



Schola Europaea

Office of the Secretary-General

Ref.: 2017-12-D-17-en-3
Orig.: FR

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

Meeting of 5-7 December 2017 – Brussels

Approved by written procedure No 2018/02 on 26 January 2018

III. WRITTEN COMMUNICATIONS

a) Outcomes of written procedures addressed to the members of the Board of Governors (2017-11-D-14-fr-1)

Outcome of written procedure No 2017/24 – Proposal for revision of the planning for implementation of the new marking scale in the secondary cycle of the European Schools (2017-04-D-2-en-1)

By means of the written procedure initiated on 11 April 2017 and ending on 26 April 2017, the Board of Governors approved the proposal for revision of the planning for implementation of the new marking scale in the secondary cycle of the European Schools (2017-04-D-2-en-1).

Outcome of written procedure No 2017/25 – Proposed amendment of the Regulations for Members of the Seconded Staff of the European Schools (2017-04-D-8-en-1)

By means of the written procedure initiated on 24 May 2017 and ending on 8 June 2017, the Board of Governors approved the proposed amendment of the Regulations for Members of the Seconded Staff of the European Schools (2017-04-D-8-en-1).

Outcome of written procedure: 2017/28 – ‘Accredited European Schools’ Working Group

By means of the written procedure initiated on 4 May 2017 and ending on 18 May 2017, the Board of Governors approved the proposed creation of an ‘Accredited European Schools’ Working Group (2017-04-D-23-en-1).

Outcome of written procedure No 2017/30 – Decisions of the meeting of the Board of Governors of the European Schools of 4-6 April 2017 (2017-04-D-2-en-2)

By means of the written procedure initiated on 16 May 2017 and ending on 30 May 2017, the Board of Governors approved the decisions of the meeting of the Board of Governors of the European Schools of 4-6 April 2017 (2017-04-D-2-en-2).

The definitive decisions: 2017-04-D-2-en-3 have been published on DOCEE.

Outcome of written procedure No 2017/31 – Appointment of the UK Inspector for the secondary cycle

By means of the written procedure initiated on 15 June 2017 and ending on 29 June 2017, the Board of Governors agreed to appoint **Mr Paul METCALF** as UK member of the Board of Inspectors (Secondary), in place of Ms Moyra HADLEY.

Outcome of written procedure No 2017/32 – Minutes of the non-enlarged meeting of the Board of Governors of the European Schools of 4 April 2017, in Berlin (2017-04-D-25-en-1)

By means of the written procedure initiated on 20 June 2017 and ending on 4 July 2017, the Board of Governors approved the minutes of the non-enlarged meeting of the Board of Governors of the European Schools of 4 April 2017, in Berlin (2017-04-D-25-en-1).

The definitive minutes: 2017-04-D-25-en-2 have been published on DOCEE.

Outcome of written procedure No 2017/34 – Audit Report – European School, Brussels-Argenteuil (2017-04-D-17-en-2)

By means of the written procedure initiated on 21 June 2017 and ending on 5 July 2017, the Board of Governors approved the Audit Report – European School, Brussels-Argenteuil (2017-04-D-17-en-2).

Outcome of written procedure: 2017/38 – Report of the Selection Committee for the post of Deputy Director for the nursery and primary cycles at the European School, Varese – Document: 2017-05-D-22-en-1

By means of the written procedure initiated on 7 July 2017 and ending on 24 July 2017, the Board of Governors appointed **Ms Ariane FARINELLE** to the post of Deputy Director for the nursery and primary cycles at the European School, Varese, with effect from 1 September 2017.

Outcome of written procedure No 2017/39 – Appointment of the Chairman of the 2018 European Baccalaureate Examining Board (2017-07-D-5-en-1)

By means of the written procedure initiated on 11 July 2017 and ending on 25 July 2017, the Board of Governors approved the appointment of the Chairman of the 2018 European Baccalaureate Examining Board (2017-07-D-5-en-1).

Outcome of written procedure No 2017/41 – Appointment of the Greek Inspector for the nursery and primary cycle

By means of the written procedure initiated on 20 July 2017 and ending on 3 August 2017, the Board of Governors agreed to appoint **Ms Varvara NIKA** as Greek member of the Board of Inspectors (Nursery and Primary), in place of Mr Konstantinos BATSILAS.

Outcome of written procedure No 2017/44 – Audit Report – Tallinn European Schooling – (for S6-S7) – document: 2017-06-D-11-en-2

By means of the written procedure initiated on 31 July 2017 and ending on 14 August 2017, the Board of Governors approved the Audit Report – Tallinn European Schooling (for S6-S7) – document: 2017-06-D-11-en-2.

Outcome of written procedure: 2017/45 – Arrangements for implementing the Regulations for the European Baccalaureate (Applicable for the 2018 European Baccalaureate session) – document: 2017-05-D-12-en-10

By means of the written procedure initiated on 2 August 2017 and ending on 17 August 2017, the Board of Governors approved the Arrangements for implementing the Regulations for the European Baccalaureate (Applicable for the 2018 European Baccalaureate session) – document: 2017-05-D-12-en-10.

Outcome of written procedure 2017/46 – Report of the ‘Revision of the Financial Regulation’ Working Group (2017-02-D-13-en-3)

By means of the written procedure initiated on 18 August 2017 and ending on 5 September 2017, the Board of Governors approved the Report of the ‘Revision of the Financial Regulation’ (2017-02-D-13-en-3).

Outcome of written procedure No 2017/48 – Appointment of the Slovenian Inspector for the secondary cycle

By means of the written procedure initiated on 8 September 2017 and ending on 22 September 2017, the Board of Governors agreed to appoint **Ms Miriam STANONIK** as Slovenian member of the Board of Inspectors (Secondary), in place of Ms Mojca Poznanovič Jezeršek.

Outcome of written procedure No 2017/49 – Appointment of the Bulgarian Inspector for the secondary cycle

By means of the written procedure initiated on 11 September 2017 and ending on 25 September 2017, the Board of Governors agreed to appoint **Ms Veselina GANEVA** as Bulgarian member of the Board of Inspectors (Secondary), in place of Ms Silvia Kantcheva.

Outcome of written procedure No 2017/50 – Amending Budget No 2/2017 (2017-08-D-11-en-2)

By means of the written procedure initiated on 12 September 2017 and ending on 26 September 2017, the Board of Governors approved the document pertaining to Amending Budget No 2/2017 (2017-08-D-11-en-2).

Outcome of written procedure: 2017/52 – Calendar of meetings for the 2017-2018 school year (2017-03-D-10-en-3)

By means of the written procedure initiated on 4 October 2017 and ending on 18 October 2017, the Board of Governors approved the Calendar of meetings for the 2017-2018 school year (2017-03-D-10-en-3)

The definitive version of the document: 2017-03-D-10-en-4 has been published on DOCEE.

Outcome of written procedure No 2017/54 – Amending Budget No 3/2017: fourth payment from the EU Budget (2017-09-D-60-en-2)

By means of the written procedure initiated on 17 October 2017 and ending on 31 October 2017, the Board of Governors approved Amending Budget No 3/2017: fourth payment from the EU Budget (2017-09-D-60-en-2).

Outcome of accelerated written procedure No 2017/57 – Amending Budget No 5/2017: Fourth payment from the EPO and from the EU Budget for the European School, Munich (2017-11-D-4-en-2)

By means of the accelerated written procedure initiated on 9 November 2017 and ending on 15 November 2017, the Board of Governors approved Amending Budget No 5/2017: Fourth payment from the EPO and from the EU Budget for the European School, Munich (2017-11-D-4-en-2).

V. A ITEMS

A.1. Interpretation of national salary slips (see Regulations for Members of the Seconded Staff, Article 49.2(a)) (2017-10-D-43-en-2)

The Board of Governors agreed on the following procedure:

Each national salary slip will be analysed by a small group of school accountants (three or four) currently in charge of calculating the salaries of seconded staff in the schools. Workshops will be coordinated by the Office of the Secretary-General.

