



Ref.: 2018-12-D-8-en-3

Original: FR



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

**Meeting of 4-7 December 2018 – Brussels**

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Approved by written procedure No 2019/07 on 25 February 2019

### **III. WRITTEN COMMUNICATIONS**

#### **a) Outcome of written procedures addressed to the members of the Board of Governors (2018-11-D-17-fr-1)**

##### **Outcome of the written procedure No 2018/16 – Appointment of the Romanian Inspector for the secondary cycle**

By means of the written procedure initiated on 10 April 2018 and ending on 24 April 2018, the Board of Governors appointed **Ms Irina-Roxana GEORGESCU** as Romanian member of the Board of Inspectors (Secondary), in place of Ms Anca Denisa PETRACHE.

##### **Outcome of written procedure No 2018/19 – Draft calendar of meetings for the 2018-2019 school year (2018-03-D-20-en-2)**

By means of the written procedure initiated on 30 April 2018 and ending on 17 May 2018, the Board of Governors approved the Draft calendar of meetings for the 2018-2019 school year (2018-03-D-20-en-2).

You will find the definitive calendar: 2018-03-D-20-en-3 on DOCEE.

##### **Outcome of written procedure No 2018/20 – Appointment of the Belgian Inspector for the secondary cycle**

By means of the written procedure initiated on 25 April 2018 and ending on 15 May 2018, the Board of Governors agreed to appoint **Ms Anne DEPUIS** as Belgian member of the Board of Inspectors (Secondary), in place of Mr Luc LOUYS, with effect from 8 January 2018.

##### **Outcome of accelerated written procedure No 2018/23 – Appointment of the Croatian Inspector for the secondary cycle**

By means of the written procedure initiated on 28 June 2018 and ending on 12 July 2018, the Board of Governors agreed to appoint **Mr Darko TOT** as Croatian member of the Board of Inspectors (Secondary).

##### **Outcome of written procedure No 2018/24 – Decisions of the enlarged meeting of the Board of Governors of the European Schools of 17-19 April 2018 (2018-04-D-11-en-2)**

By means of the written procedure initiated on 23 May 2018 and ending on 6 June 2018, the Board of Governors approved the Decisions of the meeting of the Board of Governors of the European Schools of 17-19 April 2018 (2018-04-D-11-en-2).

You will find the definitive decisions: 2018-04-D-11-en-3 on DOCEE.

##### **Outcome of written procedure No 2018/25 – Minutes of the enlarged meeting of the Board of Governors of the European Schools of 5-7 December 2017 (2017-12-D-44-en-2)**

By means of the written procedure initiated on 24 May 2018 and ending on 7 June 2018, the Board of Governors approved the Minutes of the enlarged meeting of the Board of Governors of the European Schools of 5-7 December 2017 (2017-12-D-44-en-2).

You will find the definitive minutes: 2017-12-D-44-en-3 on DOCEE.

##### **Outcome of written procedure No 2018/26 – External audit/study on finances and organisation of the European School, Munich (ESM)**

By means of the written procedure initiated on 8 June 2018 and ending on 22 June 2018, the Board of Governors approved the EPO President's initiative of an External audit/study on finances and organisation of the European School, Munich (ESM).

### **Outcome of written procedure No 2018/28 – Appointment of the Italian Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 28 June 2018 and ending on 12 July 2018, the Board of Governors agreed to appoint **Mr Carlo RUBINACCI** as the Italian member of the Nursery and Primary Board of Inspectors to replace Mr Amilcare BORI.

### **Outcome of written procedure No 2018/29 – Appointment of the French Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 29 June 2018 and ending on 13 July 2018, the Board of Governors agreed to appoint **Ms Gisèle DUCATEZ** as the French member of the Nursery and Primary Board of Inspectors to replace Mr Pierre HESS, with effect from 1 August 2018.

### **Outcome of written procedure No 2018/30 – Appointment of the French Inspector for the secondary cycle**

By means of the written procedure initiated on 29 June 2018 and ending on 13 July 2018, the Board of Governors agreed to appoint **Mr Jean-Pierre GROSSET-BOURBANGE** as the French member of the Secondary Board of Inspectors to replace Mr Dominique WILLÉ, with effect from 1 September 2018.

### **Outcome of written procedure No 2018/35 – Appointment of the ‘Central Accounting Officer’ – Proposal of the Selection Committee (2018-07-D-21-en-1)**

By means of the written procedure initiated on 19 July 2018 and ending on 2 August 2018, the Board of Governors agreed to appoint Mr José-Luis VILLATORO to the post of ‘Central Accounting Officer’ (2018-07-D-21-en-1).

### **Outcome of written procedure No 2018/36 – Appointment of the Polish Inspector for the secondary cycle**

By means of the written procedure initiated on 19 July 2018 and ending on 2 August 2018, the Board of Governors agreed to appoint **Ms Urszula LACZYNSKA** as Polish member of the Board of Inspectors (Secondary), in place of Mr Konrad LESZCZYNSKI, with effect from 1 September 2018.

### **Outcome of written procedure No 2018/38 – Appointment of Ms Maria Georgiou as Deputy Financial Controller on a temporary basis**

By means of the written procedure initiated on 26 July 2018 and ending on 9 August 2018, the Board of Governors agreed to appoint Ms Maria Georgiou as Deputy Financial Controller on a temporary basis.

### **Outcome of written procedure No 2018/41 – Appointment of the Swedish Inspector for the secondary cycle**

By means of the written procedure initiated on 6 September 2018 and ending on 20 September 2018, the Board of Governors agreed to appoint **Mr Alper YILMAZ** as the Swedish member of the Secondary Board of Inspectors to replace Ms K. NILSSON.

### **Outcome of written procedure No 2018/44 – Amending Budget 2/2018: European School of Munich**

By means of the written procedure initiated on 4 October 2018 and ending on 18 October 2018, the Board of Governors approved Amending Budget No 2/2018: European School of Munich (2018-09-D-19-en-2).

### **Outcome of written procedure No 2018/45 – Appointment of the Spanish Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 3 October 2018 and ending on 17 October 2018, the Board of Governors agreed to appoint **Ms Esther BLANCO TOLDOS** as the Spanish member of the Nursery and Primary Board of Inspectors to replace Ms Maria José PÉREZ BLANCO, with effect from 7 September 2018.

### **Outcome of written procedure No 2018/46 – Amending Budget 3/2018: final adjustments to the 2018 Budget – Document 2018-09-D-20-en-2**

By means of the written procedure initiated on 16 October 2018 and ending on 30 October 2018, the Board of Governors approved the Amending Budget 3/2018: final adjustments to the 2018 Budget – Document 2018-09-D-20-en-2.

### **Outcome of written procedure No 2018/50 – Appointment of the Maltese Inspector for the nursery and primary cycle**

By means of the written procedure initiated on 17 October 2018 and ending on 31 October 2018, the Board of Governors agreed to appoint **Mr Marvin SPITERI** as the Maltese member of the Nursery and Primary Board of Inspectors.

### **Outcome of written procedure No 2018/51 – Appointment of the Czech Inspector for the secondary cycle**

By means of the written procedure initiated on 18 October 2018 and ending on 5 November 2018, the Board of Governors agreed to appoint **Ms Renata JURÁŇOVÁ** as Czech member of the Board of Inspectors (Secondary), in place of Ms Olga DRAPALOVA, with effect from 1 October 2018.

