



**Schola Europaea**

Office of the Secretary-General

**Ref.: 2015-12-D-8-en-3**  
**Orig.: FR**

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

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### **Meeting of 1-3 December 2015 – Brussels**

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**Approved by written procedure No 2016/03 on 2 February 2016**

### **III. WRITTEN COMMUNICATIONS**

#### **a) Outcomes of written procedures addressed to the members of the Board of Governors (2015-11-D-7-fr-1)**

##### **Outcome of written procedure No 2015/22 – Decisions of the meeting of the Board of Governors of the European Schools of 15-17 April 2015 (2015-04-D-6-fr-2)**

By means of the written procedure initiated on 22 May 2015 and ending on 5 June 2015, the Board of Governors approved the Decisions of the meeting of the Board of Governors of the European Schools of 15-17 April 2015.

The definitive decisions: document – 2015-04-D-6-fr-3 have since been published on DOCEE.

##### **Outcome of written procedure No 2015/23 – Appointment of the UK Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 3 June 2015 and ending on 16 June 2015, the Board of Governors agreed to appoint **Mr Nick CAPRON** as UK member of the Board of Inspectors (Nursery and Primary), in place of Mr David SCOTT.

##### **Outcome of written procedure No 2015/26 – Appointment of the Estonian Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 18 June 2015 and ending on 2 July 2015, the Board of Governors agreed to appoint **Ms Katre MEHINE** as Estonian member of the Board of Inspectors (Nursery and Primary), in place of Ms Regina EIMRE, with effect from 1 July 2015.

##### **Outcome of written procedure No 2015/33 – Appointment of the Luxembourg Inspector for the secondary cycle**

By means of the written procedure initiated on 16 July 2015 and ending on 30 July 2015, the Board of Governors agreed to appoint **Mr MAX WOLFF** as Luxembourg member of the Board of Inspectors (Secondary), in place of Mr Edouard RIES, **with effect from 1 September 2015.**

##### **Outcome of written procedure No 2015/34 – Amending Budget No 2/2015 for the European Schools**

By means of the written procedure initiated on 20 July 2015 and ending on 3 August 2015, the Board of Governors approved, by means of the written procedure, Amending Budget No 2/2015 for the European Schools – document: 2015-07-D-3-fr-2.

**Outcome of written procedure No 2015/35 – Report on the audit of *Europaïche Schule RheinMain* (Bad Vilbel, Germany) (2015-06-D-2-en-2)**

By means of the written procedure initiated on 29 July 2015 and ending on 12 August 2015, the Board of Governors approved the report on the audit of *Europaïche Schule RheinMain* (Bad Vilbel, Germany) (2015-06-D-2-en-2).

**Outcome of written procedure No 2015/36 – Report on the audit of the European School Copenhagen (2015-06-D-3-en-2)**

By means of the written procedure initiated on 29 July 2015 and ending on 12 August 2015, the Board of Governors approved the report on the audit of the European School Copenhagen (2015-06-D-3-en-2).

**Outcome of written procedure No 2015/37 – Audit Report – *Scuola per l'Europa di Parma* (Italy) (2015-06-D-14-en-2)**

By means of the written procedure initiated on 29 July 2015 and ending on 12 August 2015, the Board of Governors approved the report on the audit of *Scuola per l'Europa di Parma* (Italy) (2015-06-D-14-en-2).

**Outcome of written procedure No 2015/38 – Audit Report – International School Provence-Alpes-Côte d'Azur, Manosque (2015-06-1D-8-en-2)**

By means of the written procedure initiated on 29 July 2015 and ending on 12 August 2015, the Board of Governors approved the report on the audit of the International School Provence-Alpes-Côte d'Azur, Manosque (2015-06-1D-8-en-2).

**Outcome of written procedure No 2015/39 – Report on the audit of *Scuola Europea di Brindisi* (Italy) (2015-06-D-22-en-2)**

By means of the written procedure initiated on 29 July 2015 and ending on 12 August 2015, the Board of Governors approved the report on the audit of *Scuola Europea di Brindisi* (Italy) (2015-06-D-22-en-2).

**Outcome of written procedure No 2015/41 – Appointment of the Finnish Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 26 August 2015 and ending on 9 September 2015, the Board of Governors agreed to appoint **Ms Arja-Sisko HOLAPPA** as Finnish member of the Board of Inspectors (Nursery and Primary), in place of Ms Tuulamarja HUISMAN, **with effect from 1 September 2015.**

#### **Outcome of written procedure No 2015/42 – Appointment of the Spanish Inspector for the secondary cycle**

By means of the written procedure initiated on 4 September 2015 and ending on 18 September 2015, the Board of Governors agreed to appoint **Mr Javier GARRALÓN BARBA** as Spanish member of the Board of Inspectors (Secondary), in place of Ms Concepción VIDORRETA.

#### **Outcome of written procedure No 2015/43 – Appointment of the Belgian Inspector for the secondary cycle**

By means of the written procedure initiated on 15 September 2015 and ending on 29 September 2015, the Board of Governors agreed to appoint **Mr Luc LOUYS** as Belgian member of the Board of Inspectors (Secondary).

#### **Outcome of written procedure No 2015/46 – Draft Minutes of the enlarged meeting of the Board of Governors of the European Schools of 15-17 April 2015 (2015-04-D-17-fr-2)**

By means of the written procedure initiated on 28 October 2015 and ending on 9 November 2015, the Board of Governors approved the Draft Minutes of the enlarged meeting of the Board of Governors of the European Schools of 15-17 April 2015 (2015-04-D-17-fr-2).

The definitive minutes: 2015-04-D-17-fr-3 have since been published on DOCEE.

#### **Outcome of written procedure No 2015/47 – Amending Budget No 3/2015 (2015-10-D-7-en-3)**

By means of the written procedure initiated on 26 October 2015 and ending on 9 November 2015, the Board of Governors approved by written procedure Amending Budget No 3/2015 (2015-10-D-7-en-3).

## **IV. A ITEMS**

### **A.1. Appointment of the Chairman of the 2016 European Baccalaureate Examining Board (2015-09-D-24-fr-2)**

The Board of Governors approved the appointment of the Chairman of the European Baccalaureate Examining Board for the 2016 session:

**Prof. Dr. Carl Winsløw**, of Danish nationality.

### **A.2. Evaluation of teachers in the European School system (2015-09-D-40-fr-3)**

The Board of Governors approved the following changes:

Chapter I of document '2015-09-D-40-fr-3' amends, cancels and replaces document 1812-D-96 'Evaluation of teachers in the European School system' approved by the Board of Governors in January 1997. Amendments are designed to include the areas of assessment of teachers in line with the document entitled 'Teaching Standards' (ref: 2012-09-D-11-en-4) approved by the JTC in February 2014.