Once a complete set of 28 national salary interpretations has been produced, all the other European Schools will be consulted.

Once consolidated, the outcome will be submitted to the Board of Governors for approval.

The network of 'accountant experts' could be maintained, so as to discuss and update the interpretations whenever necessary.

A.2. Amendment of the Regulations for Members of the Seconded Staff of the European Schools – Daily subsistence allowance for missions (2017-10-D-20-fr-2)

The Board of Governors adopted the amendment of the *Regulations for the Members of the Seconded Staff of the European Schools*, as set out below:

Amendment of the 'Regulations for Members of the Seconded Staff of the European Schools' as from 1 January 2018.

(The amendments made to document 2011-04-D-14-en-7 are highlighted in **bold**).

ARTICLE 65(2) DAILY ALLOWANCES AND HOTEL CEILINGS FOR MISSIONS IN THE EU MEMBER STATES

In EUR

Destinations	Daily allowance		Hotel ceiling	
Belgium	92	102	140	148
Bulgaria	58	57	169	135
Czech Republic	75	70	155	124
Denmark	120	124	150	173
Germany	93	97	115	128
Estonia	71	80	110	105
Greece	82	82	140	112
Spain	87	88	125	128
France	95	102	150	180
Croatia		75		110
Ireland	104	108	150	159
Italy	95	98	135	148
Cyprus	93	88	145	140
Hungary	72	64	150	120
Latvia	66	73	145	116
Lithuania	68	69	115	117
Luxembourg	92	98	145	148
Malta	90	88	115	138
Netherlands	93	103	170	166
Austria	95	102	130	132
Poland	72	67	145	116
Portugal	84	83	120	101
Romania	52	62	170	136
Slovenia	70	84	110	117
Slovakia	80	74	125	100
Finland	104	113	140	142
Sweden	97	117	160	187
United Kingdom	101	125	175	209

A.3. Plan for ex-post financial controls for the year 2018 (Article 20.2 of the Financial Regulation) (2017-10-D-41-en-2)

The Board of Governors decided to approve the annual plan for ex-post controls for the year 2018, as proposed by the OSGES' Financial Control Unit, prior to its implementation.

A.4. Careers Guidance (2017-09-D-27-en-2)

The Board of Governors endorsed the proposals, with entry into force on 1 September 2018. Document 2017-09-D-27 cancels and replaces document 2011-09-D-36-en-6. A Memorandum will be sent to the Schools and Annex 1 to document 2011-01-D-33, entitled 'Internal structures in the nursery, primary and secondary cycles', will be updated.

A.5. Proposed amendment of the Rules of Procedure for the Boards of Inspectors and the Joint Teaching Committee (2017-07-D-8-fr-3)

The Board of Governors approved the amendments to Articles 2 and 7 of the Rules of Procedure for the Boards of Inspectors and the Joint Teaching Committee, with immediate entry into force, as follows:

Article 7 of the Rules of Procedure for the Boards of Inspectors 2016-09-D-7-en-4

The General Secretariat shall be responsible for the secretarial work connected with meetings of the Boards of Inspectors and for producing the summary of the decisions, of the conclusions and the delegations' statements¹, in accordance with the following arrangements:

- The Office of the Secretary-General shall publish the decisions and conclusions of meetings of the Boards of Inspectors in the vehicular languages, after approval by the Presidency, within 10 working days following the week of the pedagogical meetings.
- An expedited procedure will need to be used in the case of items in the summary of **opinions** on which the Budgetary Committee or the Board of Governors must take a decision at their respective meetings following the meeting of the Board of Inspectors.
- Consequently, a summary of the **opinions** regarding the items in question will be produced within 3 working days following the meeting and sent to the members of the Board of Inspectors in the vehicular languages, after approval by the Presidency.
- The members of the Board of Inspectors shall forward their approval or their observations in writing within 5 working days of receiving the draft **opinions** for the aforementioned items.
- The summary of conclusions, which refer to essential points in the discussions, including the already **approved opinions for the aforementioned items**, and the delegations' statements, shall be produced within 15 working days following the week of the pedagogical meetings and shall be sent to the members of the Board of Inspectors in the vehicular languages, after approval by the Presidency.
- The members of the Board of Inspectors shall forward their approval or their observations in writing within 10 working days of receiving the draft conclusions and statements.
- The members' comments and observations shall be added to the conclusions and statements.
- The definitive conclusions and statements, taking account of the comments and observations of the members of the Board of Inspectors in question, shall be produced and distributed following approval by the Board of Inspectors by written procedure.

¹ "Delegations' statements" means an intervention for which the delegation concerned will have expressly made a request to the Presidency that it be appended to the summary of conclusions.

Article 7 of the Rules of Procedure for the Joint Teaching Committee 2016-09-D-8-en-5

The General Secretariat shall be responsible for the secretarial work connected with meetings of the Boards of Inspectors and for producing the summary of the decisions, of the conclusions and the delegations' statements², in accordance with the following arrangements:

- The Office of the Secretary-General shall publish the decisions of meetings of the Joint Teaching Committee in the vehicular languages, after approval by the Presidency, within 10 working days following the week of the pedagogical meetings.
- An expedited procedure will need to be used in the case of items in the summary of **opinions** on which the Budgetary Committee or the Board of Governors must take a decision at their respective meetings following the meeting of the Joint Teaching Committee.
- Consequently, a summary of the **opinions** regarding the items in question will be produced within 3 working days following the meeting and sent to the members of the Joint Teaching Committee in the vehicular languages, after approval by the Presidency.
- The members of the Joint Teaching Committee shall forward their approval or their observations in writing within 5 working days of receiving the draft **opinions** for the aforementioned items.
- The summary of conclusions which refer to essential points in the discussions, including the already approved **opinions for the aforementioned items**, and the delegations' statements shall be produced within 15 working days following the week of the pedagogical meetings and shall be sent to the members of the Joint Teaching Committee in the vehicular languages, after approval by the Presidency.
- The members of the Joint Teaching Committee shall forward their approval or their observations in writing within 10 working days of receiving the draft conclusions and statements.
- The members' comments and observations shall be added to the conclusions and statements.

The definitive conclusions and statements, taking account of the comments and observations of the members of the Joint Teaching Committee, shall be produced and distributed following approval by the Joint Teaching Committee by written procedure.

Article 2 of the Rules of Procedure for the Joint Teaching Committee 2016-09-D-8-en-5

The Joint Teaching Committee shall be composed of:

- the inspectors of the two Boards of Inspectors,
- the representative of the Commission,
- the representative of the EPO, of the EIB **and of the EUIPO** (for EPO, EIB and **EUIPO-related** issues),
- four representatives of the parents (two for the nursery and primary, two for the secondary),
- four representatives of the Staff Committee (two for the nursery and primary, two for the secondary),
- the Directors,
- two representatives of the Deputy Directors (one Deputy Director for the Secondary, one Deputy Director for the Primary),
- two representatives of the pupils.

² "Delegations' statements" means an intervention for which the delegation concerned will have expressly made a request to the Presidency that it be appended to the summary of conclusions.

A representative of the Directors, of the teachers, of the parents **and of the pupils** of the Accredited European Schools shall be invited as observers without voting rights.

By mutual agreement between the Chairs and the Secretary-General, other participants may be invited as observers for specific items on the agenda.

V. JOINT REPORT OF THE GERMAN PRESIDENCY OF THE BOARDS OF INSPECTORS AND OF THE TEACHING COMMITTEE – 2016-2017 SCHOOL YEAR (2017-11-D-20-de-1)

+ Annex: Pedagogical Development and Quality Assurance of the European Schools (2016-2017) – Follow-up on 30 June 2017 (2016-09-D-39-fr-6)

The Board of Governors took note of the joint report of the Germany presidency of the Boards of Inspectors and of the Teaching Committee for the nursery, primary and secondary cycles for the 2016-2017 and the annex thereto.