### **Outcome of written procedure No 2018/53 – Amending Budget 4/2018: European School of Munich – 2018-10-D-39-en-2**

By means of the written procedure initiated on 30 October 2018 and ending on 15 November, the Board of Governors approved Amending Budget No 4/2018: European School of Munich (2018-10-D-39-en-2).

### **Outcome of written procedure No 2018/54 – Minutes of the enlarged meeting of the Board of Governors of the European Schools of 17-19 April 2018 (2018-04-D-19-en-2)**

By means of the written procedure initiated on 13 November 2018 and ending on 27 November 2018, the Board of Governors approved the Minutes of the enlarged meeting of the Board of Governors of the European Schools of 17-19 April 2018 (2018-04-D-19-en-2).

You will find the definitive minutes: 2018-04-D-19-en-3 on DOCEE.

### **Outcome of written procedure No 2018/56 – Appointment of the Maltese Inspector for the secondary cycle**

By means of the written procedure initiated on 15 November 2018 and ending on 29 November 2018, the Board of Governors agreed to appoint **Ms Maria Dolores Coleiro** as Maltese member of the Board of Inspectors (Secondary), in place of Mr George MIFSUD, with effect from 1 January 2019.

## **IV. A ITEMS**

### **A.1. Appointment of the Chair of the 2019 European Baccalaureate Examining Board (2018-06-D-27-en-2)**

The Board of Governors approved the appointment of Prof. Andreas FOTOPOULOS as Chair of the European Baccalaureate Examining Board for the 2019 session and with effect from 1 September 2018.

### **A.2. Annual Plan of the Financial Control Unit for ex-post financial controls for the financial year 2019 (2018-10-D-55-fr-2)**

The Board of Governors decided to approve the proposed Annual Plan of the Financial Control Unit of the OSGES for ex-post financial controls for the financial year 2019, prior to its implementation.

### **A.3. Content and administration of the personal files of staff members of the European Schools (2018-09-D-31-fr-4)**

The Board of Governors decided:

- to replace Annex III of the Regulations for Members of the Seconded Staff (to which Article 16 refers) with the text entitled '*Content of the administrative and management of personal data files*',
- to repeal Article 23 of the current version of the Service Regulations for Locally Recruited Teachers and to replace it with the following sentence: "*Article 23 is hereby repealed and replaced by Annex 4 to the Service Regulations, entitled 'Content of the administrative and management of personal data files'*",
- to repeal Articles 13.1. and 13.2. of the current version of the AAS Service Regulations and to replace it with the following sentence: "*Articles 13.1. and 13.2. are hereby repealed and replaced by Annex 6 to the Service Regulations, entitled 'Content of the administrative and management of personal data files'*",

in order to comply with the Regulation of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

### **A.4. Content of the individual files of pupils enrolled in the European Schools (2018-09-D-18-fr-3)**

The Board of Governors decided:

- to delete from Article 11(g) of the General Rules of the European Schools the sentence "*Pupils' legal representatives may have access to this file upon written request and in the presence of the Director or his/her delegate.*"
- to insert an Article 52a, the text of which is appended hereto (Annex I).

## **V. JOINT REPORT OF THE ESTONIAN PRESIDENCY OF THE BOARDS OF INSPECTORS AND OF THE TEACHING COMMITTEE – 2017-2018 SCHOOL YEAR**

### **+ Annex: Pedagogical Development and Quality Assurance of the European Schools (2017-2018) – Follow-up on 30 June 2018 (2017-09-D-50-fr-6)**

The Board of Governors took note of the Joint Report of the Estonian Presidency of the Boards of Inspectors and of the Teaching Committee for the nursery, primary and secondary cycles for the 2017-2018 school year and of the annex thereto.

## **VI. 2018 EUROPEAN BACCALAUREATE**

### **a) Report of the Chair of the 2018 European Baccalaureate Examining Board (2018-09-D-11-en-2)**

The Board of Governors took note of the Report of the Chair of the 2018 European Baccalaureate session and mandated the Board of Inspectors to discuss the suggestions and comments made in the document.

### **b) Report on the 2018 European Baccalaureate (2018-09-D-12-en-4)**

The Board of Governors took note of and approved the Report on the 2018 European Baccalaureate.

## **VII. REPORT OF THE CHAIR OF THE BUDGETARY COMMITTEE – 2017-2018 (2018-10-D-50-en-2)**

The Board of Governors took note of and approved the Report of the Estonian Chair of the Budgetary Committee for the 2017-2018 school year.

## **VIII. FINAL REPORT OF THE COURT OF AUDITORS – Year 2017 (2018-10-D-54-en-2)**

The Board of Governors took formal note of and unanimously approved the Final Report of the Court of Auditors on the accounts of the European Schools for the financial year 2017 and of the Secretary-General's replies. It also noted that steps needed to be taken to follow up on the recommendations.

## **IX. B ITEMS**

### **B.1. Draft proposals to increase the attractiveness of the European Schools for teaching staff (2018-10-D-66-en-2)**

The Board of Governors discussed the proposals to increase the attractiveness of the European Schools for teaching staff and mandated the Enlarged Presidency Working Group to provide - in consultation with the representatives of the teaching staff and the Directors - for the meeting of the Board of Governors in April 2019 concrete proposals for approval:

- which do not negatively affect the remuneration of seconded staff members but ensure that each seconded staff member would at least receive a minimum monthly 'European remuneration' of €2 000 ('additional special allowance' up to a maximum amount of €2 000) – proposal 1 (2) 'particular allowance – fixed amount' on page 9 of document 2018-10-D-66-en-2),
- to provide the legal framework for extension of the length of secondment (up to 12 years in exceptional cases);
- to provide a legal framework for multiple secondments,

- to align the salary of locally recruited teachers on that of competing public sector national schools,
- to offer locally recruited teachers contracts for an indefinite period of time as from the first year,
- to establish permanent posts for locally recruited teachers for functions which require English native speakers,
- to establish 'middle management functions' open to locally recruited teachers.

In addition, the Board of Governors mandated the Office of the Secretary-General to further elaborate the feasibility of reviewing the salary mechanism for seconded staff members and to establish a 'daily allowance system' in a long-term perspective.

Finally, the Board of Governors stressed the importance of professional development in order to attract and retain suitably qualified teaching staff.

## **B.2. EDUCATIONAL SUPPORT:**

### **a) Evaluation Report on implementation of the Educational Support Policy in the European Schools (2018-09-D-53-en-3)**

The Board of Governors took due note of the Evaluation Report on implementation of the Educational Support Policy in the European Schools and mandated the Educational Support Working Group to provide a draft action plan that responded to the recommendations in this report and to those in the 'Report on Inclusive Education in the European Schools'.

### **b) Report on Inclusive Education in the European Schools (2018-09-D-28-en-3)**

The Board of Governors took due note of the Report on Inclusive Education in the European Schools and mandated the Educational Support Working Group to provide a draft action plan that responded to the recommendations in this report and to those in the 'Evaluation Report on implementation of the Educational Support Policy in the European Schools'.

## **B.3. COST SHARING:**

### **- Cost Sharing table – 2018-2019 school year (2018-10-D-72-en-2)**

The Board of Governors took note of the table, which showed the number of secondments or the amount of the financial contribution that the different countries were expected to arrange or pay at the end of the five years of the agreement.