Chapter II of the document amends, cancels and replaces the official Report for the evaluation of teachers. The Report has also been amended in order to comply with the aforementioned 'Teaching Standards'

The document will enter into force at the beginning of the 2016-2017 school year.

### **A.3. ACCREDITED EUROPEAN SCHOOLS:**

#### **a) Dossier of Conformity – Tallinn European School (Years S6-S7) (2015-09-D-14-en-2)**

The Board of Governors approved the dossier of conformity of the Tallinn Accredited European School for years S6-S7 (2015-09-D-14-en-1). It considered that the dossier met the requirements of the second stage of the accreditation and cooperation process.

## **V. JOINT REPORT OF THE CZECH PRESIDENCY OF THE BOARDS OF INSPECTORS AND OF THE TEACHING COMMITTEE – 2014-2015 SCHOOL YEAR (2015-09-D-23-en-2)**

**+ Annex: 'Pedagogical Development and Quality Assurance of the European Schools (2014-2015) – Short and long-term planning – Follow-up on 30 June 2015'**

The Board of Governors took note of the Joint Report of the Czech Presidency of the Boards of Inspectors and of the Teaching Committee for the 2014-2015 school year and of the annex thereto.

## **VI. 2015 EUROPEAN BACCALAUREATE**

#### **a) Report of the Chair of the 2015 European Baccalaureate Examining Board (2015-09-D-16-en/fr/de-3)**

The Board of Governors took note of and approved the report of the Chair of the 2015 European Baccalaureate session, more particularly her suggestions and recommendations as set out in the document.

The recommendations will be followed up, the Board of Governors thus mandating the Board of Inspectors (Secondary) to produce a document listing the recommendations made in the report and the actions undertaken and planned in order to act upon them.

## **VII. REPORT OF THE CHAIR OF THE BUDGETARY COMMITTEE – 2014-2015 (2015-10-D-12-fr-2)**

The Board of Governors took note of and approved the report of the Czech Chair of the Budgetary Committee for the 2014-2015 school year.

## **VIII. FINAL REPORT OF THE COURT OF AUDITORS FOR 2014 (2015-10-D-15-fr-3)**

The Board of Governors took formal note of the Final Report of the Court of Auditors on the annual accounts of the European Schools for the financial year 2014 and of the Secretary-General's reply. It also noted that the necessary steps should be taken to act upon the recommendations.

### **IX. B ITEMS**

#### **B.1. Follow-up on the consensus of the Working Group on the making available of a fifth European School by the Belgian Government**

##### **a) Creation of Latvian and Slovakian language sections (2015-10-D-26-en-3)**

The Board of Governors decided to approve the creation of:

- 1) A Latvian language section at the European School, Brussels I – Berkendael Site for the beginning of the 2016-2017 school year in September 2016, designed ultimately to comprise the nursery and primary cycles in their entirety, starting in September 2016 with the nursery cycle and primary years 1 and 2.
- 2) A Slovakian language section at the European School, Brussels I – Berkendael Site for the beginning of the 2016-2017 school year in September 2016, designed ultimately to comprise the nursery and primary cycles in their entirety, starting in September 2016 with the nursery cycle.

These new language sections will be created with new enrolments and respecting the principle of protection of grouping and regrouping of siblings, so that all newly enrolled pupils with brothers or sisters in higher year groups will be able to attend the same school as their siblings, provided that the application is submitted during the first enrolment phase. All pupils currently enrolled as SWALS in the nursery, P1 and P2 will be able to continue their schooling as SWALS in the same school as the one where they are currently on roll and remain there up to the Baccalaureate, unless they expressly request otherwise.

##### **b) Temporary use of the Berkendael site as an extension to the European School, Brussels I pending opening of the European School, Brussels V (2015-10-D-23-fr-2)**

The Board of Governors decided to approve temporary use of the Berkendael site as an extension to the European School, Brussels I, as from 1 September 2016, pending opening of the European School, Brussels V, to accommodate ultimately the nursery and primary cycles in their entirety, starting in September 2016 with the nursery cycle and primary years 1 and 2 pupils.

The Board of Governors approved the creation, as from September 2016, of the following sections and year groups at the European School, Brussels I – Berkendael Site:

- French language section, at the beginning of the 2016-2017 school year in September 2016, starting with the nursery cycle and primary years 1 and 2;
- Latvian language section, at the beginning of the 2016-2017 school year in September 2016, starting with the nursery cycle and primary years 1 and 2;
- Slovakian language section, at the beginning of the 2016-2017 school year in September 2016, starting with the nursery cycle.

**c) Creation of a post of Deputy Director for the Nursery and Primary Cycle at the European School, Brussels I – Berkendael Site (2015-10-D-27-en-2)**

The Board of Governors decided to create a second post of Deputy Director for the nursery and primary cycle for the European School, Brussels I (Berkendael Site) as from 1 September 2016. He/She will be placed under the authority of the Director of the European School, Brussels I.

**B.2. Central Enrolment Authority for the Brussels European Schools: Review of the results of the 2015-2016 Enrolment Policy and proposed guidelines for the 2016-2017 Policy (2015-12-D-3-fr-1)**

The Board of Governors approved the guidelines for the 2016-2017 Enrolment Policy (Annex A), taking the following points into account:

- the aforementioned decisions in item B.1.,
- an ET language section will open at the European School, Brussels IV in September 2016, starting with the nursery cycle,
- rewording of the objective concerning the enrolment of category I pupils.

**B.3. Revision of the ‘Profile, Duties, Rules for Appointment and Service Regulations of the Secretary-General and the Deputy Secretary-General’ (2015-09-D-33-en-3)**

The Board of Governors:

- decided to endorse the proposal concerning the ‘appointment procedure’ for the Secretary-General and the Deputy Secretary-General (see Annex B) and
- decided to give a mandate to a working group composed of representatives of the CZ, DK and DE delegations to review the profile, duties and Service Regulations of the Secretary-General by April 2016.

