



Ref.: 2015-04-D-6-en-3

Orig.: FR

## **Decisions of the enlarged meeting of the Board of Governors of the European Schools**

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**Meeting of 15-17 April 2015 – in Prague (Czech Republic)**

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**Approved by written procedure No 2015/22 on 5 June 2015**

### **III. WRITTEN COMMUNICATIONS**

#### **a) Outcomes of written procedures amongst the members of the Board of Governors (2015-03-D-9-fr-1)**

##### **Outcome of written procedure No 2014/50 – Creation of the European School, Brussels Berkendael (2014-10-D-44-en-3)**

By means of the written procedure initiated on 5 December 2014 and ending on 19 December 2014, presented in point VI of document 2014-10-D-44-en-3, the Board of Governors did not unanimously approve creation of the European School, Brussels Berkendael.

##### **Outcome of written procedure No 2014/51 – Creation of Estonian and Latvian language sections and development of the Lithuanian section in the secondary cycle in Brussels (2014-11-D-7-en-2)**

By means of the written procedure initiated on 5 December 2014 and ending on 19 December 2014, the Board of Governors decided, by a two-thirds majority, to create:

- a) a Lithuanian section in the secondary cycle of the European School, Brussels II, starting in September 2015 with secondary year 1.
- b) an Estonian language section at the European School, Brussels IV for the beginning of the 2016-2017 school year in September 2016, designed ultimately to cover the entire nursery, primary and secondary cycles, starting in September 2016 with the nursery cycle.

Following the decision not to create the European School, Brussels Berkendael, the Board of Governors decided not to create a Latvian language section for the beginning of the 2015-2016 school year in September 2015.

##### **Outcome of written procedure No 2014/52 – Central Enrolment Authority for the Brussels European Schools: Review of the results of the 2014-2015 enrolment policy and proposed guidelines for the 2015-2016 policy (2014-11-D-6-fr-2)**

Following the Board of Governors' decision not to approve creation of the European School, Brussels Berkendael, the Central Enrolment Authority is compelled to revise the proposed guidelines for the 2015-2016 enrolment policy.

##### **Outcome of written procedure: 2015/01 – Decisions of the meeting of the Board of Governors of the European Schools of 2-4 December 2014 (2014-12-D-3-en-2)**

By means of the written procedure initiated on 19 January 2015 and ending on 2 February 2015, the Board of Governors approved the decisions of the meeting of the Board of Governors of the European Schools of 2-4 December 2014 (2014-12-D-3-en-2).

The definitive decisions: 2014-12-D-3-en-3 have since been published on DOCES, and on the European Schools' website.

##### **Outcome of written procedure No 2015/02 – Central Enrolment Authority for the Brussels European Schools: Review of the results of the 2014-2015 enrolment policy and proposed guidelines for the 2015-2016 policy (2014-11-D-6-en-3)**

By means of the written procedure initiated on 12 January 2015 and ending on 23 January 2015, the Board of Governors endorsed the proposed guidelines for the 2015-2016 enrolment policy appearing in point IV of document 2014-11-D-6-en-3.

**Outcome of written procedure No 2015/03 – Appointment of the Spanish inspector for the secondary cycle**

By means of the written procedure initiated on 15 January 2015 and ending on 29 January 2015, the Board of Governors agreed to appoint **Mr Alfonso VILLARÁN ADÁNEZ** as Spanish member of the Board of Inspectors (Secondary), in place of Ms Eugenia GONZÁLEZ MEDINA.

**Outcome of written procedure No 2015/09 – Appointment of the Spanish inspector for the secondary cycle**

On 29 January the Board of Governors appointed Mr Alfonso VILLARÁN ADÁNEZ as Spanish member of the Board of Inspectors (Secondary). The Spanish delegation regrets to inform us that for reasons beyond their control, Mr VILLARÁN will be unable to take up his post as secondary cycle inspector.

By means of the written procedure initiated on 3 February 2015 and ending on 17 February 2015, the Board of Governors agreed to appoint **Ms Concepción VIDORRETA** as Spanish member of the Board of Inspectors (Secondary).

**Outcome of written procedure No 2015/010 – Appointment of the German inspector for the nursery and primary cycle**

By means of the written procedure initiated on 5 February 2015 and ending on 19 February 2015, the Board of Governors agreed to appoint **Ms Birgit SCHUMACHER** as German member of the Board of Inspectors (Nursery and Primary), in place of Ms RUCYS, with effect from 1 February 2015.

**Outcome of written procedure: 2015/14 – Adjustment of the Correction Coefficients (weightings) applicable to the seconded staff and to the part-time/locally recruited teachers of the European Schools from 1 July 2014 onwards (Articles 47 and 48 of the Regulations for Members of the Seconded Staff of the European Schools)**

By means of the written procedure initiated on 26 February 2015 and ending on 11 March 2015, the Board of Governors approved the proposed adjustment of the Correction Coefficients (weightings) applicable to the seconded staff and to the part-time/locally recruited teachers of the European Schools from 1 July 2014 onwards (Articles 47 and 48 of the Regulations for Members of the Seconded Staff of the European Schools) – document: 2015-02-D-51-en-2.