VI. 2017 EUROPEAN BACCALAUREATE

a) Report of the Chairman of the 2017 European Baccalaureate Examining Board (2017-09-D-6-de-2)

The Board of Governors took note of and approved the report of the Chairman of the 2017 European Baccalaureate session, in particular his suggestions and comments as set out in the document.

b) Report on the 2017 European Baccalaureate (2017-10-D-1-en-3)

The Board of Governors took note of and approved the report on the European Baccalaureate.

VII. REPORT OF THE CHAIR OF THE BUDGETARY COMMITTEE (2017-10-D-27-de-2)

The Board of Governors took note of and approved the report of the German Chair of the Budgetary Committee for the 2016-2017 school year.

VIII. FINAL REPORT OF THE COURT OF AUDITORS – Year 2016 (2017-10-D-42-en-2)

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 2016 and of the Secretary-General's reply. It noted, moreover, that steps needed to be taken to follow up on the recommendations.

IX. B ITEMS

B.1. 2018 Budget: Proposal for adoption of the 2018 Budget (2017-10-D-44-en-2)

The Board of Governors decided to adopt the budget cuts indicated in the tables below, so as to obtain, from both the EU Budget and the EPO Budget, a contribution identical with the contribution provided for in their respective budgets, thus allowing the condition set out in Article 14.3 of the Financial Regulation to be met. The European Schools' Budget for 2018 was thus adopted. It would be up to the authorising officers concerned to decide whether or not to fill the posts which were to have been funded from those appropriations.

Table 1: Brussels IV

60 11 03	Expenditure related to Administrative and Ancillary Staff	-36 188
70 21 01	European Commission	-36 188

Table 2: Frankfurt

60 11 03	Expenditure related to Administrative and Ancillary Staff	-100 406
70 21 01	European Commission	-100 406

Table 3: Luxembourg I

60 11 03	Expenditure related to Administrative and Ancillary Staff	-24 559
70 21 01	European Commission	-24 559

Table 4: OSG

60 11 03	Expenditure related to Administrative and Ancillary Staff	-114 000
70 21 01	European Commission	-114 000

Table 5: Total

60 11 03	Expenditure related to Administrative and Ancillary Staff	-275 153
70 21 01	European Commission	-275 153

Table 6: Changes to be made to the 2018 Budget of the European School, Munich**Revenue****EURO**

70 21 02	European Patent Office	- 502 665
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Expenditure

60 11 02	Locally recruited teachers	- 110 000
60 11 04	Educational Support	- 160 000
60 12 01	Buildings	- 130 000
60 12 04	Administrative expenditure	- 10 000
60 21 01	Pedagogical expenditure	- 92 665
	Total	- 502 665

B.2. New and discontinued seconded posts in the nursery, primary and secondary cycles: 2018-2019 school year (2017-10-D-14-fr-2)

The Board of Governors decided to endorse the consolidated proposal for new and discontinued teaching posts, subject to the changes communicated during the meeting and, subsequently, by the delegations (deadline: 15 December 2017).

B.3. Situation of the Brussels European Schools**a) Review of the results of the 2017-2018 Enrolment Policy and proposed guidelines for the 2018-2019 Policy (CEA) (2017-11-D-17-fr-1)**

The Board of Governors approved the guidelines for the 2018-2019 Enrolment Policy (Annex I).

It mandated the Central Enrolment Authority to adopt a Policy on Enrolment in the Brussels European Schools and all the measures designed to put it into practice, and to optimise organisation of the conduct of the enrolment session with a view to the beginning of the 2018-2019 school year.

b) Impact Assessment Study on the Future of the Brussels European Schools (2017-10-D-54-en-3)

The Board of Governors agreed to the carrying out of an impact assessment study with a view to assessing the possible scenarios for the future of the Brussels European Schools. The study's main objective would be to recommend possible scenarios for the best use of the infrastructure made available in Brussels by the Belgian Authorities, notably with the fifth European School's availability in prospect.

The results of the impact assessment study will be available at the earliest to inform the Enrolment Policy for the 2020-2021 school year.

B.4. Conversion of the post of Assistant Financial Controller (2017-10-D-39-en-2)

The Board of Governors approved conversion of the present seconded post of 'Assistant Financial Controller' into an AAS (Administrative and Ancillary Staff) post, at the level of the function of Assistant to the Secretary-General, as from 1 January 2018.

B.5. a) New Financial Regulation: Implementation

b) Proposal for modification of the calendar for the implementation of the centralised model of Financial Governance. Art. 100 'Implementing Measures' of the new Financial Regulation approved by Written Procedure 2017/46 – (2017-11-D-35-en-1 + annex)

The Board of Governors adopted the adjusted calendar, set out in Annex II, for implementation of the centralised model of Financial Governance; and it mandated the Secretary-General to set up a steering group tasked with overseeing implementation of the new centralised Financial Governance model. This group would be charged with reporting regularly to the Budgetary Committee and to the Board of Governors.

B.6. Creation of a 'Steering Group' for the schools in Luxembourg (2017-11-D-22-en-1)

The Board of Governors decided to set up a steering group on the situation of the European Schools and of the Accredited European Schools in Luxembourg, whose mandate would be:

- to monitor the pattern of development of the population in the two schools;
- to define an enrolment policy common to both schools, with the objective of sharing new enrolments between the two schools in a balanced way;
- to monitor the overall situation of the European Schools and the Accredited European Schools in Luxembourg, so as to recommend actions to the Board of Governors, via the Secretary-General.

The composition of the Steering Group would be as follows:

- Secretary-General (Chair);
- Representatives of the Luxembourg Authorities;
- Representative of the European Commission;
- Representative of the European Investment Bank;

- Directors of the two schools;
- Representatives of the Parents' Associations;
- Representatives of the Teachers in the two schools.

The Steering Group should meet at least twice a year:

- once to define the enrolment policy;
- once to take stock and evaluate the overall situation in the two schools.

Preparatory meetings could be organised with only the participants based in Luxembourg present, with the Chair's agreement.

B.7. ACCREDITED EUROPEAN SCHOOLS

➤ **General Interest Files:**

- **AES - Lille (FRANCE) – (2017-09-D-38-fr-2)**

The Board of Governors approved the General Interest File submitted by the French authorities concerning the request for the setting up of an Accredited European School in Lille, and which met the requirements of the first stage of the accreditation process defined at Mondorf in April 2005. The French authorities were therefore invited to submit a Dossier of Conformity for nursery, primary and secondary education.

- **AES - Ljubljana (SLOVENIA) – (2017-09-D-1-en-2)**

The Board of Governors approved the General Interest File submitted by the Slovenian authorities concerning the request for the setting up of an Accredited European School in Ljubljana (Slovenia), and which met the requirements of the first stage of the accreditation process defined at Mondorf in April 2005. The Slovenian authorities were therefore invited to submit a Dossier of Conformity for nursery, primary and secondary education.

- **AES - *Lycée Edward Steichen Clervaux* (LUXEMBOURG) – (2017-09-D-40-fr-2)**

The Board of Governors approved the General Interest File submitted by the Luxembourg authorities concerning the request for the setting up of an Accredited European School *Lycée Edward Steichen Clervaux*, and which met the requirements of the first stage of the accreditation process defined at Mondorf in April 2005. The Luxembourg authorities were therefore invited to submit a Dossier of Conformity for nursery, primary and secondary education.

- **AES - *Lënster Lycée Junglinster* (LUXEMBOURG) – (2017-09-D-41-fr-2)**

The Board of Governors approved the General Interest File submitted by the Luxembourg authorities concerning the request for the setting up of an Accredited European School *Lënster Lycée Junglinster*, and which met the requirements of the first stage of the accreditation process defined at Mondorf in April 2005. The Luxembourg authorities were therefore invited to submit a Dossier of Conformity for nursery, primary and secondary education.

- **AES - *Lycée Mondorf* (LUXEMBOURG) – (2017-09-D-42-fr-2)**

The Board of Governors approved the General Interest File submitted by the Luxembourg authorities concerning the request for the setting up of an Accredited European School *Lycée Mondorf*, and which met the requirements of the first stage of the accreditation process defined at

Mondorf in April 2005. The Luxembourg authorities were therefore invited to submit a Dossier of Conformity for nursery, primary and secondary education.