**B.4. New and discontinued seconded posts in the nursery, primary and secondary cycles: 2016-2017 school year (2015-09-D-50-en-2)**

The Board of Governors decided to endorse the consolidated proposal for new and discontinued seconded posts, subject to the changes announced during the meeting and subsequently by the delegations (deadline: 18 December 2015)

An overall analysis should be provided on the application of the cost-sharing model and the balance between seconded and locally recruited teachers, as well as the costs of non-secondment.

**a) Cost sharing and the Financing Agreement between Luxembourg and the European Schools (2015-10-D-34-fr-2)**

The Board of Governors endorsed the proposal that the additional classes – created and subsidised in the Anglophone section of the Luxembourg I School in accordance with the Financing Agreement with the Luxembourg Government – should result in the national salary of these seconded teachers being refunded to the seconding Member State by the School.

## **B.5. 'Segregation of Duties':**

### **a) Amending budget No 1 to the 2016 budget (2015-10-D-29-en-2)**

### **b) Revision of AAS Regulations/Accounting Officer (2015-07-D-16-en-4)**

1. The Board of Governors adopted Amending Budget 1/2016 as indicated in document 2015-10-D-29-en-2 and agreed to the creation of the posts and upgrades proposed in document 2015-10-D-29-en-2:
  - i) Alicante (Model I): 0.5 post of Accountant and 1 upgrade from Accountant to Head Accountant
  - ii) Bergen (Model II): 0.5 post of Accountant
  - iii) Frankfurt (Model I): 0.5 post of Accountant and 1 upgrade from Accountant to Head Accountant
  - iv) Karlsruhe (Model I): 0.5 post of Accountant and 1 upgrade from Accountant to Head Accountant
  - v) Mol (Model I): 1 upgrade from Accountant from Head Accountant
  - vi) Munich (Model I): 1 upgrade from Accountant to Head Accountant
  - vii) Varese (Model I): 1 post of Accountant.
2. The Board of Governors adopted the amendment of the Service Regulations for the Administrative and Ancillary Staff (AAS) of the European Schools as proposed in Annex 1 to document 2015-07-D-16-en-4.
3. The Board of Governors mandated a working group to examine the wider problem of rotation for all sensitive posts. This working group will examine in particular the second option ('new occupational category for Accounting Officers') as illustrated in document 2015-07-D-16-en-4, as well as possible mobility packages. The working group will also deal with the rotation of seconded and locally recruited bursars. The first draft conclusions of the working group will be submitted to the Board of Governors for discussion in April 2017. A final proposal will be submitted to the Board in December 2017 at the latest, which will be aligned with the results of the 'Working Group on the Review of the Financial Regulation'.
4. The working group should be composed of two representatives of the European Commission, the Head of the HR Unit of the OSG, the Financial Controller, one representative of the AAS, one representative of the Staff Committee, one representative of the Directors and the Chair of the Budgetary Committee.
5. In the light of this mandate the Board of Governors insisted that the appointment of AAS Members in line with new Article 23a of the AAS Regulations be limited to a maximum of three years.



## **B.6. Contribution/Participation Agreement between the European Schools and 'the EIB Group' (2015-11-D-12-en-1)**

The Board of Governors decided:

1. to give a mandate to the Secretary-General to sign a Contribution Agreement concerning the financing of the European Schools, Luxembourg I and Luxembourg II with the European Investment Bank, represented by its President, Mr Werner Hoyer, who also represents for the purpose of this agreement the European Investment Fund, i.e. the EIB and EIF collectively referred as 'the EIB Group', and the European Commission represented for the purpose of this Agreement by its Vice-President, Ms Kristalina Georgieva.
2. to give a mandate to the Secretary-General to sign a Participation Agreement, based on Article 28 of the Convention defining the Statute of the European Schools of 21 June 1994, with the European Investment Bank, represented by its President, Mr Werner Hoyer, which also represents for the purpose of this agreement the European Investment Fund, i.e. the EIB and the EIF collectively referred to as 'the EIB Group'.

## **Contribution/Participation Agreement between the European Schools and the 'ESM' (2015-11-D-19-en-1)**

The Board of Governors decided:

1. to give a mandate to the Secretary-General to sign a Contribution Agreement concerning the financing of the European Schools, Luxembourg I and Luxembourg II with the European Stability Mechanism, represented by its Managing Director, Mr Klaus Regling, and the European Commission represented for the purpose of this Agreement by its Vice-President, Ms Kristalina Georgieva.
2. to give a mandate to the Secretary-General to sign a Participation Agreement, based on Article 28 of the Convention defining the Statute of the European Schools of 21 June 1994, with the European Stability Mechanism, represented by its Managing Director, Mr Klaus Regling.

Such agreement will enter into force on 1 January 2016.

## **B.7. Setting up of a 'Pedagogical Reform' Working Group (2015-09-D-52-en-3)**

The Board of Governors endorsed the proposal to set up a 'Pedagogical Reform' Working Group, whose composition and mandate are described below:

A task force composed of:

- Chair of the Board of Inspectors (Secondary)
- Head of the Pedagogical Development Unit
- Head of the Baccalaureate Unit.

The task force will incorporate one or more external experts,

- a language learning expert;
- a curriculum revision expert;
- an expert from DG Education and Culture from the European Commission, familiar with definition of the eight key competences;

and one or more internal experts (in particular the Chair of the Board of Inspectors (Nursery and Primary)), as needs require and according to the questions discussed at the different meetings.

The task force will also meet at least twice per school year with the Representatives of the different stakeholders in the ES decision-making process and will report regularly to the Board of Inspectors and to the Joint Teaching Committee of the European Schools at their meetings. This is designed to guarantee good communication about the progress of the work and to assess regularly the different proposals arising. The task force has undertaken to ensure continuity with the following presidency.

#### **B.8. Organisation of Studies' Working Group – Summary document on the Host Country Language (HCL), Language 2 and SWALS (2015-08-D-9-en-4)**

The Board of Governors endorsed the proposal to incorporate the question of addition of the Host Country Language (HCL) to the list of L2s in HCL schools into the mandate of the 'Pedagogical Reform' Working Group.

#### **B.9. Proposed amendment of the Arrangements for implementing the Regulations for the European Baccalaureate (applicable for the 2016 Baccalaureate Session) (2015-05-D-12-en/fr/de-5)**

The Board of Governors decided to approve the proposed amended version of the 'Arrangements for implementing the Regulations for the European Baccalaureate' and to agree to all the proposals for amendments, with a view to enabling the Arrangements to enter into force already for the current Baccalaureate session (2016).