**Outcome of written procedure 2015/15 – School calendar: Proposed amendment of Annex I to the General Rules: 2015-01-D-65-en-4**

By means of the written procedure initiated on 12 March 2015 and ending on 26 March 2015, the Board of Governors approved the proposed amendment of Annex I to the General Rules of the European Schools.

**Outcome of written procedure 2015/16 – Draft minutes of the enlarged meeting of the Board of Governors of the European Schools of 2-4 December 2014 (2014-12-D-7-en-2)**

By means of the written procedure initiated on 20 March 2015 and ending on 3 April 2015, the Board of Governors approved the draft minutes of the enlarged meeting of the Board of Governors of the European Schools of 2-4 December 2014 (2014-12-D-7-en-2).

The definitive minutes: 2014-12-D-7-en-3 have since been published on DOCEE.

**Outcome of written procedure: 2015/17 – Memorandum on the organisation of the European Baccalaureate 2015 – Document: 2015-01-D-16-de/en/fr-2**

By means of the written procedure initiated on 19 Mars 2015 and completed on 1 April 2015, the Board of Governors approved the Memorandum on the organisation of the European Baccalaureate 2015 (2015-01-D-16-de/en/fr-2).

The definitive Memorandum on the organisation of the European Baccalaureate 2015 – Document: 2015-01-D-16-de/en/fr-3 has since been published on DOCEE.

**b) 9-year contracts extended exceptionally in 2015-2016 (2015-02-D-23-fr-1)**

The Board of Governors took note of the decision taken by the Member States to extend the secondment of the teachers shown on the list appearing in the document presented for a further year beyond the nine-year period ending on 31 August 2015. This provision applies only to teachers seconded as from September 1989.

**c) Overview on the changes/replacements in the management of the European Schools as of 1 September 2015 (2015-03-D-14-en-1)**

The Board of Governors took note of the changes and replacements on the list appearing in the document presented.

**d) Creation and suppression of seconded posts in the nursery, primary and secondary cycles – 2015-2016 school year (2014-10-D-5-en-7)**

The Board of Governors took note of the decisions taken by the Member States on the secondment of teachers shown on the list appearing in the document presented.

**e) Situation of enrolments in the Brussels European Schools (2015-03-D-13-fr-1)**

The Board of Governors took note of the document.

## **IV. A items**

The following A items were approved by the Board of Governors

**A.1 Statutory appointments – 2015-2016 school year (2015-02-D-1-fr/en-1)**

**APPOINTMENT OF THE REPRESENTATIVES OF THE TEACHING STAFF ON THE ADMINISTRATIVE BOARDS AND OF THE MEMBERS OF THE STAFF COMMITTEE**

The teaching staff's proposals, resulting from elections held in each European School:

It is proposed that the following members of the teaching staff be appointed as representatives of the teaching staff on the Administrative Boards and as members of the Staff Committee:

<b>ALICANTE:</b>	Secondary cycle	Mr Isidro FUENTES (alternate: Ms Mar LANGA)
	Nursery/Primary cycles	Mr Christophe CAILTON (alternate: Ms Laura LIZANCOS)
<b>BERGEN:</b>	Secondary cycle	Mr Denny RIJK (alternate: Mr Paul BRIDGE)
	Nursery/Primary cycles	Ms Lisette PASCAUD (alternate: Ms Elizabeth WHELAN)
<b>BRUSSELS I:</b>	Secondary cycle	Ms Maire MAIRTIN (alternate: /)
	Nursery/Primary cycles	Mr Kim BORGHUS (alternate: Ms Grazia GIANFREDA)
<b>BRUSSELS II:</b>	Secondary cycle	Mr Robert WILSON (alternate: Mr François LHUISSIER)
	Nursery/Primary cycles	Mr Philippe CHAREUN (alternate: Ms Christine FRAZER)
<b>BRUSSELS III:</b>	Secondary cycle	Ms Martine BOTTIN (alternate: Ms Anne LOGMAN)
	Nursery/Primary cycles	Ms Nathalie NIDELET (alternate: Mr Gerton WIKKERS)
<b>BRUSSELS IV:</b>	Secondary cycle	Mr Andrew MACALISTER (alternate: /)
	Nursery/Primary cycles	Ms Andrea KINSCHERL (alternate: Ms Bernadette ZUDDAS)
<b>CULHAM:</b>	Secondary cycle	Mr Frank WRIGHT (alternate: Mr Nicolas BOUNET)
	Primary cycle	Ms Christine SCHOLLMEIER-LULAY (alternate: /)
<b>FRANKFURT:</b>	Secondary cycle	Ms Lydia AIGNER (alternate: Ms Laura SCARRATT)
	Nursery/Primary cycles	Mr David VAUCLIN (alternate: Ms Antje MÜNDER)
<b>KARLSRUHE:</b>	Secondary cycle	Mr Philippe NEYCKEN (alternate: Mr Nils FRANKE)
	Nursery/Primary cycles	Ms Dagmar GABRIEL (alternate: Ms Nathalie GUSTIN)

