b>Total</b>	<b>2 229</b>	<b>4 379</b>	<b>6 608</b>	<b>2 166</b>	<b>4 237</b>	<b>6 403</b>	<b>-3.10%</b>

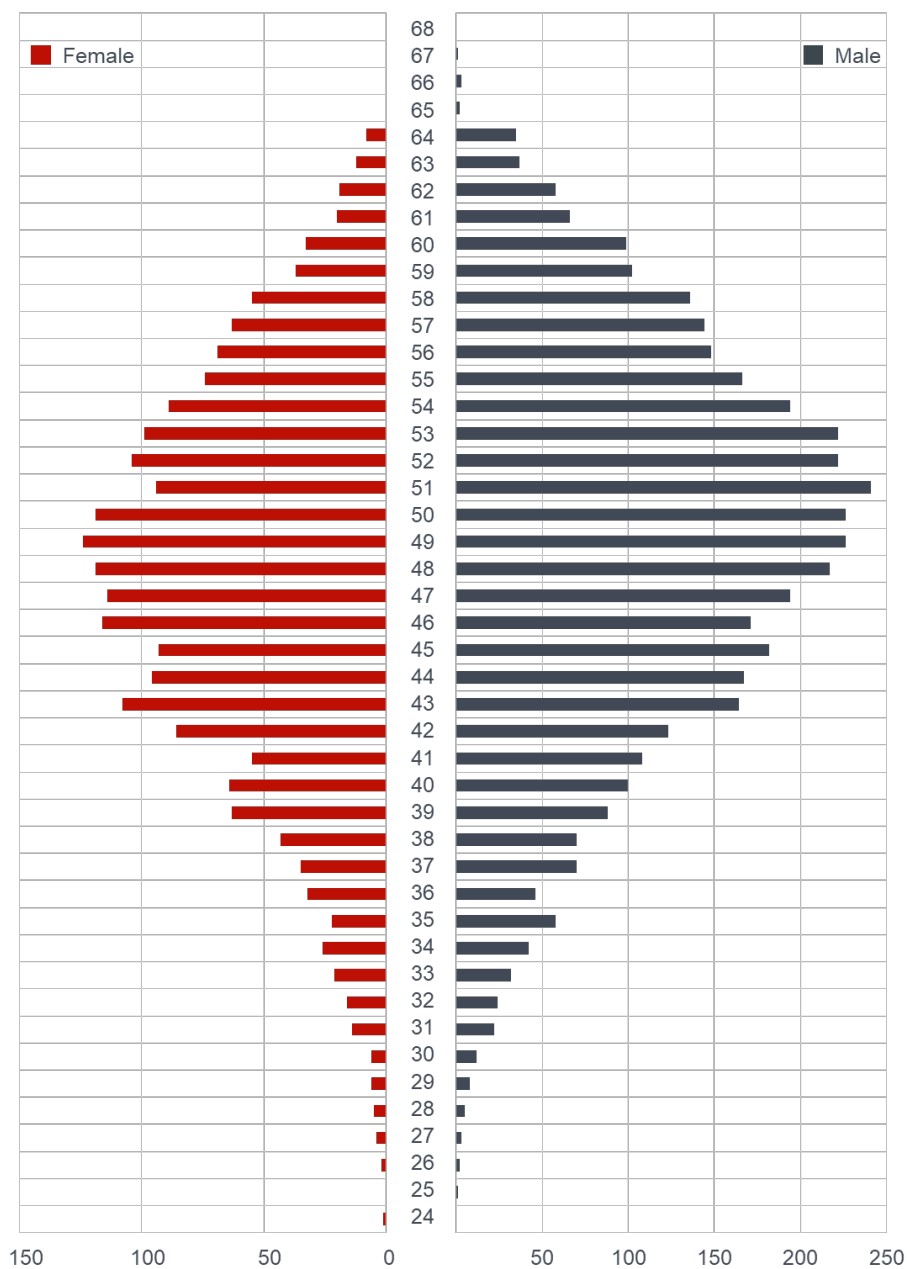
Source: EPO – FIPS



### 1.1.4 Breakdown of staff by age

The average age of EPO staff at the end of 2020 was 49.0 years (versus 48.2 in 2019). 70% of total staff are between 40 and 55 years old, while 46% are between 40 and 50 years old.

Graph 2 – Age pyramid of EPO staff, 31 Dec. 2020



Source: EPO – FIPS

### 1.1.5 Breakdown of staff by nationality

At the end of 2020, 34 different nationalities of the EPC were represented at the EPO.

Graph 3 – Breakdown of EPO staff by nationality, 31 Dec. 2020

Table 4 – Change in number of staff by nationality, 2019/2020

Nationality	31 Dec. 2019	31 Dec. 2020	Variation
German	1 820	1 766	-2.97%
French	1 233	1 186	-3.81%
Italian	551	536	-2.72%
Spanish	508	498	-1.97%
Dutch	440	420	-4.55%
British	363	339	-6.61%
Belgian	314	306	-2.55%
Austrian	196	191	-2.55%
Greek	190	186	-2.11%
Romanian	161	160	-0.62%
Portuguese	108	107	-0.93%
Swedish	95	92	-3.16%
Polish	84	84	0.00%
Irish	81	78	-3.70%
Swiss	59	57	-3.39%
Danish	54	51	-5.56%
Bulgarian	49	50	2.04%
Finnish	47	47	0.00%
Luxembourgian	45	43	-4.44%
Hungarian	41	42	2.44%
Turkish	40	38	-5.00%
Czech	30	27	-10.00%
Slovakian	21	20	-4.76%
Slovenian	19	19	0.00%
Croatian	10	10	0.00%
Cypriot	10	10	0.00%
Serbian	9	10	11.11%
Lithuanian	8	8	0.00%
Estonian	7	7	0.00%
Latvian	6	6	0.00%
Macedonian	2	3	50.00%
Icelandic	2	2	0.00%
Albanian	2	2	0.00%
Maltese	2	2	0.00%
Norwegian	1	0	-100.00%
Liechtenstein	0	0	n/a
Monegasque	0	0	n/a
San Marino	0	0	n/a
<b>Total</b>	<b>6 608</b>	<b>6 403</b>	<b>-3.10%</b>

Source: EPO – FIPS

Table 5 – Comparison between nationality representation of EPO staff and population of EPC countries

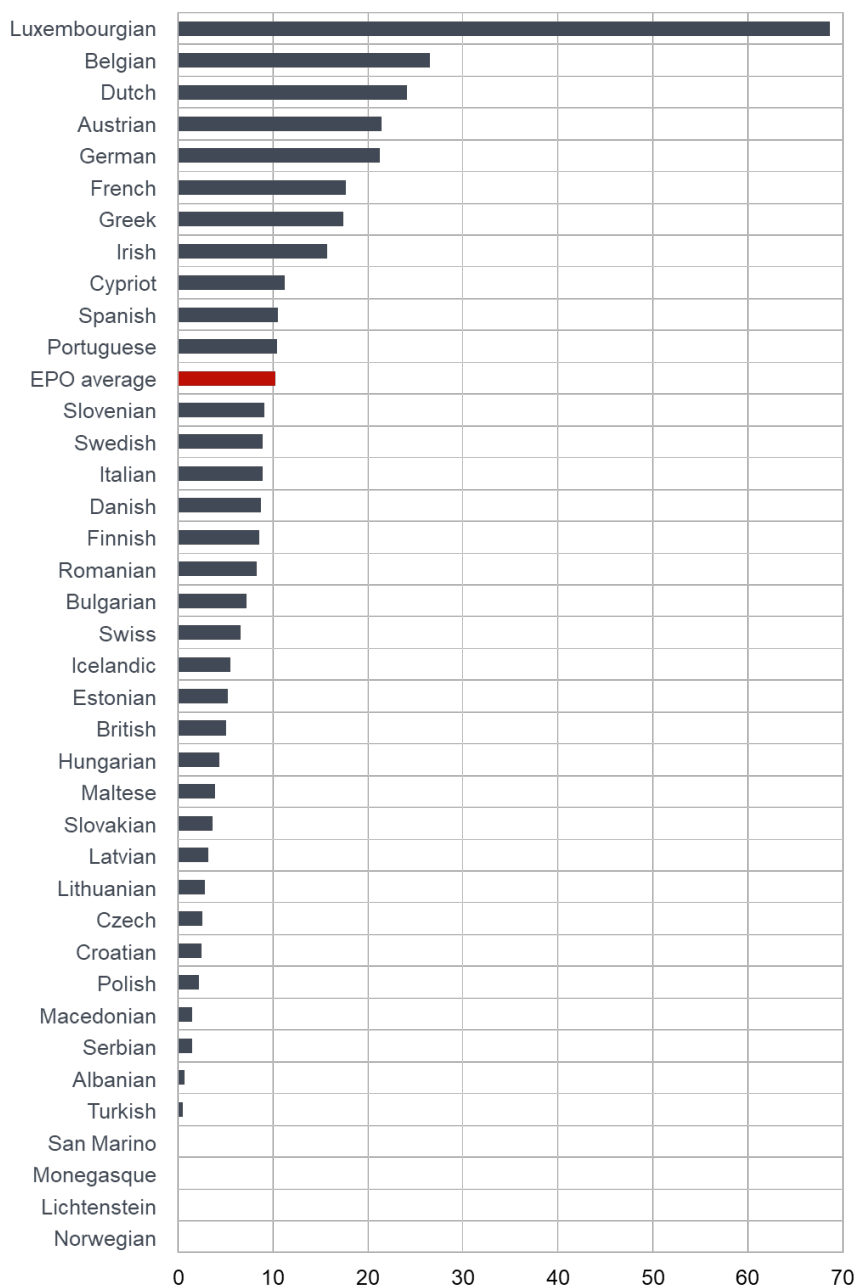
Nationality	EPO staff, 31 Dec. 2020	% of total EPO staff*	Population (in millions), 1 Jan. 2020	% of total EPC population*	Patent applications per country of residence of applicant
German	1 766	27.58%	83.17	13.32%	25 954
French	1 186	18.52%	67.10	10.75%	10 554
Italian	536	8.37%	60.24	9.65%	4 600
Spanish	498	7.78%	47.33	7.58%	1 791
Dutch	420	6.56%	17.41	2.79%	6 375
British	339	5.29%	67.03	10.74%	5 715
Belgian	306	4.78%	11.55	1.85%	2 400
Austrian	191	2.98%	8.90	1.43%	2 303
Greek	186	2.90%	10.71	1.72%	136
Romanian	160	2.50%	19.32	3.09%	54
Portuguese	107	1.67%	10.30	1.65%	249
Swedish	92	1.44%	10.33	1.65%	4 423
Polish	84	1.31%	37.96	6.08%	483
Irish	78	1.22%	4.96	0.80%	970
Swiss	57	0.89%	8.61	1.38%	8 112
Danish	51	0.80%	5.82	0.93%	2 404
Bulgarian	50	0.78%	6.95	1.11%	52
Finnish	47	0.73%	5.53	0.89%	1 895
Luxembourgian	43	0.67%	0.63	0.10%	394
Hungarian	42	0.66%	9.77	1.57%	107
Turkish	38	0.59%	83.15	13.32%	594
Czech	27	0.42%	10.69	1.71%	205
Slovakian	20	0.31%	5.46	0.87%	55
Slovenian	19	0.30%	2.10	0.34%	165
Croatian	10	0.16%	4.06	0.65%	22
Cypriot	10	0.16%	0.89	0.14%	64
Serbian	10	0.16%	6.93	1.11%	8
Lithuanian	8	0.12%	2.79	0.45%	50
Estonian	7	0.11%	1.33	0.21%	57
Latvian	6	0.09%	1.91	0.31%	27
Macedonian	3	0.05%	2.08	0.33%	1
Icelandic	2	0.03%	0.36	0.06%	40
Albanian	2	0.03%	2.85	0.46%	0

Nationality	EPO staff, 31 Dec. 2020	% of total EPO staff*	Population (in millions), 1 Jan. 2020	% of total EPC population*	Patent applications per country of residence of applicant
Maltese	2	0.03%	0.51	0.08%	65
Norwegian	0	0.00%	5.37	0.86%	646
Liechtenstein	0	0.00%	0.04	0.01%	436
Monegasque	0	0.00%	0.04	0.01%	33
San Marino	0	0.00%	0.03	0.01%	4
<b>Total*</b>	<b>6 403</b>	<b>100.00%</b>	<b>624.19</b>	<b>100.00%</b>	<b>81 443</b>

\*Rounding differences may occur in the total percentages.

Source: EPO – FIPS; Eurostat (as at 1 Jan. 2020)

Graph 4 – Number of EPO staff per million inhabitants\*



\*Compares EPO staff per nationality at 31 Dec. 2020 with EPC countries' population as at 1 Jan. 2020 (see Table 5).

Source: EPO – FIPS

Table 6 – Grouping of different nationalities at EPO sites, 31 Dec. 2020

Site	Share of employees whose (first) nationality is different from that of the country in which they are serving	Number of nationalities represented
Munich*	65.54%	33
The Hague	86.36%	32
Berlin	66.17%	21
Vienna	67.07%	16
<b>Total</b>	<b>73.82%</b>	<b>34</b>

\*Including staff based in Brussels.

Source: EPO – FIPS

Table 7 – Breakdown of different nationalities at EPO sites, 31 Dec. 2020

Nationality	Berlin	% of total at site**	Munich*	% of total at site**	The Hague	% of total at site**	Vienna	% of total at site**
German	68	33.83%	1 235	34.46%	450	17.74%	13	15.85%
French	41	20.40%	617	17.22%	520	20.50%	8	9.76%
Italian	9	4.48%	340	9.49%	186	7.33%	1	1.22%
Spanish	22	10.95%	260	7.25%	207	8.16%	9	10.98%
Dutch	1	0.50%	73	2.04%	346	13.64%		
British	14	6.97%	201	5.61%	116	4.57%	8	9.76%
Belgian	3	1.49%	74	2.06%	224	8.83%	5	6.10%
Austrian	8	3.98%	123	3.43%	33	1.30%	27	32.93%
Greek	2	1.00%	79	2.20%	104	4.10%	1	1.22%
Romanian	1	0.50%	89	2.48%	68	2.68%	2	2.44%
Portuguese	5	2.49%	37	1.03%	64	2.52%	1	1.22%
Swedish	10	4.98%	62	1.73%	20	0.79%		
Polish	5	2.49%	47	1.31%	31	1.22%	1	1.22%
Irish	1	0.50%	53	1.48%	23	0.91%	1	1.22%
Swiss	3	1.49%	40	1.12%	14	0.55%		
Danish	1	0.50%	32	0.89%	18	0.71%		
Bulgarian			33	0.92%	17	0.67%		
Finnish	1	0.50%	34	0.95%	12	0.47%		
Luxembourgian	1	0.50%	31	0.86%	11	0.43%		
Hungarian			22	0.61%	19	0.75%	1	1.22%
Turkish	1	0.50%	14	0.39%	22	0.87%	1	1.22%
Czech	2	1.00%	18	0.50%	7	0.28%		
Slovakian			15	0.42%	3	0.12%	2	2.44%
Slovenian			15	0.42%	3	0.12%	1	1.22%



Nationality	Berlin	% of total at site**	Munich*	% of total at site**	The Hague	% of total at site**	Vienna	% of total at site**
Cypriot	2	1.00%	7	0.20%	1	0.04%		
Serbian			6	0.17%	4	0.16%		
Croatian			5	0.14%	5	0.20%		
Lithuanian			6	0.17%	2	0.08%		
Estonian			6	0.17%	1	0.04%		
Latvian			4	0.11%	2	0.08%		
Macedonian			2	0.06%	1	0.04%		
Maltese			2	0.06%				
Albanian			2	0.06%				
Icelandic					2	0.08%		
<b>Total**</b>	<b>201</b>	<b>100.00%</b>	<b>3 584</b>	<b>100.00%</b>	<b>2 536</b>	<b>100.00%</b>	<b>82</b>	<b>100.00%</b>

\*Including staff based in Brussels.

\*\*Rounding differences may occur in the total percentages.