➤ **Interim Report of the AES WG – (2017-11-D-21-fr-1)**

The Board of Governors took note of and expressed a favourable opinion regarding the interim report of the 'Accredited European Schools' Working Group. The final report will be presented to the Board of Governors at its April 2018 meeting.

➤ **EUROPA SCHOOL UK Audit Report (S1-S5 and S6-S7) – (2017-11-D-25-fr-2)**

The Board of Governors took note of and approved the Europa School UK Audit Report (for S1-S5 and S6-S7) and decided to mandate the Secretary-General to sign an accreditation agreement for continuation of the European School's accreditation, for a period of two school years (2017-2018 and 2018-2019).

B.8. Revision of Articles 59-61 of the General Rules of the European Schools (2017-01-D-13-en-5)

The Board of Governors approved the amendments to Articles 59 to 61 of the General Rules, and also the ones made during the meeting, associated with adoption of the new marking scale for the European Schools approved by the Board of Governors at its April 2015 meeting in Prague (see document 2015-01-D-23). Entry into force is scheduled for 1 September 2018.

Implementation will be phased in according to the following calendar:

- for the 2018-2019 school year for S1-S5;
- for the 2019-2020 school year for S6;
- for the 2020-2021 school year for S7.

B.9. Mandate of the 'Pedagogical Reform' Task Force (2017-03-D-30-en-2)

The Board of Governors decided to extend the mandate of the 'Pedagogical Reform' Task Force by one school year. The Task Force will thus present the language policy to the Board of Governors at its April 2018 meeting. An interim report on the progress of integration of the eight key competences will be presented at the February 2018 pedagogical meetings and at the Board of Governors' April 2018 meeting. A finalised proposal on the key competences will be presented to the different Boards and Committees in autumn/winter 2018, with a view to application of further changes during the 2019-2020 school year.

B.10. Creation of a Spanish language section at the European School, Frankfurt (2017-09-D-45-en-3)

The Board of Governors decided on the creation of a Spanish language section at the European School, Frankfurt.

B.11. BREXIT Working Group: Mid-Term Report (2017-11-D-13-en-1)

The Board of Governors took note of and approved the mid-term report and also the indicative timetable and the planned 'risk register' appended to it.

In addition, the Board of Governors mandated the Secretary-General of the European Schools to study the legal basis and the possibilities for potentially concluding an agreement with the UK Government, which would define the form that their potential cooperation would take, firstly, after BREXIT and secondly, after the possible denunciation of the Convention defining the Statute of the European Schools took effect.

B.12. Revision of the Recruitment Procedures and Profiles for the Executive and Managerial Staff of the European Schools – Mid-Term Report on Selection Procedures (2017-09-D-23-en-3)

The Board of Governors took note of and endorsed the recommendations and proposals made in the mid-term report on selection procedures.

B.13. Report of the ‘Locally Recruited Teachers Evaluation’ Working Group (2017-09- D-24-en-3)

The Board of Governors took note of and endorsed the recommendations and proposals made in the report of the ‘Locally Recruited Teachers Evaluation’ Working Group.

B.14. Report on the implementation of the Service Regulations for Locally Recruited Teachers (2017-10-D-37-en-1)

The Board of Governors took note of and approved the report on implementation of the Service Regulations for Locally Recruited Teachers in the European Schools.

B.15. Overview of entitlements of members of the AAS – Proposals of the AAS Working Group (2017-10-D-36-en-2)

The Board of Governors took note of the overview and decided to postpone consideration of the overall proposal on introduction of a 13th month’s salary also for members of the AAS recruited as from 1 April 2007 to posts in the Luxembourg European Schools, as well as the principle of reimbursement of public transport costs in all the Belgian European Schools and at the OSG, as from 1 January 2019.

B.16. Draft calendar of the European Baccalaureate written examinations for the 2018 Session (2017-10-D-58-de/en/fr-2)

The Board of Governors approved the draft calendar of the European Baccalaureate written examinations for the 2018 session.

XI. Fixing of the date of the next meeting:

The Board of Governors fixed the date of the next meeting for 17, 18 and 19 April 2018, in Tallinn (Estonia).

ANNEX I



Schola Europaea

Office of the Secretary-General

General Secretariat

Ref.: 2017-12-D-4-en-1

Orig.: FR

Decisions of the Board of Governors concerning the guidelines for the 2018-2019 Policy on Enrolment in the Brussels European Schools

Brussels, 8 December 2017

DECISIONS OF THE BOARD OF GOVERNORS OF 5-7 DECEMBER 2017 CONCERNING THE GUIDELINES FOR THE 2018-2019 POLICY ON ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS

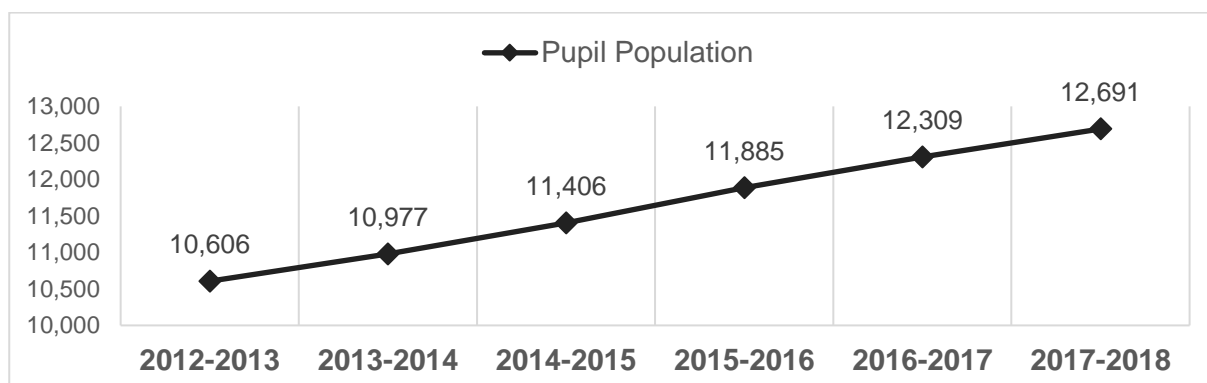
In view of:

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, whilst the infrastructure has remained unchanged, something which has an impact in terms of resources and logistics.

Growth in the total pupil population of the Brussels European Schools remains steady. Thus, 382 additional pupils were on roll on 15 October 2017 compared with 2016, i.e. a growth rate of 3.10%, with a total pupil population of 12 691 pupils on roll in Brussels.

This pattern of development is constant, the total pupil population having developed as follows:



However, it is to be observed that the growth pattern differs according to the teaching level and the schools/sites. Thus, whilst overcrowding affects all year groups, it is more particularly marked in the secondary cycle. In addition, rooms normally assigned to the secondary cycle had to be used to accommodate primary classes at the Brussels I School – Uccle Site and at the Brussels III School.