<b>LUXEMBOURG I:</b>	Secondary cycle	Mr René FORREZ (alternate: Ms Hilde DEMESSEMAEKER)
	Nursery/Primary cycles	Mr Jean-Luc BOSTETTER (alternate: Ms Ariane FARINELLE)
<b>LUXEMBOURG II:</b>	Secondary cycle	Mr Brian PEDERSEN (alternate: Mr Elias HASSAINE)
	Nursery/Primary cycles	Ms Sarah BARLOW (alternate: Ms Eleni IKKOU)
<b>MOL:</b>	Secondary cycle	Mr Linus PARTANEN (alternate: Ms Saskia KOELEWIJN)
	Nursery/Primary cycles	Mr Jan LUYTEN (alternate: Mr John CLAYTON)
<b>MUNICH:</b>	Secondary cycle	Mr Franz-Josef KUNZ (alternate: Mr Bernd AUERHAMMER)
	Nursery/Primary cycles	Ms Deborah CHAPMAN (alternate: Mr Alessandro LATTANZI)
<b>VARESE:</b>	Secondary cycle	Ms Bea DE JAEGER (alternate: Mr Jean-Philippe FERRANT)
	Nursery/Primary cycles	Mr Juan IGNACIO VILLAR (alternate: Mr Aurelio DE STEFANO)

#### **APPOINTMENT OF THE REPRESENTATIVES OF THE PARENTS' ASSOCIATIONS ON THE ADMINISTRATIVE BOARDS**

The Parents' Associations' proposals: it is proposed that the parents listed below be appointed as representatives of the Parents' Associations on the Administrative Boards:

<b>ALICANTE:</b>	Mr Jean WEILAND (President) Mr Juan MAREQUE (Vice-President)
<b>BERGEN:</b>	Ms Marijke VAN KAMPEN (President) Ms Joy PRIETO (Vice-President)
<b>BRUSSELS I:</b>	Mr Pere MOLES-PALLEJA (President) Mr Stefan OBERMAIER (Vice-President – Nursery and Primary cycles) Ms Denise CHIRCOP (Vice-President – Secondary cycle)

- BRUSSELS II:** Mr Giles HOUGHTON-CLARKE (President)  
Mr Reinhard BIEBEL (Vice-President –  
Administrative affairs)  
Ms Renate REPPLINGER-HACH  
(Vice-President – pedagogical affairs)
- BRUSSELS III:** Mr Patrick McCUTCHEON (President)  
Mr Robert WEIN (Vice-President)
- BRUSSELS IV:** Ms Catherine DAGUET (President)  
Ms Josephine USHER (Vice-President communications)  
Ms Kristin DIJKSTRA (Vice-President pedagogical affairs)  
Ms Michela BEATI (Vice-President administrative affairs)
- CULHAM:** The elections will be held in autumn 2015.
- 2014-2015 school year:**
- Ms Antonella SHORROCK (President)  
Dr Cécile DEER (Vice-President, Secondary cycle)  
Ms Iris BURKE (Vice-President, Primary cycle)  
Mr Rui MARCAL (Treasurer)
- FRANKFURT:** Mr Tony OBISESAN (President)  
Mr Karl-Heinz ENDRES (Vice-President)
- KARLSRUHE:** Ms Debjani BASU (President)  
Ms Jasmin PODEWILT-WALTER (Vice-President) :
- LUXEMBOURG I:** The elections will be held in May/June 2015.
- 2014-2015 school year:**
- Ms Monique LOOS (President)  
Ms Maria HAERDIN-HOWAT (Vice-President administrative affairs)
- LUXEMBOURG II:** The elections will be held in May/June 2015.
- 2014-2015 school year:**
- Ms Sandra VELLA (President)  
Ms Sandra PINO (Vice-President for Administration and Finance)
- MOL:** Mr Ashok SHARDA (President)  
Ms Anne PAYET (Vice-President)
- MUNICH:** Mr Ruppert PLENK (President)  
Ms Kerstin ARENZ (Vice-President)

**VARESE:** Mr Stéphane CORDEIL (President)  
Ms Athina SKOULODIS and Ms Armelle ANTHOINE (Vice-Presidents)

**APPOINTMENT OF THE CHAIRS OF THE BOARDS OF INSPECTORS, OF THE TEACHING COMMITTEES AND OF THE BUDGETARY COMMITTEES,**

In accordance with Article 3 of the Rules of Procedure for the Board of Governors, the presidency of the Boards and Committees should be held over the period 1 August 2015 to 31 July 2016 by:

Ms Yvonne GAMMELGAARD For the Board of Inspectors (Nursery and Primary) and for the Joint Teaching Committee

Mr Lars DAMKJAER For the Board of Inspectors (Secondary) and for the Joint Teaching Committee

Ms Sigrid LUNDETOFT CLAUSEN For the Budgetary Committee

Mr Lars DAMKJAER Head of the Danish delegation

**Chair of the Board of Governors:** Mr Lars DAMKJAER

**A.2 Proposal for amendment of the Regulations for the Members of the Seconded Staff of the European Schools (2015-01-D-22-en-3)**

The Board of Governors approved the proposal for amendment of Article 11 of the Regulations for Members of the Seconded Staff of the European Schools.

**A.3 Review of the salary levels for AAS in accordance with Article 25.2 and 25.3 of the AAS Regulations (2015-02-D-25-en-2)**

The Board of Governors approved the proposal to upgrade the salary scale for the occupational category 'Nursery Assistant' from the present salary rate to 80% of the salary of the occupational category 'Secretary' at the European School, Bergen N-H. This decision will enter into force on 1 January 2016.