Source: EPO – FIPS

### 1.1.6 Breakdown of staff by permanent and non-permanent employees

In 2018, the Administrative Council approved a set of changes to the Service Regulations with the aim of modernising the EPO's employment framework. One of the pillars of this reform was the introduction of more flexibility in the employment structure through fixed-term appointments. Another was the harmonisation of the conditions of employment applicable to employees on fixed-term appointments and of guarantees upon contract expiry.

Co-existing with staff recruited from 1 April 2018 on fixed-term appointments and those who converted to the new framework, a few non-permanent staff members remained subject to the former conditions of employment for contract staff at 31 December 2019. They were examiners in job group 4 who were recruited on the basis of a three-year fixed-term appointment because their knowledge of one of the official languages was not at the level required, and who would become permanent if they reached this level before the end of the three years (CA/D 9/08). To distinguish between these two types of non-permanent employment, Table 8 shows separate figures for "language" fixed-term appointments and "normal" fixed-term appointments. By 31 December 2020, all remaining staff on a "language" fixed-term appointment had become permanent employees.

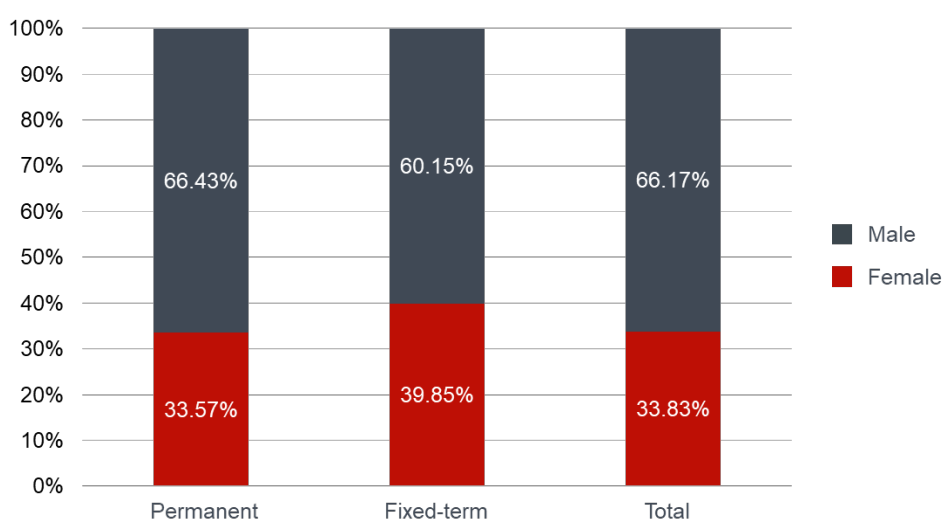
Table 8 – Change in number of permanent and non-permanent staff, 2019/2020

Headcount	Function	31 Dec. 19	31 Dec. 20	Variation
Permanent staff	Examiners	4 143	4 005	-3.33%
	Patent procedure support	623	597	-4.17%
	Other <sup>2</sup>	1 412	1 345	-4.75%
<b>Total permanent staff</b>		<b>6 178</b>	<b>5 947</b>	<b>-3.74%</b>
Language fixed-term appointments	Examiners	5	0	-100.00%
	Other	0	0	n/a
Normal fixed-term appointments	Examiners	93	94	1.08%
	Patent procedure support	6	7	16.67%
	Other	141	159	12.77%
<b>Total non-permanent staff</b>		<b>245</b>	<b>260</b>	<b>6.12%</b>
Members of Boards of Appeal		185	196	5.95%
<b>Total members of Boards of Appeal</b>		<b>185</b>	<b>196</b>	<b>5.95%</b>
<b>Total</b>		<b>6 608</b>	<b>6 403</b>	<b>-3.10%</b>

Source: EPO – FIPS

The ceiling for fixed-term employees is 20% of the total number of budgeted posts at the EPO (7 075 in 2020). In addition to the 260 non-permanent staff shown in Table 8, 30 members of the Boards of Appeal who were not permanent employees of the Office before their appointment and were in active employment on 31 December 2020 are considered fixed-term employees for the purpose of calculating the percentage of budgeted posts held by staff on fixed-term appointments, which stood at 4.10% in 2020 (3.85% in 2019).

Graph 5 – Breakdown of permanent and fixed-term employees by gender, 31 Dec. 2020



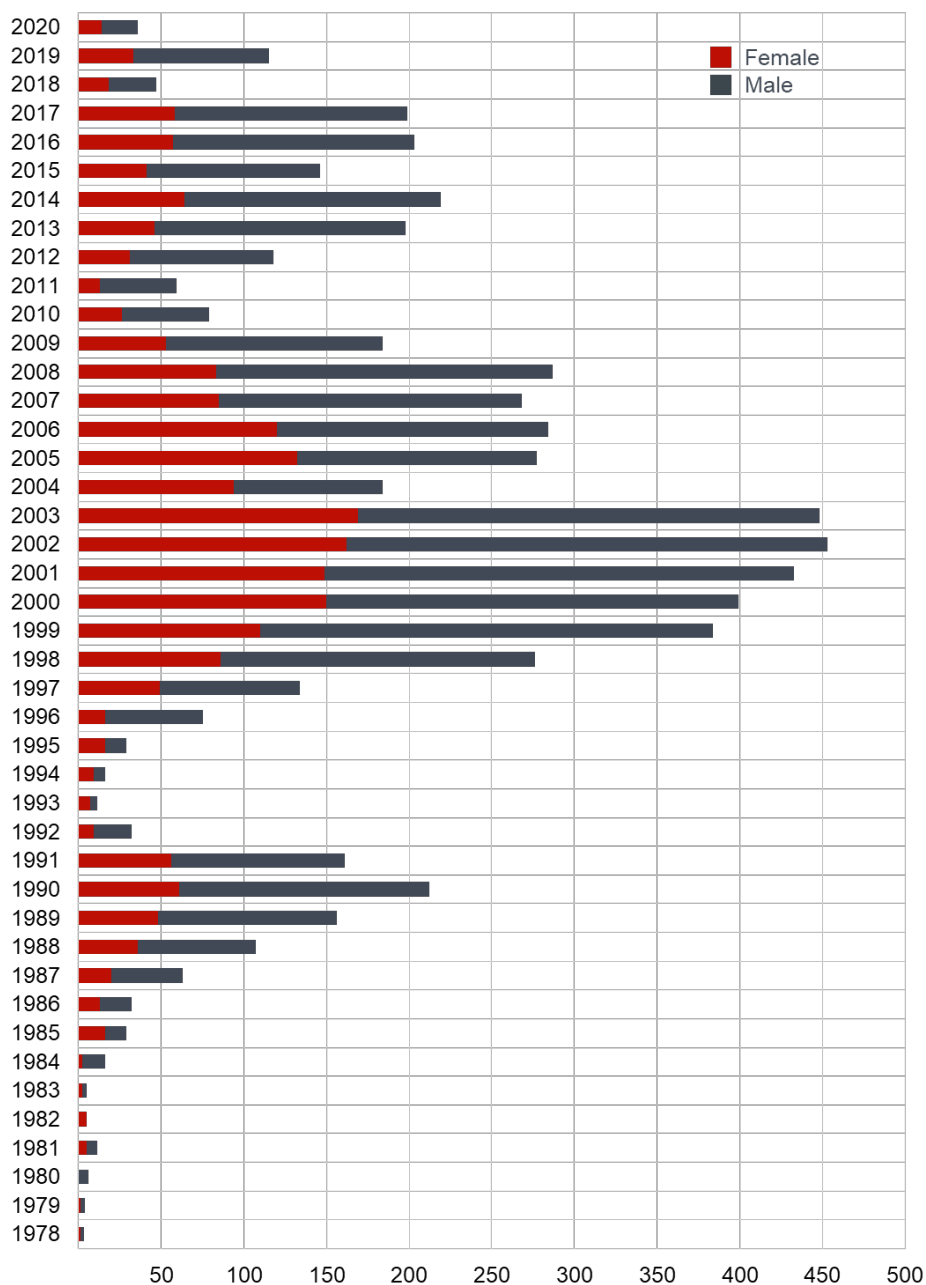
Source: EPO – FIPS

<sup>2</sup> Principal directors' appointments are fixed-term. Principal directors who were permanent employees of the Office before becoming a principal director are considered to be permanent staff in this breakdown.

### 1.1.7 Breakdown of staff by length of service

More than 61% (3 877) of EPO staff were recruited between 1998 and 2009 (and are still active). 600 (9%) current staff members were recruited in the last five years (and are still active). 422 of them are examiners.

Graph 6 – Number of staff by year of recruitment, 31 Dec. 2020



Source: EPO – FIPS

## 1.2 Employment and career

The EPO employs a so-called "single-spine" grading structure with 17 different grades and 3-5 steps within these grades.

Staff are classified into six job groups along this single spine and follow either a technical or a managerial career path.

Table 9 – Single-spine grading structure and career paths

Job group	Technical career path	Managerial career path	Range of grades
Job group 1	n/a	Vice-president/President of the Boards of Appeal	G16 step 3 – G17 step 3
Job group 2	Principal advisor/ board of appeal chairman	Principal director	G15 step 1 – G16 step 4
Job group 3	Senior expert/ board of appeal member	Director	G13 step 3 – G15 step 4
Job group 4	Examiner/ administrator/lawyer	Head of department/ team manager	G7 step 1 – G13 step 5
Job group 5	Expert	Head of section	G7 step 1 – G10 step 5
Job group 6	Administrative employee	n/a <sup>3</sup>	G1 step 1 – G9 step 5

Source: EPO Service Regulations, Annex I

<sup>3</sup> Some job group 6 employees partially exercise managerial functions, for which they receive a functional allowance.

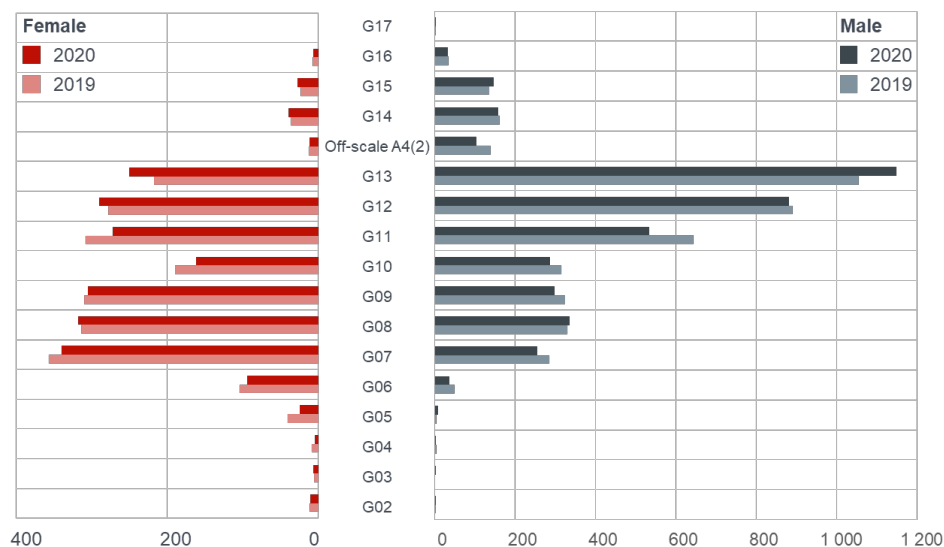
Table 10 – Breakdown of staff by job group and grade, 31 Dec. 2020

Job group	Grade	Headcount 31 Dec. 2019	Headcount 31 Dec. 2020	Variation	% of total EPO staff*	% of total in category*
1	G17	3	3	0.00%	0.05%	60.00%
	G16	2	2	0.00%	0.03%	40.00%
<b>1 Total</b>		<b>5</b>	<b>5</b>	<b>0.00%</b>	<b>0.08%</b>	<b>100.00%</b>
2	G16	41	38	-7.32%	0.59%	69.09%
	G15	16	17	6.25%	0.27%	30.91%
<b>2 Total</b>		<b>57</b>	<b>55</b>	<b>-3.51%</b>	<b>0.86%</b>	<b>100.00%</b>
3	G15	143	157	9.79%	2.45%	39.45%
	G14	199	198	-0.50%	3.09%	49.75%
	G13	33	43	30.30%	0.67%	10.80%
<b>3 Total</b>		<b>375</b>	<b>398</b>	<b>6.13%</b>	<b>6.22%</b>	<b>100.00%</b>
4	Off-scale A4(2)	152	116	-23.68%	1.81%	2.51%
	G13	1 240	1 357	9.44%	21.19%	29.34%
	G12	1 169	1 171	0.17%	18.29%	25.32%
	G11	952	806	-15.34%	12.59%	17.43%
	G10	434	383	-11.75%	5.98%	8.28%
	G09	298	276	-7.38%	4.31%	5.97%
	G08	282	279	-1.06%	4.36%	6.03%
	G07	255	237	-7.06%	3.70%	5.12%
<b>4 Total</b>		<b>4 782</b>	<b>4 625</b>	<b>-3.28%</b>	<b>72.23%</b>	<b>100.00%</b>
5	G10	71	66	-7.04%	1.03%	34.20%
	G09	62	64	3.23%	1.00%	33.16%
	G08	58	50	-13.79%	0.78%	25.91%
	G07	17	13	-23.53%	0.20%	6.74%
<b>5 Total</b>		<b>208</b>	<b>193</b>	<b>-7.21%</b>	<b>3.01%</b>	<b>100.00%</b>
6	G09	275	264	-4.00%	4.12%	23.43%
	G08	304	324	6.58%	5.06%	28.75%
	G07	370	346	-6.49%	5.40%	30.70%
	G06	154	131	-14.94%	2.05%	11.62%
	G05	46	33	-28.26%	0.52%	2.93%
	G04	13	8	-38.46%	0.12%	0.71%
	G03	6	9	50.00%	0.14%	0.80%
	G02	13	12	-7.69%	0.19%	1.06%
<b>6 Total</b>		<b>1 181</b>	<b>1 127</b>	<b>-4.57%</b>	<b>17.60%</b>	<b>100.00%</b>
<b>Total*</b>		<b>6 608</b>	<b>6 403</b>	<b>-3.10%</b>	<b>100.00%</b>	

\*Rounding differences may occur in the total percentages.

Source: EPO – FIPS

Graph 7 – Distribution of staff by gender and grade, 2019/2020

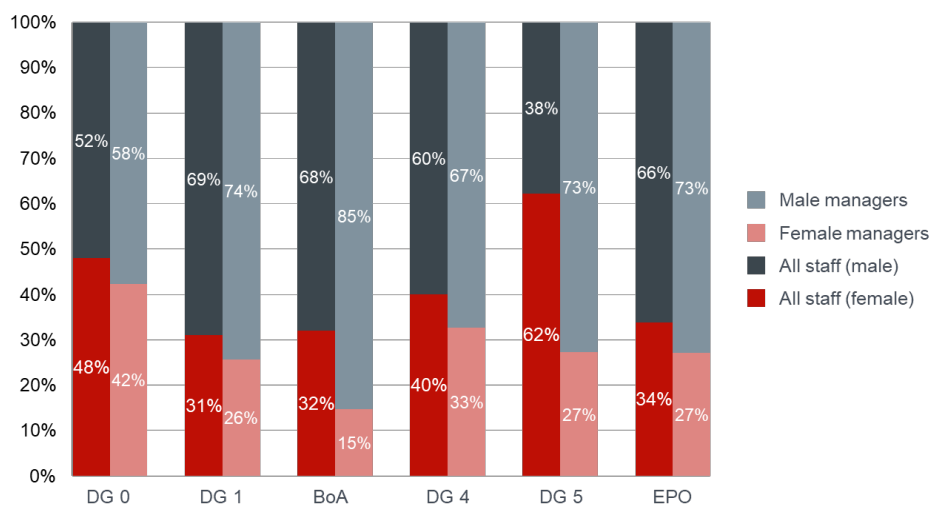


Source: EPO – FIPS

### 1.2.1 Breakdown of managers by gender, DG and job group

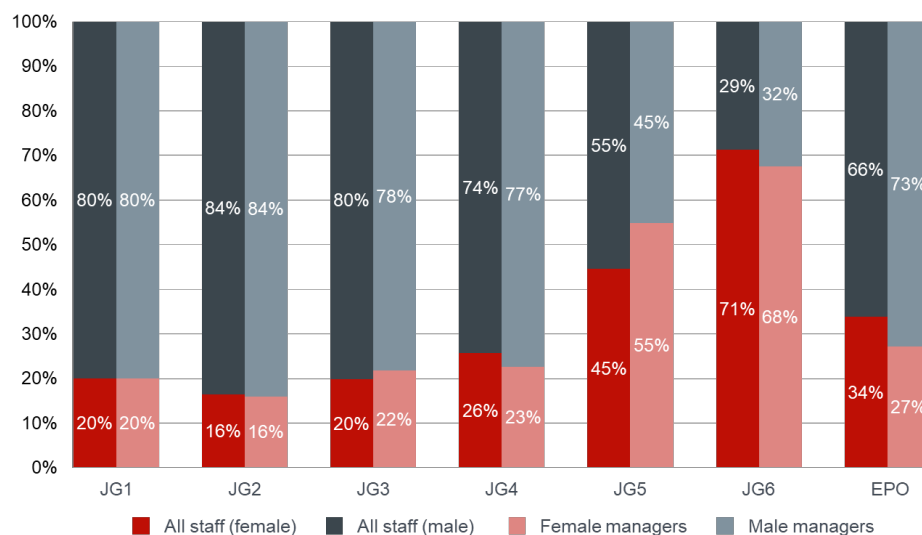
At the end of 2020, 27% of all managers were women, a slight increase with respect to previous years that was in line with the steady upward trend (the 2019 figure was 25%). The proportion of female managers varies from directorate-general (DG) to DG, ranging from 15% in the Boards of Appeal (BoA) to 42% in DG 0. The variation considering the job group ranges from 16% in job group 2 (JG2) to 68% in job group 6 (JG6).