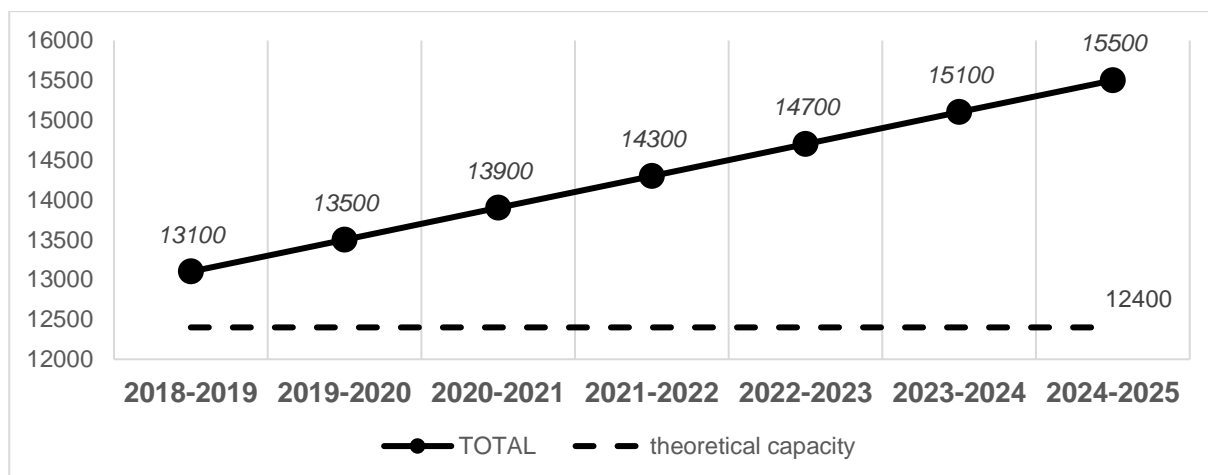
The possible repercussions of Brexit on the pupil population's growth are not expected to become apparent in the immediate future, in so far as the negotiations on the UK's exiting the European Union are still under way. It is not known as this stage if and when that would involve initiation of a procedure whereby the UK would denounce the Convention defining the Statute of the European Schools. Furthermore, the English language section comprises a not inconsiderable number of SWALS and of children of binational couples who are members of the staff of the institutions and who will be remaining in post in Brussels.

2. Future extension of the infrastructure

In view of the growth of the pupil population (see 1 above), the Board of Governors' main priority remains an increase in the accommodation capacity in Brussels through the making available by the Belgian State of an additional school. On the basis of the projections of growth in the pupil population, the Board of Governors invited the Belgian Federal Government to take steps, at the meeting of 6 May 2010, to make available a new school with capacity for 2500 pupils in September 2015.

The current studies bring to light the fact that the estimated total pupil population for the 2024-2025 school year will be 15 500 pupils, whereas the present structures allow 12 400 pupils to be accommodated. The usable capacity of the fifth school can therefore be evaluated at approximately 3 100 pupils.

	EEB1- UCC	EEB1-BK	EEB2	EEB3	EEB4	TOTAL
Theoretical capacity	3,100	1,000	2,850	2,650	2,800	12,400



To date, and notwithstanding the negotiations regularly restarted by the Board of Governors, the Belgian State is not in a position to reach a decision on the fifth school's definitive location, the probably opening date and its capacity. A feasibility study is currently under way.

To alleviate the situation, the Berkendael site, attached to the European School, Brussels I, has been temporarily made available to the European Schools.

Pending the fifth school's opening, with the pupil population increasing year on year (see 1 above), the current infrastructure no longer allows the European Schools to guarantee a place for all category I pupils for whom an application to that effect is made, even though the Central Enrolment Authority and the Directors take every possible step to optimise capacity.

3. Existing infrastructure

There are currently four European Schools offering a complete, all age range education from the nursery level up to the Bacculaureate. The Brussels I European School has two sites, at Uccle and at Berkendael (the latter restricting the provision of schooling to the nursery and primary levels).

The population of the Brussels I – Uccle Site, II, III and IV European Schools currently occupies the maximum capacity of the rooms available on their four premises. The creation of any additional class in those Schools is in principle physically out of the question, without jeopardising the school community's safety.

In addition, the Berkendael site, attached to the Brussels I European School:

- is under-occupied (323 pupils on roll there on 15 October 2017, with capacity to accommodate 1000 pupils);
- is currently equipped only to cater for nursery and primary pupils, as no facilities specific to the secondary cycle can be set up there because there is insufficient space to do so (no building available to accommodate secondary pupils) and fitting out would be expensive (no suitable sports hall, no science laboratories, etc.);
- is populated by pupils who – just like all pupils who have embarked upon their schooling in one of the European Schools – have a guaranteed right to continue it up to the Bacculaureate¹, which in practice means compulsory transfer to another existing school/site at the end of primary year 5 (at least for as long as the fifth school is not actually open).

It is therefore essential to adopt binding rules to increase pupil numbers in the nursery and primary cycles on the Berkendael site in order to make optimum use of its capacity and to ease overcrowding in the Brussels I – Uccle Site, Brussels II, III and IV European Schools. Bearing in mind that the latter will admit the pupils attending the European School, Brussels I – Berkendael Site who will have completed their primary cycle education in July 2018, the maximum number of pupils who will be in the nursery and primary cycles should be referred to this site, in order thus to optimise the admission of and provision for secondary cycle pupils on the other four sites.

Arrangements also need to be made for the transfer of pupils on roll in P5 at the European School, Brussels I – Berkendael Site in the 2017-2018 school year to the other schools/sites, to enable them to continue their schooling in the secondary cycle. In accordance with the principle of protection of siblings, their transfer will make it possible, if the parents so request, for other members of the group of siblings also to be transferred.

¹ And in that respect, have priority of access over newly enrolled pupils.

4. Language sections

The most striking phenomenon is the greater proportional growth of the FR language section compared with the other language sections. Thus, the overall population of the schools in the FR language section was up by just under 200 pupils on 15 October 2017.

The pupils on roll in the FR section account for 33% of the total pupil population in Brussels and 81% of the pupil numbers of the European School, Brussels I – Berkendael Site.

Since it is essential to maximise use of the Berkendael site's capacity (currently under-used), whilst also creating the conditions required for there to be an international and multicultural environment specific to the European Schools, new satellite classes need to be created. Pupils in those classes will be regarded, for the purposes of application of all the texts in force within the European Schools as an organisation, as pupils of the language section corresponding to their Language 1.

Thus, in the nursery and primary cycles (and without prejudice to the special priority criteria);

- Any enrolment application expressing a first preference for the European School, Brussels I – Berkendael Site and any application for a transfer to that school will be accepted in the language sections, existing satellite classes or new satellite classes, provided that there is a minimum of seven pupils per class (the N1 and N2 classes being grouped together) at the time of their creation, before possible grouping of consecutive classes².
- The threshold of places available in the nursery and primary cycles will be reduced to 20 pupils.
- Where the threshold of places available has been reached in all the schools/sites for the year group and the language section in question, applications will be referred to new satellite classes at the European School, Brussels I – Berkendael Site, provided that there is a minimum of seven pupils per class (the N1 and N2 classes being grouped together) at the time of their creation, before possible grouping of consecutive classes².
- These provisions will be applicable to all the language sections, except for the recent single language sections which are in the process of being set up, namely BG, ET and RO, opened at the European School, Brussels IV, and the Languages 1 of Croatian and Slovenian SWALS. Nor will they be applicable to Maltese pupils, who are enrolled in the English language section at the European School, Brussels I – Uccle Site.
- Decisions on creation of new satellite classes will be taken by the CEA on the basis of enrolment applications and of transfer applications. The CEA will inform applicants for

² In accordance with the decisions of the Board of Governors concerning the structure of studies in the nursery and primary cycles (document 2011-01-D-33, which can be consulted on the website <https://www.eursec.eu/BasicTexts/2011-01-D-33-fr-9.pdf>)

“1.5. Grouping of groups/classes

a) Nursery

Year 1 and Year 2 shall be grouped up to 30 pupils.

b) Primary

Two consecutive classes, with a total of 25 pupils or fewer, shall be grouped. Three consecutive classes, with a total of 20 pupils or fewer, shall be grouped.”

enrolment of the creation of satellite classes by regularly publishing, as from the end of the first enrolment phase, the adapted structure of classes on its website.

- Applicants for enrolment who have accepted a place at the end of the first enrolment phase will be allowed to request the pupil's transfer to the European School, Brussels I – Berkendael Site during the second enrolment phase.

At the secondary level, there will be differentiated handling of applications for enrolment in the various multiple language sections to ensure balanced distribution of pupil numbers.

Increased attention will continue to be paid, in all the teaching cycles, to rigorous application of Article 47(e) of the General Rules and its implementing arrangements, so as to maintain the fundamental principle of teaching of and instruction in mother tongue/dominant language in the corresponding language section.

5. Method

Careful analysis of the results of the previous school year's Enrolment Policy leads to the taking of targeted measures for each school group: school/site, language section, teaching level, whilst also stepping up the filling of the European School, Brussels I – Berkendael Site.