**A.4 Updating of document 2010-D-531-en-5 'General framework for the organisation of in-service training for management staff' (2015-01-D-11-fr-3)**

The Board of Governors approved the changes made to document 2010-D-531-en-5 'General framework for the organisation of in-service training for management staff, as they appear in Annex I to the document presented, and the budget presented in the financial statement below, for immediate entry into force.

**A.5 Supplementary and amending budget 1/2015 (2015-02-D-37-en-2)**

The Board of Governors approved the January 2015 supplementary and amending budget (No 1/2015).



## **A.6 ACCREDITED EUROPEAN SCHOOLS**

### **a) Audit Report on the European School of Strasbourg (2015-01-D-41-en-2)**

The Board of Governors approved the Report on the audit of the European School of Strasbourg and it recommended that the Board of Governors should mandate the Secretary-General to sign an amendment to the Agreement for renewal of accreditation of the nursery, primary and secondary (years 1-7) of the European School of Strasbourg.

### **b) Audit Report on *Europese School Den Haag Rijnlands Lyceum* (2015-01-D-35-en-2)**

The Board of Governors approved the Report on the audit of *Europese School Den Haag Rijnlands Lyceum* and decided to mandate the Secretary-General to sign an accreditation agreement for secondary years S1-S5.

## **A.7 Amendments to the General Rules of the European Schools:**

### **Highly talented pupils in Sports, Art or Music in the European Schools: possible measures (2014-09-D-46-en-7)**

The Board of Governors approved the amendment of Article 30 of the General Rules with immediate entry into force.

<b>Approved text</b>
<p style="text-align: center;"><b>ARTICLE 30</b></p> <p><b><u>2. Dispensations</u></b></p> <p>a) Physical education: text remains unchanged</p> <p><b><i>b) Talented pupils</i></b></p> <p><b><i>i. Highly talented pupils in sports, music or the arts, may exceptionally be excused regular attendance at classes by the Director, only upon request of their legal representatives (or themselves if the pupils are 18) and on production of certificates and/or formal requests from the relevant institutions stating that they need to be absent.</i></b></p> <p><b><i>ii. In case of request for repeated absences, dispensation may be granted only on a termly basis, renewable on production of (an) additional certificate(s) and/or formal authorisations from the relevant institutions. [.. ]</i></b></p>

## **V. STATISTICAL REPORT ON THE INTEGRATION OF PUPILS WITH SPECIAL EDUCATIONAL NEEDS INTO THE EUROPEAN SCHOOLS FOR THE YEAR 2014 (2014-12-D-8-en-4)**

The Board of Governors took note of the annual report 'Statistics on the integration of children with special educational needs into the European Schools for the year 2014' and subscribed to the recommendations contained in the report.

The document has been published on the website: [www.eursec.eu](http://www.eursec.eu).

## **VI. ANNUAL REPORT FOR THE YEAR 2014 OF THE CHAIRMAN OF THE COMPLAINTS BOARD (2015-02-D-42-fr-2)**

The Board of Governors took note of the annual report of the Chairman of the Complaints Board for the year 2014.

## **VII. ANNUAL REPORT OF THE INTERNAL AUDIT SERVICE (2015-02-D-34-en-2)**

The Board of Governors took note of the annual report of the Internal Audit Service for the year 2014, under article 22(4) of the Financial Regulation applicable to the budget of the European Schools .

Otherwise, in order to reinforce the implementation of the recommendations issued by the IAS and by the Court of Auditors , was agreed by the Board of Governors that regular follow-up meetings should be held, ideally including at least representatives of the IAS, as well as the European Commission, and of the OSGES (mainly Internal Control Coordinator and Financial Controller). Following these meetings , a regular reporting will be ensured to the Budgetary Committee and the Board of Governors.

## **VIII. ANNUAL REPORT OF THE FINANCIAL CONTROLLER (2015-02-D-32-en-2)**

The Board of Governors took note of the annual report of the Financial Controller for the year 2014.

## **IX. ANNUAL ICT REPORT OF THE HEAD OF THE ICT/STATISTICS UNIT FOR THE YEAR 2014 (2015-02-D-44-fr-2)**

The Board of Governors took note of the annual ICT report of the Head of the ICT/Statistics Unit for the year 2014 and approved it. It requested that the annual ICT report no longer be only 'administrative' but also pedagogical. It also emphasised the importance of devising and introducing a standardised strategy for the in-service training of teachers in use of new information and communication technologies.

## **X. ANNUAL REPORT OF THE SECRETARY-GENERAL OF THE EUROPEAN SCHOOLS (2015-01-D-70-fr-1)**

The Board of Governors took note of the Annual Report of the Secretary-General.

The document has been published on the website: [www.eursec.eu](http://www.eursec.eu).

## **XI. B ITEMS**

### **B.1 Proposals of the ‘Legal Protection’ WG (2015-02-D-41-fr-2)**

The Board of Governors decided to approve the amendments to the Statute and to the Rules of Procedure of the Complaints Board as proposed in Annex I hereto.

The amendments will enter into force with effect from 1 January 2016.

