



Schola Europaea / Office of the Secretary-General

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Implementing rules establishing the rights and procedures of the representation of the administrative and ancillary staff of the European schools

Approved by the Board of Governors at its Meeting on 9, 10 and 11 December 2025 – Brussels (Hybrid)

Entry into force: 1 January 2026

Chapter 1

Administrative and Ancillary Staff Representatives in the Schools and in the Office of the Secretary-General

Article 1

Scope of application

These Implementing Rules shall apply to the Administrative and Ancillary Staff of the European Schools and of the Office of the Secretary-General.

Any reference to staff members or their representatives shall be understood as a reference to staff covered by the Service Regulations for the Administrative and Ancillary Staff of the European Schools (hereinafter, the Service Regulations)

Article 2

Election of Administrative and Ancillary Staff representatives

In each European School and in the Office of the Secretary-General, members of the Administrative and Ancillary Staff shall elect a representative and a substitute every two years, as established in Article 15.2 of the Service Regulations

Article 3

Principles of collaboration

1. The staff representatives shall represent the interests of the staff vis-à-vis the school they work for or the Office of the Secretary-General.
2. Only one staff representative, either the elected member or the substitute, serves as a member of the School's Administrative Board.
3. The Director/the Secretary-General shall inform and consult the staff representatives on all relevant issues concerning the material and moral welfare of the staff. They shall meet on a regular basis to discuss all matters at issue with an earnest desire to reach agreement. The cooperation between them is based on respect and mutual trust.

Article 4

Main duties and rights

The staff representatives shall have the following main duties and rights:

- a) Without having to justify and at their request, the representative may provide their assistance to a staff member for an assessment, a dismissal, a mediation, a disciplinary procedure or any meeting with the management.
- b) Undertake to respect the confidentiality of the information that they may have knowledge of by virtue of their mission.

c) They shall be the link between the management and the staff members and shall intervene on general matters affecting the staff (organisation and work conditions, training, staff evaluations, etc.). They may present solutions in order to prevent difficulties and conflicts.

d) The management shall invite them to act as observer in the selection procedures (pre selections and interviews) of the Administrative and Ancillary Staff.

They may give an advisory opinion but have no voting right. They are entitled to ask questions to the various candidates at interviews.

Should the representative and their substitutes be unavailable, they shall be entitled to delegate their function in the selection procedure to another staff member.

e) They should attend all meetings organised by the various representations of the different sites. Their expenses shall be reimbursed according to the relevant provisions.

f) They may decide to request the support of other staff members for certain tasks.

g) They should receive legal assistance from the Office of the Secretary-General for complex questions in case the School is unable to give guidance.

Article 5 Voting rights

Members of the Administrative and Ancillary Staff, as defined in Article 15(2) of the Service Regulations, shall have the right to vote for the staff representatives. Each of these staff members has only one vote.

Article 6 Eligibility

According to Article 15.2 of the Service Regulations, all members of the Administrative and Ancillary Staff with at least a two-year contract and in the school's service or at the Office of the Secretary-General's service for more than six months, may be elected as staff representative, provided they declare their candidature.

The staff representatives may be reelected.

Article 7 Time of elections for Administrative and Ancillary staff representatives

1. Elections for the staff representatives are held every two years in each of the schools and at the Office of the Secretary-General at the latest six weeks before the final ordinary meeting of the Board of Governors in that school year.

2. The candidate's name(s), the function they wish to run (representative or substitute) as well as the date, hour and place of the elections shall be displayed at a spot visible or sent by email to all with reasonable time in advance.

3. Even in case there is only one candidate, elections must be held.

4. The term of election is two years starting on 1 September of the following school year.

Article 8 **Appointment of the election committee**

The Director/Secretary-General appoints two staff members with voting right to compose the election committee.

Article 9 **Preparation and conduct of the election**

The appointed staff members shall call the election and carry it out without delay. The closing date and time for nominations of candidates shall be fixed within at least 72 hours prior to the elections. Directly after termination of the election, the election committee shall count the votes, record the results in writing and announce them to the staff members of the School/the Office of the Secretary-General. A copy of the election records shall be communicated to the Director and to the Secretary-General of the European Schools.

Article 10 **Election procedure**

1. The representative and the substitute shall be elected directly by secret ballot of all staff members with voting rights in accordance with Article 15.2. of the Service Regulations.

2. The staff members hold one vote, that they are to emit by introducing it into a sealed urn, a pre-printed voting form stating candidate's name and the function for which they wish to run.

After the vote has been cast, members shall sign the voters' list.

If the elections are organised electronically, the staff members vote online.

3. In the case of absence on the voting day, the absent staff member may give a procuration to another staff member with voting rights.

4. If there is only one candidate, they must receive a simple majority of the votes in their favour to be elected.

If there are several candidates, the candidate who receives a relative majority of the votes in their favour will be elected. In case of equality, or if none of the candidates have obtained the majority of the votes in their favour, new elections are to be held, that are to take place within 10 (ten) working days at the latest, in compliance with the same terms as those for the first round.

5. In absence of candidate for the election, a new call will be launched. If the call fails again, a discussion will take place with the current representative and the Director/Secretary General to decide on a possible extension of their mandate.
6. The results of the elections will be displayed or communicated immediately after the votes have been counted.
7. A report containing the detailed results will be drafted by the election committee and kept until the next elections.