### **- List of courses taught by locally recruited teachers (2018-10-D-64-en-2)**

The Board of Governors took note of the table listing the courses taught by locally recruited teachers, which contained the information used as a basis to produce the list of posts to be created.

### **- Cost Sharing: New proposal (2018-10-D-62-en-2)**

The Board of Governors took formal note of the new proposal for a change to the cost sharing proposal that had been submitted to it. This proposal gave rise to fairly wide-ranging questions, many delegations indicating their support. Some expressed reservations about the total number of secondments sought, about the insights in the total costs of cost sharing about the actual correctness of the correcting coefficients and about the language proficiency level required of non-native speaker teachers.

The Board of Governors invited the 'Enlarged Presidency' Working Group to continue its reflections and discussions so that the proposal was clarified and revised if necessary, in order to be presented at the April 2019 meeting for approval and implemented as from the 2020 financial year or the 2020-2021 school year, for a further period of five years.

#### **B.4. NEW AND DISCONTINUED SECONDED TEACHERS' POSTS:**

##### **- New and discontinued seconded posts in the nursery, primary and secondary cycles: 2019-2020 school year (2018-10-D-20-en-4)**

The Board of Governors decided to approve the consolidated proposal for new and discontinued seconded posts. Some delegations already expressed their intentions during the meeting, others would do so subsequently. Deadline: 31.12.2018; changes would still be possible until 31.01.2019; after 01.02.2019 the definitive list of secondments planned would be published.

##### **- Proposed change to the procedure for posts to be filled (2018-11-D-19-fr-1)**

The Board of Governors approved the change to the procedure for posts to be filled. It endorsed and formally adopted the following timetable:

1. At the Administrative Board meetings that are held at the beginning of each school year, it will be decided which seconded posts it is reasonable to envisage in each school for the following school year and for a likely period of nine years.
2. The Directors of each school will send the list of posts to be filled and their characteristics to the Human Resources Unit of the Office of the Secretary-General not later than during the third week in October.
3. The Human Resources Unit of the Office of the Secretary-General will consolidate the data received and will record it in a single document that it will present to the members of the Budgetary Committee in November.
4. The document will be discussed. The Human Resources Unit will make the changes requested by the Budgetary Committee, will make inquiries of the Schools should any further information be sought and will publish a corrected version of the consolidated document.
5. The Human Resources Unit of the Office of the Secretary-General will then send the document, as adapted after the Budgetary Committee's meeting, to the national authorities, the Heads of delegation, the Members of the Budgetary Committee and the national Inspectors.
6. At the Board of Governors' meeting in December, the Member States will announce orally the seconded posts for which they are a priori candidates. They will send confirmation by email to the Secretary-General and to the Head of the Human Resources Unit not later than 31 December.

An additional reflection and decision-making period will, however, be granted; on no account will this period extend beyond 31 January following the Board of Governors' meeting.

During the first fortnight in January, the Human Resources Unit will send a reminder letter to the Heads of delegation.

Within the period lasting until 31 January, all relevant information will be sent by the authorities of the Member States to the Secretary-General and to the Head of the Office's Human Resources Unit.

7. During February, the Human Resources Unit will produce a definitive list solely of the posts which the Member States will have undertaken to fill and will send it to:
  - the Directors of the Schools,
  - the Inspectors,
  - the Budgetary Committee Representatives,
  - and all the Heads of delegation.



Once this list has been produced and sent, it will be definitive: the Member States will no longer be able to apply to fill a post for the subsequent school year.

8. As far as reasonably possible, by the following 15 June, the national authorities will send to the Director of each school the name and contact details of the Teachers who will actually be responsible for teaching a given course or, at the very least, have committed themselves firmly and definitively to taking on such and such a specific post. The Secretary-General and the Head of the Human Resources Unit of the OSGES will also be kept informed.

In cases where it might not be possible for secondment to take place by 15 June, the national authorities will inform as quickly as possible the Director of the School, the Secretary-General and the Head of the Human Resources Unit of the OSGES. In addition, they will contact the Director of the school without delay, to determine with him/her means of mitigating the risk of pupils finding themselves without a teacher on the first day of the new school year. The Director of the school will inform the Secretary-General and the Head of the Human Resources Unit of the OSGES without further delay of any developments in the situation.

## **B.5. PROPOSALS OF THE AAS WG**

- **Reform of the AAS salary and progression system (2018-10-D-60-en-2)**
- **Draft 'Implementing Rules for the evaluation and progression of members of the AAS of the European Schools' (2018-10-D-61-en-2)**
- **The European Schools' difficulties in recruiting and retaining qualified administrative staff (2018-10-D-69-en-2)**

The Board of Governors took note of the documents concerning the proposals of the AAS WG and decided to postpone the discussion until its next meeting in April 2019 to allow the Working Group to clarify the question of the quota of career progressions possible per year.

## **B.6. ACCREDITED EUROPEAN SCHOOLS:**

### **The Accredited European Schools: proposal for real cost neutrality (2018-10-D-63-en-2)**

The Board of Governors invited the 'Enlarged Presidency' WG to continue its work and to present to it at the April 2019 meeting for approval:

- the method for dividing out, amongst the Member States concerned, the costs incurred by the Office of the Secretary-General resulting from the Accredited European Schools,
- an implementation plan.

### **General Interest Files:**

#### **AES Paris *La Défense* (France) (2018-07-D-22-fr-2)**

The Board of Governors decided to approve the General Interest File submitted by the French authorities concerning the creation of an Accredited European School at Paris *La Défense* (France).

It considered that this file met the requirements of the first stage of the accreditation and cooperation 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 Templin (Germany) (2018-08-D-11-en-2)**

The Board of Governors decided to approve the General Interest File submitted by the German authorities concerning the creation of an Accredited European School at Templin (Germany).

It considered that this file met the requirements of the first stage of the accreditation and cooperation process defined at Mondorf in April 2005. The German authorities were therefore invited to submit a Dossier of Conformity for nursery, primary and secondary education.

### **B.7. Central Enrolment Authority for the Brussels European Schools: Review of the results of the 2018-2019 Enrolment Policy and proposed guidelines for the 2019-2020 Policy (CEA) (2018-11-D-11-fr-1)**

The Board of Governors took good note of the Review of the results of the 2018-2019 Enrolment Policy and approved the guidelines for the 2019-2020 Enrolment Policy (Annex II).

It mandated the Central Enrolment Authority to adopt an Enrolment Policy for the Brussels European Schools and all measures required to put into practice and to organise in an optimal way the conduct of the enrolment session, with a view to the beginning of the 2019-2020 school year.

### **B.8. TASKS AND RESPONSIBILITIES OF THE CENTRAL ACCOUNTING OFFICER:**

#### **Charter of Tasks and Responsibilities of the Central Accounting Officer, of his assistants at the OSGES and of the local accounting officer 'correspondents' (2018-10-D-67-en-2)**

The Board of Governors approved the Charter of Tasks and Responsibilities associated with the function of Central Accounting Officer, with his assistants at the OSGES and with local accounting officer 'correspondents', including the modifications in relation to version 2 of the document that were proposed in the room document distributed to the members of the Board on 6 December.