### **B.2 FINANCIAL YEAR 2013**

#### **a) Discharge to the Administrative Boards and to the Secretary-General for implementation of the 2013 budget**

#### **b) Closing of the 2013 accounts**

The Board of Governors decided, with the European Commission voting ‘against’, to approve the following:

- to give a discharge for implementation of the 2013 budget to the Administrative Boards of the Schools and to the Secretary-General of the European Schools, in so far as the budgetary section of the General Secretariat is concerned, and

- to instruct its Secretary-General to inform the European Parliament, the Council of Ministers, the European Court of Auditors, the European Patent Office and his predecessor in the post of this decision.

### **B.3 Needs analysis of Educational Support Coordinators (2015-01-D-48-en-3)**

The Board of Governors decided to approve, with entry into force as from 1 September 2015, the following proposals:

1) Educational Support coordination will no longer be included in internal structures but will be funded from budget line 601104 as from 1 September 2015;

2) the management of schools will be given the possibility of evaluating the need to compensate (on top of coordination time) support coordinators for attending class councils and intensive support (ISA) meetings during the academic year, on top of coordination time, where the latter is found to be insufficient;

3) the tasks listed in the ‘Other tasks carried out’ section should not normally be requested of Educational Support coordinators (pedagogical profile);

4) monitoring of use of this coordination time by schools will be included in the Annual Statistical Report produced by the Inspectors.

**The document ‘Provision of Educational Support in the European Schools – Procedural document’ and Annexes I and II to document 2011-01-D-33-en-9 will be updated accordingly.**

### **B.4 Proposal for a new marking scale of the European School system (2015-01-D-23-en-2)**

The Board of Governors decided to approve the proposed new marking scale for the European School system with a view to its gradual entry into force as from the 2020 Baccalaureate session, according to the following implementation timetable:

- 2017-2018 school year: years S1-S5

- 2018-2019 school year: year S6

- 2019-2020 school year: year S7 (first Baccalaureate session: 2020).

Definition	Grade	Numerical Mark	Performance
Excellent though not flawless performance entirely corresponding to the competences required by the subject	A	9.0-10	Excellent
Very good performance almost entirely corresponding to the competences required by the subject.	B	8.0-8.9	Very good
Good performance corresponding overall to the competences required by the subject.	C	7.0-7.9	Good
Satisfactory performance corresponding to the competences required by the subject.	D	6.0-6.9	Satisfactory
Performance corresponding to the minimum of the competences required by the subject.	E	5.0-5.9	Sufficient
Weak performance almost entirely failing to meet the competences required by the subject.	F	3.0-4.9	Failed (Weak)
Very weak performance entirely failing to meet the competences required by the subject.	FX	0-2.9	Failed (Very weak)

## B.5 Creation/Conversion/Discontinuance of Administrative and Ancillary Staff posts (2015-02-D-35-en-2)

The Board of Governors decided to approve the **creation** of the following posts:

ES, Frankfurt	0.5	Laboratory Assistant
	3	Nursery Assistants
OSGES	1	Administrative Assistant to the Secretary-General for the Procurement subunit <sup>1</sup>
	1	Assistant in the Procurement sub-unit
ES, Brussels I	0.6	Nursery Assistant
ES, Luxembourg II	1.5	Nursery Assistants
<b>Total</b>	<b>7.6</b>	

The Board of Governors also confirmed the unanimously favourable opinion of the Budgetary Committee and decided to approve the following post **conversion**:

ES, Bergen                      The development of posts as approved by the Budgetary Committee was rectified to reflect the conversion of the 0.4 post of nursery worker equivalents and the 0.6 post of laboratory technician equivalent into a full-time post of ICT Assistant.

<sup>1</sup> The Board of Governors unanimously decided to approve the proposal to declare one of the two posts of assistant in the Procurement subunit, on which the Budgetary Committee had expressed a favourable opinion, to be a post in the 'Administrative Assistant' category, so as to give this subunit appropriate competence.

The Board of Governors decided by a two-thirds majority to approve the **creation and upgrading** of the following posts on which the Budgetary Committee had failed to reach unanimity:

OSGES                      1 **creation** of a new post of Assistant to the SAP Coordinator, for a fixed period of three years (ending on 31.12.2018) and 1 **creation** of new post of ICT Assistant

ES, Karlsruhe            1 **upgrading** of a post of assistant accountant into accountant.

The budget appropriations required for the above applications had been entered and earmarked in the 2016 preliminary draft budgets of the applicant schools and the General Secretariat.

## **B.6 2016 BUDGET OF THE EUROPEAN SCHOOLS:**

**a) Introduction to the 2016 preliminary draft budget (2015-02-D-38-en-2)**

**b) 2016 preliminary draft budget of the European Schools (2015-03-D-15)**

The Board of Governors validated the Budgetary Committee's proposal and decided to approve the 2016 preliminary draft budgets of the European Schools and the Office of the Secretary-General. The appropriations corresponding to the posts which had not been granted (three posts for the ES, Luxembourg II) would be removed.

## **B.7 'Revision of the GAINAGE criteria' Working Group: first report (2014-12-D-5-fr-3)**

The Board of Governors decided to approve the revisions to be made to the Gaignage criteria as they appear in Annex I to the document presented at the meeting.

The Board of Governors also decided to give a more comprehensive mandate to a new Working Group, with wider membership, in accordance with the composition proposed. This mandate should involve long-term reflection (next 10/15 years) on the European School system, in view of the changes introduced in recent years and of future needs, including the issues already identified by the existing Working Group and brought to the Board of Governors' attention. The new proposal will be discussed at the Board of Governors' December 2015 meeting.