Graph 8 – Breakdown of managers by DG and gender, 2020



Source: EPO – FIPS

Graph 9 – Breakdown of managers by job group (JG) and gender, 2020



Some job group 6 employees partially exercise managerial functions, for which they receive a functional allowance. This is reflected in this graph.

Source: EPO – FIPS

## 1.2.2 Job opportunities: number of vacancies

Table 11 – Number of vacancies by publication type and job group, 2020

Publication type	Job group	Technical	Managerial	Total
Internal/external publications	3	4	7	11
	4	19		19
	5	1	1	2
	6	3		3
	<b>Total</b>	<b>27</b>	<b>8</b>	<b>35</b>
Internal publications*	2	3		3
	3		3	3
	4	201	20	221
	5	7	1	8
	6	16		16
	<b>Total</b>	<b>227</b>	<b>24</b>	<b>251</b>
<b>Total</b>		<b>254</b>	<b>32</b>	<b>286</b>

Shows vacancies with a publication date in 2020.

\*Internal publications include:

TRF: transfer open to all EPO staff in the specific job group

TAL: internal publication with possibility of promotion

Call for interest: internal publication addressed to a specific group of staff

Source: EPO – SuccessFactors



Of the 19 internal/external publications in job group 4, technical career path, 12 were for IT talent pools.

Of the 201 internal publications in job group 4, technical career path, 152 related to the rebalancing of technical fields for examiners and 1 to examiners working in the opposition procedure.

The number of internal/external publications in 2020 shows a decrease of 48% compared with the 67 vacancies of the same type published in 2019. This is explained by the cautious approach adopted by the Office in view of the COVID-19 pandemic. Instead of hiring additional external staff, the Office placed strong emphasis on redeploying internal resources, indicated by an increase of 264% in the number of internal vacancies published in 2020, compared with the 69 vacancies of the same type published in 2019.

**Table 12 – Number of job applications, 2018-2020**

Number of applications	Examiner posts*	Non-examiner posts*	Total
<b>Total 2020</b>	551	5 768	6 319
<b>Total 2019</b>	5 043	5 928	10 971
<b>Total 2018</b>	4 222	7 015	11 237

\*Includes applications for internal/external publications and internal publications.

Source: EPO – SuccessFactors

In 2020, the EPO received 6 319 job applications. This represents a decrease of 42% with respect to 2019. The total number of applications was influenced by the general cautious approach of the Office towards external recruitment due to the COVID-19 situation, translating in a freeze of recruitment as of May 2020 and more active internal mobility management. To retain the EPO's market presence as an employer and establish reserve lists in business-critical areas, "pipelining" vacancies were also launched, mainly in the examiner and IT areas. Specifically, one vacancy notice was published externally for examiner posts and received 318 applications in 2020. In parallel, efforts were made to rebalance the examiner workforce through internal vacancies, which resulted in 233 applications.

The average number of applications per job vacancy received in 2020 was 118, which is comparable to the level of 2018. The calculation includes applications for direct entry as well as for reserve list vacancies.

**Table 13 – Average number of applications per vacancy, 2018-2020**

Average number of applications per vacancy	Examiner posts	Non-examiner posts*	Total
<b>2020</b>	318	113	118
<b>2019</b>	153	114	131
<b>2018</b>	146	107	119

\*Applications for internal/external publications only.

Source: EPO – SuccessFactors

### 1.2.3 Recruitment and internal mobility

In 2020, 36 staff were recruited externally compared with 117 in 2019. This represents a decrease of 69% and is mainly due to the cautious approach to staffing taken in 2020.

The average age of staff hired in 2020 was 40.1 years.

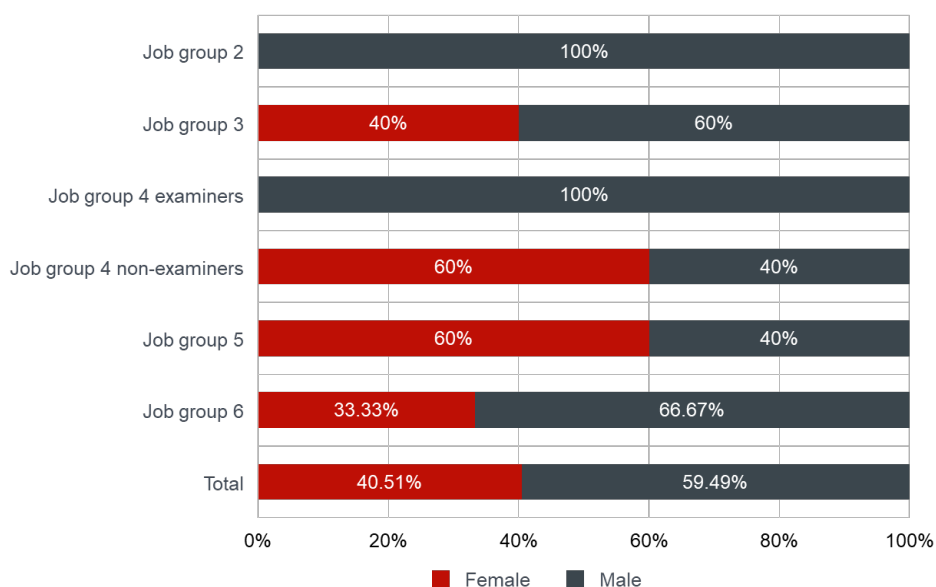
Combining external recruitment and internal recruitment resulting in the appointment of an employee to a position in a higher job group (promotion), there were a total of 79 appointments in 2020, compared with 152 in 2019.

Table 14 – Breakdown of recruitment (external and internal), 2019/2020

Function	2019	2020	Variation
Boards of Appeal	28	27	-3.57%
Examiners	82	1	-98.78%
Other	42	51	21.43%
<b>Total</b>	<b>152</b>	<b>79</b>	<b>-48.03%</b>

Source: EPO – FIPS

Graph 10 – Breakdown of recruitment (external and internal) by gender and job group, 2020



Source: EPO – FIPS

In addition to internal recruitment resulting in a promotion, the Office's approach to fostering internal mobility resulted in 321 full moves in 2020, including 90 examiners changing technical field. Furthermore, 153 "partial" moves were registered in 2020, i.e. staff members taking over other tasks for a percentage of their working time. Of these, 119 correspond to project or programme managers in the context of the EPO's Strategic Plan 2023.

Table 15 – Internal mobility within the same job group, 2020

Type of move	2020
Full	321
Partial	153
<b>Total</b>	<b>474</b>

Source: EPO – FIPS, Talent Acquisition, Corporate Governance Service

All in all, 487 staff members changed role, fully or partially, in 2020, through either appointment to the Boards of Appeal, promotion to a higher job group or internal mobility within the same job group<sup>4</sup>.

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<sup>4</sup> Some staff members changed roles more than once in the course of 2020.

Table 16 – Number of new hires by nationality, 2019/2020

Nationality	2019	2020	Share	Variation
German	30	8	22.22%	-73.33%
French	23	5	13.89%	-78.26%
Spanish	15	5	13.89%	-66.67%
British	5	3	8.33%	-40.00%
Belgian	1	3	8.33%	200.00%
Portuguese	0	1	2.78%	n/a
Macedonian	0	1	2.78%	n/a
Bulgarian	0	1	2.78%	n/a
Serbian	0	1	2.78%	n/a
Polish	2	1	2.78%	-50.00%
Finnish	0	1	2.78%	n/a
Romanian	2	1	2.78%	-50.00%
Dutch	7	1	2.78%	-85.71%
Italian	12	1	2.78%	-91.67%
Swedish	1	1	2.78%	0.00%
Greek	4	1	2.78%	-75.00%
Hungarian	3	1	2.78%	-66.67%
Austrian	4	0	0.00%	-100.00%
Irish	4	0	0.00%	-100.00%
Czech	2	0	0.00%	-100.00%
Turkish	1	0	0.00%	-100.00%
Croatian	1	0	0.00%	-100.00%
<b>Total</b>	<b>117</b>	<b>36</b>	<b>100.00%</b>	<b>-69.23%</b>

Source: EPO – FIPS

### 1.2.4 Promotions

EPO staff can advance in their career either by means of a normal promotion within their current job group or, following a selection procedure, by means of a promotion to a higher grade in another job group (Article 49 ServRegs).

Only staff members who are at the last step of the grade within their current job group are eligible for a normal promotion. The number of such promotions therefore varies from year to year, depending on the demographic situation, the number of eligible staff and the available budget. In 2020, a total of 782 staff received a normal promotion within the same job group. A further 19 staff advanced in their career by appointment to a higher job group, following either a selection procedure or a reclassification.

The members of the Boards of Appeal, who are appointed by the Administrative Council rather than the President of the Office, follow a different career system, so their data are presented separately. The term "appointment" in this part of the table refers to promotions following a selection procedure for positions in the Boards of Appeal.

All in all, 836 staff advanced their career in 2020 through promotion.

Table 17 – Number of staff receiving career advancement by promotion, 2019/2020

			2020			
Reason for action	Job group	2019	Female	Male	Total	Variation
Normal promotion	2	1	0	1	1	0.00%
	3	17	5	21	26	52.94%
	4	472	168	415	583	23.52%
	5	28	9	11	20	-28.57%
	6	135	105	47	152	12.59%
<b>Normal promotion (total)</b>		<b>653</b>	<b>287</b>	<b>495</b>	<b>782</b>	<b>19.75%</b>
Promotion after selection procedure	2	4	0	0	0	-100.00%
	3	1	6	7	13	1 200.00 %
	4	0	3	0	3	n/a
	5	3	2	1	3	0.00%
<b>Promotion after selection procedure (total)</b>		<b>8</b>	<b>11</b>	<b>8</b>	<b>19</b>	<b>137.50%</b>
Promotion after reclassification	5	1	0	0	0	-100.00%
<b>Promotion after reclassification (total)</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-100.00%</b>
<b>Grand total</b>		<b>662</b>	<b>298</b>	<b>503</b>	<b>801</b>	<b>21.00%</b>
<b>Boards of Appeal</b>						
Appointment	2	2		5	5	150.00%
	3	25	7	12	19	-24.00%
<b>Appointment (total)</b>		<b>27</b>	<b>7</b>	<b>17</b>	<b>24</b>	<b>-11.11%</b>
Promotion	3	16	1	10	11	-31.25%
<b>Promotion (total)</b>		<b>16</b>	<b>1</b>	<b>10</b>	<b>11</b>	<b>-31.25%</b>
<b>Grand total Boards of Appeal</b>		<b>43</b>	<b>8</b>	<b>27</b>	<b>35</b>	<b>-18.60%</b>
<b>Grand total ALL</b>		<b>705</b>	<b>306</b>	<b>530</b>	<b>836</b>	<b>18.58%</b>

Source: EPO – FIPS

## 1.2.5 Talent development

The total budget allocated for development activities in 2020 was EUR 13 075 000, with 32% of the total allocated budget being actually spent. As a consequence of COVID-19, no training trips or team-building measures took place as from March 2020 and classroom training was moved to a virtual format, leading to 75% of instructor-led courses being online seminar-style. The total number of training hours in 2020 was:

- 111 067 hours for instructor-led courses (25% classroom/75% online seminar)
- 11 734 hours for EPO mandatory or recommended e-learning modules
- 18 236 hours for courses on an external online learning platform

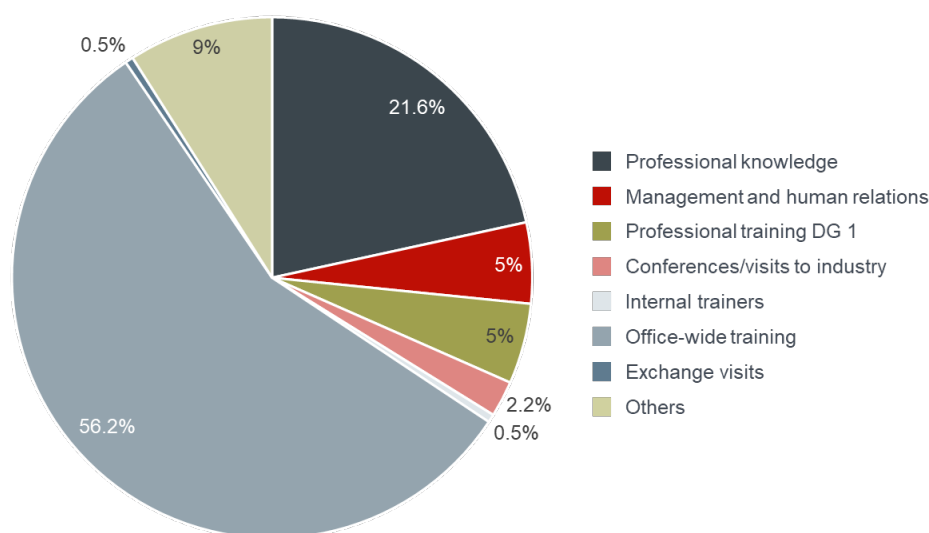
Due to COVID-19, all development activities since March 2020 have been conducted virtually. This explains the lower number of classroom activities, and corresponding learning hours during 2020, as well as the high number of learning hours on external online learning platforms. The external online learning platforms were introduced in March 2020 to offer all staff members new learning opportunities to improve functional, soft and leadership skills.

Table 18 – Talent development expenditure planned and spent (in EUR), 2019/2020

	2019			2020		
	Planned	Spent	% spent	Planned	Spent	% spent
<b>Total expenditure</b>	12 485 000	5 074 702	40.65%	13 075 000	4 199 084	32.12%

Source: EPO – FIPS

Graph 11 – Breakdown of talent development expenditure in 2020



Source: EPO – FIPS

Table 19 – Indicators related to talent development activities, 2019/2020

Training indicators	2019	2020	Variation
Number of employees having completed at least one instructor-led training course or an EPO mandatory or recommended e-learning module (in headcount)	6 194	6 053	-2.28%
Share of employees having completed at least one instructor-led training course or an EPO mandatory or recommended e-learning module (in % of total EPO staff)	93.73%	94.53%	0.86%
Number of employees having completed at least one training course on an external online learning platform (in headcount)		2 836	n/a
Share of employees having completed at least one training course on an external online learning platform (in % of total EPO staff)		44.29%	n/a
Average training expenses per employee (in EUR)	768	656	-14.58%
Average training expenses per employee having completed at least one training course (in EUR)	819	694	-15.26%

Source: EPO – FIPS

## 1.2.6 Duty travel

Table 20 – Number of duty travel trips made, 2019/2020

	2019			2020			Variation		
Trip purpose	Trips	Staff	Expenditure*	Trips	Staff	Expenditure*	Trips	Staff	Expenditure*
Business	5 062	1 452	6 239 637	645	389	761 042	-87.26%	-73.21%	-87.80%
Training	1 891	1 150	2 578 760	932	666	1 002 296	-50.71%	-42.09%	-61.13%
Combined missions	406	306	295 462	51	42	80 538	-87.44%	-86.27%	-72.74%
<b>Total</b>	<b>7 359</b>	<b>2 908</b>	<b>9 113 859</b>	<b>1 628</b>	<b>1 097</b>	<b>1 843 876</b>	<b>-77.88%</b>	<b>-62.28%</b>	<b>-79.77%</b>

\*In EUR.