Article 11 Contesting of elections

1. An election may be contested by a complaint with the Director/Secretary-General.
2. The complaint must be sent within two weeks of the date of the election results.
3. The Director/Secretary-General shall take a decision within one month of the complaint's reception.
4. If at the end of the period indicated in the preceding paragraphs, no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it, against which a contentious appeal within the meaning of Article 12 of these Implementing Rules may be lodged.
5. A complaint does not suspend the result of the elections.

Article 12 Contentious appeal

1. According to Article 36 of the Service Regulations, the courts of the host country shall have sole jurisdiction in any dispute between the management of the school and members of the Administrative and Ancillary Staff regarding the legality of an act implementing the Service Regulations adversely affecting them.
2. The contentious appeal must be lodged within the time limits and in accordance with the procedures established under the national law of the host country.
3. Contentious appeals within the meaning of this article shall be investigated and judged in accordance with the rules of the host country. These rules shall also apply to the expenditure incurred in these proceedings.
4. Appeals lodged with the national courts shall not have suspensory effect. Judgments of the national courts are final and enforceable in accordance with national law.

Article 13 Protection against obstruction

No person shall obstruct the election of a staff representative. In particular, no staff member shall be restricted in their right to vote or to stand for election. Any attempt to influence a staff representative election by inflicting or threatening any unfavorable treatment or by granting or promising any advantage shall be unlawful.

Article 14 Administrative support

The Director/Secretary-General will ensure the administrative support to the staff representative and the representative's elections. They will ensure that to the necessary extent the premises, material facilities, means of information and communication as well as office required for the meetings and day-to-day operation of the staff representatives are provided.

Article 15 Convening of staff meetings

1. The staff representative may convene staff meetings. In fixing these meetings, the staff representative shall take account of the operational needs of the School/the Office of the Secretary-General. The Director/Secretary-General shall be notified of the date of the meeting in advance.
2. If the staff representative so requests, a delegate of a trade union or any other expert may be invited on their own costs to attend meetings in an advisory capacity.

Article 16 Termination of mandate

1. The mandate of a staff representative shall be terminated by:
 - expiry of the term of office,
 - resignation,
 - termination of the contract of employment,
 - loss of eligibility.
2. In case a representative's mandate has been terminated, the substitute shall take the place of the representative. In case of absence of a substitute, new elections should be organised in accordance with the procedure mentioned in Articles 7 to 9.

Article 17 Décharge

1. Each staff representative shall be released from their professional duties in accordance with the following provisions:
 - (a) Two (2) hours per week, where the number of Administrative and Ancillary Staff members in the School in which they are employed is fewer than sixty (60);
 - (b) Four (4) hours per week, where the number of Administrative and Ancillary Staff members in the School in which they are employed is between sixty (60) and one hundred twenty (120);
 - (c) Six (6) hours per week, where the number of Administrative and Ancillary Staff members in the School in which they are employed is more than one hundred twenty (120).
2. Where the School operates on two separate sites, an additional release of two (2) hours per week shall be granted to the staff representative.
3. Where it is not possible to release the staff representative from their professional duties, the Director/Secretary-General, in agreement with the staff representative, shall determine an equivalent form of compensation, which may consist of paid supplementary hours or additional leave.
4. The chair of the Administrative and Ancillary Staff Committee as referred to in Chapter 2 of these Implementing Rules shall be granted two additional hours of décharge.

Article 18 Nondiscrimination and protection

The staff representative shall not be interfered with or obstructed in the discharge of their duties. They shall not be prejudiced or favoured due to their office; this principle shall also apply to their professional development.

The staff representative cannot be dismissed for reasons inherent to their mandate.

Chapter 2

Administrative and Ancillary Staff Committee and Working Group

Article 19

Establishment of an Administrative and Ancillary (AAS) Staff Committee

1. An Administrative and Ancillary Staff Committee shall be established, representing the interests of the whole Administrative and Ancillary staff as defined in Article 15.3 of the Service Regulations.
2. The AAS Staff Committee is composed of one representative of the staff from each School. Together with the Inter-schools Staff Committee, it shall constitute the Staff Committee, pursuant to Article 22 of the Convention defining the Statute of the European Schools.
3. The AAS Staff Committee elects its Chair every two years, with the mandate beginning on 1 September.

Article 20

Meetings of the Administrative and Ancillary (AAS) Staff committee

1. The AAS Staff Committee shall be convened five times a year by the Chair to a meeting being held in situ or online. Where necessary and for duly justified reasons, the Secretary-General may authorise additional meetings.
2. Mission expenses shall be reimbursed to members of the AAS Staff Committee attending the meetings.

Article 21

Representation on the Administrative Bodies of the European Schools

Pursuant to Article 15.2 of the Service Regulations, the Presidency of the Board of Governors shall ensure that the representatives are invited to meetings of the Administrative Bodies of the European Schools whenever matters pertaining to the interests or concerns of staff members are to be considered.

In accordance with Article 3 of the Rules of Procedure for the Administrative Boards of the European Schools, the representative of the Administrative and Ancillary Staff shall be a member of the Administrative Board of the school.

Such representatives shall also be invited to participate in any working group addressing topics relevant to the interests of the staff members.

Article 22
Meetings of the Administrative and Ancillary Staff Working Group

1. One staff representative from each host country shall participate to all AAS Working Group meetings in situ or online.
2. Mission expenses incurred by the staff representatives attending the Working Group meetings in situ shall be reimbursed in accordance with applicable rules.

Chapter 3
Final provision

Article 23
Entry into force

1. These Implementing Rules shall enter into force on 1st January 2026.
2. These Implementing Rules shall be subject to a review two years after their entering into force.