## **B.8 Creation of a group responsible for indicating the IT strategy for communication, administrative and financial tools (2014-11-D-13-fr-5)**

The Board of Governors approved the creation of a standing group responsible for devising the strategy for (new) information and communication technologies within the European Schools, along the lines indicated in Annex II hereto.

## **B.9 Translation of syllabuses/key documents into the languages other than the working languages (2015-02-D-43-en-2)**

The Board of Governors decided to mandate a working group for reflection on and drawing up of a proposal on the need to translate into all the languages the syllabuses and the key documents of the European School system.

The working group will be expected to present its conclusions at the Board of Governors' April 2016 meeting.

Mandate:

The Working Group is invited to assess and analyse the need, to prioritise, to reflect on and to produce a proposal for arrangements for translations of the syllabuses and key documents of the European School system, taking into consideration the financial implications.

The Working Group is composed of following members:

- Secretary-General/Deputy Secretary-General
- Three inspectors (Presidency + 1 SWALS inspector + 1)
- Two members of the Budgetary Committee (Presidency +1)
- Director
- Commission
- Interparents
- Staff representative

The Spanish delegation expressed its interest in participating as one of the Members.

## **B.10 ACCREDITED EUROPEAN SCHOOLS:**

### **General Interest File:**

#### **a) General Interest File – Differdange International School (Grand Duchy of Luxembourg) – (2015-01-D-74-fr-2)**

The Board of Governors approved the general interest file submitted by the Luxembourg authorities, which met the requirements of the first stage of the accreditation and cooperation process, as defined at Mondorf. The Luxembourg authorities were therefore invited to submit a dossier of conformity for nursery, primary and secondary education.

### **Dossiers of Conformity:**

#### **b) *Scuola Europea di Brindisi* (Italy): Dossier of Conformity – Secondary years 6 and 7 (2015-01-D-61-fr-2)**

The Board of Governors approved the dossier of conformity submitted by the Italian authorities pertaining to secondary years 6-7 and the Baccalaureate at *Scuola Europea di Brindisi*. It considered that the dossier met the requirements of the second stage of the accreditation and cooperation process.

#### **c) Dossier of Conformity – Europa School UK (S1-S5) – (2015-02-D-8-en-2)**

The Board of Governors approved the dossier of conformity submitted by the UK authorities for years S1-S5 at Europa School UK. It considered that the dossier met the requirements of the second stage of the accreditation and cooperation process.

**d) Dossier of Conformity – Europa School UK (S6-S7) – (2015-02-D-9-en-2)**

The Board of Governors approved the dossier of conformity of Europa School UK submitted by the UK authorities for years S6-S7. It considered that the dossier met the requirements of the second stage of the accreditation and cooperation process.

**B.11 EUROPEAN BACCALAUREATE:**

**Follow-up on recent reports of the Chairmen of the European Baccalaureate Examining Board 2008-2014(2015-01-D-34-en-2)**

The Board of Governors took note of the document and decided to give a mandate to the Office of the Secretary-General, through its European Baccalaureate Unit, to produce a proposal regarding the future measures to be taken in the areas mentioned in the conclusion.

**Harmonisation in the Baccalaureate cycle (2015-01-D-18-en-3)**

The Board of Governors approved the document with a view to its application as from the 2016 Baccalaureate session, which implied amendment of Article 26 of the General Rules of the European Schools as indicated below:

<p><b>General Rules of the European Schools</b></p> <p><b>Approved text</b></p>
<p><b>Chapter III, DUTIES AND OBLIGATIONS OF MEMBERS OF STAFF OF THE SCHOOLS</b></p> <p style="text-align: center;"><b>ARTICLE 26</b></p> <p><b>Class work</b></p> <p>1. Every nursery and primary cycle teacher must be able to account for the written planning of the work done in his/her class. Annual and periodic plans must be given to the Deputy Director.</p> <p>2. Every school year secondary teachers shall prepare a clear and transferable record of forward planning for each subject they are teaching.</p> <p>For harmonisation's sake, s7 forward planning documents will be agreed upon and prepared jointly by all teachers teaching the same subject in a same school. This task will be coordinated by the subject coordinators.</p> <p>It is strongly recommended to extend this practice to years s6 and s5 and, when considered convenient by the school management, to other year levels.</p> <p>Secondary teachers shall also keep a regularly updated individual record of material covered. In this record, the connection between the planning and its implementation must be made clear.</p> <p>The forward planning and the record of material covered shall be placed in the school archives at the end of the school year and kept for three years. The school management will see to the adoption of a uniform structure for these documents on a standard electronic format (.doc; .pdf; .xls...).</p> <p>3. These documents shall be available at all times to the School management and the Inspectors.</p>

### **B.12 Draft Calendar of meetings for the 2015-2016 school year (2015-03-D-3-fr-1)**

The Board of Governors gave its approval to the Calendar of meetings for the 2015-2016 school year, subject to the changes requested by the Secretary-General, namely: the last day of the JTC meeting will in future be a whole day (and no longer restricted to the morning).

### **B.13. Fixing of the date of the next meeting**

1, 2 and 3 December 2015, in Brussels.