The proposed amendments to Article 6.5.3.2 have been cancelled until document 2015-09-D-21 'Elaboration [*sic*] of the European Baccalaureate written examination papers' has been revised by the BIS and JTC at their February 2016 meetings.

Article 6.5.3.2 therefore remains unchanged for the time being, staying as it was in the previous version in force (2014-12-D-6-en-2).

To facilitate the work of the European Baccalaureate Unit, the Board of Governors further endorsed the creation of a standing Working Group, including the usual stakeholders, to monitor the Arrangements for Implementing the European Baccalaureate Regulations in order to improve on those regulations annually, which would then be brought to the BIS and JTC for their opinion. This Working Group should be envisaged as a permanent observatory of the European Baccalaureate regulations.

#### **B.10. Online correction (2015-09-D-20-en-4)**

The Board of Governors decided to endorse the following proposals:

A) Abolition of the decision taken by the Board of Governors at its meeting in Brussels on 6-8 December 2011 which approved the following arrangement: *"The first marker and the second marker are teachers working in the European School system and external to the examination centre where the student is taking the Baccalaureate examinations"*, since this practice has never been implemented and is contrary to all recommendations. Continue with the second correction being done by an external marker.

B) The principle of implementation of an online correction system as described in document 2015-09-D-20-en-5 (approved version) for the 2017 European Baccalaureate session, on the basis of cost neutrality in the long run.

Further organisational and financial details of this project will be presented at the meetings of the BIS, JTC and BC in spring 2016.

### **B.11. Progress report – Phasing-out of the European School, Culham (2015-10-D-22-en-2)**

The Board of Governors approved the following special measures related to the school's phasing-out:

- priority to be granted to Culham students for admission to any European School of their choice outside the UK, in accordance with the conditions described in the Gaignage document;
- support measures in principle;
- the proposed measures designed to permit the redeployment of staff set out in the articles above in accordance with the Gaignage criteria;
- the derogation concerning the number of teaching hours for seconded staff (if needed);
- some extra internal structures/extra number of teaching periods for duties involving providing support for students wishing to join ESUK, in addition to their contractual duties based on the regulations of the European Schools;
- extension of the contracts of 4 teachers whose contracts end in August 2016;
- extension of the secondment of the Irish Primary Deputy Director in the managerial role of a Deputy Director for the 2016-2017 school year.

The Board of Governors was requested to formalise approval of the settlement agreement to opt out of TUPE laws, as permitted by local law.

In addition, the Board of Governors was requested to grant the relocation allowance for locally recruited teachers transferring to other European Schools, which had not been accepted, as not foreseen in the regulations concerned.

### **B.12. Audit Report on Heraklion + Annex (2015-07-D-13-en-2)**

The Board of Governors decided:

- that the Secretary-General would closely monitor the development of the situation at the SEEH during winter 2016;
- to mandate the Secretary-General to present to the Board of Governors a procedure aimed at gradually ending the accreditation agreement, taking account of the interests of secondary years 6 and 7 students;
- to take a decision at its April 2016 meeting on renewal of the accreditations for the nursery, primary and secondary (S1-S5) cycles and for years 6 and 7 of the secondary cycle.

### **B.13. Audit Progress Committee. Follow-up on implementation of the recommendations of the IAS and Court of Auditors (2015-10-D-16-en-2)**

The Board of Governors endorsed the actions planned by the OSGES to follow up on the outstanding recommendations. It also endorsed the proposal made to the OSGES that a Service Level Agreement, as offered by the European Commission, on training and cooperation, with respect to financial, internal control and procurement issues in particular, should be formalised at the earliest opportunity.

## **XI. Fixing of the date of the next meeting:**

12, 13 and 14 April 2016, in Copenhagen (Denmark).



European Schools

Office of the Secretary-General

Ref.: 2015-12-D-6-en-1

Orig.: FR

## **Decisions of the Board of Governors concerning the guidelines for the 2016-2017 Policy on Enrolment in the Brussels European Schools**

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Brussels, 8 December 2015

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## **DECISIONS OF THE BOARD OF GOVERNORS OF 1-3 DECEMBER 2015 CONCERNING THE GUIDELINES FOR THE 2016-2017 POLICY ON ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS**

### **Whereas:**

#### 1. Pupil population

On the basis of the statistics currently in the Central Enrolment Authority's possession, the pupil population of the Brussels European Schools is continuing to increase and this growth – higher than that in previous years – is ongoing in all the cycles, something which has an impact in terms of resources and infrastructure.

Thus the total pupil population of the four Brussels European Schools has seen an increase higher than that in previous years (+ 482 pupils), representing a 4.20% rise in the pupil population at the beginning of the 2015-2016 school year (as compared with 4% at the beginning of the 2014-2015 school year).

Overcrowding affects all the teaching levels, but more particularly the primary cycle. As is the case each year, this careful analysis of the results of the Enrolment Policy for the previous academic year leads to the taking of targeted measures for each school group: school, language section, teaching level. It is not, therefore, possible to refer all new enrolment applications to a single school. There need to be particular and diversified measures for each school group.

#### 2. Language sections

From the viewpoint of the language sections, there have been two noteworthy developments. Firstly, the increase in the number of SWALS, divided out mainly between the Anglophone and Francophone sections, justifies the creation of new single/sole language sections at the nursery level.

In order to mitigate the effects of this trend, already observed during previous enrolment sessions, an Estonian section<sup>1</sup> (ET) is to be opened at the European School, Brussels IV at the nursery level, with the possibility of admitting Estonian SWALS from P1 to S5.

Latvian (LV) and Slovakian (SK) language sections also need to be created, since the Gagnage criteria have been met for the pupil populations concerned. In conjunction with adoption of the guidelines, the Board of Governors decided, at its December 2015 meeting, on the opening of Latvian (LV), from the nursery level up to P2, and Slovakian (SK), in the nursery cycle, language sections at the European School, Brussels I – Berkendael Site.

Secondly, the continuing substantial demand for places in the Francophone section (especially in the nursery and primary cycles) requires binding rules for distribution of pupils across the Schools. The Francophone section currently accounts for 32.25% of the total number of pupils on roll. Since the beginning of the 2012-2013 school year in September 2012, the annual increase in the number of Francophone pupils has amounted to approximately 200 and their proportion in relation to the pupil population as a whole is also going up year on year.