#### **- Amendment of Article 23a of the AAS Service Regulations. Local Accounting Officer 'Correspondent' (2018-11-D-16-en-1)**

The Board of Governors decided to approve the wording below of Article 23a of the Service Regulations for Administrative and Ancillary Staff (AAS) of the European Schools, with effect from 1 January 2019, without prejudice to the fact that the corresponding appointments could already be made in December 2018 by the Administrative Boards or by the Secretary-General, with local accounting officer correspondents taking up their posts on 1 January 2019. A review would nevertheless take place in five years.

Concretely, a transitional period of a maximum duration of five years for maintenance of the special allowance would be set. Within the said period a complete analysis would be made of the tasks and responsibilities actually discharged by the members of the staff performing the function of Correspondent, as a result of the system of Centralised Accounting Officer function established by the new Financial Regulation 2017 and complementary rules, in relation with the system of remuneration.

#### **Article 23a of the 'Service Regulations for Administrative and Ancillary Staff (AAS) of the European Schools':**

##### **Art. 23a Accounting Officer Correspondent**

1. Based on a proposal from the Director, the Administrative Board of a School may decide to appoint a member of the Administrative and Ancillary Staff as '**Correspondent**' to the Accounting Officer as referred to in Article 35 24 of the Financial Regulation **applicable to the Budget** of the European Schools. At 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 qualifications of the **'Correspondent'** are specified in the Financial Regulation **and in the Charter of Tasks and Responsibilities approved by the Board of Governors.**
3. When performing these tasks, the **'Correspondent'** shall be **hierarchically subordinate to the corresponding Authorising Officer, as defined in the Financial Regulation, and subject from a functional point of view to the accounting standards and procedures issued by the Accounting Officer of the European Schools.**
4. Without prejudice to Articles 7 and 21 and to Annex II and III to these Regulations, members of the Administrative and Ancillary Staff of the European Schools appointed as **'Correspondent'** shall receive for the duration of their appointment a special allowance equivalent to the value of three steps in their occupational category.
5. Without prejudice to Articles 12, 31 and 32 of these Regulations, members of the Administrative and Ancillary Staff shall be subject to the disciplinary framework laid down in the Financial Regulation **and in the Charter of Tasks and Responsibilities approved by the Board of Governors** when performing their tasks as **'Correspondent'**.

### **B.9. Draft calendar of the European Baccalaureate written examinations for the 2019 Session (2018-10-D-68-de/en/fr-2)**

The Board of Governors approved the draft calendar of the European Baccalaureate written examinations for the 2019 session.

### **B.10. Third report of the 'Brexit' Working Group (2018-10-D-65-en-2)**

The Board of Governors took note of the third report of the 'Brexit' Working Group and invited the WG to continue studying the risks associated with the different scenarios and to propose corresponding action plans.

The Board of Governors endorsed the proposal to maintain the accreditation of Europa School UK (Culham) up to the end of the 2018-2019 school year, including in the event of a Brexit without a Withdrawal Agreement.

### **B.11. Arrangements for election of the students' representatives (2018-11-D-22-en-1)**

The Board of Governors decided to 'reactivate' the 'working group on the arrangements for appointment of the students' representatives' and to task this working group with:

- analysing the legal situation in greater detail; and
- presenting to the Board of Governors, between now and April 2019, a report and possible proposals aimed at changing the 'electoral procedure' in force.

This working group is composed of:

- the Deputy Secretary-General (Chair);
- the Secretary-General's legal adviser;
- two representatives of CoSup; and
- one representative of the Directors;
- one representative of INTERPARENTS.

**B.12. Amendment of Article 50 of the General Rules of the European Schools (2018-09-D-59-fr-3)**

The Board of Governors decided to approve adaptation of Article 50 of the General Rules of the European Schools as follows:

New text
Article 50  Particular circumstances with respect to admission  Duly justified particular circumstances may, as and when necessary, be taken into consideration by the Director in determining admission, with reference to the requirements set out in Articles 47(a) to (d), 48 and 49(c) and (d).

This amendment will enter into force on 1 January 2019.

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

The Board of Governors fixed the dates of its next meeting for 9, 10, 11 and 12 April 2019, in Athens (Greece).

### Article 52a – Pupils’ individual files

1. A pupil’s information, documents and personal data shall be collected by School to which the application for his/her enrolment was submitted, the Central Enrolment Authority<sup>1</sup>, the Office of the Secretary-General and/or the School which he/she actually attends. The School to which the enrolment application was sent shall keep the enrolment application only if the pupil is ultimately enrolled in that School. If the pupil is not enrolled there, the latter shall send the enrolment application to the School in which he/she was awarded a place.
2. This information, these documents and these personal data shall be communicated by his/her legal representatives, in accordance with Articles 31.1. and 45 of the General Rules.
3. All information collected by the School on the child’s enrolment and during his/her schooling shall also be included in the individual file, such as, in particular, academic results, certificates of achievement and diplomas, information about the state of health of the child or of his/her legal representatives which may affect his/her schooling, the exercise of parental authority by his/her legal representatives (restricted solely to the relevant extracts from judicial decisions, if applicable), records of attendance, all information with respect to exercise of disciplinary power by the School and, in general, all the information required for performance of the obligations of the pupil, of his/her legal representatives and of the School arising under these Rules.
4. Without prejudice to the second paragraph of Article 44.8.<sup>2</sup>, a pupil’s individual file shall be kept for a period of ten years, beginning on 31 December of the calendar year during which it is closed.
5. A file shall be closed within the meaning of Article 52a.3. on 31 December of the calendar year during which the pupil’s schooling definitively<sup>3</sup> ended, provided that no further document needs to be added to or removed from the file for the purpose of fulfilment of all the obligations of the pupil or of his/her legal representatives, as of those of the European Schools, pursuant to the General Rules.
6. When legal proceedings have been initiated by the pupil or his/her legal representatives against the School, by a third party against the School in connection with actions attributed to the pupil or his/her legal representatives, where the latter are involved, even incidentally, or by the School against the pupil or his/her legal representatives, the period referred to in Article 52a.3. shall be suspended until the court’s final ruling has been handed down.
7. By way of derogation from Article 52a.3., the Central Enrolment Authority shall keep both a hard copy and an electronic version of the information collected during the enrolment procedure for administrative purposes for a period of ten years beginning on 15 October following the enrolment application date.

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<sup>1</sup> Pursuant to Article 46 of the General Rules, applications for enrolment in the Schools located in Brussels are handled by the Central Enrolment Authority (CEA) at the Office of the Secretary-General of the European Schools, in accordance with the provisions of the Policy on Enrolment in the Brussels European Schools for the school year in question (which can be consulted on the European Schools’ website, <https://www.eursec.eu>).

<sup>2</sup> The disciplinary decision will be kept in the pupil’s file for three years.

<sup>3</sup> Should a child leave the Schools’ system, then resume his/her schooling in it, the period will begin after the end of the ‘last’ schooling.

8. By way of derogation from Article 52a.3., a copy of the Baccalaureate diploma and a list of the results achieved, the school attendance certificates and the last annual report issued shall be kept for archiving purposes, in the public interest and in that of the pupil, for an indefinite period.
9. After the period referred to in Article 52a.3. has ended and without prejudice to Article 52a.6., the pupil's administrative and academic data may be processed for archiving and statistical purposes, after having been anonymised.
10. The information contained in this file may not be disseminated without the consent of the pupil or of his/her legal representatives. Notwithstanding the foregoing provision, data may be transmitted in full or in part in the following cases:
  - if there are rules and regulations or a legal obligation providing therefor;
  - where the transmission of data to a court proves necessary for the hearing of a legal case involving the pupil.
11. All pupils, or their legal representatives, shall be entitled to scrutinise their individual files and to obtain a copy of them.
12. The practical arrangements for management of files and of personal data shall be defined in an implementing text, adopted by means of a memorandum.