Source: EPO – FIPS

All indicators in this category experienced a substantial reduction in 2020 as a consequence of the COVID-19 situation and the limitations in travel across Europe. A total of 389 staff travelled for business purposes in 2020 (compared with 1 452 in 2019).



### 1.2.7 Termination of active service at the EPO

In 2020, 233 employees ended active service. The main reason for ending active service was retirement (in 85% of cases). In 2019, the average retirement age was 61.7 years; the 2020 figure is 61.0 years.

Table 21 – Breakdown of staff ending active service, 2019/2020

	31 Dec. 2019	% of total in 2019*	31 Dec. 2020	% of total in 2020*	Variation
Retirement	167	81.46%	198	84.98%	18.56%
Resignation	25	12.20%	26	11.16%	4.00%
End of contract	4	1.95%	2	0.86%	-50.00%
Other type	9	4.39%	7	3.00%	-22.22%
<b>Total*</b>	<b>205</b>	<b>100.00%</b>	<b>233</b>	<b>100.00%</b>	<b>13.66%</b>

\* Rounding differences may occur in the total percentages.

Source: EPO – FIPS

### 1.2.8 Pan-European Seal Programme

The Pan-European Seal Programme is co-sponsored by the EPO and EUIPO. It offers high-achieving young graduates from selected universities a one-year traineeship at one of the two organisations. The programme gives participants the opportunity to enter the competitive world of IP through valuable, on-the-job training in a multicultural professional environment.

In 2020, 77 trainees, representing 19 nationalities, started the programme at the EPO. In 2019, 51 trainees (representing 16 nationalities) participated in the programme.

Since the start of the programme in 2015, the EPO has welcomed 296 trainees representing 28 different nationalities.

## 2. Remuneration

The total expenditure for basic salaries and allowances in 2020 was EUR 990 million. This includes EUR 755 million for basic salaries and EUR 235 million for allowances and benefits.

In 2020, the total amount paid for basic salaries was stable compared with 2019. The salary adjustment method was reviewed in 2020. One of the features of the new method is that the adjustment takes effect on 1 January of the following year instead of 1 July of the year in question.

## 2.1 Payroll for the year and basic salaries

Table 22 – Basic salaries paid (in EUR), 2019/2020

Job group	Total basic salaries paid in 2019	Total basic salaries paid in 2020	Average monthly basic salary paid in 2020
JG1	1 086 773	1 100 204	18 337
JG2	10 461 334	10 631 122	16 108
JG3	64 066 520	67 385 080	14 109
JG4	573 988 400	572 159 351	10 309
<b>Total JG1-4</b>	<b>649 603 026</b>	<b>651 275 756</b>	<b>10 677</b>
JG5	19 144 206	18 361 675	7 928
JG6	86 382 171	85 414 740	6 316
<b>Total JG5-6</b>	<b>105 526 377</b>	<b>103 776 416</b>	<b>6 552</b>
<b>Total</b>	<b>755 129 403</b>	<b>755 052 172</b>	<b>9 827</b>

Source: EPO – FIPS

## 2.2 Comparison of the 10th and 90th percentiles

The 10% highest-paid staff earn monthly full basic salaries at or above EUR 13 462 (90th percentile). The 10% lowest paid earn monthly full basic salaries at or below EUR 6 171 (10th percentile). The ratio between the 90th and 10th percentiles is therefore 2.18.

## 2.3 Performance and rewards

Table 23 – Rewards paid in 2020 (in EUR)

Reward type	Pensionable/ non-pensionable	2020
Step/promotion	Pensionable	10 285 212
Individual bonus	Non-pensionable	6 085 921
Collaborative bonus	Non-pensionable	4 550 000
Functional allowance	Non-pensionable	1 933 700
<b>Total</b>		<b>22 854 832</b>

Source: EPO – Department Remuneration and Social Security Systems

The following percentage of staff received a reward in 2020 based on their performance in 2019:

- 59.8% of staff eligible for a pensionable reward (e.g. step advancement or promotion) received such a reward (compared with 58.9% in 2019).
- 29.6% of eligible staff received an individual bonus as a non-pensionable reward for their 2019 performance (compared with 28.2% in 2019).

- 28.3% of eligible staff received a collaborative bonus for their specific contribution to Office-wide/strategic projects, collaborative initiatives or particularly successful units.
- A total of 77.0% of eligible staff received a reward in the individual rewards exercise (compared with 74.1% in 2019).

## 2.4 Allowances and benefits

In addition to basic salaries, in 2020 over EUR 235 million was paid in allowances and benefits, including EUR 101 million paid as expatriation allowance to the 66% of total staff with expatriate status (Article 72 ServRegs).

Table 24 – Allowances and benefits paid, 2019/2020

Category	Allowance/benefit*	2019	2020	Variation
Family	Dependants' allowance	35 158 445	35 260 439	0.29%
	Household allowance	34 605 824	34 842 256	0.68%
	Childcare allowance	3 808 962	2 951 870	-22.50%
	Education allowance	36 664 043	35 875 596	-2.15%
	Parental/family leave allowance	1 415 499	1 201 669	-15.11%
	Birth grant	140 340	135 874	-3.18%
Work-related	Overtime and shift allowance	1 475 815	1 303 273	-11.69%
	Rent allowance	1 144 214	1 163 868	1.72%
	Installation allowance	798 253	588 030	-26.34%
	Removal expenses	912 452	803 229	-11.97%
	Language allowance	135 420	124 839	-7.81%
	Travel expenses	47 022	43 962	-6.51%
	Functional allowance	1 876 444	1 933 700	3.05%
	Miscellaneous	1 147 570	14 192 250	1 136.72%
	Extra examiner activities	199 853	105 088	-47.42%
Expatriation	Expatriation allowance	101 195 352	100 794 850	-0.40%
	Home leave	3 565 662	1 955 470	-45.16%
Termination	Severance grant	1 066 798	910 714	-14.63%
	Salary savings plan payment	1 817 802	883 601	-51.39%
	Dismissal compensation	32 968	0	-100.00%
	Termination indemnity	39 049	0	-100.00%
<b>Total</b>		<b>227 247 789</b>	<b>235 070 578</b>	<b>3.44%</b>

\* See glossary, "Allowances/other benefits".

Source: EPO – FIPS

Under "Miscellaneous" in 2020 is EUR 13.8 million as a compensatory lump sum paid out to employees and pensioners as compensation for the positive adjustment that would have resulted from the application of the new procedure to the period 1 July 2020 to 31 December 2020, as well as the application of the moderation clause for the years 2014 to 2020 (CA/D 4/20).

Please note that staff entitlement to the different allowances depends on their specific circumstances, in line with the provisions of the EPO Service Regulations.

In addition to the above, the EPO also contributes to the budget of the European School Munich and subsidises places in various crèches.

**Table 25 – Contribution to crèches and to the European School Munich (ESM) (in EUR), 2019/2020**

Type of expenditure	2019	2020	Variation
Subsidies to crèches	356 337	454 199	27.46%
European School Munich	23 615 270	25 914 260	9.74%
<b>Total</b>	<b>23 971 607</b>	<b>26 368 459</b>	<b>10.00%</b>

Source: EPO – FIPS

The most common grade in job group 4 is G13. Within this grade, the most common step is step 5. A typical examiner with permanent status in grade G13-5, working in Germany, married, with a spouse who is not gainfully employed, two dependent children and expatriate status, can expect a total net monthly remuneration of approximately **EUR 15 927**, made up of:

- Basic salary: 13 441 EUR
- Household allowance: 806 EUR
- Expatriation allowance: 2 897 EUR
- Dependants' allowance: 743 EUR
- Total deductions: -1 960 EUR

The same examiner working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 15 951**, made up of:

- Basic salary: 13 461 EUR
- Household allowance: 808 EUR
- Expatriation allowance: 2 901 EUR
- Dependants' allowance: 744 EUR
- Total deductions: -1 963 EUR

In job groups 5 and 6, the most common grade is G8. Within this grade, the most common step is step 1. An administrative employee with permanent status in grade G8-1, working in Germany, married, with a spouse who is not gainfully employed, two dependent children and no expatriate status, can expect a total net monthly remuneration of approximately **EUR 6 780**, made up of:

- Basic salary: 6 604 EUR
- Household allowance: 396 EUR
- Dependants' allowance: 743 EUR
- Total deductions: -963 EUR

An administrative employee with the same circumstances working in the Netherlands can expect a total net monthly remuneration of approximately **EUR 6 790**, made up of:

- Basic salary: 6 614 EUR
- Household allowance: 397 EUR
- Dependants' allowance: 744 EUR
- Total deductions: -965 EUR

## 2.5 Home loans

Any permanent employee with active status and a minimum of two years of service may be granted a loan for the building, purchase, renovation or refinancing of a residential property destined to be used as a main residence at the place of employment at conditions that are 1.5% below the average market interest rates. The maximum amount that may be borrowed is EUR 110 000, with an increase of 5% for each dependent child.

By the end of 2020, a total of 1 507 loan accounts were active, with a total outstanding balance of around EUR 108 million.

Table 26 – Home loans, 2019/2020

Home loans	2019	2020	Variation
Number of new applications	150	137	-8.67%
Amount of new loans to staff, in EUR (budget)	16 800 000	16 537 922	-1.56%
Number of new loans paid out to staff	162	156	-3.70%
Total number of active outstanding loans	1 484	1 507	1.55%
Average interest rate over the total average capital	1.07%	0.88%	-17.76%
<b>Total amount of home loans outstanding, in EUR</b>	<b>105 895 705</b>	<b>108 298 658</b>	<b>2.27%</b>

Source: EPO – Home Loans Department

### 3. Social security and pension schemes

The EPO provides its employees with a pension scheme and a social security scheme, which includes a healthcare insurance scheme and provisions in case of death, incapacity and long-term care. Total payments in 2020 amounted to approximately EUR 367 million.

#### 3.1 Population covered under the EPO social security scheme

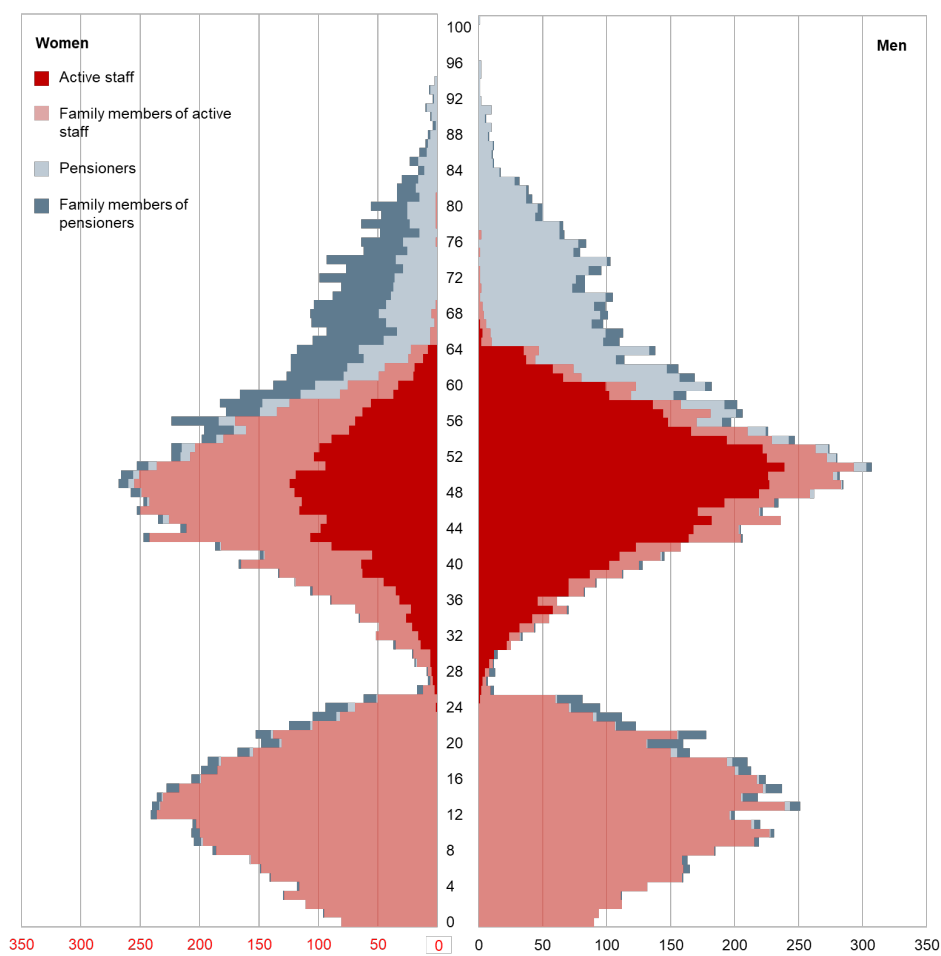
At the end of 2020, 23 259 persons were covered by the EPO social security scheme. The total population covered also includes staff in non-active service (such as unpaid leave) who are still affiliated to the EPO scheme.

Table 27 – Breakdown of persons covered by the EPO social security scheme, 2019/2020

Category	2019	2020	Variation
Active staff covered by social security scheme	6 608	6 403	-3.10%
Unpaid leave, secondment and reserve status	6	14	133.33%
Pension recipients	2 777	2 963	6.70%
Family members (spouses and dependants)	14 117	13 879	-1.69%
<b>Total</b>	<b>23 508</b>	<b>23 259</b>	<b>-1.06%</b>

Source: ISRP; EPO – FIPS

Graph 12 – Breakdown by age of the total population covered by the EPO's social security scheme, 31 Dec. 2020



Source: ISRP; EPO – FIPS



## 3.2 Social security benefits

Table 28 – Breakdown of social security payments relating to collective insurances (in EUR), 2019/2020

Type of benefits	2019	2020	Variation
Healthcare reimbursement	75 222 914	70 964 303	-5.66%
Long-term care insurance	5 684 389	5 945 254	4.59%
Death insurance	2 549 962	2 871 674	12.62%
<b>Total benefits</b>	<b>83 457 265</b>	<b>79 781 231</b>	<b>-4.40%</b>

Source: EPO – FIPS; Cigna

## 3.3 Payments for pensioners

At the end of 2020, there were 3 068 recipients of an EPO pension, which represents a 6.6% increase over 2019.