Consequently, for language sections present in several schools (and particularly the Francophone section) binding measures remain necessary to ensure balanced distribution of

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<sup>1</sup> Decision of the Board of Governors, adopted by written procedure 2014/51 completed on 19 December 2014

pupil numbers. A balance has to be sought between the constraints on the European Schools in the context described above and on the one hand, the wishes of applicants for enrolment and on the other, the lessons drawn from the case law of the Complaints Board regarding the concept of the grouping and regrouping of siblings.

Hence, in so far as logistical constraints and the rules governing distribution of pupil numbers so permit:

- an order for dealing with applications, established once a random ranking has been produced, should be determined (during phase I);
- after places have been awarded to pupils with special priority criteria, the places available in each class will first be awarded to applicants who have submitted joint applications for enrolment (grouping of siblings);
- transfers from one school to another will be allowed, even though they may not be based on particular circumstances, for certain particular school groups (in particular to allow brothers and sisters to attend the same school);
- finally, places will be awarded to applicants who have submitted an application for the enrolment of one pupil only, in so far as places are available.

### 3. Infrastructure

There are currently four European Schools in Brussels offering all-through schooling, from the nursery level up to the Baccalaureate. The European School, Brussels I has two sites, at Uccle and at Berkendael.

In accordance with the Board of Governors' decision of 6 May 2010 (2010-D-232-en-2), in the future, a fifth European School will be opened in Brussels, designed to accommodate 2500 pupils. Notwithstanding the European Schools' repeated requests to the Host Country's government (notably in the Brussels European Schools' Steering Group) and the fact that the decision dates back some time, the actual making available of a fifth school is confined at present to the carrying out of a feasibility study by the *Régie des Bâtiments* (Belgium's Public Buildings Authority).

In the meantime, stop-gap solutions to the structural shortage of places available lie in:

- completion of the work on the Fabiola building on the Uccle Site of the European School, Brussels I, the date of which, according to the *Régie des Bâtiments*, will be 30 April 2016, allowing 350 places to be offered at the nursery level and in P1;
- continuing temporary availability of the Berkendael Site (subject to confirmation to be obtained from the Council of Ministers of Belgium's Federal Government) until the fifth school opens.

Considering the pattern of development of the pupil population pending the fifth school's opening, the language sections and the logistical constraints, it has been agreed:

- to allow schooling on the Berkendael Site of pupils in the SK (nursery cycle), FR and LV (up to P2) language sections;
- to allow pupils who attended school on the Berkendael Site during the 2015-2016 school year to continue their schooling on either the Uccle Site or the Berkendael Site, if they so wish, in the sections and year groups which will be open there.

Considering:

- the expected rise in the pupil numbers of the European School, Brussels I – Uccle Site following the reopening of the Fabiola building;
- continuation – in all probability for several school years – of the temporary availability of the Berkendael Site pending the actual opening of the fifth school, as soon as the permanent infrastructure has been provided by the Belgian State;
- the need to organise the Berkendael Site, in particular to accommodate the newly created language sections (LV and SK);
- the geographical distance between the Uccle and Berkendael Sites,

the Berkendael Site should be given management organs allowing there to be optimum provision for and supervision of the pupils who are accommodated there.

The Board of Governors approved the appointment of a third Deputy Director of the European School, Brussels I (in addition to the Deputy Directors currently in charge of the nursery/primary and secondary cycles on the Uccle Site), with the task of supervising management of the Berkendael Site under the control of the Director of the European School, Brussels I.

The Administrative Board of the European School, Brussels I retains responsibility for management of the two sites. The establishment plan of the European School, Brussels I must be adapted to incorporate the staff of the Berkendael Site.

Since the beginning of the 2015-2016 school year in September 2015, the European Schools intergovernmental organisation has no longer been able to guarantee the offer of place for all category I pupils, even though everything possible is done to accommodate as many enrolment applications as possible. Accordingly, the Central Enrolment Authority takes all measures possible to make optimum use of the sites' capacities. In any event, pupils enrolled in the European School system are guaranteed the possibility of continuing their schooling there in the schools/sites where the language sections and year groups are open up to the Baccalaureate. In that respect, they have priority access compared with new applicants for enrolment.

**The Board of Governors hereby mandates the Central Enrolment Authority to adopt a Policy on Enrolment in the Brussels European Schools and all measures designed to put it into practice and to make optimum arrangements for the conduct of the enrolment session for the beginning of the 2016-2017 school year.**

**The Board of Governors hereby sets the following objectives, which are not classified in any particular order of priority:**

- Use the resources available in the existing four schools and the Berkendael Site in order to lessen as far as possible the overcrowding of the schools as a whole.
- Ensure balanced distribution of the pupil population across both the five sites and the language sections, in strict compliance with Article 47(e) of the General Rules, whilst guaranteeing the continuing existence of the latter.
- Guarantee optimum use of the five sites' resources. In that connection, trends in pupil numbers must be monitored carefully in all the sections of the Brussels Schools, in order to guarantee their proper pedagogical operation and to manage overcrowding overall.

- Enrol all category I pupils applying for enrolment in one of the Brussels European Schools, provided that they have the infrastructure to accommodate them in compliance with the safety and security standards of the Host State.
- Enrol category II pupils in accordance with the terms of the contracts already in force, as well as children of the international civilian staff of NATO and of UN employees (international civil servants) (in the conditions appearing in Annex I).
- Restrict the enrolment of category III pupils to the siblings of present pupils, abiding strictly by the decisions of the Board of Governors concerning this category of pupils, bearing in mind the current demographic pressure on the Brussels Schools.
- With the aim of preserving the benefit of previous enrolment policies, restrict transfers to cases justified by particular circumstances alone. Arrange nevertheless for there to be the possibility of transfer, without any further condition attached other than that a request to that effect be made in the first enrolment phase:
  - to the European School, Brussels I – Berkendael Site in the language sections and year groups open there,
  - for Estonian SWALS attending the European School, Brussels II, to the European School, Brussels IV for the year groups open there,
  - for a pupil enrolled in a different school from a member of his or her group of siblings, so that the child will attend the same school, provided that a place is available and that the language section and year group are open there, without requiring a class to be divided.