## ANNEX II



### Schola Europaea

Office of the Secretary-General

General Secretariat

Ref.: 2018-12-D-13-en-1

Orig.: FR

## **Decisions of the Board of Governors concerning the guidelines for the 2019-2020 Policy on Enrolment in the Brussels European Schools**

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Brussels, 7 December 2018

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**DECISIONS OF THE BOARD OF GOVERNORS OF 4-7 DECEMBER 2018 CONCERNING THE GUIDELINES FOR THE 2019-2020 POLICY ON ENROLMENT IN THE BRUSSELS EUROPEAN SCHOOLS**

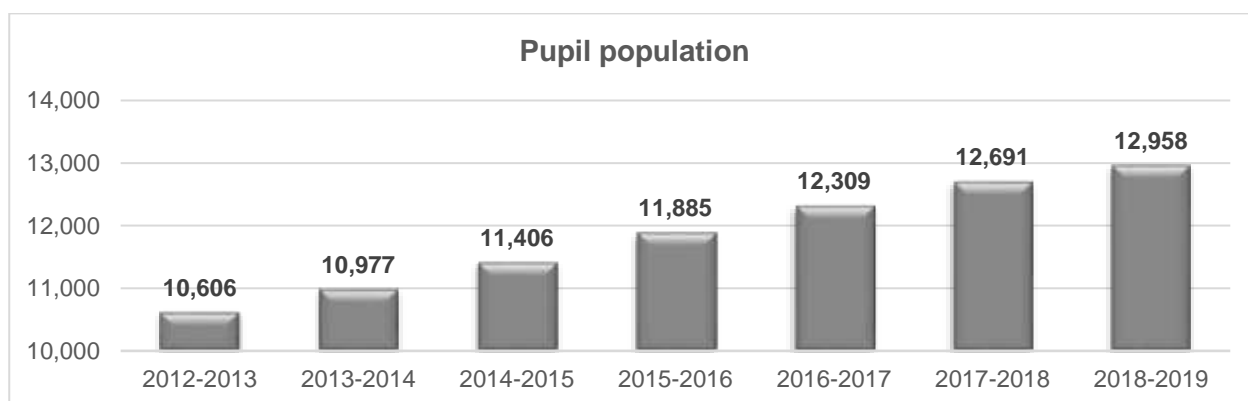
**In view of:**

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.

Thus, growth in the total pupil population of the Brussels European Schools is continuing to put pressure on the infrastructure, even though the number of additional pupils on roll on 15 October 2018 compared with 2017 (267 additional new pupils), is lower than the growth observed in previous years (approximately 400 additional new pupils per year).

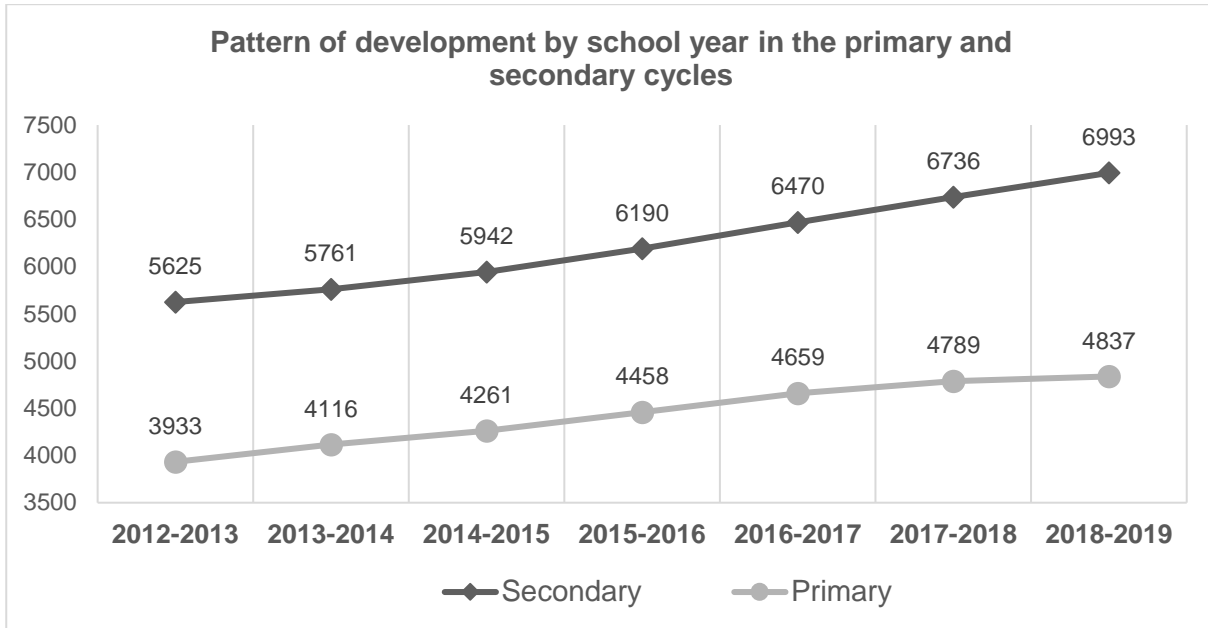
This growth is constant, the total pupil population having developed as follows:



	from 2012-2013 to 2013-2014	from 2013-2014 to 2014-2015	from 2014-2015 to 2015-2016	from 2015-2016 to 2016-2017	from 2016-2017 to 2017-2018	from 2017-2018 to 2018-2019
Increase	371	429	479	424	382	267

However, it is to be observed that the growth pattern differs according to the teaching level and the schools/sites. Thus, whilst overcrowding is still affecting the primary cycle, it is more particularly marked in the secondary cycle.





In addition, rooms normally assigned to the secondary cycle are occupied by primary cycle classes:

- at the European School, Brussels I – Uccle Site, 4 primary year 5 classes are accommodated in the building normally used only by the secondary cycle;
- at the European School, Brussels III, 3 primary classes are accommodated in the building normally used only by the secondary cycle.

As a result of Brexit, the UK will leave the European Union on 29 March 2019. It follows from the discussions currently under way in the Institutions that there is an obligation imposed on officials<sup>1</sup> of British nationality only in post in European delegations to be reassigned to Brussels. This may potentially lead to a limited influx of applications for pupils' enrolment in the English language section, but this phenomenon would be very minor.