Table 29 – Breakdown by type of pension, 2019/2020

Type of pension	Number of recipients 2019	Number of recipients 2020	Average monthly basic pension (in EUR) 2019	Average monthly basic pension (in EUR) 2020
Retirement	2 408	2 582	6 784	6 792
Survivor's	363	377	4 165	4 183
Orphan's	108	109	1 223	1 246
<b>Total</b>	<b>2 879</b>	<b>3 068</b>	<b>6 245</b>	<b>6 274</b>

Source: ISRP

Table 30 – Breakdown of payments (in EUR), 2019/2020

Benefits linked to pension	2019	2020	Variation
Basic pension	209 394 804	228 290 548	9.02%
Tax adjustment	40 874 863	46 261 079	13.18%
Other (allowances, compensation)	12 169 562	12 967 074	6.55%
<b>Total</b>	<b>262 439 229</b>	<b>287 518 701</b>	<b>9.56%</b>

Source: EPO – FIPS

Table 31 – Key figures related to retired staff, 31 Dec. 2020

Job group (JG)	Number of retired employees (in headcount)	Average age at retirement (in years)	Average length of service at the EPO (in years)	Average basic monthly salary before retirement (in EUR)
JG 1-4	1 671	61.3	28.0	13 928
JG 5-6	911	60.7	30.7	7 401
<b>Total</b>	<b>2 582</b>	<b>61.1</b>	<b>29.0</b>	<b>11 625</b>

Source: ISRP; EPO – FIPS

The typical package for a G13-5 pensioner, married with no dependent children and living in Germany, after the current average of 28 reckonable years of service at the EPO and based on the German salary table, is composed of the following elements:

▪ Basic pension:	7 527 EUR
▪ Household allowance:	452 EUR
▪ Tax adjustment	1 603 EUR
▪ Deductions for medical and long-term care insurance:	-267 EUR
▪ National tax:	-2 496 EUR
▪ <b>Total:</b>	<b>6 819 EUR</b>

The typical package for a G9-5 pensioner, married with no dependent children and living in Germany, after the current average of 30 reckonable years of service at the EPO and based on the German salary table, is composed of the following elements:

▪ Basic pension:	4 849 EUR
▪ Household allowance:	291 EUR
▪ Tax adjustment:	630 EUR
▪ Deductions for medical and long-term care insurance:	-172 EUR
▪ National tax:	-1 043 EUR
▪ <b>Total:</b>	<b>4 555 EUR</b>

The examples above relate to the old pension scheme, applicable to staff who joined the EPO before 1 January 2009. Staff joining after this date are subject to the new pension scheme regulations. On retirement they receive a capped basic pension plus a lump sum payment corresponding to the result of the investments made under the salary savings plan during the period of their employment.

### 3.4 Contributions to the EPO social security and pension schemes

Like other international organisations, the EPO has to provide, organise and finance its social security and pension schemes independently.

In order to finance the benefits paid under the different social security and pension schemes, contributions are paid by both the EPO and the beneficiaries. With a contribution of EUR 242 million in 2020 (66% of total contribution), the EPO is the main contributor. As in most European international organisations, the share of contributions to all schemes follows the general approach of "1/3 employee, 2/3 employer".

Table 32 – Total contributions to the social security and pension and salary savings plan schemes (in EUR), 2019/2020

Contributions to social security and pension schemes, in EUR	2019	2020	Variation
EPO	221 925 374	241 661 372	8.89%
Employees	105 245 721	114 728 831	9.01%
Pension recipients	7 233 138	8 039 862	11.15%
<b>Total</b>	<b>334 404 234</b>	<b>364 430 065</b>	<b>8.98%</b>

Source: EPO – FIPS

Table 33 – Contributions to the social security scheme (not including pensions) (in EUR), 2019/2020

Contributions to social security scheme (not including pensions), in EUR	2019	2020	Variation
EPO	71 328 593	74 526 686	4.48%
Employees	29 947 895	31 155 927	4.03%
Pension recipients	7 233 138	8 039 862	11.15%
<b>Total</b>	<b>108 509 627</b>	<b>113 722 475</b>	<b>4.80%</b>

Source: EPO – FIPS

The increase in contributions for both the Office and staff is mainly due to the increase in the long-term care contribution rates in 2020, together with the progression of the salary mass. The increase for pension recipients was also caused by the higher number of pensioners.

Table 34 – Contributions to the pension scheme (in EUR), 2019/2020

Contributions to the pension scheme, in EUR	2019	2020	Variation
EPO	150 596 781	167 134 686	10.98%
Employees	75 297 826	83 572 904	10.99%
<b>Total</b>	<b>225 894 608</b>	<b>250 707 590</b>	<b>10.98%</b>

Source: EPO – FIPS

The increase in total contributions to the pension scheme for both the Office and staff is mainly due to the increase in the pension contribution rates in 2020, together with the progression of the salary mass.

The assets managed in the salary savings plan scheme amounted to EUR 146.1 million at 31 December 2020.

In addition, in 2020, the EPO made a transfer of EUR 125 million from its Treasury funds to the RFPSS Fund, as well as a cash transfer of EUR 1.925 million to the salary savings plan. With these transfers, the total contribution of the EPO to the pension scheme was EUR 368.6 million, resulting in a contribution ratio for 2020 of 75.0% by the EPO and 25.0% by staff.

## 4. Working conditions

At the EPO, staff can opt for various flexible working arrangements, including part-time work, part-time home working and flexitime. In addition, in 2019, the EPO launched a pilot for an occasional teleworking scheme, which allows staff to work either from their normal residence at the place of employment or from any other location within the territory of the European Patent Organisation member states.

Given the COVID-19 pandemic, the Office took the necessary measures to enable all staff to work from home. The necessary equipment was delivered to staff members on request (furniture and IT equipment), while provisions were made for flexible time arrangements to enable staff to combine their work duty with private obligations, such as looking after children or supporting home schooling.

In 2020, 6 276 employees teleworked at some point, each teleworking an average of 114 days. Following the approach initiated during the pilot phase, employees were allowed to telework from a location other than their normal residence. Employees teleworking at least once in another location represent 37% (2 319) of the teleworkers. Among these employees, the average number of days teleworked from another location was 39 days in 2020.

### 4.1 Staff working part-time

In 2020, about 14% of all EPO staff worked part-time (50% part-time being the minimum working time allowed). Women represented 73% of the total staff working part-time. These figures are stable in comparison with previous years.

Table 35 – Breakdown of staff working part-time, 2019/2020

Employees working part-time	31 Dec. 19	31 Dec. 20
Female	704	658
Male	248	247
<b>Total</b>	<b>952</b>	<b>905</b>
<b>In % of total staff</b>	<b>14.41%</b>	<b>14.13%</b>

Source: EPO – FIPS

Table 36 – Breakdown of working time percentages, 2019/2020

Working time percentage	Number of staff at 31 Dec. 2019	Percentage of staff working part-time	Number of staff at 31 Dec. 2020			
			Female	Male	Total	Percentage of staff working part-time
50 - 59%	45	4.73%	40	5	45	4.97%
60 - 69%	84	8.82%	74	10	84	9.28%
70 - 79%	143	15.02%	111	15	126	13.92%
80 - 89%	497	52.21%	320	155	475	52.49%
90 - 99%	183	19.22%	113	62	175	19.34%
<b>Total*</b>	<b>952</b>	<b>100.00%</b>	<b>658</b>	<b>247</b>	<b>905</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

Source: EPO – FIPS

## 4.2 Staff on part-time home working

In 2020, around 35% of total staff were on the part-time home working scheme. This figure is stable in comparison with 2019.

Table 37 – Part-time home workers by gender, 2019/2020

Part-time home workers	31 Dec. 19	31 Dec. 20	Variation
Female	1 020	980	-3.92%
Male	1 289	1 255	-2.64%
<b>Total</b>	<b>2 309</b>	<b>2 235</b>	<b>-3.20%</b>

Source: EPO – FIPS

Table 38 – Part-time home workers by number of days worked at home per week, 2019/2020

Days on part-time home working (d)	31 Dec. 19	31 Dec. 2020				Variation
		Female	Male	Total	Percentage of staff on part-time home working	
1 day or less	538	219	232	451	20.18%	-16.17%
1 day < d <=2 days	836	386	347	733	32.80%	-12.32%
2 days < d <=3 days	648	264	445	709	31.72%	9.41%
Other (variable schedule)	287	111	231	342	15.30%	19.16%
<b>Total*</b>	<b>2 309</b>	<b>980</b>	<b>1 255</b>	<b>2 235</b>	<b>100.00%</b>	<b>-3.20%</b>

\* Rounding differences may occur in the total percentages.

Source: EPO – FIPS

### 4.3 Flexi- and compensation leave

In 2020, the average amount of flexi-leave taken per employee (in FTEs) was equivalent to 1.6 days. The average amount of compensation leave taken per employee (in FTEs) was equivalent to 5.1 days.

Table 39 – Breakdown of flexi- and compensation leave, 2019/2020

Type of leave	Absence days* 2019	Absence days* 2020	Variation
Flexi-leave	24 055	10 313	-57.13%
Compensation leave	37 916	32 558	-14.13%

\* Absence days are not the same as employee-days. For instance, an absence day for a 50% part-timer (four hours) counts as a full day.

Source: EPO – FIPS

### 4.4 Overtime, shift work and on call

A decrease in overtime, shift and on-call services can be observed. The decrease is particularly significant in terms of overtime, for the second year in a row.

Table 40 – Breakdown of overtime, shift work and on call, 2019/2020

Overtime, shift work and on call (in hours)	2019	2020	Variation
Overtime	1 766	786	-55.53%
On call	124 313	110 718	-10.94%
Shift hours	1 953	1 773	-9.21%

Source: EPO – FIPS

### 4.5 Working days and absences

Parental and family leave are classed as social leave. In 2020, 1 141 employees took an average of 19.0 days of parental leave. 67 employees took family leave. On average, each of these employees took 17.2 days of family leave.

Table 41 – Reasons for absence, volume and impact on total working days, 2019/2020

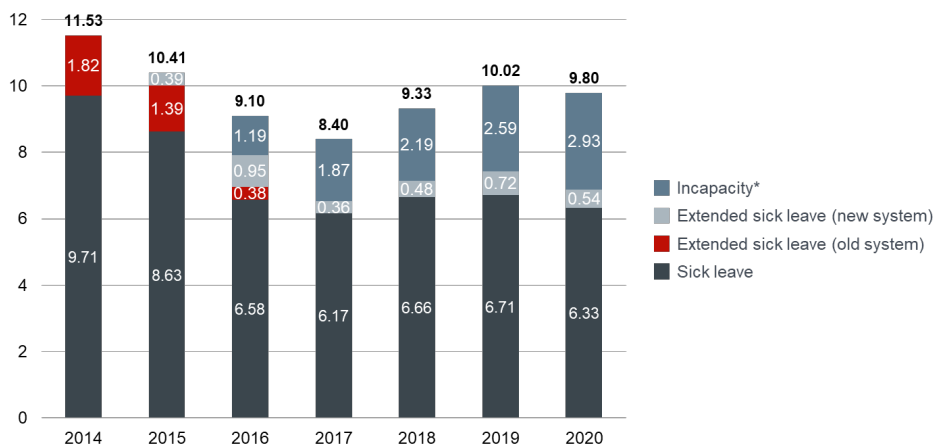
	2019			2020			Variation
Categories of absence	Number of absence days*	Average number of absence days/FTE <sup>s</sup> **	Absence days as % of total working days	Number of absence days*	Average number of absence days/FTE <sup>s</sup> **	Absence days as % of total working days	Number of absence days
Annual leave and home leave	229 163	34.57	13.90%	195 748	30.20	12.03%	-14.58%
Sick leave	66 434	10.02	4.03%	63 495	9.80	3.90%	-4.42%
Social leave	43 363	6.54	2.63%	45 891	7.08	2.82%	5.83%
Unpaid leave	3 141	0.47	0.19%	3 149	0.49	0.19%	0.24%
<b>Total</b>	<b>342 101</b>	<b>51.60</b>	<b>20.75%</b>	<b>308 283</b>	<b>47.56</b>	<b>18.95%</b>	<b>-9.89%</b>

\* Absence days are not the same as employee-days. For instance, an absence day for a 50% part-timer (4 hours) counts as a full day.

\*\* The calculations are based on FTE<sup>s</sup> and not FTE (see glossary).

Source: EPO – FIPS

Graph 13 – Total sickness days per FTEs, 12 months rolling, 2014-2020



\* The observed increase in incapacity is an expected progression of the new system adopted in 2015. The increase is due to the fact that, under the old system, staff members on invalidity would not be included in the sick leave statistics, whereas in the current system of incapacity, they remain in active status and are included in the statistics.

Source: EPO – FIPS

Table 42 – Breakdown of total sickness days, 2019/2020

Type	2019		2020		Variation Total days per FTE <sup>s</sup>	Variation Capacity loss
	Total days per FTE <sup>s</sup>	Capacity loss %	Total days per FTE <sup>s</sup>	Capacity loss %		
Short-term/normal sick leave	6.71	2.70%	6.33	2.52%	-5.66%	-6.67%
Extended sick leave, new system	0.72	0.29%	0.54	0.21%	-25.00%	-27.59%
Incapacity	2.59	1.04%	2.93	1.17%	13.13%	12.50%
<b>Total sickness days</b>	<b>10.02</b>	<b>4.03%</b>	<b>9.80</b>	<b>3.90%</b>	<b>-2.20%</b>	<b>-3.23%</b>

Source: EPO – FIPS

Table 43 – Number of sickness days by percentage of staff, 2019/2020

Number of sickness days (d)	% of staff 2019	% of staff 2020
0 days	32.40%	40.44%
0 days < d < 3 days	18.56%	15.41%
3 days ≤ d < 5 days	12.14%	10.34%
5 days ≤ d < 10 days	16.31%	13.35%
10 days ≤ d < 15 days	7.23%	6.15%
15 days ≤ d	13.35%	14.30%
<b>Total*</b>	<b>100.00%</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

Source: EPO – FIPS



## 5. Health, safety and welfare services

### 5.1 Activities related to health services (Occupational Health Services and Medical Advisory Unit)

Table 44 – Volume of activities\* undertaken by the Occupational Health Services (OHS), 2019/2020

Volume of activities undertaken by OHS	2019	2020	Variation
Number of staff consulting OHS	1 545	1 470	-4.85%
Number of cases**	2 138	1 896	-11.32%
Number of in-house consultations	3 641	4 394	20.68%

\* Due to COVID-19, most activities by videocall/phone.

\*\* With a diagnosis.

Source: EPO – Health & Safety, Cority

Table 45 – Type of activities undertaken by the Occupational Health Services (OHS), 2019/2020

Type of activities* carried out by OHS	2019	2020	Variation
Mandatory examinations, Circular 367	361	410	13.57%
Reintegration meetings	284	422	48.59%
Consultations with managers	334	426	27.54%
Health Advisory Team (HAT) meetings**	103	71	-31.07%
Workplace visits made by OHS ergonomist/nurses/ErgoWucs***	1 412	226	-83.99%
Preventive medical examinations	1 003	425	-57.63%
Initial medical examinations	101	33	-67.33%
Emergency cases	39	29	-25.64%
Vision tests***	440	14	-96.82%
In-house physiotherapy sessions***	7 104	3 622	-49.01%
Influenza vaccinations	2 064	2 733	32.41%

\* Due to COVID-19, most activities by videocall/phone.

\*\* 455 directors and team managers invited to attend in 2020.

\*\*\* Restricted access to the premises and reduced face-to-face contact due to COVID-19.

Source: EPO – Health & Safety, Cority

Utilisation of the Employee Assistance Programme (EAP) stood at 3.12% in 2020. The service was accessed a total of 206 times, of which 158 were for counselling and 48 were for work/life services.

**Table 46 – Volume of activities undertaken by the Medical Advisory Unit (MAU), 2019/2020**

Activities undertaken by the MAU	2019	2020	Variation
Requests for prolongation of dependants' allowance for medical reasons (Art. 69(5) ServRegs)	55	40	-27.27%
Requests for dependants' allowance for disabled children (Art. 69(1).II ServRegs)	65	61	-6.15%
Requests for reimbursement of costs for disabled children (Art.69 II.(10) ServRegs)	39	27	-30.77%
Consultations for medical opinion for employees on extended sick leave or incapacity	700	943	34.71%
Cure requests	244	122	-50.00%
Number of A cures granted	118	80	-32.20%
Number of B cures granted	75	18	-76.00%
Requests for special leave	88	58	-34.09%
Requests to spend sick leave elsewhere than at employee's place of residence (Art. 62a(5) ServRegs)	68	70	2.94%
Sick leave verification (Art. 62a(6) ServRegs)	3	1	-66.67%
Advice on health insurance matters and disputes	165	166	0.61%
Requests for family leave	120	84	-30.00%
Examination under Art. 26(2) ServRegs	22	12	-45.45%
Long-term care (LTC) matters (number of cases)*	72	68	-5.56%
Consultations following occupational accident with injury	63	34	-46.03%

\* Until 31 October 2020. After that date, this activity was transferred to another unit.