**abiding by the following principles:**

- Guarantee schooling in the same school and on the same site where the year groups of the language sections requested are open firstly, to category I or II pupils for whom a new enrolment application is submitted and secondly, to their siblings who attended the school during the 2015-2016 school year, provided that the applicants make a request to that effect during the first enrolment phase.
- Provide schooling in the same school and on the same site where the year groups of the language sections requested are open, although not necessarily that of their choice, for children belonging to the same group of siblings who are enrolled simultaneously for the first time, provided that the applicants for enrolment make a request to that effect and that places are available in the same school and on the same site for all the siblings, in accordance with the thresholds defined below.
- Guarantee return to the school where the pupil had spent at least one full school year before the parent was sent on assignment on behalf of the Commission or was assigned to another post outside Brussels for other EU institutions, during the first enrolment phase. In the second enrolment phase this guarantee will be given provided that it does not entail division of a class.
- Guarantee, for pedagogical reasons, return to the school which they attended prior to a period of study abroad for pupils applying for enrolment in secondary years 5 and 6, provided that:
  - the pupil attended the school at which enrolment is requested for at least one full school year before he or she left to study abroad;
  - the period of study outside Belgium was not longer than one school year;
  - the school expressly approves the pupil's return;
  - the application is submitted during the first enrolment phase.



In the second enrolment phase this guarantee will be given provided that it does not entail the division of a class.

- Guarantee the taking into consideration of particular circumstances characterising and differentiating the case of the pupil concerned, according to the definition of this concept given in the previous Enrolment Policy and the case law of the Complaints Board.

**adopting in particular the following provisions for the enrolment of pupils without a special priority criterion according to the distribution of language sections present on several sites:**

- In order to make optimum use of the schools' resources and to maintain balance amongst the schools, enrol new pupils up to a maximum of 26 places available per class.

For language sections open in several schools/sites, places will be offered in accordance with the following table, where the schools are designated as follows: EEB1 *Uccle Site*, EEB1 *Berkendael Site*, EEB2, EEB3, EEB4 and the nursery cycle, referred to as N1+N2 :

DE	N1+N2, P1, P2	EEB2, EEB3, EEB4
	P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB3, EEB4

EN	N1+N2, P1, P2	EEB2, EEB3, EEB4
	P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB3, EEB4

FR	N1+N2, P1, P2	EEB1 <i>Berkendael Site</i> , EEB2, EEB3, EEB4
	P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB2, EEB3, EEB4

IT	N1+N2, P1, P2	EEB1 <i>Uccle Site</i> , EEB2, EEB4
	P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB2, EEB4
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB2, EEB4

NL	N1+N2, P1, P2	EEB2, EEB3, EEB4
	P3, P4, P5	EEB2, EEB3, EEB4
	Secondary cycle	EEB2, EEB3, EEB4

ES	N1+N2, P1, P2	EEB1 <i>Uccle Site</i> , EEB3
	P3, P4, P5	EEB1 <i>Uccle Site</i> , EEB3
	Secondary cycle	EEB1 <i>Uccle Site</i> , EEB3

- Above the threshold of 26 pupils per class, pupils with a special priority criterion and other pupils, should the threshold already have been reached in all the schools/sites for the section and year group applied for, will be enrolled.
- The Central Enrolment Authority reserves the right to adapt the structure of the schools and the distribution of the classes appearing in Annex II, namely to create or close a class or classes in one or other school or site on the basis of the number of enrolment applications admissible under the provisions of the Enrolment Policy, adhering to the guidelines set by the Board of Governors. The creation of a new class can be envisaged only if the classes corresponding to the language section and the year group concerned do not allow pupils to be admitted.
- Allow, without any condition other than the submission of an application during the first enrolment phase, transfers:
  - to the site of the Brussels I School – Berkendael Site, in the language sections and year groups open there;
  - for Estonian SWALS attending EEB2, to the European School, Brussels IV for the year groups which are open there;
  - for a pupil who, during the 2015-2016 school year, attended a different school from a member of his or her group of siblings, so that the children will attend the same school, provided that a place is available and that the language section and the year group are open there, without requiring a class to be divided.

Consequently, the enrolment session will proceed as follows:

**The enrolment session will be organised in two phases.**

During the first phase, according to the order of the random ranking, the places available will be awarded in all the schools/sites where the section and the year group are open, in the following order:

1. categories I and II\* pupils applying for a place in a single/sole language section,
2. SWALS,
3. categories I and II\* pupils who have a special priority criterion (regrouping of siblings, return from assignment, return from a period of study abroad, particular circumstances),

4. categories I and II\* pupils for whom a duly justified transfer application has been submitted (either to the Berkendael Site, or to join a member of the group of siblings enrolled in another school, or on the basis of particular circumstances),
5. categories I and II\* pupils for whom joint enrolment applications have been submitted and for which places are available in the first preference school,
6. categories I and II\* pupils for whom joint enrolment applications have been submitted and for which places are available in the subsequent preference schools,
7. categories I and II\* pupils for whom an enrolment application has been submitted and for which places are available in the first preference school,
8. categories I and II\* pupils for whom an enrolment application has been submitted and for which places are available in the subsequent preference schools.

During the second phase, according to the chronological order of receipt of validly completed enrolment applications, the places available will be awarded in all the schools/sites where the section and the year group are open, in the following order:

1. categories I and II\* pupils applying for a place in a single/sole language section,
2. SWALS,
3. categories I and II\* pupils who have a special priority criterion (particular circumstances only),
4. categories I and II\* pupils for whom a duly justified transfer application has been submitted (on the basis of particular circumstances only),
5. categories I and II\* pupils for whom joint enrolment applications have been submitted and for which places are available in the first preference school,
6. categories I and II\* pupils for whom joint enrolment applications have been submitted and for which places are available in the subsequent preference schools,
7. categories I and II\* pupils for whom an enrolment application has been submitted and for which places are available in the first preference school.
8. categories I and II\* pupils for whom an enrolment application has been submitted and for which places are available in the subsequent preference schools,
9. category II pupils who have a special priority criterion,
10. category II pupils,
11. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) who have a special priority criterion,
12. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants),
13. category III pupils.

After the end of phase II, only applications for the enrolment of categories I and II<sup>+</sup> pupils, who in 2015-2016 were being educated outside Belgium and for whom admission is sought 15 working days at the earliest as from the date set by the CEA, whose parents are taking up their posts in mid-school year, will be considered.

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<sup>+</sup> With an agreement already in force with one or more Brussels Schools.