The structure of classes is in principle defined for each year group in each language section:

- In the secondary cycle:
 - by fixing the number of places available necessary by addition of the 'shift' (the children currently on roll in the 2017-2018 school year and who are to continue their schooling in the European Schools) and of the number of new applications recorded during the previous session;
 - by dividing the number of places available necessary by the threshold, set at 26 pupils, to determine the number of classes required, the reserve being intended for the award of places for other situations arising.
- In the nursery and primary cycles:
 - at the European Schools, Brussels I – Uccle Site, Brussels II, III and IV, by limiting the number of places available necessary by addition of the 'shift' (the children currently on roll in the 2017-2018 school year and who are to continue their schooling in the European Schools) and an estimate of applications for pupils for whom a priority criterion is claimed;
 - by limiting the threshold of places available to 20 pupils;
 - by encouraging the filling of the European School, Brussels I – Berkendael Site in the language sections and satellite classes already existing and to be created, in accordance with the arrangements referred to in 4 above.

Given the method envisaged, it is imperative for applicants for enrolment to state an order of preference for the five Schools/Sites, even if the year group, the classes or the language section³ are not present in all or several sites of the structure as determined at the start of the session, as this may be changed during the session.

³ Especially as determination of the language section by the Director can lead to the enrolment application being changed in respect of that point.

Organisation of the enrolment session in two phases and random ranking of applications in phase I must continue, as these procedures have been fully taken on board by the CEA and are well understood by applicants for enrolment. However, both the CEA and the European Schools are faced with organisational difficulties in the weeks immediately preceding the beginning of the school year (difficulty in creating new classes at the end of the enrolment session, too little time to recruit teachers in particular). Similarly, the CEA's legitimate forecasts can be thwarted by the decisions of pupils' parents. Special information will thus be circulated in the schools urging:

- the parents of pupils currently on roll in the European Schools to notify the latter as early as possible and not later than 30 June 2018 of any plans to terminate the child's schooling in the system (to fine-tune the 'shift' figures);
- applicants for enrolment who have accepted a place to notify the CEA without delay should they be planning to give it up, thus allowing retrieval of places available or to be filled.

To meet these constraints, applicants for enrolment and transfer who are in post in the European Institutions⁴ in Brussels on 31 December 2017 will be invited, **as a mandatory requirement**, to submit their application during the first phase. The second phase will be intended solely (except in duly substantiated cases of *force majeure*) for applicants for enrolment taking up their posts in the European Institutions⁴ in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2018. Appropriate information to that effect will be circulated so that applicants for enrolment or transfer are aware of these requirements.

Dealing with groupings of siblings before applications for the enrolment of single pupils worked well and enabled use of the reserve to be optimised. It was thus possible to award places to all groups of siblings without having to create new classes to cater for such applications.

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

- applicants for enrolment should be invited to express an order of preference for the five schools/sites;
- submission of enrolment and transfer applications during the first phase should be made mandatory, except for applicants for enrolment taking up their posts in the European Institutions⁴ in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2018, or in duly justified cases of *force majeure*;
- an order for dealing with applications, established once a random ranking has been produced, should be determined (during phase I);
- the threshold of places available will be set at 20 pupils for all the nursery and primary cycle classes and at 26 pupils for the secondary cycle classes;
- applications for pupils on roll in P5 at the European School, Brussels I – Berkendael Site in the 2017-2018 school year (and, where applicable, for their siblings) for compulsory transfer to the Brussels I – Uccle Site, Brussels II, III and IV European Schools will be dealt with first and foremost, according to the preferences expressed by the applicants and to the places to be filled;

⁴ Or engaging in a professional activity conferring entitlement for their children to be regarded as pupils coming under category I.

- transfers from one school/site to another will be allowed, even if they are not based on particular circumstances, for certain particular school groups (in particular to allow brothers and sisters to attend the same school/site);
- 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), then to applicants who have submitted an application for the enrolment of one pupil only, in so far as places are available, then those of the reserve, without prejudice to the specific provisions adopted to optimise the filling of the European School, Brussels I – Berkendael Site (see 4 above).

6. Cross-transfers scheme

A cross-transfers scheme will be launched as a pilot project in order to give the parents of children attending the Brussels European Schools the possibility of exchanging places, whilst guaranteeing maintenance of the structure of classes and without changing the number of pupils in already formed classes.

The principle allows parents of children attending the European Schools during the 2017-2018 school year to offer to exchange the place held by their child at a specific school/site for a place held by another child at a specific school/site, in anticipation of the beginning of the 2018-2019 school year in September 2018.

These applications for cross-transfers:

- will be submitted during a two-week phase after the end of the period of submission of first phase enrolment and transfer applications and the beginning of the period of submission of second phase enrolment and transfer applications.
- will be submitted on the basis of an online form, whereby the applicants will apply for their child's transfer to a single school/site of their choice.
- will be assigned a reference number.
- will be dealt with in the order of a specific random ranking published on the European Schools' website.
- will be accepted provided that there is a corresponding cross-transfer application for a pupil in the same year group of the same language section for whom a transfer is sought to the school/site currently attended by the child of the transfer applicant whose application is being dealt with ('perfect transfer').
- will be allowed only if the philosophical options, Languages 2 and 3 and options can be taught at the two schools/sites concerned without entailing division of classes or groups. The situation of the classes or groups concerned will be examined at the time when the cross-transfer applications are dealt with.
- will not be allowed for S5, S6 and S7 classes.
- will constitute an exception to the general handling of enrolment and transfer applications by the Central Enrolment Authority in accordance with the Enrolment Policy. Consequently, by submitting a cross-transfer application, applicants will forfeit the right to invoke any priority criterion whatsoever, including the regrouping of brothers

and sisters belonging to the same group of siblings, or the taking into account of particular circumstances, in particular.

- will be irrevocable as soon as the applications have been submitted on the online form, which means that if the Central Enrolment Authority agrees to the cross-transfer, the two pupils will automatically be transferred, without its being possible for the transfer applicants to refuse the place offered.
- will be irrevocable, in that the fact that one of the pupils involved in the cross-transfer has to repeat the year will not entail cancellation of the cross-transfer.
- will be the subject of decisions of which notification will be given by the CEA during May 2018, against which appeals may be lodged with the Complaints Board of the European Schools.

For the purposes of management of the cross-transfers scheme (i.e. drawing up of the online form, its putting online, the handing of cross-transfer applications and of any appeals), temporary resources are required and are conceivable, in accordance with practical arrangements to be determined before the start of the project, jointly between the European Commission and the Secretary-General.

In view of:

- the continuing availability – in all probability for several school years – of the Berkendael site of the European School, Brussels I pending provision of the infrastructure of the definitive site for the fifth school;
- the need to organise the Berkendael site of the European School, Brussels I more rationally, given that its capacity (1000 pupils) is currently underused;
- the finding that the Brussels I – Uccle Site, II, III and IV European Schools have reached the maximum limit of the number of classrooms available in the nursery and primary cycles.

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 2018-2019 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 four existing schools in general and on the Berkendael site in particular in order to lessen as far as possible the overcrowding of the schools as a whole.
- Seek a balance between the preferences expressed by applicants for enrolment and the need to distribute the pupil population across both the five sites and the language sections, in strict compliance with Article 47(e) of the General Rules.
- 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/Sites,

in order to guarantee their proper pedagogical operation and to manage overcrowding overall.