Source: EPO – Health & Safety, Cority

## 5.2 Occupational accidents

**Table 47 – Number of occupational accidents reported, 2019/2020**

Site	2019	2020
Munich	34	12
The Hague	22	9
Berlin	3	0
Vienna	2	1
Brussels	0	0
<b>Total</b>	<b>61</b>	<b>22</b>

Source: EPO – Health & Safety

The COVID-19 pandemic is reflected by the number of occupational accidents. Only four occupational accidents occurred on the premises, while the remainder (82% of the registered occupational accidents) were related to commuting, resulting in 298.5 sickness days (100% of the total sickness days related to registered occupational accidents). No occupational accident related to teleworking was reported.

### 5.3 Health and safety related expenditure

Overall expenditure for health and safety decreased by over 16%. A significantly lower number of staff were eligible (and registered) for the bi- and triannual preventive medical examinations.

Table 48 – Breakdown of other health service costs (in EUR), 2019/2020

Category	2019	2020	Variation
Preventive medical examinations	485 119	204 615	-57.82%
Initial medical examinations	50 601	15 269	-69.82%
Health and safety costs	1 266 529	1 285 141	1.47%
<b>Total</b>	<b>1 802 249</b>	<b>1 505 025</b>	<b>-16.49%</b>

Source: EPO – FIPS

### 5.4 Funding for general staff welfare

Spending in the social budget decreased in 2020, compared with 2019, owing to the COVID 19 pandemic. The subsidies for the Amicale and the Pensioners' Association were increased.

Table 49 – Breakdown of expenditure for general staff welfare (in EUR), 2019/2020

Category	2019	2020	Variation
Canteen subsidies	2 115 440	766 225	-63.78%
AMICALE, culture and sports clubs, social events	1 250 000	1 330 000	6.40%
Pensioners' Association subsidy	92 000	106 000	15.22%
Social events Office	200 588	144 858	-27.78%
Motivation budget	224 926	196 655	-12.57%
DG 1 team reinforcement budget	386 981	378 172	-2.28%
<b>Total</b>	<b>4 269 936</b>	<b>2 921 910</b>	<b>-31.57%</b>

Source: EPO – FIPS

## 6. Social dialogue

All figures in Table 50 originate from the self-declaration made by the staff representatives regarding the number of days spent on staff representation activities.

Table 50 – Staff representation activities in days, 2019/2020

<b>Statutory bodies</b>	<b>2019</b>	<b>2020</b>
General Consultative Committee	33.00	21.25
Appeals Committee	131.10	132.50
Health and safety issues	20.00	65.10
<b>Total</b>	<b>184.10</b>	<b>218.85</b>

<b>Administrative Council and its bodies</b>	<b>2019</b>	<b>2020</b>
Administrative Council and Committees	30.60	17.70
Reserve Funds for Pensions and Social Security	4.30	2.60
<b>Total</b>	<b>34.90</b>	<b>20.30</b>

<b>Thematic meetings and working groups</b>	<b>2019</b>	<b>2020</b>
Various meetings with management	973.90	1 066.00
Data protection	2.10	7.40
Recruitment	8.50	4.10
Home Loans Committee	4.80	2.50
Sub-group GCC SSPR	12.00	6.30
Staff Committee elections	n/a	0.30
Ad hoc working groups	7.90	46.90
<b>Total</b>	<b>1 009.20</b>	<b>1 133.20</b>

<b>Internal staff representative work &amp; training</b>	<b>2019</b>	<b>2020</b>
Staff representative work	2 858.90	3 308.80
Preparation and travel	109.70	111.10
Training	71.40	21.10
<b>Total</b>	<b>3 040.00</b>	<b>3 441.00</b>

Table 51 – Number of staff by site involved in staff representation activities, 2019/2020

Site	2019	2020 female	2020 male	Total 2020	Variation
Berlin	5	1	5	6	20.00%
Munich	14	4	17	21	50.00%
The Hague	17	9	15	24	41.18%
Vienna	4	4	3	7	75.00%
<b>Total</b>	<b>40</b>	<b>18</b>	<b>40</b>	<b>58</b>	<b>45.00%</b>

Source: EPO – FIPS

Staff Committee elections were held in June 2020. The number of Staff Committee representatives remained the same but new staff members were elected, hence the increase in the number of staff.

Table 52 – Time allocation for staff representation-related activities, 2019/2020

Time allocation (in days)	2019	2020
Time available	5 050	5 550
Time used	4 326	4 811
<b>Time (in days) for appointees by CSC</b>		
Disciplinary procedures	6	1
Selection procedures	9	0
<b>Total used</b>	<b>4 341</b>	<b>4 812</b>

Source: EPO – FIPS

## 6.1 Meetings with social partners

Table 53 – Number of meetings with social partners, 2019/2020

<b>Meetings of statutory bodies</b>	<b>2019</b>	<b>2020</b>
Central Occupational Health, Safety and Ergonomics Committee	4	5
General Consultative Committee	6	8
Local Occupational Health, Safety and Ergonomics Committee MUC	3	4
Local Occupational Health, Safety and Ergonomics Committee VIE	1	3
Local Occupational Health, Safety and Ergonomics Committee BER	2	2
Local Occupational Health, Safety and Ergonomics Committee TH	3	4
Local Staff Committee MUC	2	2
Local Staff Committee TH	4	2
Local Staff Committee VIE	3	3
Local Staff Committee BER	2	4
Home Loans Committee	3	0
Harmonisation Committee <sup>5</sup>	n/a	1
<b>Total</b>	<b>33</b>	<b>38</b>
<b>Participation of staff representatives in the Administrative Council</b>		
Administrative Council	4	4
Reserve Funds for Pensions and Social Security	3	3
Budget and Finance Committee	3	2
Technical and Operational Support Committee	1	2
Committee on Patent Law	1	1
Academy Supervisory Board	1	1
<b>Total</b>	<b>13</b>	<b>13</b>

<sup>5</sup> The Staff Committee was invited to participate in the Harmonisation Committee from 2020.

<b>Thematic meetings and working groups</b>		
Working Group on Circulars 355 (Regulations for the Staff Committee elections) and 356 (Resources and facilities to be granted to the Staff Committee)	7	3
Working Group on Performance Management	6	3
Strike Ballot Supervisory Committee	2	n/a
Elections Supervisory Committee	n/a	2
Working Group Diversity and Inclusion	2	3
Working Group on Financial Measures	4	2
Working Group on Education and Childcare Allowance Reform	n/a	5
Working Group Appeals Committee Reform	n/a	3
President – CSC meetings	3	5
President – union meetings	4	6
Other meetings involving staff representatives <sup>6</sup>	4	24
<b>Total</b>	<b>28</b>	<b>56</b>
<b>Other meetings (Subgroup of the GCC on Social Security, Pensions and Remuneration; Supervisory Committee for Salary Savings Plan)</b>		
Three wise men on salaries (Advisory Group on Remuneration)	2	1
Actuarial Advisory Group (meets every second year)	3	n/a
ISRP for staff representatives	1	1
Working Group on Guide to Cover	4	3
Supervisory Committee for Salary Savings Plan	2	3
GCC SSPR - Salary Adjustment Procedure Review	2	6
Other topics on social security, pensions and remuneration	2	2
<b>Total</b>	<b>16</b>	<b>16</b>

Source: EPO – Principal Directorate Corporate Policies

In addition, four meetings of the Appraisals Committee took place in 2020 (compared with 16 in 2019). They are not reported in Table 53 since the Staff Committee is not represented on the Appraisals Committee.

**Table 54 – Number of hearings (Appeals Committee, Disciplinary Committee and Joint Committee on Articles 52 and 53), 2019/2020**

<b>Number of hearings</b>	<b>2019</b>	<b>2020</b>
Appeals Committee	26	36
Disciplinary Committee	3	1
Joint Committee on Articles 52 and 53	1	0

Source: EPO – HR Legal Support and Appeals Committee Secretariat

<sup>6</sup> 15 of these meetings in 2020 were dedicated to tackling the COVID-19 situation.

## 6.2 Industrial action

Table 55 – Number of strike days, 2019/2020

Number of strikes	2019	2020
Number of strike days	0	1
Number of FTE days*	0	1 236

\* Office-wide. Full-day and half-day participants included as well as all four sites (Munich, Berlin, The Hague and Vienna).

Source: EPO – FIPS

The call for strike issued in 2019 resulted in industrial action in December 2020.

## 7. Conflict resolution

### 7.1 Informal conflict resolution

A network of 12 confidential counsellors (four in Munich, four in The Hague, two in Berlin and two in Vienna) supported the Conflict Resolution Unit<sup>7</sup> in its informal conflict resolution activities in 2020. The counsellors are regular staff members who spend up to 50% of their time supporting, encouraging and facilitating the informal and amicable resolution of workplace conflicts. In 2020, the counsellor network was actively consulted by colleagues facing challenges related to the COVID-19 situation, which explains the increase in cases of counselling on workplace difficulties.

Table 56 – Types of case dealt with by the Conflict Resolution Unit, 2019/2020

Nature of conflict	Number of cases 2019**	% of total 2019*	Number of cases 2020	% of total 2020*
Manager/employee in the hierarchical line	196	62.82%	186	65.49%
Between colleagues	36	11.54%	26	9.15%
Between managers	11	3.53%	10	3.52%
Request for information	56	17.95%	5	1.76%
Counselling on workplace difficulties	13	4.17%	57	20.07%
<b>Total</b>	<b>312</b>	<b>100.00%</b>	<b>284</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

\*\* Figures for 2019 corrected.

Source: EPO – Conflict Resolution Unit

<sup>7</sup> The mission of the Conflict Resolution Unit is to promote conflict prevention and to foster early resolution of workplace disputes via amicable means.



Table 57 – Status of cases dealt with by the Conflict Resolution Unit, 2019/2020

Status of cases	Number of cases 2019**	% of total 2019*	Number of cases 2020	% of total 2020*
Conflicts resolved via coaching	288	92.31%	202	71.13%
Conflicts resolved via conciliation	21	6.73%	29	10.21%
Referrals to formal procedure (management review, Appraisals Committee, investigation, etc.)	1	0.32%	1	0.35%
Cases ongoing	2	0.64%	52	18.31%
<b>Total</b>	<b>312</b>	<b>100.00%</b>	<b>284</b>	<b>100.00%</b>

\* Rounding differences may occur in the total percentages.

\*\* Figures for 2019 corrected.

Source: EPO – Conflict Resolution Unit

## 7.2 Management review

The management review is a pre-litigation step co-ordinated by the Conflict Resolution Unit and introduced in 2013. It is aimed at resolving employment law-related administrative disputes at an early stage, thus preventing further litigation. 127 requests for management review were registered in 2020, involving a total of 301 requesters.

Table 58 – Overview of general categorisation of management reviews, 2019/2020

	2019			2020		
Supra-categories	Registered cases	% of total*	Number of requesters	Registered cases	% of total*	Number of requesters
Regulations/policies	43	20.48%	48	9	7.09%	120
Individual	167	79.52%	167	118	92.91%	181
<b>Total</b>	<b>210</b>	<b>100.00%</b>	<b>215</b>	<b>127</b>	<b>100.00%</b>	<b>301</b>

\* Rounding differences may occur in the total percentages.

Source: EPO – Conflict Resolution Unit

Table 59 – Nature of cases dealt with by management review, 2019/2020

Categories	Management reviews 2019	% of total 2019*	Number of requesters 2019	Management reviews 2020	% of total 2020*	Number of requesters 2020
Career/promotion/step advancement/bonus	124	59.05%	129	55	43.31%	57
Salary/allowances/payments	22	10.48%	22	22	17.32%	63
Pensions/incapacity	15	7.14%	15	7	5.51%	136
Staff Committee rights/collective rights	10	4.76%	10	2	1.57%	4
Leave/working time	7	3.33%	7	15	11.81%	15
Disciplinary procedures		0.00%			0.00%	
Transfer/appointment/contract	6	2.86%	6	2	1.57%	2
Healthcare/long-term care	5	2.38%	5	4	3.15%	4
Investigation/dignity	10	4.76%	10	5	3.94%	5
Staff reports	1	0.48%	1	1	0.79%	1
Other	10	4.76%	10	14	11.02%	14
<b>Total</b>	<b>210</b>	<b>100.00%</b>	<b>215</b>	<b>127</b>	<b>100%</b>	<b>301</b>

The above figures include cases in both the "Regulations/policies" and "Individual" supra-categories.

\* Rounding differences may occur in the total percentages.

Source: EPO – Conflict Resolution Unit

Table 60 – Outcome of management review cases, 2019/2020

Status/outcome	Requests 2019	% of total 2019*	Requests 2020	% of total 2020*
Rejected as irreceivable	118	56.19%	40	31.50%
Decision maintained	30	14.29%	29	22.83%
Allowed (in whole or in part)	20	9.52%	11	8.66%
Withdrawn	16	7.62%	7	5.51%
No review (filter function)	26	12.38%	17	13.39%
Pending	0	0.00%	23	18.11%
<b>Total</b>	<b>210</b>	<b>100%</b>	<b>127</b>	<b>100%</b>

\* Rounding differences may occur in the total percentages.

Source: EPO – Conflict Resolution Unit

Of the 127 requests in 2020, approximately 19% of the closed cases had progressed to the appeal stage as at 1 February 2021. (By way of comparison, of the 210 requests in 2019, 18% of the closed cases had progressed to the appeal stage as at 1 February 2020.)

The figure of 19% is preliminary. The definitive number of internal appeals following a management review will be available in July 2021, given that up to six months may elapse from the date of filing a management review to the subsequent registration of an appeal (up to two months to conduct the review, up to three months to file a subsequent appeal and up to one month to register the appeal).

By way of reference, the final figures for 2019 show that, of 210 registered requests for review, approximately 57.62% were solved at this stage and did not progress to the appeal stage.

### 7.3 Internal appeals

In 2020, 120 new appeals were lodged by 120 staff members (individual appellants and appellants filing collective appeals). This is higher than the number of appeals in 2019 (97).

In 2020, the average duration from filing an appeal until the final decision of the President was 49.6 months (39.7 months in 2019).

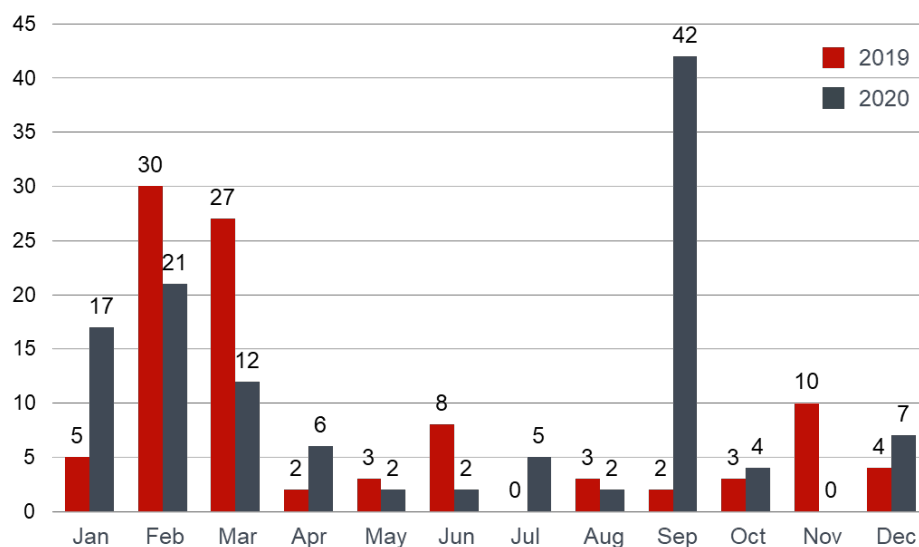
In 2020, the number of pending cases before the Appeals Committee continued with its trend of decreasing significantly, falling by 32.23% despite an increase in the number of new appeals. At the end of 2020, 330 appeals (of which 3 were remitted appeals) were pending before the Appeals Committee, compared with 487 appeals (of which 40 were remitted appeals) in 2019.