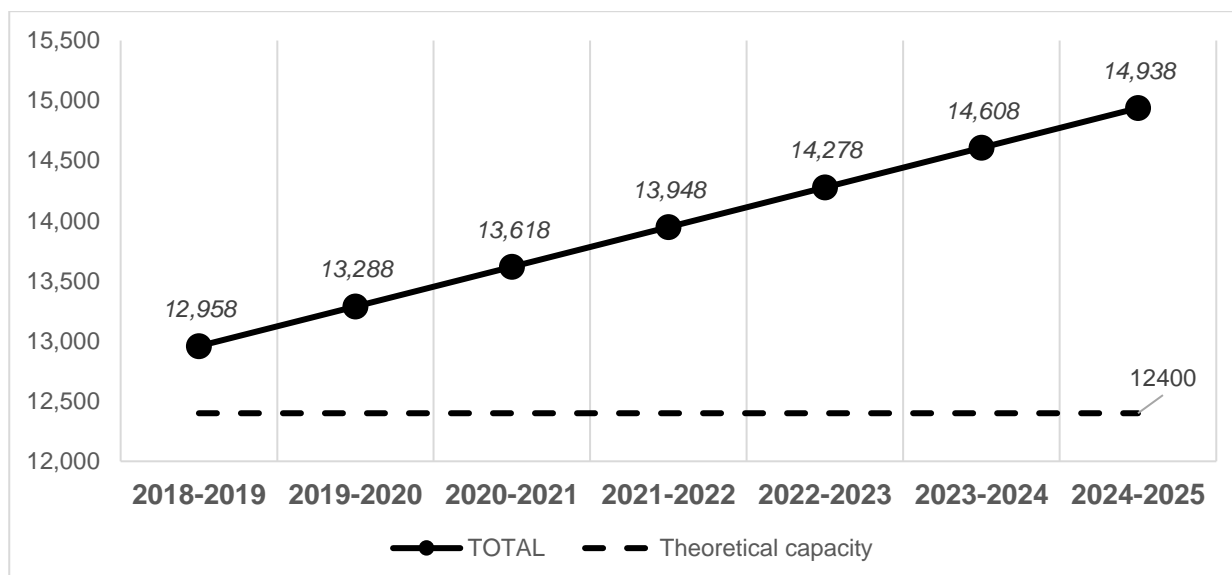
## 2. Future extension of the infrastructure

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 forecast, in the most optimistic of scenarios, a total pupil population for the 2024-2025 school year of approximately 15 500 pupils, whereas the structures available at present allow 12 400 pupils to be accommodated.

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

<sup>1</sup> And temporary and contract staff under certain conditions.



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, conducted by the Belgian authorities, is currently under way on the making available of an additional site in the European quarter, which could be occupied by secondary school pupils only.

In the immediate future, and to alleviate the situation, the Berkendael site, attached to the European School, Brussels I, remains temporarily available to the European Schools.

Pending the fifth school's opening, the current overall infrastructure no longer allows the European Schools to guarantee a place for all category I<sup>2</sup> 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 Bacalaureate. 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 and III European Schools currently occupies the maximum capacity of the rooms available on their premises. The creation of any additional class in those Schools is physically out of the question, without jeopardising the school community's safety.

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

<sup>2</sup> And category II\* (i.e. any category II pupil whose parents are members of the staff of Eurocontrol) and II pupils, with an agreement already in force with one or more of the Brussels Schools.

- remains under-occupied (559 pupils on roll there on 15 October 2018, with capacity to accommodate 1000 pupils), even though the previous Policies have enabled a core pupil population to be constituted<sup>3</sup>;
- 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 Baccalaureate<sup>4</sup>, which in practice means compulsory transfer to another existing school/site at the end of primary year 5. This year, there will be more pupils who will have completed the primary cycle in July 2019 than there were the previous year (46 pupils as against 22 pupils in 2018<sup>5</sup>).

It is therefore essential to maintain 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 and III European Schools. The maximum number of pupils who will be in the nursery and primary cycles should therefore be referred to that site. Those pupils will subsequently have to be admitted to the secondary cycle on the other four sites.

Arrangements have to be made for the compulsory transfer of pupils on roll in P5 at the European School, Brussels I – Berkendael Site in the 2018-2019 school year to the other schools/sites, to enable them to continue their schooling in the secondary cycle, in compliance with the principle of protection of siblings. Thus, if the parents so request, it will be possible for brothers and sisters of pupils completing the primary cycle at the European School, Brussels I – Berkendael Site to be jointly enrolled or transferred.

#### 4. Language sections

The most striking phenomenon is the preponderance of the FR language section and its greater proportional growth compared with the other language sections. Thus, the overall population of the schools in the FR language section was up by just under 180 pupils on 15 October 2018.

The pupils on roll in the FR section account for 34% of the total pupil population in Brussels and for 71% of the pupil numbers of the European School, Brussels I – Berkendael Site. The multiculturalism specific to the European Schools has, however, been fostered by creation on the site of satellite classes associated with other language sections (DE, EL, EN, ES and IT).

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<sup>3</sup> 169 pupils were on roll at the Berkendael site at the beginning of the 2016-2017 school year in September 2016 and 327 at the beginning of the 2017-2018 school year in September 2017, as against 562 in September 2018.

<sup>4</sup> And in that respect, have priority of access over newly enrolled pupils.

<sup>5</sup> All of whom were awarded a place in their first preference school for continuation of their schooling in the secondary cycle.

Since it is essential to maximise use of the Berkendael site's capacity (at present, just half of its capacity is being used), whilst also creating the conditions required for there to be an international and multicultural environment, the continuing existence and creation of satellite classes on the site need to be encouraged. 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):

- The threshold of places available in the nursery and primary cycles is set at 20 pupils.
- Any enrolment application expressing a first preference for the European School, Brussels I – Berkendael Site is accepted in the existing language sections, existing satellite classes or new satellite classes.
- New satellite classes may be created at the European School, Brussels I – Berkendael Site when the threshold of places available has been reached in all the schools/sites for the year group and the language section in question and provided that there is a minimum of 7 pupils per class (the N1 and N2 classes being grouped together) at the time of their creation, before possible grouping of consecutive classes<sup>6</sup>.
- These provisions are applicable to all the language sections which are not open at the European School, Brussels I – Berkendael Site, except for the recent single language sections which are in the process of being set up, namely BG, ET and RO, open at the European School, Brussels IV, and the Languages 1 of Croatian and Slovenian SWALS. Nor are they 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 are taken by the CEA on the basis of enrolment applications and of transfer applications. The CEA informs applicants for 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 are allowed to request the pupil's transfer to the European School, Brussels I – Berkendael Site during the second enrolment phase.
- Any application for a transfer for pupils attending the Brussels I – Uccle Site, II and III European Schools to the European School, Brussels I – Berkendael Site is accepted in the year groups and classes that are open there.

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

Increased attention continues 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

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<sup>6</sup> 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.”

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.

Unless particular adjustment is required following overall analysis of pupil numbers, the structure of classes is in principle defined for each year group in each language section, as follows:

- In the secondary cycle:
  - by fixing the number of places available necessary by addition of the 'shift' (the children currently on roll in the 2018-2019 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 2018-2019 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 section<sup>7</sup> 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.

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, particularly when they give up a place

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<sup>7</sup> Especially as determination of the language section by the Director can lead to the enrolment application being changed in respect of that point.

awarded that they had accepted<sup>8</sup>. 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 2019 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<sup>9</sup>, who are in post in the European Institutions<sup>10</sup> in Brussels on 31 December 2018 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 Institutions<sup>10</sup> in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2019. 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 Institutions<sup>10</sup> in Brussels (whatever the reason: new recruitment, transfer from another site, return to work, etc.) as from 1 January 2019, 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 2018-2019 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;
- 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

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<sup>8</sup> In 2018-2019, 230 places were given up, i.e. offers of places initially accepted then subsequently cancelled by the applicants, 127 of which involved the first preference school.

<sup>9</sup> Categories I and II\*.

<sup>10</sup> Or engaged in an occupational activity conferring entitlement for their children to be considered as pupils coming into category I or II\*.

an application for the enrolment of a single 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. In view of:

- the continuing availability 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 and III European Schools have reached the maximum limit of the number of classrooms available in the primary cycle.

**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 2019-2020 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), provided that the schools/sites have infrastructure to admit them in compliance with the Host State's safety standards.
- 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. However,

- Arrange firstly, 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 2018-2019 school year (and of members of their group of siblings if a request to that effect is made at the time of their enrolment or of a transfer) to the Brussels I – Uccle Site, Brussels II, III and IV European Schools according to the order of preference expressed and provided that there is a place to be filled.
- Arrange 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/site, provided 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 there to be the possibility of transfer for pupils of the Brussels I – Uccle Site, II and III European Schools to the European School, Brussels I – Berkendael Site in the year groups and classes open there.

**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 2018-2019 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 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 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 Policies 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 classes<sup>11</sup> in all Languages 1 (except FR, LV, SK, BG, ET, RO and Croatian and Slovenian SWALS and Maltese pupils<sup>12</sup>).
- 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.

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, P4	EEB1-UCC Site, EEB1-BK Site (classes), EEB2, EEB3, EEB4
	P5	EEB1-UCC Site, <i>EEB1-BK Site (new classes)</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1-UCC Site, EEB2, EEB3, EEB4
FR	N1+N2, P1, P2, P3, P4, P5	EEB1-UCC Site, EEB1-BK Site, EEB2, EEB3, EEB4
	Secondary cycle	EEB1-UCC Site, EEB2, EEB3, EEB4
EN	N1+N2, P1	EEB1-UCC Site, EEB1-BK Site (classes), EEB2, EEB3, EEB4
	P2, P3, P4, P5	EEB1-UCC Site, <i>EEB1-BK Site (new classes)</i> , EEB2, EEB3, EEB4
	Secondary cycle	EEB1-UCC Site, EEB2, EEB3, EEB4
IT	N1+N2, P1	EEB1-UCC Site, EEB1-BK Site (classes), EEB2, EEB4
	P2, P3, P4, P5	EEB1-UCC Site, <i>EEB1-BK Site (new classes)</i> , EEB2, EEB4
	Secondary cycle	EEB1-UCC Site, EEB2, EEB4

<sup>11</sup> Such classes may be created, when the threshold of places available has been reached in all the schools/sites for the year group and language section in question and 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.eursec.eu/BasicTexts/2011-01-D-33-fr-9.pdf>)

<sup>12</sup> Who are enrolled in the English language section at the European School, Brussels I – Uccle Site.

<b>NL</b>	N1+N2, P1, P2, P3, P4, P5	<i>EEB1-BK Site (new classes), EEB2, EEB3, EEB4</i>
	Secondary cycle	EEB2, EEB3, EEB4
<b>ES</b>	N1+N2	EEB1-UCC Site, EEB1-BK Site (class), EEB3
	P1, P2, P3, P4, P5	EEB1-UCC Site, <i>EEB1-BK Site (new classes)</i> , EEB3
	Secondary cycle	EEB1-UCC Site, EEB3
<b>DA</b>	N1+N2,	EEB1-UCC Site, <i>EEB1-BK Site (new classes)</i>
<b>HU</b>	P1, P2, P3, P4, P5	
<b>PL</b>	Secondary cycle	
<b>LV</b>	N1+N2,	EEB1-BK Site
<b>SK</b>	P1, P2, P3, P4, P5	
<b>FI</b>	N1+N2,	EEB2, <i>EEB1-BK Site (new classes)</i>
<b>PT</b>	P1, P2, P3, P4, P5	
<b>SV</b>	Secondary cycle	
<b>LT</b>	N1+N2, P1, P2, P3, P4, P5	EEB2, <i>EEB1-BK Site (new classes)</i>
	S1, S2, S3, S4, S5	EEB2
<b>EL</b>	N1+N2, P1	EEB1 - BK Site (classes), EEB3
	P2, P3, P4, P5	EEB3, <i>EEB1 - BK Site (new classes)</i>
	Secondary cycle	EEB3
<b>CS</b>	N1+N2, P1, P2, P3, P4, P5	EEB3, <i>EEB1-BK Site (new classes)</i>
	Secondary cycle	EEB3
<b>BG</b>	N1+N2, primary cycle, S1, S2, S3	EEB4
<b>ET</b>	N1+N2, P1, P2, P3	
<b>RO</b>	N1+N2, primary cycle, S1, S2	

- 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, are enrolled.
- In the nursery and primary cycles, above the threshold of places available for 20 pupils per class, pupils with a special priority criterion are 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, or even at the European School, Brussels IV, in the language sections that are open there. 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 2018-2019 school year (and of members of their group of siblings if a request to that effect is made at the time of their enrolment or of a transfer) 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 2018-2019 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 of pupils of the Brussels I – Uccle Site, II and III European Schools to the European School, Brussels I – Berkendael Site in the language sections and satellite classes already in existence or to be created during the session.
- Allow, during the second phase, transfers sought by applicants for enrolment who accepted a place at the end of the first enrolment phase to the European School, Brussels I – Berkendael Site in the language sections and satellite classes already in existence or to be created during the session.

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 Institutions<sup>13</sup> in Brussels on 31 December 2018 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 Institutions<sup>13</sup> 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 2019.

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 2018-2019 school year whose transfer for the secondary cycle to the other schools/sites is mandatory, and their siblings where applicable,

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<sup>13</sup> Or engaging in a professional activity conferring entitlement for their children to be regarded as pupils coming under category I and II\*.

2. categories I and II\* pupils for whom an application has been submitted for a place in a single language section and SWALS,
3. categories I and II\* pupils, including SWALS, 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 voluntary transfer application has been submitted,
5. 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,
6. categories I and II\* pupils, including 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,
7. 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,
8. categories I and II\* pupils for whom an application has been submitted for a single pupil, for which places are available in the first preference school/site, then in the subsequent schools/sites.

Except in duly justified cases of *force majeure*, only members of the staff of the European Institutions<sup>13</sup> conferring entitlement to category I and 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 2019 may 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,
2. categories I and II\* pupils who have a special priority criterion (particular circumstances only),
3. categories I and II\* pupils for whom a voluntary transfer application has been submitted (on the basis of particular circumstances only),
4. pupils of the Brussels I – Uccle Site, II and III European Schools seeking a transfer to the European School, Brussels I – Berkendael Site, in the year groups and classes that are open there.
5. categories I and II\* pupils for whom an application for enrolment in the nursery and primary cycles at the European School, Brussels I – Berkendael Site, as their first preference school, has been submitted,
6. categories I and II\* pupils, including 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,
7. 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,
8. categories I and II\* pupils for whom an application for a single pupil has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
9. category II pupils, in compliance with the special agreements concluded with the European Schools, who have a special priority criterion,

10. 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,
11. 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,
12. category II pupils, in compliance with the special agreements concluded with the European Schools, for whom an application for the enrolment of a single pupil has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
13. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants) who have a special priority criterion,
14. 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,
15. 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,
16. pupils whose parents are members of NATO's civilian staff or are UN employees (international civil servants), for whom an application for the enrolment of a single pupil has been submitted, for which places are available in the first preference school/site, then in the subsequent schools/sites,
17. category III pupils.

After the end of the second phase, only applications for the enrolment of categories I and II\* and of category II<sup>+</sup> pupils who, in 2019-2020, 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 legal representative conferring entitlement to be classed in category I or II is taking up his or her post in Brussels in mid-school year, will be considered. Such mid-year enrolments remain exceptional. The conditions governing their admissibility (restated above) are not, therefore, influenced by any particular circumstances, within the meaning of the Enrolment Policy, which are taken into account when considering the basis of an application for enrolment in a specific school.

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\* 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 2019-2020 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 2019-2020 school year

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

	DA	DE	EN	ES	FR	HU	IT	PL	Total
<b>Nursery (N1 + N2)</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P1</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P2</b>	1	1	1	1	2	1	1	2	<b>10</b>
<b>P3</b>	1	1	1	1	3	1	1	1	<b>10</b>
<b>P4</b>	1	1	2	1	3	1	1	2	<b>12</b>
<b>P5</b>	1	1	1	1	3	1	1	2	<b>11</b>
<i>Subtotal</i>	5	5	6	5	14	5	5	8	<b>53</b>
<b>S1</b>	1	1	1	1	4	1	1	2	<b>12</b>
<b>S2</b>	1	1	1	1	4	1	1	2	<b>12</b>
<b>S3</b>	1	1	2	1	4	1	1	2	<b>13</b>
<b>S4</b>	1	1	1	1	4	1	1	1	<b>11</b>
<b>S5</b>	1	1	2	2	4	1	1	1	<b>13</b>
<b>S6</b>	1	1	2	2	4	1	1	1	<b>13</b>
<b>S7</b>	1	1	2	1	3	1	1	1	<b>11</b>
<i>Subtotal</i>	7	7	11	9	27	7	7	10	<b>85</b>
<b>Total</b>	<b>13</b>	<b>13</b>	<b>18</b>	<b>15</b>	<b>44</b>	<b>13</b>	<b>13</b>	<b>19</b>	<b>148</b>

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

	FR	LV	SK	Total	Satellite classes					Total	
					DE	EL	EN	ES	IT		Total
<b>Nursery (N1 + N2)</b>	4	1	1	6	1	1	1	1	1	5	<b>11</b>
<b>P1</b>	3	1	1	5	1	1	1		1	4	<b>9</b>
<b>P2</b>	3	1	1	5	1					1	<b>6</b>
<b>P3</b>	3	1	1	5	1					1	<b>6</b>
<b>P4</b>	3	1	1	5	1					1	<b>6</b>
<b>P5</b>	3	1	1	5						0	<b>5</b>
<i>Subtotal</i>	15	5	5	25	4	1	1	0	1	7	<b>32</b>
<b>Total</b>	<b>19</b>	<b>6</b>	<b>6</b>	<b>31</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>12</b>	<b>43</b>

## EEB2: European School, Brussels II

	DE	EN	FI	FR	IT	LT	NL	PT	SV	Total
<b>Nursery (N1 + N2)</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<b>P1</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<b>P2</b>	1	2	1	2	1	1	1	1	1	<b>11</b>
<b>P3</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<b>P4</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<b>P5</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<i>Subtotal</i>	5	6	5	10	5	5	5	5	5	<b>51</b>
<b>S1</b>	1	1	1	3	1	1	1	1	1	<b>11</b>
<b>S2</b>	1	1	1	3	1	1	1	1	2	<b>12</b>
<b>S3</b>	1	2	1	4	1	1	1	1	1	<b>13</b>
<b>S4</b>	1	1	2	3	1	1	1	1	2	<b>13</b>
<b>S5</b>	1	1	1	2	1	1	1	1	1	<b>10</b>
<b>S6</b>	1	2	2	2	1		1	1	1	<b>11</b>
<b>S7</b>	1	2	1	2	1		1	1	1	<b>10</b>
<i>Subtotal</i>	7	10	9	19	7	5	7	7	9	<b>80</b>
<b>Total</b>	<b>13</b>	<b>17</b>	<b>15</b>	<b>31</b>	<b>13</b>	<b>11</b>	<b>13</b>	<b>13</b>	<b>15</b>	<b>141</b>

## EEB3: European School, Brussels III

	CS	DE	EL	EN	ES	FR	NL	Total
<b>Nursery (N1 + N2)</b>	1	1	1	1	1	2	1	<b>8</b>
<b>P1</b>	1	1	1	1	1	2	1	<b>8</b>
<b>P2</b>	2	1	2	1	1	2	1	<b>10</b>
<b>P3</b>	1	1	2	1	2	2	1	<b>10</b>
<b>P4</b>	2	1	2	1	1	3	1	<b>11</b>
<b>P5</b>	1	1	2	1	1	2	1	<b>9</b>
<i>Subtotal</i>	7	5	9	5	6	11	5	<b>48</b>
<b>S1</b>	1	1	2	1	1	3	1	<b>10</b>
<b>S2</b>	1	1	2	2	1	3	1	<b>11</b>
<b>S3</b>	1	1	2	1	2	4	1	<b>12</b>
<b>S4</b>	1	1	2	2	2	4	1	<b>13</b>
<b>S5</b>	1	1	3	1	1	3	1	<b>11</b>
<b>S6</b>	1	1	2	1	2	3	1	<b>11</b>
<b>S7</b>	1	1	2	1	1	3	1	<b>10</b>
<i>Subtotal</i>	7	7	15	9	10	23	7	<b>78</b>
<b>Total</b>	<b>15</b>	<b>13</b>	<b>25</b>	<b>15</b>	<b>17</b>	<b>36</b>	<b>13</b>	<b>134</b>



## EEB4: European School, Brussels IV

	BG	DE	EN	ET	FR	IT	NL	RO	Total
<b>Nursery (N1 + N2)</b>	1	1	2	1	4	1	1	1	<b>12</b>
<b>P1</b>	1	1	2	1	3	1	1	1	<b>11</b>
<b>P2</b>	1	1	2	1	3	1	1	1	<b>11</b>
<b>P3</b>	1	1	2	1	3	1	1	1	<b>11</b>
<b>P4</b>	1	1	2		3	1	1	1	<b>10</b>
<b>P5</b>	1	1	2		4	1	1	1	<b>11</b>
<i>Subtotal</i>	5	5	10	3	16	5	5	5	<b>54</b>
<b>S1</b>	1	1	2		4	1	1	1	<b>11</b>
<b>S2</b>	1	1	2		4	1	1	1	<b>11</b>
<b>S3</b>	1	1	2		5	1	1		<b>11</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	2		4	1	1		<b>9</b>
<i>Subtotal</i>	3	7	14		29	7	7	2	<b>69</b>
<b>Total</b>	<b>9</b>	<b>13</b>	<b>26</b>	<b>4</b>	<b>49</b>	<b>13</b>	<b>13</b>	<b>8</b>	<b>135</b>

In view of the finding that the Brussels I – Uccle Site, II and III 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, or even at the European School, Brussels IV, in the language sections that are open there. The rules for grouping of classes decided by the Board of Governors<sup>1</sup> are applicable (after creation of satellite classes).

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<sup>1</sup> Decisions of the Board of Governors adopted by written procedure 2014/13 on 14 May 2014