## **ANNEX I**

Children of civilian staff of NATO (international civilian staff) are pupils covered by an April 1987 decision of the Board of Governors involving particular rights (priority for admission purposes) and obligations (payment of specific school fees), so that they are akin to category II pupils. However, the Board of Governors clearly decided that unlike category II pupils, they would not be entitled to automatic admission but would simply have priority in relation to category III pupils.

Children of UN employees (international civil servants) will be admitted subject to the same conditions, in accordance with the decision taken by the Board of Governors at its meeting of 16-18 April 2013.

Abiding by the decisions of the Board of Governors,

1. the admission of children of civilian staff of NATO and of UN employees (international civil servants) cannot entail division of a class;
2. these applications are dealt with after the admission of category I pupils and of other category II pupils but before applications for the enrolment of category III pupils;
3. for the 2016-2017 school year, places in the Brussels Schools and on the Berkendael Site will be awarded in compliance with the general enrolment rules.

## ANNEX II

### Structure of the schools: distribution of classes for the 2016-2017 school year

#### EEB1: European School, Brussels I – Uccle Site

Section / Class	DA	DE	EN	ES	FR	HU	IT	PL	Total
Nursery (N1 + N2)	1	1	1	1	3	1	1	2	11
P1	1	1	1	1	3	1	1	2	11
P2	1	1	1	1	3	1	1	2	11
P3	1	1	1	1	3	1	1	2	11
P4	1	1	1	1	3	1	1	2	11
P5	1	1	1	1	3	1	1	1	10
Subtotal	5	5	5	5	15	5	5	9	54
S1	1	1	1	1	4	1	1	1	11
S2	1	1	2	2	4	1	1	1	13
S3	1	1	2	1	4	1	1	1	12
S4	1	1	2	1	4	1	1	1	12
S5	1	1	2	2	4	1	1	1	13
S6	1	1	2	1	3	1	2	1	12
S7	1	1	2	1	3	1	1	1	11
Subtotal	7	7	13	9	26	7	8	7	84
<b>Total</b>	<b>13</b>	<b>13</b>	<b>19</b>	<b>15</b>	<b>44</b>	<b>13</b>	<b>14</b>	<b>18</b>	<b>149</b>

#### EEB1: European School, Brussels I – Berkendael Site

Section / Class	FR	LV	SK	Total
Nursery (N1 + N2)	3	1	1	5
P1	2	1		3
P2	2	1		3
Subtotal	4	2		6
<b>Total</b>	<b>7</b>	<b>3</b>	<b>1</b>	<b>11</b>

#### EEB2: European School, Brussels II

Section / Class	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	2	1	2	1	1	1	1	1	11
P1	1	1	1	2	1	1	1	1	1	10
P2	1	1	1	2	1	1	1	1	1	10
P3	1	1	1	2	1	1	1	1	1	10
P4	1	1	1	2	1	1	1	1	2	11
P5	1	2	2	2	1	1	1	1	1	12
Subtotal	5	6	6	10	5	5	5	5	6	53
S1	1	1	2	3	1	1	1	1	2	13
S2	1	1	1	2	1	1	1	1	1	10
S3	1	2	2	2	1		1	1	1	11
S4	1	2	2	2	1		1	2	1	12
S5	1	2	2	2	1		1	1	2	12
S6	1	2	1	3	1		1	1	1	11
S7	1	2	1	3	1		1	1	1	11
Subtotal	7	12	11	17	7	2	7	8	9	80
<b>Total</b>	<b>13</b>	<b>20</b>	<b>18</b>	<b>29</b>	<b>13</b>	<b>8</b>	<b>13</b>	<b>14</b>	<b>16</b>	<b>144</b>

The Central Enrolment Authority reserves the right to adapt this structure, namely to create or close a class or classes in one or other school or site, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

The rules for grouping of classes decided by the Board of Governors<sup>2</sup> are applicable.

<sup>2</sup> Decisions of the Board of Governors of 12-14 April 2011

**EEB3: European School, Brussels III**

Section / Class	CS	DE	EL	EN	ES	FR	NL	Total
<b>Nursery (N1 + N2)</b>	2	1	2	2	2	3	1	<b>13</b>
<b>P1</b>	1	1	2	1	1	2	1	<b>9</b>
<b>P2</b>	1	1	2	1	1	2	1	<b>9</b>
<b>P3</b>	1	1	2	1	1	2	1	<b>9</b>
<b>P4</b>	1	1	2	2	1	2	1	<b>10</b>
<b>P5</b>	1	1	2	1	2	2	1	<b>10</b>
<i>Subtotal</i>	5	5	10	6	6	10	5	<b>47</b>
<b>S1</b>	1	1	2	2	2	3	1	<b>12</b>
<b>S2</b>	1	1	2	1	1	3	1	<b>10</b>
<b>S3</b>	1	1	2	1	2	3	1	<b>11</b>
<b>S4</b>	1	1	2	1	1	3	1	<b>10</b>
<b>S5</b>	1	1	1	1	1	3	1	<b>9</b>
<b>S6</b>	1	1	2	2	2	3	1	<b>12</b>
<b>S7</b>		1	2	2	2	3	1	<b>11</b>
<i>Subtotal</i>	6	7	13	10	11	21	7	<b>75</b>
<b>Total</b>	<b>13</b>	<b>13</b>	<b>25</b>	<b>18</b>	<b>19</b>	<b>34</b>	<b>13</b>	<b>135</b>

**EEB4: European School, Brussels IV**

Section / Class	BG	DE	EN	ET	FR	IT	NL	RO	Total
<b>Nursery (N1 + N2)</b>	1	2	2	1	4	1	1	1	<b>13</b>
<b>P1</b>	1	1	2		3	1	1	1	<b>10</b>
<b>P2</b>	1	1	2		4	1	1	1	<b>11</b>
<b>P3</b>	1	1	2		4	1	1	1	<b>11</b>
<b>P4</b>	1	1	2		4	1	1	1	<b>11</b>
<b>P5</b>	1	2	2		4	1	1		<b>11</b>
<i>Subtotal</i>	5	6	10		19	5	5	4	<b>54</b>
<b>S1</b>		1	2		4	1	1		<b>9</b>
<b>S2</b>		1	2		4	1	1		<b>9</b>
<b>S3</b>		1	2		4	1	1		<b>9</b>
<b>S4</b>		1	2		4	1	1		<b>9</b>
<b>S5</b>		1	2		4	1	1		<b>9</b>
<b>S6</b>		1	2		4	1	1		<b>9</b>
<b>S7</b>		1	1		2	1			<b>5</b>
<i>Subtotal</i>		7	13		26	7	6		<b>59</b>
<b>Total</b>	<b>6</b>	<b>15</b>	<b>25</b>	<b>1</b>	<b>49</b>	<b>13</b>	<b>12</b>	<b>5</b>	<b>126</b>

The Central Enrolment Authority reserves the right to adapt this structure, namely to create or close a class or classes in one or other school or site, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

The rules for grouping of classes decided by the Board of Governors<sup>3</sup> are applicable.

<sup>3</sup>Decisions of the Board of Governors of 12-14 April 2011

**ANNEX III**

**ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS  
OF PUPILS WITHOUT ANY SPECIAL PRIORITY CRITERION  
ACCORDING TO THE DISTRIBUTION OF THE LANGUAGE SECTIONS PRESENT IN SEVERAL SITES**

	DE	EN	FR	IT	NL	ES
<b>Nursery (N1 + N2)</b>	EEB2 EEB3 EEB4	EEB2 EEB3 EEB4	EEB1 - <i>Berkendael</i> EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB3
<b>P1 - P2</b>	EEB2 EEB3 EEB4	EEB2 EEB3 EEB4	EEB1 - <i>Berkendael</i> EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB3
<b>P3-P4-P5</b>	EEB1 - <i>Uccle</i> EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB2 EEB4	EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB3
<b>Secondary S1 to S7</b>	EEB1 - <i>Uccle</i> EEB3 EEB4	EEB1 - <i>Uccle</i> EEB3 EEB4	EEB1 - <i>Uccle</i> EEB2 EEB3 EEB4	EEB1 - <i>Uccle</i> EEB2 EEB4	EEB2 EEB3 EEB4 S7 : EEB2 - EEB3	EEB1 - <i>Uccle</i> EEB3

The Central Enrolment Authority reserves the right to adapt this structure, namely to create or close a class or classes in one or other school or site, on the basis of the number of enrolment applications admissible under the provisions of the enrolment policy, adhering to the guidelines set by the Board of Governors.

The rules for grouping of classes decided by the Board of Governors are applicable.

2016-2017 school year

## Annex B

### Revision of the 'Profile, Duties, Rules for Appointment and Service Regulations of the Secretary-General and the Deputy Secretary-General'

#### Chapter III

#### Rules for the Appointment of the Secretary-General and Deputy Secretary-General

1. The terms of office for the two posts will be three years, renewable once. The length of the second term of office is left to the discretion of the Board of Governors but under no circumstances may it exceed three years. The decision of the Board of Governors will take into account, as much as possible, the fact that the two posts should not fall vacant at the same time.
2. The Secretary-General and the Deputy Secretary-General must be seconded by Member States or the European Commission and must be of different nationalities.
3. When one of the posts falls vacant, the immediate successor in the post must not be of the same nationality.
4. When one of the two posts falls vacant, the Member States and the European Commission are invited to propose one candidate each in line with point 2 and 3 above.
5. To propose the appointment of a successor the **incumbent President of the** Board of Governors will set up a Selection Committee. The Committee will be composed of the head or heads of delegation of the Member States (one vote per delegation), the Commission and Members of the Board of Governors as meant by Article 28 of the 1994 Convention defining the Statute of the European Schools.
6. The Selection Committee interviews the candidates and assesses them according to the criteria in Chapter I.
7. After ~~the each~~ interviews the Committee will discuss the merits of the candidate, evaluating each candidate's qualifications for the post against the criteria in Chapter I. During the selection procedure of the Deputy Secretary-General, the Secretary-General will be able to express his/her view. In coming to a conclusion, the human and professional qualities demonstrated at interview should be the main basis for judgement.
8. After the Selection Committee has interviewed all the candidates **the incumbent President of the Board of Governors will convene a meeting of the Board of Governors**, ~~it will take a secret vote on all candidates. Each member of the Committee will have one vote. The Committee will present to the Board of Governors a list of the candidates arranged in the order of the number of votes cast for each. Where two or more candidates have the same number of votes, this will be indicated. In addition, the Committee must present to the Board of Governors a report on the candidates and on the meeting as a whole.~~
9. The Board of Governors will decide by a two-thirds majority in a secret vote. In the event of no candidate achieving the required majority in the first round of voting, in the second and every subsequent ballot, the candidate(s) scoring the lowest vote will be eliminated. Should the last remaining candidate not achieve the required two-thirds majority, ~~the procedure will be repeated, starting from point 4,~~ **Board will restart the voting from point 9 with all candidates. Should the last remaining candidate again not achieve the required two-thirds majority, the Board may decide to have recourse to a written procedure in accordance with Article 13 of the Rules of Procedure for the Board of Governors of the European Schools. If in this written procedure the proposed remaining candidate will not receive the required two-third-majority, the procedure will be repeated, starting from point 4.**
10. **The incumbent President of the Board of Governors will set up a report on the candidates and on the meeting as a whole including the voting process and the result of the different rounds of voting.**



## Annex C

### **Amendment of the ‘Service Regulations for the Administrative and Ancillary Staff (AAS) of the European Schools’**

#### **Article 23a                      Accounting Officer**

1. Based on a proposal of the Director the Administration Board of a School may decide to appoint a member of the Administrative and Ancillary Staff as ‘accounting officer’ as referred to in Article 24 of the Financial Regulation of the European Schools. In the Office of the Secretary-General this decision has to be taken by the Secretary-General.  
The appointment can be temporary.
2. The tasks and qualification of the ‘accounting officer’ are specified in the Financial Regulation.
3. When executing these tasks the ‘accounting officer’ is subject to the sole managerial authority of the Director of the School respectively the Secretary-General of the European Schools in the Office of the Secretary-General.
4. Without prejudice to Articles 7 and 21 and Annex II and III of these Regulations Members of the Administrative and Ancillary Staff of the European Schools being appointed as ‘accounting officer’ shall receive for the duration of their appointment a special allowance equivalent to the value of three steps of their occupational category.
5. Without prejudice to Articles 31 and 32 of these Regulations the member of the Administrative and Ancillary Staff will be subject to the disciplinary framework laid down in the Financial Regulation when executing his/her tasks as ‘accounting officer’.