Table 61 – Internal appeals registered, 2019/2020

Year	Number of registered appeals
2019	97
2020	120

Source: EPO – Appeals Committee Secretariat

Graph 14 – Number of internal appeals registered by month, 2019/2020



Source: EPO – Appeals Committee Secretariat

### 7.3.1 Appeals by category

Table 62 – Number of new appeals by category, 2019/2020

Categories (individual)	Internal appeals 2019	% of total 2019*	Number of appellants 2019	Internal appeals 2020	% of total 2020*	Number of appellants 2020
Career/promotion/step advancement/bonus	60	61.86%	60	57	47.50%	57
Pensions/incapacity	8	8.25%	8	41	34.17%	41
Salary/allowances/payments	11	11.34%	14	9	7.50%	9
Investigation/dignity	5	5.15%	5	6	5.00%	6
Leave/working time	4	4.12%	4	2	1.67%	2
Staff Committee rights/collective rights	3	3.09%	3	1	0.83%	1
Transfer/appointment/contract	1	1.03%	1	1	0.83%	1
Healthcare/long-term care	0	0.00%	0	1	0.83%	1
Disciplinary procedures	0	0.00%	0	0	0.00%	0
Other	5	5.15%	5	2	1.67%	2
<b>Total</b>	<b>97</b>	<b>100.00%</b>	<b>100</b>	<b>120</b>	<b>100.00%</b>	<b>120</b>

\* Rounding differences may occur in the total percentages.

Source: EPO – Appeals Committee Secretariat

Table 63 – Number of cases finalised by the Appeals Committee, 2019/2020

Outcome of appeals	2019	2020	Variation
Cases on which the Appeals Committee issued an opinion	220	246	11.82%
Cases closed by withdrawal (before issuing of opinion/decision of the President)	56*	28**	-50.00%
Cases closed by amicable settlement facilitated by the Appeals Committee	1	0	-100.00%

\* This figure does not include two appeals that were withdrawn on the same date as the Appeals Committee's opinion was issued and five appeals that were withdrawn following the issuance of the Appeals Committee's opinion.

\*\* This figure does not include two appeals that were withdrawn following the issuance of the Appeals Committee's opinion.

Source: EPO – Appeals Committee Secretariat

Table 64 – Outcome of appeals at the EPO, 2019/2020

Final decisions of the appointing authority on appeals	2019	2020*
Appeals allowed	0.89%	1.75%
Appeals allowed in part	13.39%	29.82%
Appeals rejected	85.71%	68.42%

\* Note: At the time the data was produced, not all final decisions for 2020 opinions had been taken by the appointing authority. These percentages include final decisions taken by 17 March 2021 on opinions issued in 2020.

Source: EPO – Appeals Committee Secretariat

### 7.3.2 Complaints filed by EPO staff with the ILOAT

Once the internal means of redress have been exhausted, EPO staff may file a complaint with the Administrative Tribunal of the International Labour Organization (ILOAT).

Table 65 – Internal appeal cases continuing to the ILOAT, 2018-2020

Year	Appeal cases closed with final decision	Number of which continued to ILOAT	% of total
2020	168	55*	32.79%
2019	214	87	40.65%
2018	98	31	31.63%

\* Provisional number – status as at 19 March 2021.

Source: EPO – Directorate Employment Law

Table 66 – Outcome of complaints with ILOAT, 2019/2020

Outcome of complaints with ILOAT	2019	2020
Number of complaints pending with ILOAT*	483	317
Number of new complaints received by the EPO	93	112
Number of judgments delivered**	31 (37)	29 (684)
% of ILOAT complaints allowed	5%	17%
% of ILOAT complaints partially allowed	0%	0%
% of ILOAT complaints not allowed	95%	83%
% of judgments summarily dismissing the complaint(s)	27%	17%

\* The figure for 2019 includes 7 mass complaints covering 517 cases.

\*\* The number in brackets shows the number of actual complaints (several complaints can receive one judgment).

Source: EPO – Conflict Resolution Unit (Employment Law Directorate data)

### 7.3.3 Settlements in 2020

The initial settlement initiative, concerning what are known as the remitted appeals, was completed in early 2020, having achieved 85 successful settlements out of a total of 335 cases: an overall success rate of 25%.

Settlement discussions of individual appeals continued in 2020, where 117 cases (internal appeals and ILOAT complaints) were examined, leading to a successful settlement in 36% of cases. The success rate is higher (53%) considering individual appeals submitted by staff with a maximum of three files examined for settlement.

Table 67 – Number of settled cases and cases with a recorded withdrawal in 2020

Outcome	Internal appeals	ILOAT complaints	Total
Withdrawal (incl. "satisfaction given")	5	23	28
Out-of-court amicable resolution	27	12	39

Cases withdrawn/closed by amicable resolution are counted as of the date of signature.

Cases are counted just once, even if several people have withdrawn/reached an amicable resolution (i.e. group cases).

Source: EPO – Conflict Resolution Unit (Employment Law Directorate data)

## 7.4 Ethics and compliance: ensuring integrity and accountability

In 2020, Directorate Ethics and Compliance (DEC) actively focused on fostering a value-driven culture of integrity, ethical conduct and accountability at the EPO.

## 7.4.1 Investigations

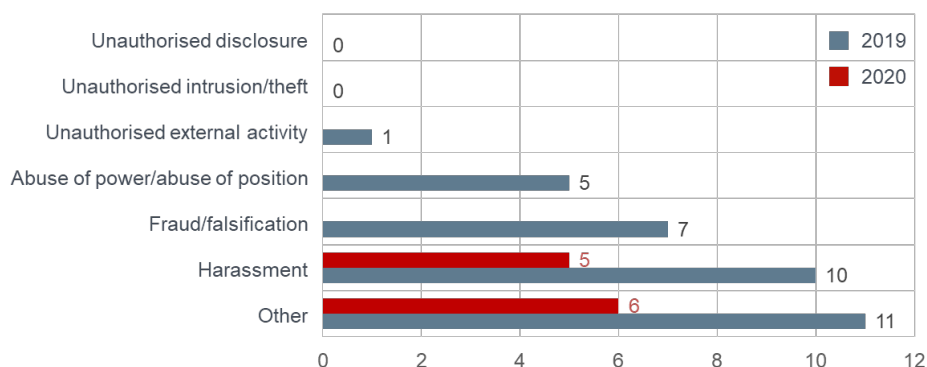
Table 68 – Number of investigations, 2019/2020

Status of cases	2019	2020	Variation
Cases in progress at the beginning of the reporting year	21	9	-57%
Number of which completed in the reporting year	20	8	-60%
New intakes/complaints received during the year	44	15	-66%
Cases not registered	10	4	-60%
Cases opened	34	11	-68%
Number of which completed in the same year	28	9	-68%

Source: EPO – Directorate Ethics and Compliance

In 2020, the number of investigations decreased compared with previous years. Early assessment of requests facilitated the most appropriate course of action to be taken, whilst ensuring accountability. DEC received 15 reports (versus 44 received in 2019). This is explained, in part, by the impact of the pandemic (fewer physical interactions, less frequent access to Office premises, home-working context).

Graph 15 – Category of allegations, 2019/2020



Source: EPO – Directorate Ethics and Compliance

In 2020, DEC chiefly handled harassment complaints, although actual numbers show a sharp decrease compared with 2019 (5 complaints as compared with 10 in 2019). The investigations classified as "other types of misconduct" mainly refer to damage or abuse of Office property.

## 8. Glossary

### Active service

Active employment of staff not assigned to a different administrative status whilst performing tasks for the EPO and deriving full employment benefits on either a full-time or part-time basis.

### Allowances/other benefits

Additional elements of remuneration beyond the basic salary, as follows:

Term	Legal basis	Description
Dependants' allowance	Art. 69, Art. 70 ServRegs	Payment aimed at providing support to employees for the support of children or relatives.
Household allowance	Art. 68 ServRegs	Payment aimed at supporting employees who assume family responsibilities.
Childcare allowance	Art. 70a ServRegs	Payment aimed at providing support for employees whose children attend a childcare facility.
Education allowance	Art. 71, Art. 120a ServRegs	Payment aimed at providing support to employees whose children regularly attend an educational establishment on a full-time basis.
Budget of the ESM	Agreement between the EPO and the Board of Governors of the European Schools	Annual contribution of the EPO to the budget of the European School Munich.
Parental/family leave allowance	Art. 45a, Art. 45b ServRegs	Payment aimed at supporting employees whose remuneration is reduced during parental or family leave.
Budget of the crèches	Art. 70a ServRegs Circular 301 (Rev. 1)	Subsidy for childcare facilities exclusively available to EPO staff.
Birth (maternity) grant	Art. 85 ServRegs	One-off payment made to employees upon the birth of a child.
Overtime, shift, on-call allowance	Art. 57, Art. 58, Art. 58a ServRegs	Additional remuneration as compensation for supplementary working hours, for a specific working schedule or for remaining on standby at the requirement of the EPO, outside the employee's normal working hours.
Rent allowance	Art. 74 ServRegs	Payment aimed at providing support to employees for renting a residence at the place of employment.
Installation allowance	Art. 73 ServRegs	Lump-sum payment aimed at covering costs incurred by employees upon taking up employment or transferring to another duty station.
Removal expenses	Art. 81 ServRegs	Lump-sum payment aimed at covering costs for moving an employee's household to/from their place of employment.



Term	Legal basis	Description
Language allowance	Art. 75 ServRegs	Payment made to employees in specific grades who are required to use in their function two or three of the official languages other than their mother tongue and whose language abilities have been acknowledged by the EPO.
Travel expenses	Art. 77 ServRegs	Compensation aimed at refunding employees holding a travel order for costs incurred for travelling to/from their place of employment.
Miscellaneous allowances		Amounts under specific budget articles, which include elements such as reserve status allowance, housing allowance, promotion compensation, loss-of-job indemnity, employer's contribution to national insurance scheme and temporary fixed allowance.
Expatriation allowance	Art. 72 ServRegs	Payment aimed at covering additional costs incurred by employees whilst working and residing outside the country of citizenship.
Functional allowance	Art. 12(2) ServRegs	Supplementary compensation to reward employees for additional duties or duties involving specific constraints.
Severance grant	Art. 11 PenRegs Art. 11 New PenRegs	Payment made upon cessation of employment prior to accruing pension entitlements, aimed at compensating former employees for participation in the EPO's pension scheme.
Salary savings plan payment	Art. 65(3) ServRegs	Settlement made upon cessation of employment corresponding to the amount in the employee's salary savings plan account.
Dismissal compensation	Art. 13(5) ServRegs	Payment made to employees leaving the service who do not pass the probationary period.
Termination indemnity <sup>8</sup>	Art. 15b Conditions of employment for contract staff	Payment made at the end of a fixed-term contract, usually in addition to a severance grant and the salary savings plan settlement.

<sup>8</sup> Replaced by loss-of-job indemnity following the introduction of the new employment framework (CA/D 2/18).

## **Amicale**

Association organising social events and programmes for staff and their families, including sports and cultural activities.

## **Appointment**

Appointment may be:

- by recruitment, transfer or promotion as a result of a general competition open to both employees of the EPO and external candidates;
- by transfer at the same grade within the EPO either on the initiative of the appointing authority or at the request of the employee concerned;
- by transfer or promotion as a result of an internal competition open to all employees of the EPO.

## **Basic salary tables**

Net salary tables are published following the decisions of the Administrative Council on the salary adjustment, usually taken in December.

## **Categories of social leave**

Social leave includes maternity leave (Art. 61 ServRegs), special leave (Art. 59(3) ServRegs; Circular 22, Rules 6-9), adoption leave (Art. 61a ServRegs), unpaid leave (Art. 45 ServRegs), parental leave (Art. 45a ServRegs) and family leave (Art. 45b ServRegs).

## **Categories of special leave**

Special leave includes leave granted for marriage of the employee, change of residence, serious illness of a spouse or child, death of a spouse, death or serious illness of a relative in the ascending line, death or very serious illness of a child, hospitalisation of a child aged 12 or under, birth of a child, marriage of a child, death of wife during maternity leave (Art. 59(3) ServRegs).

It also includes the death of another immediate relative, death/serious illness of a parent-in-law or any other person related by blood or marriage, court appearances, voting in national elections, transfer to another place of employment, further training, EQE (Circular 22, Rules 6-9), Berlin special leave, special leave travel days and special leave pending.

## **Cigna**

Third party administrator of the EPO healthcare insurance scheme.

## **Conflict Resolution Unit**

The Conflict Resolution Unit deals with the prevention and early resolution of workplace disputes and promotes informal and pre-litigation mechanisms.

## **Contract staff**

Until 31 March 2018, contract staff could be recruited on appointment by the President of the Office on the basis of two categories of contract:

- non-renewable contracts (NRCs) concluded under Budget Article 3010 for the performance of short-term duties or replacement of other staff for a maximum of three years;
- contracts concluded to cover other temporary needs and funded from a permanent post under Budget Article 3000.

As of 1 April 2018, contracts have been replaced by fixed-term appointments.

## **Cority**

Occupational health and safety software; a web-based application.

## **Cure**

The aim of a cure is to improve a person's general health and their capacity to perform daily activities. There are two types of cure:

- Type A – cases of absolute medical necessity only (for staff members, their family members and pensioners)
- Type B – five-yearly cure (for staff members only)

## **Dependant**

A person (usually a child of the employee) in respect of whom an employee qualifies for the payment of a dependants' allowance.

## **Duty travel**

Mission undertaken by an employee at the request of their line manager to fulfil business needs (business mission) or attend training (training mission) outside of the place of employment. A combined mission is a mission that combines these two elements or that fulfils business needs relating to several units in the EPO.

## **Employee**

An employee is a person appointed under and covered by the Service Regulations and/or other terms of employment on either a permanent or a temporary basis.

## **Employee Assistance Programme**

The Employee Assistance Programme (EAP) provides staff and their immediate family members with confidential and direct access to professional support to help them resolve work and life issues. Services include general and psychological counselling, legal advice, financial guidance and much more. The multilingual EAP is available 24/7/365 and is free of charge to EPO staff and their dependants.

## **Examiner**

Examiners are technically qualified staff responsible for search, substantive examination and opposition, the three main phases of the patent granting process.

## **FIPS**

SAP system used by Finance, Procurement and HR (recruitment, personnel administration, time and leave, payroll and staff reporting) for finance and personnel information.

## **Fixed-term appointment**

A fixed-term appointment is an appointment for a specified duration of up to five years. It may be extended by express mutual agreement.

## **Full-time equivalent (FTE)**

A statistical factor of 1 for an employee who has been employed full-time in a given calendar year (e.g. 0.5 FTE for someone who is on part-time).

## **Full-time equivalent for sickness statistics (FTE<sup>s</sup>)**

An FTE<sup>s</sup> represents an employee working for the whole of the reporting period, irrespective of whether they work part-time or full-time (in this respect the definition differs from the usual FTE definition). The calculation of the FTE<sup>s</sup> is based on working days. For example, if the reporting period is from 1 January to 31 December, an employee working for the whole period equals 1 FTE<sup>s</sup>. An employee retiring on 1 July equals 0.5 FTE<sup>s</sup>.

## **Full basic salary**

Basic salary as per the net salary tables after internal tax, with no reduction due to absences leading to salary deductions or to part-time work.

## **Initial medical examination**

Examination conducted upon recruitment to determine whether a candidate meets the medical requirements of the post.

## **Investigative Unit**

Unit in charge of establishing the facts relating to allegations of misconduct and reporting the results to the appointing authority.

## **ISRP**

Acronym for International Service for Remuneration and Pensions. The ISRP has been the EPO's pension services provider since 1 January 2013.

## Job groups (Circular 365, Annex I ServRegs)

The term "job group" is used to cover jobs that require similar types of education, knowledge and expertise. Accordingly, each of the six job groups is associated with a specific range of grades.

## Job profiles

Job profiles exist for all job groups and contain a generic description of the following job aspects:

- the tasks to be performed
- the educational qualifications
- the required competencies
- the area and job group to which the profile belongs

Depending on job group and area of activity, all staff are assigned a generic job profile.