- Enrol all category I pupils for whom an application is made at one of the Brussels European Schools, provided that they comply with the rules of the Enrolment Policy and that the Schools/Sites have the infrastructure required 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 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, during the first enrolment phase, for the mandatory transfer of pupils on roll in P5 at the European School, Brussels I – Berkendael Site during the 2017-2018 school year (and of members of their group of siblings if a request to that effect is made) to the Brussels I – Uccle Site, Brussels II, III and IV European Schools according to the order of preference expressed by the applicants for enrolment and provided that there is a place to be filled.
- 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:
 - for Estonian SWALS attending the European School, Brussels II, to the European School, Brussels IV;
 - for a pupil enrolled at a different school/site from a member of his or her group of siblings, so that the children will attend the same school, provided that that there is a place to be filled and that the language section and year group are open there.
- Arrange during phases I and II for pupils to be transferred to the European School, Brussels I – Berkendael Site in the year groups and classes open there.
- Organise a pilot project allowing parents of children attending the European Schools during the 2017-2018 school year to offer to exchange the place held by their child at a specific school/site for a place held by another child at a specific school/site, in anticipation of the beginning of the 2018-2019 school year in September 2018, in strict compliance with the conditions referred to above.

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, for category I or II pupils for whom a new enrolment application is submitted and secondly, for their siblings who attended the school during the 2017-2018 school year, provided that the applicants make a request to that effect during the first enrolment phase. In the second enrolment phase this guarantee will be given provided that there is a place to be filled.
- Provide schooling in the same school and on the same site where the year groups of the language sections or classes 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 the same site, in accordance with the thresholds defined below, for all the members of the group of siblings.
- 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 that there is a place to be filled.
- 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 that there is a place to be filled.
- 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:

In order to make optimum use of the resources available in the nursery and primary cycles of the European School, Brussels I – Berkendael Site:

- Organise there the continuation, development or creation of satellite classes⁵ in all Languages 1 (except BG, ET, RO and Croatian and Slovenian SWALS and Maltese

⁵ Such classes are created, provided that there is a minimum of seven pupils per class (N1+ N2 being grouped) before possible grouping of consecutive classes, in accordance with the decisions of the Board of Governors concerning the structure of studies in the nursery and primary cycles (document 2011-01-D-33, which can be consulted on the website <https://www.eurisc.eu/BasicTexts/2011-01-D-33-fr-9.pdf>)

pupils⁶).

- In order to distribute the pupil population of the schools/site (without prejudice to what is said above) and to maintain balance amongst them, enrol new pupils up to a maximum of 20 places available per class in the nursery and primary cycles and 26 in the secondary cycle.

Except where a priority criterion is claimed, places will be offered in accordance with the following table, where the infrastructure is designated as follows: EEB1-UCC (*Uccle Site*), EEB1-BK (*Berkendael Site*), EEB2, EEB3 and EEB4, and the nursery cycle, referred to as N1+N2:

DE	N1+N2, P1, P2, P3	EEB1-UCC, EEB1-BK (classes), EEB2, EEB3, EEB4
	P4, P5	EEB1-UCC, <i>EEB1-BK (classes to be created)</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1-UCC, EEB2, EEB3, EEB4
FR	N1+N2, P1, P2, P3, P4, P5	EEB1-UCC, EEB1-BK, EEB2, EEB3, EEB4
	Secondary cycle	EEB1-UCC, EEB2, EEB3, EEB4
EN	N1+N2, P1, P2, P3, P4, P5	EEB1-UCC, <i>EEB1-BK (classes to be created)</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1-UCC, EEB2, EEB3, EEB4
IT	N1+N2, P1, P2, P3, P4, P5	EEB1-UCC, <i>EEB1-BK (classes to be created)</i> , EEB2, EEB4
	Secondary cycle	EEB1-UCC, EEB2, EEB4
NL	N1+N2, P1, P2, P3, P4, P5	<i>EEB1-BK (classes to be created)</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB2, EEB3, EEB4
ES	N1+N2, P1, P2, P3, P4, P5	EEB1-UCC, <i>EEB1-BK (classes to be created)</i> , <i>EEB3</i>
	Secondary cycle	EEB1-UCC, EEB3
DA HU PL	N1+N2, P1, P2, P3, P4, P5	EEB1-UCC, <i>EEB1-BK (classes to be created)</i>
	Secondary cycle	EEB1-UCC
LV SK	N1+N2, P1, P2, P3, P4, P5	EEB1-BK
FI PT SV	N1+N2, P1, P2, P3, P4, P5	EEB2, <i>EEB1-BK (classes to be created)</i>
	Secondary cycle	EEB2

⁶ Who are enrolled in the English language section at the European School, Brussels I – Uccle Site.

LT	N1+N2, P1, P2, P3, P4, P5	EEB2, <i>EEB1-BK (classes to be created)</i>
	S1, S2, S3, S4	EEB2

CS EL	N1+N2, P1, P2, P3, P4, P5	EEB3, <i>EEB1-BK (classes to be created)</i>
	Secondary cycle	EEB3

BG	N1+N2, primary cycle, S1, S2	EEB4
ET	N1+N2, P1, P2	
RO	N1+N2, primary cycle, S1	

- In the secondary cycle, above the threshold of places available 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.
- In the nursery and primary cycles, above the threshold of places available for 20 pupils per class, pupils with a special priority criterion will be enrolled, other pupils being referred to the satellite classes at the European School, Brussels I – Berkendael Site, if the conditions for their creation are fulfilled.
- The Central Enrolment Authority has the right to adapt the structure and the distribution of the classes appearing in Annex II. It will only be possible in principle for new classes to be opened at the European School, Brussels I – Berkendael Site. Under no circumstances may the creation of a new class influence the handling of places previously awarded, unless the Enrolment Policy specifically provides otherwise.
- Arrange for the mandatory transfer of pupils on roll in P5 at the European School, Brussels I – Berkendael Site during the 2017-2018 school year (and of members of their group of siblings if a request to that effect is made) to the Brussels I – Uccle Site, Brussels II, III and IV European Schools according to the order of preference expressed by the applicants for enrolment and provided that there are places to be filled.
- Allow, without any condition other than the submission of an application during the first enrolment phase, transfers:
 - for Estonian SWALS attending the European School, Brussels II, to the European School, Brussels IV;
 - for a pupil who, during the 2017-2018 school year, attended a different school/site from a member of his or her group of siblings, so that the children will attend the same school/site, provided that there is a place to be filled and that the class, language section and year group are open there.
- Allow, during the two enrolment phases, transfers to the European School, Brussels I – Berkendael Site in the language sections and satellite classes already in existence or to be created.

Consequently, the enrolment session will proceed as follows:

The enrolment session will be organised in two phases.

All applicants for enrolment and transfer who are in post in the European Institutions⁷ in Brussels on 31 December 2017 will be required to submit their application during the first phase, except in duly justified cases of *force majeure*, with the exception of members of the staff of the European Institutions⁷ who will be taking up their posts in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2018.

During the first phase, according to the order of the random ranking, the places available will be awarded in the following order:

1. pupils in P5 at the European School, Brussels I – Berkendael Site in the 2017-2018 school year and for whom an application for their mandatory transfer for the secondary cycle to the other schools/sites has been submitted, and their siblings where applicable,
2. categories I and II*⁸ pupils for whom an application has been submitted for a place in a single language section and SWALS in the secondary cycle,
3. pupils for whom an application has been submitted for a place in the BG, ET and RO language sections,
4. Croatian and Slovenian SWALS and Maltese pupils⁹,
5. categories I and II* pupils and SWALS who have a special priority criterion (regrouping of siblings, return from assignment, return from a period of study abroad, particular circumstances),
6. categories I and II* pupils and SWALS for whom a duly justified transfer application has been submitted,
7. categories I and II* pupils for whom an application has been submitted for enrolment in the nursery and primary cycles at the European School, Brussels I – Berkendael Site, as their first preference school,
8. categories I and II* pupils and SWALS for whom joint applications for enrolment – including at least one in the secondary cycle – have been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
9. categories I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
10. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
11. categories I and II* pupils for whom an application for enrolment in the secondary cycle has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,

⁷ Or engaging in a professional activity conferring entitlement for their children to be regarded as pupils coming under category I.

⁸ 'Category II* pupils' is used to refer to category II pupils whose parents are members of the staff of Eurocontrol.

⁹ Who are enrolled in the English language section at the European School, Brussels I – Uccle Site.

The Central Enrolment Authority will then deal with applications for cross-transfers under the pilot project.