**Amendments to the Statute and Rules of Procedure of the Complaints Board,  
approved by the Board of Governors at its meeting of 15-17 April 2015 in Prague**

**Statute of the Complaints Board of the European  
Schools**

**Approved text**

**ARTICLE 1**

1. The Complaints Board referred to in Article 27 of the ES Convention shall be composed of **seven** members, appointed for a period of five years.

**ARTICLE 11**

1. The Complaints Board in plenary session shall be composed of its **seven** members.

2. On being convened by its Chairman, the Complaints Board shall meet in plenary session whenever so required by the performance of its duties or by the application of the rules of procedure laid down by this Statute. The Chairman shall convene such a session if at least **three** of the members so request.

3. The quorum required for the proceedings in plenary session shall be **five** of the serving members of the Complaints Board.

**ARTICLE 12**

5. In accordance with the conditions laid down in the Rules of Procedure, the Complaints Board may in certain cases sit with a single judge.

6. In accordance with the conditions laid down in the Rules of Procedure, the Complaints Board may sit in a section composed of three members to reconsider a case heard by a single judge.

7. In accordance with the conditions laid down in the Rules of Procedure, the Complaints Board may sit as a special panel composed of five members to reconsider a case heard by a section composed of three members.

# Rules of Procedure of the Complaints Board of the European Schools

## Approved text

### ARTICLE 20

The Complaints Board shall sit either in plenary session or **as a special panel composed of five members** or in sections composed of three members. **Without prejudice to the cases provided for in the context of the special proceedings mentioned in Title III of these Rules, it may also sit with a single judge in accordance with the conditions laid down**

### ARTICLE 20a

**By decision of the Chairman of the Complaints Board, cases assigned to the member designated as rapporteur may be heard by the latter, sitting alone, where they are suitable, bearing in mind the lack of difficulty of the points of law or of fact raised, of the limited importance of the case and of the absence of other particular circumstances.**

### ARTICLE 21

The proceedings shall be opened and directed by the Chairman of the Complaints Board, **by the Chairman of the section or by the single judge**, who shall be responsible for the proper conduct of the hearing.

### ARTICLE 22

After reading the report presented by the member of the Complaints Board designated as rapporteur **or the single judge**, the parties or their representatives may present oral observations in support of their written submissions. The members of the Complaints Board **or the single judge** may put questions to them. They may also, where appropriate, hear any witnesses, experts or members of the administrative staff of the European Schools whose observations they may deem to be relevant.

### ARTICLE 25

(...)

a) a statement that it is a decision of the Complaints Board, with, where appropriate, reference to the section concerned, **or of a single judge sitting alone.**

(...)

(c) the names of the Chairman and of the members taking part in it **or, in the case of a decision given by a single judge sitting alone, his/her name.**

### ARTICLE 26

The original of the decision shall be signed by the Chairman and the members who took part, **or by the judge sitting alone**, and by the registrar. The registrar shall send a copy of the decision to each of the parties.

## ARTICLE 32

Where the Complaints Board is manifestly lacking in jurisdiction to hear a complaint or where a complaint is manifestly inadmissible or manifestly unfounded in law, a ruling may be given, without continuing the proceedings, by way of a reasoned **order made by** the Chairman or **by** the rapporteur designated by him.

### *- Chapter VIII of the Rules of Procedure Referral to a section composed of three members*

#### *Article 40a*

1. Irrespective of the revision procedure provided for in Articles 39 and 40, decisions taken in accordance with the conditions laid down in Articles 20a and 32 of these Rules may exceptionally be referred to a section composed of three members at the express request of a party based on a particularly serious ground and made within one month after notification of the decision given.

2. The decision to refer or to reject the request for referral shall be taken by the Chairman of the Complaints Board or, should the case have been heard by the latter, by the Chairman of the section to which it could be assigned. There shall be no right of appeal against this decision.

3. In the event of referral, the section composed of three members may not include the member of the Complaints Board who sat as a single judge. It shall give a ruling in the form of a decision in accordance with the ordinary Rules of Procedure.

### *- Chapter IX of the Rules of Procedure Referral to a special panel composed of five members*

#### *Article 40b*

1. Irrespective of the revision procedure provided for in Articles 39 and 40, decisions taken by a section composed of three members other than those provided for in Article 40a.3 may exceptionally be referred to a special panel composed of five members at the express request of a party based on a particularly serious ground and made within one month after notification of the decision given.

2. The decision to refer or to reject the request for referral shall be taken by the Chairman of the Complaints Board after consulting the Chairman of the section in question or, if that section had been chaired by the Chairman of the Board, the Chairman of another section. There shall be no right of appeal against this decision.

3. In the event of referral, the special panel composed of five members may not include any member who sat in the section in question other than its Chairman. It shall give its ruling by way of a decision in accordance with the ordinary Rules of Procedure.