## Leave types

Term	Legal basis	Description
Flexi hours	Art. 5(2) Guidelines on arrangements for working hours	Type of leave by which staff may accrue surplus working hours and take leave at their convenience.
Compensation hours	Art. 5(4) Guidelines on arrangements for working hours	Type of leave by which a quarter of an hour is credited to the employee per full day of presence.
Annual leave	Art. 59 ServRegs	Entitlement of 30 days of holiday for a full working year.
Home leave	Art. 60 ServRegs	Additional leave granted every two years to employees recruited before 1 April 2018 for maintaining links to their home country outside their place of employment.
Absences for health reasons	Arts. 62, 62a, 62b and 62c ServRegs	Absence due to incapacity to perform duties for medical reasons. The system covers three phases: <ul style="list-style-type: none"><li>▪ Short-term or normal sick leave</li><li>▪ Extended sick leave: starts when the cumulative sick leave reaches 125 days in 18 months</li><li>▪ Incapacity: starts when the cumulative sick leave reaches 250 days in 36 months</li></ul>
Social leave	Arts. 45a, 45b, 59(3), 61 ServRegs	Parental, family, special and maternity leave.
Unpaid leave	Art. 45 ServRegs	Leave benefit by which an employee ceases active employment for a certain period of time on personal grounds.

### **Length of service**

Number of years an employee has been working at the EPO (without deductions for unpaid leave, secondment, part-time work, etc.).

### **Long-term care insurance**

Risk covered by the EPO's social security schemes, aimed at offsetting part of the expenses incurred if an insured person's autonomy becomes seriously impaired on a long-term basis.

### **Management review (Art. 109 ServRegs)**

A management review is a pre-litigation step aimed at amicably resolving disputes about individual decisions at an early stage.

### **Mass appeal**

Internal appeal filed by several staff members against the same decision, often on the same grounds. Such appeals are counted as one appeal in the summaries concerning internal litigation prepared by the EPO.

### **Members of the Boards of Appeal**

Appointed by the Administrative Council and responsible for the examination of appeals from decisions taken in the patent granting process.

### **Nationality**

The nationality of an employee is the nationality given in their electronic personal files and FIPS. In cases of dual citizenship, it is the first nationality recorded in FIPS.

### **New pension scheme**

The new pension scheme is applicable to staff recruited as of 1 January 2009. The monthly pension under the new scheme is calculated on the basis of two times the reference basic salary at G01-4. The total contribution rate (EPO and staff) in 2020 amounted to 28.8% of the basic salary up to a ceiling of twice the salary for grade G01-4.

Contributions to the new pension scheme and the salary savings plan by the EPO and staff are apportioned 2/3 and 1/3 respectively.

### **Non-active status (Art. 42 ServRegs)**

A permanent employee may be assigned to non-active status as follows:

- a. on secondment
- b. to fulfil obligations regarding military service or comparable service
- c. for parental leave
- d. for family leave
- e. on personal grounds

Unless otherwise expressly provided in the Service Regulations, a permanent employee assigned to non-active status is not entitled to remuneration.

### **Non-renewable contract (NRC)**

A non-renewable contract is a contract concluded under Budget Article 3010 for the performance of short-term duties or to replace other staff for a maximum term of three years. As of 1 April 2018, staff can no longer be recruited on NRCs.

### **Off-scale (former A4(2))**

Under the new career system some staff graded under the former system in grade A4(2) at a salary level that exceeded the amount corresponding to G13 step 5 have been placed "off-scale", retaining their former basic salary.

### **Old pension scheme**

Pension scheme applicable to staff recruited before 1 January 2009, under which a staff member with ten or more years of actual service is entitled to a retirement pension calculated on the basis of the final basic salary. The total contribution rate (EPO and staff) for the old pension scheme amounted in 2020 to 32.7% of the basic salary.

### **Orphan's or dependant's pension (Chapter V PenRegs)**

Pension paid under conditions laid down in the Pension Scheme Regulations (PenRegs) to children or other dependants of a deceased or widowed employee.

### **Other staff**

Staff whose activities are not directly related to the granting of patents.

### **Part-time home working (PTHW – Guidelines for part-time home working at the EPO)**

PTHW is a form of teleworking whereby work normally performed on the EPO's premises is carried out at the employee's residence.

### **Patent procedure support staff**

Formalities officers in the sectors, providing direct support in the patent granting process.

## **Permanent staff**

Staff employed on a permanent basis.

## **Promotion**

Promotion is access to a higher grade. It may take place following different procedures:

- a normal promotion to a higher grade within the same job group
- a promotion to a higher grade or job group following a selection procedure (in a higher job group)

It may exceptionally follow the reclassification of a post to another job group.

## **Remuneration**

Basic salary and, where applicable, allowances.

## **Reserve status (Art. 46 ServRegs)**

Reserve status refers to the position of staff who have become supernumerary by reason of a reduction in the number of posts, decided upon by the Administrative Council under the budgetary procedure, and who cannot be assigned to any other post corresponding to their grade within the EPO.

## **Retirement (Art. 54 ServRegs)**

A permanent employee is retired:

- automatically on the last day of the month during which they reach the age of sixty-five
- automatically below the age of sixty-five if they fulfil the conditions for receiving a pension under Chapter III of the Pension Scheme Regulations or Chapter IIa of the New Pension Scheme Regulations (retirement for health reasons)
- at their own request under the conditions stipulated in the Pension Scheme Regulations.

Staff must inform the EPO in writing of the date of commencement of their retirement and their annual leave plans at least six months prior to the requested starting date of retirement.

## **RFPSS**

Reserve Funds for Pensions and Social Security.

## **Salary adjustment procedure**

Salaries and allowances are adjusted each year, in accordance with a method that follows the increase in salaries in the central government of EPO member states and takes into account purchasing power parities for the different places of employment. As of 2020, the adjustment takes effect on 1 January of the following year (formerly 1 July of the year in question).



## **Salary savings plan**

The salary savings plan is complementary to the new pension scheme applicable to staff recruited as of 1 January 2009. The monthly contribution is invested in accordance with a defined investment strategy. On termination of service, employees receive a lump sum that corresponds to savings growing through long-term investment. The total compulsory contribution to the plan (EPO and staff) in 2020 amounted to 3.9% of the employee's basic salary, up to a ceiling of twice the salary for grade G01-4 and 32.7% of the part of basic salary exceeding that ceiling.

## **Secondment (Art. 43 ServRegs)**

The appointing authority may second a permanent employee temporarily, with their agreement, to a private or public body. Secondment is governed by the following rules:

- The secondment decision is taken by the appointing authority with the agreement of the permanent employee concerned.
- The duration of secondment is determined by the appointing authority and may normally not exceed two years.
- At the end of every six months, the permanent employee concerned may request that their secondment be terminated.
- Permanent employees on secondment retain their grade and step.
- When their secondment ends they are immediately reinstated in a post corresponding to their grade, even if this entails an increase in the staff complement.

## **ServRegs**

Service Regulations for permanent and other employees of the European Patent Office.

## **Single spine**

Linear grading structure with 17 grades (each usually comprising five steps). Six different job groups are scaled along this salary grid.

## **Sites**

The European Patent Office has the following sites: Munich, The Hague, Berlin, Vienna and Brussels.

## **Social security schemes**

The social security schemes of the EPO include healthcare insurance, death insurance and long term care insurance.

## Statutory bodies

Term	Legal basis	Description
General Consultative Committee (GCC)	Art. 2(1)(b) Art. 38 ServRegs	Joint committee consulted with regard to amendments to the Service Regulations or the Pension Scheme Regulations and to the implementation of proposals regarding the conditions of employment. It can also be consulted on: <ul style="list-style-type: none"> <li>any question of a general nature submitted to it by the President of the Office;</li> <li>any question that the Staff Committee has asked to have examined in accordance with the provisions of Art. 36 ServRegs and that is submitted to it by the President of the Office.</li> </ul>
Central Occupational Health, Safety and Ergonomics Committee (COHSEC)	Art. 2(1)(f) Art. 38a ServRegs	Joint committee responsible for formulating, on its own initiative and on an unrestricted basis, proposals on all aspects of occupational health, safety and ergonomics affecting staff at more than one place of employment, as well as for giving a reasoned opinion on all measures and reports relating to occupational health, safety and ergonomics on all premises of the EPO.
Local Occupational Health, Safety and Ergonomics Committee (LOHSEC)	Art. 2(1)(f) Art. 38a ServRegs	Joint committee of a specific place of employment responsible for formulating, on its own initiative and on an unrestricted basis, proposals on all aspects of occupational health, safety and ergonomics affecting staff at the place of employment concerned, as well as for giving a reasoned opinion on all measures and reports relating to occupational health, safety and ergonomics on the premises of the place of employment concerned.
Disciplinary Committee	Art. 2(1)(c) Art. 98 ServRegs	Joint committee responsible for giving the President a reasoned opinion on disciplinary measures appropriate to the misconduct of a staff member.
Appeals Committee	Art. 2(1)(d) Art. 111 ServRegs	Joint committee responsible for giving the President a reasoned opinion on internal appeals filed by staff against adverse decisions or acts of the EPO.
Home Loans Committee	Regulations for the grant of home loans	Joint committee advising the President on grants for home loans to staff.
Appraisals Committee	Art. 110a ServRegs	Joint committee responsible for reviewing whether an appraisal report was arbitrary or discriminatory.
Joint Committee on Articles 52 and 53	Art. 2(1)(g) Arts. 52, 53, 53a and 53b ServRegs	Joint committee responsible for giving the President a reasoned opinion on measures appropriate to the professional incompetence of a staff member.

**SuccessFactors**

SuccessFactors is an SAP tool that comprises a suite of modules offering an integrated solution for recruitment, talent management and other HR processes.

**Survivor's pension**

Pension paid under the conditions laid down in the Pension Scheme Regulations to the surviving spouse of an EPO employee or pensioner.

**Termination indemnity**

Additional leaving benefit paid to contract staff for contracts concluded on or after 1 January 2010 and prior to the introduction of the new employment framework on 1 April 2018. It is usually combined with a severance grant and a salary savings plan redemption amount. In the new framework it has been replaced by a loss-of-job indemnity.

**Withdrawal of appeal**

Retraction of the entire appeal by the appellant before the final decision is taken.

**Working day**

Day on which the EPO is open for business at a specific place of employment.

## 9. Basic salary tables in EUR from 1 July 2019

### Germany

Basic salary tables in EUR from 1 July 2019

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	17 204.61	17 479.37	17 754.13			274.76
16	16 060.97	16 350.62	16 640.27	16 929.92		289.65
15	14 897.21	15 188.58	15 479.95	15 771.32		291.37
14	13 731.88	14 023.23	14 314.58	14 605.93		291.35
13	12 289.62	12 577.35	12 865.08	13 152.81	13 440.54	287.73
12	10 900.87	11 176.20	11 451.53	11 726.86	12 002.19	275.33
11	9 588.05	9 847.43	10 106.81	10 366.19	10 625.57	259.38
10	8 330.59	8 580.09	8 829.59	9 079.09	9 328.59	249.50
9	7 424.45	7 588.61	7 752.77	7 916.93	8 081.09	164.16
8	6 603.75	6 767.90	6 932.05	7 096.20	7 260.35	164.15
7	5 882.44	6 021.72	6 161.00	6 300.28	6 439.56	139.28
6	5 349.21	5 447.71	5 546.21	5 644.71	5 743.21	98.50
5	4 856.73	4 955.23	5 053.73	5 152.23	5 250.73	98.50
4	4 378.80	4 473.66	4 568.52	4 663.38	4 758.24	94.86
3	3 904.62	3 999.48	4 094.34	4 189.20	4 284.06	94.86
2	3 434.67	3 528.44	3 622.21	3 715.98	3 809.75	93.77
1	3 075.71	3 142.03	3 208.35	3 274.67	3 340.99	66.32

## The Netherlands

Basic salary tables in EUR from 1 July 2019

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	17 231.30	17 506.48	17 781.66			275.18
16	16 085.89	16 375.99	16 666.09	16 956.19		290.10
15	14 920.37	15 212.21	15 504.05	15 795.89		291.84
14	13 753.20	14 045.01	14 336.82	14 628.63		291.81
13	12 308.68	12 596.86	12 885.04	13 173.22	13 461.40	288.18
12	10 917.81	11 193.57	11 469.33	11 745.09	12 020.85	275.76
11	9 602.91	9 862.70	10 122.49	10 382.28	10 642.07	259.79
10	8 343.53	8 593.43	8 843.33	9 093.23	9 343.13	249.90
9	7 435.96	7 600.39	7 764.82	7 929.25	8 093.68	164.43
8	6 614.00	6 778.42	6 942.84	7 107.26	7 271.68	164.42
7	5 891.56	6 031.07	6 170.58	6 310.09	6 449.60	139.51
6	5 357.57	5 456.22	5 554.87	5 653.52	5 752.17	98.65
5	4 864.28	4 962.93	5 061.58	5 160.23	5 258.88	98.65
4	4 385.61	4 480.62	4 575.63	4 670.64	4 765.65	95.01
3	3 910.72	4 005.73	4 100.74	4 195.75	4 290.76	95.01
2	3 440.02	3 533.95	3 627.88	3 721.81	3 815.74	93.93
1	3 080.49	3 146.91	3 213.33	3 279.75	3 346.17	66.42

## Austria

Basic salary tables in EUR from 1 July 2019

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	16 543.56	16 807.75	17 071.94			264.19
16	15 443.84	15 722.36	16 000.88	16 279.40		278.52
15	14 324.85	14 605.04	14 885.23	15 165.42		280.19
14	13 204.24	13 484.40	13 764.56	14 044.72		280.16
13	11 817.36	12 094.03	12 370.70	12 647.37	12 924.04	276.67
12	10 482.07	10 746.82	11 011.57	11 276.32	11 541.07	264.75
11	9 219.64	9 469.05	9 718.46	9 967.87	10 217.28	249.41
10	8 010.51	8 250.44	8 490.37	8 730.30	8 970.23	239.93
9	7 139.25	7 297.11	7 454.97	7 612.83	7 770.69	157.86
8	6 350.04	6 507.89	6 665.74	6 823.59	6 981.44	157.85
7	5 656.42	5 790.35	5 924.28	6 058.21	6 192.14	133.93
6	5 143.68	5 238.39	5 333.10	5 427.81	5 522.52	94.71
5	4 670.13	4 764.84	4 859.55	4 954.26	5 048.97	94.71
4	4 210.56	4 301.78	4 393.00	4 484.22	4 575.44	91.22
3	3 754.62	3 845.84	3 937.06	4 028.28	4 119.50	91.22
2	3 302.72	3 392.89	3 483.06	3 573.23	3 663.40	90.17
1	2 957.54	3 021.29	3 085.04	3 148.79	3 212.54	63.75

## Belgium

Basic salary tables in EUR from 1 July 2019

Currency / Währung / Monnaie: EUR						
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	inc
17	15 701.93	15 952.69	16 203.45			250.76
16	14 658.16	14 922.51	15 186.86	15 451.21		264.35
15	13 596.10	13 862.04	14 127.98	14 393.92		265.94
14	12 532.52	12 798.44	13 064.36	13 330.28		265.92
13	11 216.21	11 478.81	11 741.41	12 004.01	12 266.61	262.60
12	9 948.72	10 200.00	10 451.28	10 702.56	10 953.84	251.28
11	8 750.53	8 987.25	9 223.97	9 460.69	9 697.41	236.72
10	7 602.94	7 830.66	8 058.38	8 286.10	8 513.82	227.72
9	6 776.02	6 925.86	7 075.70	7 225.54	7 375.38	149.84
8	6 026.96	6 176.78	6 326.60	6 476.42	6 626.24	149.82
7	5 368.66	5 495.78	5 622.90	5 750.02	5 877.14	127.12
6	4 882.00	4 971.90	5 061.80	5 151.70	5 241.60	89.90
5	4 432.54	4 522.44	4 612.34	4 702.24	4 792.14	89.90
4	3 996.35	4 082.92	4 169.49	4 256.06	4 342.63	86.57
3	3 563.59	3 650.16	3 736.73	3 823.30	3 909.87	86.57
2	3 134.69	3 220.27	3 305.85	3 391.43	3 477.01	85.58
1	2 807.09	2 867.60	2 928.11	2 988.62	3 049.13	60.51