Except in duly justified cases of *force majeure*, only members of the staff of the European Institutions¹⁰ who will be taking up their posts in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2018 will be able to submit their application 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 language section or satellite classes and the year group are already open or are likely to be opened, in the following order:

1. categories I and II* pupils for whom an application has been submitted for a place in a single language section and SWALS in the secondary cycle,
2. pupils for whom an application has been submitted for a place in the BG, ET and RO language sections,
3. Croatian and Slovenian SWALS and Maltese pupils¹¹,
4. categories I and II* pupils and SWALS who have a special priority criterion (particular circumstances only),
5. categories I and II* pupils and SWALS for whom a duly justified transfer application has been submitted (on the basis of particular circumstances only),
6. pupils for whom an application has been submitted for their transfer to the European School, Brussels I – Berkendael Site, in the year groups and classes which are open there,
7. categories I and II* pupils and SWALS for whom joint applications for enrolment – including at least one in the secondary cycle – have been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
8. categories I and II* pupils for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
9. categories I and II* pupils for whom an application for enrolment in the nursery and primary cycles has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
10. categories I and II* pupils for whom an application for enrolment in the secondary cycle has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
11. category II pupils, in compliance with the special agreements concluded with the European Schools, who have a special priority criterion,
12. category II pupils, in compliance with the special agreements concluded with the European Schools, for whom joint applications for enrolment – including at least one in the secondary cycle – have been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
13. category II pupils, in compliance with the special agreements concluded with the European Schools, for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,

¹⁰ Or engaging in a professional activity conferring entitlement for their children to be regarded as pupils coming under category I.

¹¹ Who are enrolled in the English language section at the European School, Brussels I – Uccle Site.

14. category II pupils, in compliance with the special agreements concluded with the European Schools, for whom an application for enrolment in the nursery and primary cycles has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
15. category II pupils, in compliance with the special agreements concluded with the European Schools, for whom an application for enrolment in the secondary cycle has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
16. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) who have a special priority criterion,
17. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants), for whom joint applications for enrolment – including at least one in the secondary cycle – have been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
18. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants), for whom joint applications for enrolment in the nursery and primary cycles have been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
19. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants), for whom an application for enrolment in the nursery and primary cycles has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
20. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants), for whom an application for enrolment in the secondary cycle has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
21. category III pupils.

After the end of the second phase, only applications for the enrolment of categories I and II* and of category II⁺ pupils who in 2018-2019 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, at least one of whose legal representatives is taking up his or her post in Brussels in mid-school year, will be considered.

⁺ 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 2018-2019 school year, places in the Brussels Schools/Sites will be awarded in compliance with the general enrolment rules.

ANNEX II

Structure of the schools: distribution of classes for the 2018-2019 school year

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

	DA	DE	EN	ES	FR	HU	IT	PL	Total
Nursery (N1 + N2)	1	1	1	1	3	1	1	1	10
P1	1	1	1	1	3	1	1	1	10
P2	1	1	1	1	3	1	1	1	10
P3	1	1	2	1	3	1	1	2	12
P4	1	1	1	1	3	1	1	2	11
P5	1	1	1	1	3	1	1	2	11
<i>Subtotal</i>	5	5	6	5	15	5	5	8	54
S1	1	1	1	1	4	1	1	2	12
S2	1	1	2	1	4	1	1	2	13
S3	1	1	1	1	4	1	1	1	11
S4	1	1	2	2	4	1	1	1	13
S5	1	1	2	2	4	1	1	1	13
S6	1	1	2	1	3	1	1	1	11
S7	1	1	2	2	3	1	1	1	12
<i>Subtotal</i>	7	7	12	10	26	7	7	9	85
Total	13	13	19	16	44	13	13	18	149

EEB1 - BK: European School, Brussels I – Berkendael Site

	FR	LV	SK	Total	DE Classes
Nursery (N1 + N2)	6	1	1	8	1
P1	3	1	1	5	1
P2	3	1	1	5	1
P3	3	1	1	5	1
P4	3	1	1	5	
P5	3	1	1	5	
<i>Subtotal</i>	15	5	5	25	3
Total	21	6	6	33	4

In view of the finding that the Brussels I – Uccle Site, II, III and IV European Schools have reached the maximum limit of the number of classrooms available in the nursery and primary cycles, the Central Enrolment Authority has the right to adapt this structure.

It will only be possible in principle for new classes to be opened at the European School, Brussels I – Berkendael Site. The rules for grouping of classes decided by the Board of Governors¹⁴ are applicable.

EEB2: European School, Brussels II

¹⁴ Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
Nursery (N1 + N2)	1	1	1	2	1	1	1	1	1	10
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	1	10
P5	1	1	1	2	1	1	1	1	1	10
<i>Subtotal</i>	5	5	5	10	5	5	5	5	5	50
S1	1	1	1	3	1	1	1	1	2	12
S2	1	2	1	3	1	1	1	1	1	12
S3	1	1	2	3	1	1	1	1	2	13
S4	1	1	1	2	1	1	1	1	1	10
S5	1	1	2	2	1		1	1	1	10
S6	1	2	1	2	1		1	2	1	11
S7	1	2	2	2	1		1	2	2	13
<i>Subtotal</i>	7	10	10	17	7	4	7	9	10	81
Total	13	16	16	29	13	10	13	15	16	141

EEB3: European School, Brussels III

	CS	DE	EL	EN	ES	FR	NL	Total
Nursery (N1 + N2)	1	1	1	1	1	2	1	8
P1	1	1	1	1	1	2	1	8
P2	1	1	2	1	2	2	1	10
P3	2	1	2	1	1	2	1	10
P4	1	1	2	1	1	2	1	9
P5	1	1	2	1	1	2	1	9
<i>Subtotal</i>	6	5	9	5	6	10	5	46
S1	1	1	2	2	1	3	1	11
S2	1	1	2	1	2	3	1	11
S3	1	1	2	2	2	4	1	13
S4	1	1	2	1	1	3	1	10
S5	1	1	2	1	2	3	1	11
S6	1	1	2	1	1	3	1	10
S7	1	1	1	1	1	3	1	9
<i>Subtotal</i>	7	7	13	9	10	22	7	75
Total	14	13	23	15	17	34	13	129

In view of the finding that the Brussels I – Uccle Site, II, III and IV European Schools have reached the maximum limit of the number of classrooms available in the nursery and primary cycles, the Central Enrolment Authority has the right to adapt this structure.

It will only be possible in principle for new classes to be opened at the European School, Brussels I – Berkendael Site. The rules for grouping of classes decided by the Board of Governors¹⁵ are applicable.

EEB4: European School, Brussels IV

¹⁵ Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014

	BG	DE	EN	ET	FR	IT	NL	RO	Total
Nursery (N1 + N2)	1	1	2	1	4	1	1	1	12
P1	1	1	2	1	3	1	1	1	11
P2	1	1	2	1	3	1	1	1	11
P3	1	1	2		3	1	1	1	10
P4	1	1	2		4	1	1	1	11
P5	1	1	2		4	1	1	1	11
<i>Subtotal</i>	5	5	10	2	17	5	5	5	54
S1	1	1	2		4	1	1	1	11
S2	1	1	2		4	1	1		10
S3		1	2		4	1	1		9
S4		1	2		4	1	1		9
S5		1	2		4	1	1		9
S6		1	2		4	1	1		9
S7		1	2		3	1	1		8
<i>Subtotal</i>	2	7	14		27	7	7	1	65
Total	8	13	26	3	48	13	13	7	131

In view of the finding that the Brussels I – Uccle Site, II, III and IV European Schools have reached the maximum limit of the number of classrooms available in the nursery and primary cycles, the Central Enrolment Authority has the right to adapt this structure.

It will only be possible in principle for new classes to be opened at the European School, Brussels I – Berkendael Site. The rules for grouping of classes decided by the Board of Governors¹⁶ are applicable.

¹⁶ Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014
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ANNEX II

2017-11-D-35-en-1. Annex 2 new proposed calendar art. 100 new FR:

