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Decisions taken by the Board of Governors in its meeting on 26 and 27 October 1999

Board of Governors of the European Schools

Meeting on 26 and 27 October 1999 in Brussels

2.0 Notices

1. Oral

d) FINANCING AGREEMENTS

The Board of Governors signalled its agreement to the signing of 100% financing agreement between

- BMW and European School, Culham
- Lego and European Schools, Varese and Munich
- Solvay and European Schools, Brussels
- HQ Service Children's Education and European School, Munich
- Carlsberg - Tetley Brewing Ltd. and European School, Culham
- Bayer PLC and European School, Culham
- Société européenne des Satellites SA and European School, Luxembourg
- BG Bank International SA and European School, Luxembourg
- Huntsman ICI "Italian Operations" Srl (formerly ICI Italia SPA) and European School, Varese
- Merita Bank Luxembourg SA and European School, Luxembourg
- Panavia and European School, Munich
- Svenska Handelsbanken and European School, Luxembourg

f) AMENDING BUDGETS N°3 AND N°4

Two Rectifying and Supplementary Budgets have been adopted by written procedures.

N°3 concerned the school of Brussels I where the credit of Chapter II were increased.

N°4 concerned Brussels I and Karlsruhe where the credits of Chapter IV were not sufficient to cover supplementary expenditures caused by a substantial number of teachers with long service leaving the school. These departures were not predicted when the budgets were established.

The increases of both supplementary budgets were financed and balanced by budgeting the surplus of the 1998 budgets at Brussels I, Brussels II, Karlsruhe and Luxembourg.

4.0 A ITEMS

A 1 School fees: pro rata calculation

The following proposal was adopted with immediate effect:

Calculation of school fees on a pro rata monthly basis

Category III pupils

1. Where pupils in Category III are admitted or leave during the course of the school year, the school fees should be fixed as follows.

	New pupil admitted Fees payable	Pupil leaves Fees payable
Sept. / Oct.	100%	20%
Nov.	90%	30%
Dec.	80%	40%
Jan.	70%	50%
Feb.	60%	60%
Mar	50%	70%
Apr.	40%	80 %
May	30	90%
Jun. / Jul.	20%	100%

2. In exceptional cases, for example where a pupil is admitted part-way through the school year and then leaves in the same year or where a pupil attends the school for only a very short time,

special arrangements may be made according to the circumstances. The financial controller should be consulted in such cases.

Fees for other items

3. Fees for other items (for example, diaries, photocopies, insurance, swimming) should not normally be reduced. However, the Head may allow reductions in exceptional cases and according to local circumstances.

Reduction for second and subsequent children of the same family

4. If a pupil arrives or leaves during the year and other children of the same family remain in the school, the reduced rate for the second and subsequent child should be recalculated on a pro rata basis from the start of the following month (one month to be regarded as one tenth of the school year). An example of this calculation is attached (see below).

Exoneration for financial hardship

5. When calculating an exoneration from fees on grounds of financial hardship, the reduction at paragraph 1 should be calculated first. The reduced amount should then be taken as the school fees due (line 5 on the calculation proforma) for the calculation of the exoneration for financial hardship.

Exchange pupils, guest pupils

6. For pupils on short term exchange (up to one year) from other European Schools, the fees are payable in the school of origin. For “guest” pupils (pupils accompanying a friend in class for a short period) and others admitted on a temporary or special basis, the fees should normally be fixed as in paragraphs 2 and 3 above. However, the Head may waive the fees, after agreement with the Representative.

Category II pupils

7. The above arrangements do not apply to Category II pupils, for whom the full fees are payable except as specified in the relevant Financing Agreement. (For this purpose, civil agents of NATO paying the “specific” school fees should be considered as Category III.)

Change of category

8. Where a pupil changes category as a result of a change in the employment status of the parent (for example, a change from category I to III at the end of a temporary contract with the Commission), the fees should be calculated on a monthly pro rata basis (one month to be regarded as one tenth of the school year):

- if school fees start to be payable, counting from the start of the following month up to and including July;
- if school fees cease to be payable, counting from September up to the end of the previous month.

9. For entitlement to Category I status, the parent must be employed directly and continuously by a community institution or other organisation specified by the Board of Governors for a minimum period of one year. Entitlement to category I status takes effect only from the date when it can be established with certainty that there is a contract of at least one year. The entitlement cannot be back-dated beyond this date. For example, if a temporary official has a contract of 6

months which is subsequently extended for a further six months, school fees must be paid up to the date when the extension of contract was agreed.

10. Category I parents who take unpaid sabbatical leave become Category III and are subject to school fees during the period of leave. (This does not apply to staff of the European Patent Office who take unpaid leave under article 45 of the service regulations of the EPO.)

Minimum fee per child

11. Where the school fees take account of the minimum annual fee for second and subsequent children, this should also be charged on a pro rata basis in accordance with the arrangements set out above.

ELEE/FEE

12. Until the ELEE/FEE programmes can be adapted, the above calculations should be made manually.

Date of implementation

13. These arrangements take effect immediately.

Example of the recalculation where the first child of the family leaves but the second and third children remain (see paragraph 7).

Departure of Child A in April.

	Initial fees	Revised fees	
Child A	1000	800	(80% of full fees; see paragraph 2)
Child B	500	600	(8 months at 50%; 2 remaining months at 100%)
Child C	250	300	(8 months at 25%; 2 remaining months at 50%)
Total	1750	1700	

7.0 B ITEMS

B.1 Rules for the appointment of the Secretary General and of the Deputy secretary General

The following revised document was approved.

These provisions will apply immediately to the Representative of the Board of Governors and the Deputy-Representative pending ratification of the 1994 Convention of the European Schools.

CHAPTER I

PROFILE OF THE SECRETARY-GENERAL AND OF THE DEPUTY SECRETARY GENERAL

When selecting a Secretary-General or a Deputy Secretary-General, the Selection Committee will take the following elements into account in particular:

Professional qualities

- a) Skill at chairing meetings, conducting proceedings and coordinating committees and working parties,
- b) Ability to analyse, to synthesize and to put forward proposals for solutions to problems.

Human qualities

- a) Human resources management skills
- b) Dialogue skills
- c) Sense of diplomacy and interpersonal skills.

Experience

- a) Background in education and administration
- b) Good knowledge of the structure of the European Schools and of the constituent organs
- c) Budget management skills
- d) Good knowledge of management and information technologies

Educational background

- a) University graduate level
- b) Knowledge of languages: fluency in one of the vehicular languages and good knowledge of two other languages.

CHAPTER II

DUTIES OF THE SECRETARY-GENERAL AND OF THE DEPUTY SECRETARY-GENERAL

The Secretary-General shall be responsible for performing the duties listed below. The Deputy Secretary-General shall perform the same duties on the Secretary-general's authority or in the latter's absence. Taking into account the experience, capacities and interests of the two people concerned, the Secretary General will divide these duties in a flexible and coherent way and inform the Board of Governors accordingly.

On the basis of the Statute of the European Schools, the Secretary General's role is to promote the achievement of the purpose of the Schools, namely to facilitate the proper functioning of community institutions by providing for the children of the personnel an education grounded in

Within the system

their mother tongue, with a distinctive European dimension. The role demands strong leadership and highly developed management skills. In addition, the Secretary general is responsible for setting high standards of conduct in the administration of the system.

The precise functions of the Secretary General may for the sake of clarity be divided into two areas of responsibilities:

- I. Representing the Board of Governors within the system and to outside bodies.
- II. Managing the European Schools' system. This function has three aspects: planning, implementation and evaluation.

II As Representative of the Board of Governors, the Secretary General shall

2.1 Within the system

- a) be responsible for relations between the contracting parties;
- b) chair the Schools' Administration Boards
- c) chair the management committee of the Sickness Fund of the Schools
- d) arbitrate when appropriate in matters of complaint or appeal between members of the schools' communities
- e) represent the Governors in the proceedings of the complaints Board

2.2 To outside bodies

- a) promote good relations between the schools system and the local, regional and national administrations;
- b) promote good relations between the Schools system and the Institutions of the European Community, in particular the Parliament, the Commission and the Court of Auditors;
- c) represent the European Schools in legal proceedings.
- d) negotiate and conclude agreements with outside bodies on the basis of the Statute

III Managing the system

3.1 General

To ensure the proper and efficient running of the system the Secretary General shall maintain and direct the central office. To this end the Secretary General shall in particular:

Planning

- a) maintain high standards of work and personnel management, promote efficient work methods and use of resources, including the use of ICT, in the office and in the Schools
- b) ensure the efficient preparation, organisation and follow-up of meeting of the Governors, Inspectors, the AFC, Directors and other groups
- c) coordinate and supervise the financial and general administration of the Schools and the Central Office
- d) administer the preparation of the Baccalaureate examination and ensure that the organisation, production and presentation of papers are of a high standard.
- e) facilitate the work of the financial controller.

3.2 Planning

- 3.2.1 The Secretary General shall be responsible for overall planning, which should include the periodic preparation of long-term strategic plans. In addition, the Secretary General shall in cooperation with the preparatory committees and the managements of the schools prepare an annual plan for the April meeting of the Governors, advising on the future development of policy and including propositions in these areas at least:
 - a) maintaining and improving standards of teaching and learning
 - b) management of schools and the central office
 - c) requirements for staff, resources and accommodation, including possible new schools
 - d) a calendar of meetings for the next year
- 3.2.2 In order to facilitate decision-making by the Governors, the Secretary General shall, with the incumbent president, prepare the three regular annual meetings of the Governors and any extraordinary meetings. In preparation for these meetings, the Secretary General shall
 - a) prepare and coordinate meetings of the Inspectors' Boards and Teaching Committees and their subsidiary working groups and submit their proposals to the Governors;
 - b) prepare the meetings of the AFC and of its subsidiary working groups and submit their proposals to the Governors;
 - c) ensure effective and efficient preparation of appropriate requests from the schools for personnel and resources.

3.3 Implementation

The Secretary General shall ensure the implementation of the decisions of the Governors by:

Evaluation

- a) efficient dissemination of those decisions
- b) promoting high standards of management in the schools and in the office, particularly through the Administrative Boards, and providing appropriate in-service-training.
- c) providing administrative support for Inspectors, for example in organising in-service training courses for teachers
- d) performing the particular duties required by the Regulation for Members of the Seconded Staff of the European Schools, the Financial Regulation and the Implementing Regulation for the Appointment of Directors and Deputy Directors.
- e) encouraging links between the schools and with national schools and supporting the dissemination of good practice.
- f) conducting selection boards for the appointment of seconded management staff and making recommendations to the Governors.

3.4 Evaluation

The Secretary General shall prepare an annual report on the state of the Schools to the Board of Governors, the European Parliament, the Council of Ministers, the European Commission and the Court of Auditors. This report should focus on how far the aims of the schools and the objectives of the previous year plan have been achieved.

The Secretary General shall ensure the regular evaluation of personnel in accordance with the various regulations, and of schools, and in particular shall:

- a) approve the successful completion of the probationary period by teachers new to the system
- b) carry out evaluations of Directors in line with the Regulations for Appointment of Directors and Deputies and ensure the evaluation of Deputy Directors
- c) organise a cycle of inspections of school management in line with the wishes of the Board of Governors
- d) support Inspectors and Directors in their role of assuring quality and promoting a climate of evaluation, including self evaluation, in the Schools and in the Central office.

CHAPTER III

RULES FOR THE APPOINTMENT OF THE SECRETARY-GENERAL AND DEPUTY SECRETARY-GENERAL

1. The Secretary General and the Deputy Secretary-General must be seconded by Member States or the Commission and must be of different nationalities.
2. When one of the posts falls vacant, the immediate successor in the post must not be of the same nationality.

3. The terms of office for the two posts will be three years, renewable once. The length of the second term of office is left to the discretion of the Board of Governors but will not exceed at 3 years. The Governors' decision must take into account that the two posts should not fall vacant at the same time.
4. When one of the two posts falls vacant, the Board of Governors will set up a Selection Committee to propose the appointment of a successor. The Committee will be composed of the head or heads of delegation of members states (one vote per delegation), the Commission and Members of the Board of Governors in the sense of Article 28 of the 1994 Statute.
5. Candidates for each of the two posts must have been preselected by the Member States to which they belong or by the Commission. Each can propose only one candidate.
6. Each candidate will be interviewed by the Selection Committee and assessed by the members according to the criteria in Chapter I.
7. After each interview the Committee will discuss the merits of the candidate, evaluating each candidate's qualifications for the post against the criteria in Chapter I. In coming to a conclusion, the human and professional qualities demonstrated at interview should be the main basis for judgement.
8. After the Selection Committee has interviewed all the candidates, the Committee will take a secret vote on whom to propose to the Board of Governors. Each member of the Committee has one vote. The Committee will propose to the Board of Governors the candidates with most votes. In addition the Committee must present to the Board a report on the candidates and on the meeting as a whole.
9. The Board of Governors will decide by a two-thirds majority in a secret vote. In the event of no candidate achieving the required majority in the first round of voting, in the second and every subsequent ballot, the candidate(s) scoring the lowest vote will be excluded. Should the last remaining candidate not achieve the required two-thirds majority, there will be a further ballot on all the candidates presented to the Board. If this produces no conclusive result, the procedure should be repeated, starting with 5.

ANNEX I

SERVICE REGULATIONS FOR THE SECRETARY GENERAL

The Service regulations for the Secretary-General shall be as follows:

Article 1 - Remuneration

The remuneration of the Secretary-General of the Board of Governors - employed on a full-time basis - from the date on which he takes up his post until his term of office ends, shall comprise a basic salary and allowances and grants.

The basic monthly salary shall be:

BEF 354.360 (8 784,35 EURO) in the first two years of service

BEF 366.948 (9 096,40 EURO) in the third and fourth years

BEF 379.536 (9 408,45 EURO) in the fifth and sixth years

In addition to this basic salary the allowances and grants provided for in the relevant articles of these Service Regulations shall be payable.

If, by decision of the Board of Governors, the Secretary-General is employed on a part-time basis, his remuneration shall be fixed in proportion to the time devoted to this position.

Article 2 - Taxation

The provisions of Article 9 of the Agreement concluded between Belgium and the Board of Governors of the European Schools shall apply to the Secretary-General of the Board of Governors if the same conditions as those specified in that article are met.

Article 3 - Leave

The Secretary-General of the Board of Governors shall be entitled to annual leave of 30 working days in addition to the official holidays fixed by the European Communities for their officials.

Article 4 - Adjustment of remuneration

Should the remuneration of the seconded staff of the European Schools be adjusted, the adjustment shall also apply to the remuneration provided for in the Service Regulations for the Secretary-General of the Board of Governors.

Article 5 - Family allowances

The provisions of Articles 52 - 53 - 54 and 55 of the Regulations for Members of the Seconded Staff concerning family allowances shall apply to the Secretary-General of the Board of Governors.

By way of derogation from Articles 53 - 54 - 57 - 59 - 60 - 61 - 65 and 69 of the Regulations for Members of the Seconded Staff, the authorizations granted and decisions taken in those Regulations by the Secretary-General of the Board of Governors will be granted and taken instead by the Chairman-in-Office of the Board of Governors.

Article 6 - Expatriation allowance

The provisions of Article 56 of the Regulations for Members of the Seconded Staff shall apply to the Secretary-General of the Board of Governors.

In that context, the provisions of Article 21 of the Regulations for Members of the Seconded Staff shall also apply to the Service Regulations for the Secretary-General.

Article 7 - Severance grant

1. The Secretary-General of the Board of Governors shall be entitled to a SEVERANCE GRANT at the end of his term of office.
2. This grant shall be calculated in accordance with the provisions of Article 72(2) of the Regulations for Members of the Seconded Staff of the European Schools.

Article 8 - Basic salary

1. In accordance with this chapter and save as expressly provided otherwise, the Secretary-General shall be entitled to the remuneration carried by his post and his step in the salary scale for such a post, as laid down in Article 1 of these Service Regulations.
- 2.(a) The competent national authorities shall pay the national emoluments to the Secretary-General and shall inform his administration of the amounts paid, specifying all the components taken into account for calculation purposes, including compulsory social security deductions and taxes.
 - (b) The Secretary-General's administration shall pay the difference between the remuneration provided for in these Regulations and the exchange value of all national emoluments, minus compulsory social security deductions. The exchange value shall be converted into the currency of the country in which the Secretary-General performs his duties, on the basis of the buying rate for everyday transactions in the main banks of the country in which the Office of the Secretary-General is situated, and confirmed at least every six months.

If the exchange value is higher than the remuneration provided for in these Regulations for a calendar year, the member of staff concerned shall be entitled to the difference between the two sums.

- (c) Should the amount levied in taxes on the national salary be different from the amount which would be levied on the remuneration provided for in these Regulations pursuant to the regulations applicable to officials of the European Communities laying down conditions and procedures for applying the tax for the benefit of the Community, a positive or negative adjustment, equal to the difference between the above two amounts, shall be made in order to ensure an equal salary for members of staff from different countries of origin.

The final calculation of this adjustment shall be made on the basis of the tax certificate drawn up by the national tax authorities competent for the Secretary-General, disregarding income other than national salary but ensuring that any tax advantages reducing the amount of national tax payable are taken into consideration.

Article 9 - Special levy applied to net remuneration

The provisions of Article 50 of the Regulations for Members of the Seconded Staff shall apply to the Secretary-General of the Board of Governors.

Article 10 - Installation and resettlement allowances

1. An installation allowance shall be paid to the Secretary-general of the Board of Governors if he furnishes evidence of having been obliged to change his place of residence in order to carry out his duties. This allowance shall be calculated in accordance with the provisions of Article 57 of the Regulations for Members of the Seconded Staff of the European Schools.
2. A resettlement allowance shall be paid to the Secretary-General of the Board of Governors at the end of his term of office in accordance with the provisions of Article 58 of the Regulations for Members of the Seconded Staff of the European Schools.

Article 11 - Travel expenses

The provisions of Articles 60 and 61 of the Regulations for Members of the Seconded Staff shall apply to the Secretary-General of the Board of Governors.

Article 12 - Removal expenses

The provisions of Article 62 (1)(2)(3) and (4) of the Regulations for Members of the Seconded Staff shall apply to the Secretary-General of the Board of Governors.

Article 13 - Missions expenses

The provisions of Article 63 of the Regulations for Members of the Seconded Staff shall apply to the Secretary-General of the Board of Governors.

Article 14 - Travel expenses

(1) Travel expenses shall cover:

- the cost of first-class rail transport by the shortest route;
- the cost of seat reservations and transport of necessary luggage;
- supplements for special fast trains (reimbursed against production of special tickets where these are issued);
- supplements for sleeping accommodation (double sleeper) (reimbursed against production of sleeper tickets) where the journey includes not less than six hours of night travel between 22.00 and 07.00.

(2) If he deems it necessary, the Secretary-General of the Board of Governors may travel by air when going on missions. In this case the cost of travel in the class immediately below first class shall be reimbursed.

(3) To reimburse his travel expenses within the city where his Office is situated, the Secretary-general of the Board of Governors shall receive a flat-rate allowance of BEF 36.000 a year.

(4) The Secretary-General may be authorized to use his own car on a given mission. Reimbursement of travel expenses shall in that case be calculated on a standard basis, subject to the conditions laid down in point (1) above.

Article 15 - Daily subsistence allowance

The provisions of Article 61(1) to (5) of the Regulations for Members of the Seconded Staff shall apply to the Secretary-General of the Board of Governors.

Article 16 - Recovery of undue payments

The provisions of Article 73 of the Regulations for Members of the Seconded Staff of the European Schools shall apply to the Service Regulations for the Secretary-General.

Article 17 - Insurance

The provisions of Articles 66 - 67 - 68 - 69 - 70 and 71 of the Regulations for Members of the Seconded Staff shall apply to the Secretary General of the Board of Governors.

Article 18 - Entertainment expenses

Evaluation

Until further decision by the Board of Governors, the Secretary-General shall be entitled to a total of BEF 240.000 entertainment expenses a year, to be reimbursed on the production of documentary evidence.

Article 19 - Amendment of articles in the Service Regulations

Article 5, 6, 7,8, 9, 10, 11, 12, 13, 14, 15, 16 and 17 of the Service Regulations for the Secretary-General of the Board of Governors, which follow the provisions of the Regulations for Members of the Seconded Staff of the European Schools, will be adapted automatically in the event of amendment of the corresponding article of the latter Regulations.

In the event of the interpretation of the articles mentioned above being disputed, guidance should be sought from the interpretation give by the European Communities.

Article 20: Articles 81, 85, 86, 88 and 89 of the Regulations for Members of the Seconded Staff shall also apply to the Service Regulations for the Secretary-general.

Article 21: Revision of the Service Regulations

These Service Regulations will be subject to review at the same time as the Regulations for Members of the Seconded Staff.

B.2 Vacancy of the post of Representative of the Board of Governors on 1 September 2000

The UK, Luxembourg, Ireland and Germany declared an intention to present a candidate.

Greece would inform the Representative very soon if a Greek candidate would be presented.

It was agreed that the member states would send to the Central office documentation supporting their candidates by 3rd January. Interviews would be held on 24th January, the Heads of delegation meeting on 25th January and the Governors meeting on 26/27 January 2000.

B.3 Vacancy of a post of Director in a European School at the end of 1999/2000 school year

The UK and Ireland intended to submit candidates. Portugal, Sweden and Finland might submit candidates, the latter two depending on which headship was vacant, since Sweden already had a senior post at Munich and Finland at Karlsruhe.

It was agreed that the EPO representative could participate - as a full member of the Selection Committee if the post at Munich was vacant.

The following timetable was approved:

Evaluation

1. On 18th November, the Inspectors would express an opinion on Mr. HØYEM' s application.
2. The Board of Governors would be asked to comment on the Inspectors' view by written procedure by 3rd December and thus to designate the school where a vacancy would exist
3. Interested member states would be invited to submit candidates for final interviews at the Central office in early March.
4. The Inspectors' Board after its meeting in Mid-March would make a recommendation to the Board of Governors.
5. The Governors would make the appointment by written procedure by 31st March.

B.4 SEN Policy document

The document on SEN policy was approved with a few amendments and the final version (ref: 811-D-1999) will be sent out as soon as possible.

B.5 Learning support in the Secondary cycle

The document 1999-D-259 was adopted on the understanding that any subsequent proposals with cost implications must be made through the preparatory committees in the normal way.

B.7 ICT: additional information

Document 1999-D-48 would be implemented from September 2000 with the following changes:

- the title and parts of the content should be changed, to focus more on pupils' learning rather than on teaching;
- the relation of the course in years 1 and 2 to the whole curriculum should be emphasised still further. The use of ICT in ordinary subjects was the central aim.
- raising the level of teaching expertise was fundamental, for example by in-service training and by appointing teachers already familiar with ICT in their subjects.

The amended document would be distributed as soon as possible

B.12 Budget 2000

The proposal for pro rata reductions in the schools' budget lines 1901 "Crédits provisionnels" (except for Munich and the Office) was accepted, the German delegation abstaining and the Commission undertaking to notify the Board by written procedure before the end of this year.