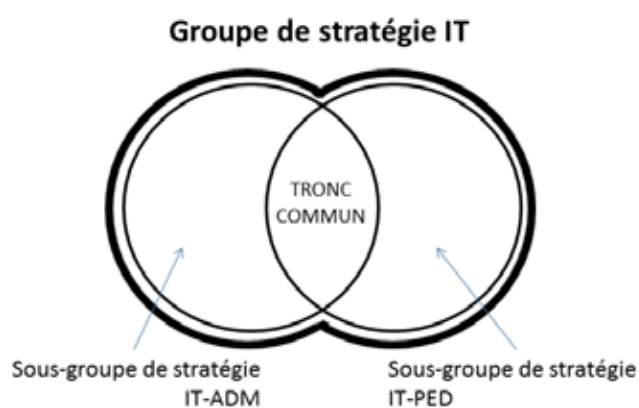
## Composition and functions of the strategy group for (new) information and communication technologies in the European Schools

Creation of a single standing group responsible for devising the strategy for (new) information and communication technologies within the European Schools. Its main objectives will be as follows:

- ü to propose IT governance processes and to check their implementation and compliance with the decisions taken by the BoG or the Secretary-General of the European Schools,
- ü to define an IT strategy in line with that of the European Schools,
- ü to ensure coherence and harmonisation in the European Schools' IT development,
- ü to produce a multi-annual ICT plan, enabling the objectives set to be achieved, whilst complying in particular with the budgetary procedures in force,
- ü to promote the pooling of resources (common helpdesk, in-service training provision, etc.).

This group will be divided into two subgroups with a common core and which will meet separately each time:

- one whose remit will be to deal with all subjects with a pedagogical objective – **IT PED**;
- the other whose remit will encompass all subjects from the administrative and financial angles – **IT ADM**.



**Key:**

IT Strategy Group

Common core

IT-ADM  
Strategy Group

IT-PED  
Strategy Group

This common core will comprise the following members:

- The head of the ICT and Statistics Unit of the Central Office;
- 1 representative of the Directors;
- 1 representative of the ICT technicians.

One of its particular functions will be to coordinate the two subgroups' activities.

Proposals made in the IT-PED subgroup may not under any circumstances lead to constraints at system level, unless their technical-administrative consequences have been evaluated and supported within the IT-ADM subgroup.

The proposals made by the two subgroups will always be submitted to the competent organs of the European Schools for approval.

### **V.1 Composition and functions of the IT-ADM subgroup**

*This subgroup will be obliged to meet at least twice a year and its members will be:*

- The head of the ICT Unit, as chair of the subgroup, who will be able to invite outside contributors (IT expert, etc.)*
- The Secretary-General (or his Deputy)*
- 1 representative of the Directors*
- 2 representatives of the ICT technicians*
- One IT expert designated by the European Commission.*

*The functions assigned to the IT-ADM subgroup will be:*

- production of the annual ICT report and of **the multi-annual plan for IT-ADM,***
- creation and supervision of steering groups for IT-ADM projects in accordance with the project management methodology introduced*
- informing all stakeholders of the results and/or decisions taken in relation to IT-ADM projects*
- knowledge management and management of the performance and continuity of the European Schools' IT system*
- determining and providing information about the roles and responsibilities of all the people involved in IT-ADM in the European Schools and at the Central Office (including ICT technicians and IT-ADM key users)*
- ensuring two-way communication with the end users of the European Schools' **IT-ADM system (administrative staff)***
- strengthening consolidation/standardisation of services (definition of SLA, OLA, etc.) and of the data in the European Schools' IT system*
- establishing an efficient centralised administration, at its users' service (SLA, etc.)*
- evaluating the proper operation of the procedures in place in the **IT-ADM** system.*
- indicating the new technologies allowed and/or recommended on the administrative and pedagogical networks*
- defining guidelines and objectives for use of the budget heading allocated to IT-ADM training, and following up on their implementation*
- **setting the technical framework of the IT infrastructure & networks available in the schools for education and training and evaluating their appropriateness in relation to needs.***

### **V.2 Composition and functions of the IT-PED subgroup**

*This subgroup will be obliged to meet at least twice a year and its members will be:*

- the head of the Pedagogical Development Unit, as chair of the subgroup, who will be able to invite outside contributors (experts, etc.)*
- the head of the ICT Unit,*
- the head of the Baccalaureate Unit,*
- 1 representative of the Directors,*
- **2 representatives of the teachers (one for the Nursery/Primary Cycle and one for the Secondary Cycle), one of whom is an ICT coordinator,***
- 2 representatives of the inspectors, one for the Nursery and Primary Cycles, the other for the Secondary Cycle,*
- 1 member designated by Interparents,*
- **1 member designated by COSUP,***
- 1 representative of the Directors of the Accredited Schools (guest).*

*The functions assigned to the IT-PED subgroup will be in line with the European Schools' strategies to:*

- suggest the actions required to ensure that pupils' digital competence is properly enhanced at all stages of their education,*
- evaluate pilot projects launched in the schools involving pedagogical innovation in IT and deploy them in harmonised fashion in all the schools in the event of success,*
- propose models for IT use for pedagogical purposes, including for children with special educational needs,*
- review the role of IT in the organisation of studies and in syllabuses,*
- define guidelines and objectives for the training of teaching staff in IT,*
- put forward proposals to promote and facilitate the use of distance learning, in accordance with the European Schools' strategy (observance of predefined technical and financial limits),*
- put forward recommendations for the pedagogical use of environments for education and training, including remote ones,*
- **ensure two-way communication with the end users of the European Schools' IT-PED system (pedagogical staff),***
- contribute to production of the annual ICT report by providing input in terms of uses of and pedagogical innovations associated with new information and communication technologies,*
- monitor use of distance learning in practice,*
- **produce the multi-annual plan for IT-PED.***