



**OFFICE FOR HARMONIZATION IN THE INTERNAL MARKET  
(TRADE MARKS AND DESIGNS)**

The President

Alicante, 23 July 2014  
RD/RP/si

Note for the attention of the President of the Staff Committee of OHIM

**Subject: Allocation of human resources to the Staff Committee of the Office**

Having regard to the responsibilities that are attributed to me as Appointing Authority of the Office and Authority authorized to conclude contracts by the Community Trademark Regulation (Article 119) and the Staff Regulations of the European Union (article 2 of the Staff Regulations and article 6 of Conditions of Employment of other Servants);

Having regard to article 9 of the Staff Regulations and its Annex II concerning the establishment and the functioning of the Staff Committee;

Considering that in the recent past the Staff Committee was assigned 6 and then 5,5 full time equivalents as human resources for the exercise of its functions;

Considering that other Institutions and Bodies of the European Union have assigned considerably less human resources per number of staff employed to their Staff Committees;

Considering that the human resource allocation applied by the European Court of Justice to its Staff Committee is a good example of balancing the need between proper resource management and the need to ensure the proper functioning of the Staff Committee;

Considering that the Staff Regulations, that entered into force on 1 January 2014 onwards increased the working time from 37,5 hours to 40 hours per week;

Considering that the Multi-annual Financial Framework and the Inter-Institutional Agreement put considerable strains on the staffing of the Institutions and Bodies of the European Union;

Considering that the European Public Administration is required to adjust its spending on support tasks as opposed to its core activities;

Considering it is both necessary and feasible to rationalize the human resources assigned to the Staff Committee without jeopardizing the proper exercise of its function;

Considering the necessity to maintain staff representatives abreast with the business and the needs of the staff they represent;

Considering that alternates have been elected to step in as substitutes in the event of an absence of a full member and they require time to keep up to date with developments;

Considering the note of the Staff Committee (11-14)-P064 SC Resources-EN (O) dated January 30, 2014 to the Director of the Resources Department and the subsequent meeting held, which led to a consensual position,

I have decided

### **Article One**

The Staff Committee currently composed of five full members and five alternates shall dispose of four (4) full time equivalents with which to carry out its functions. This includes half (0,5) full time equivalents for administrative assistance.

The Staff Committee shall ensure its proper functioning, i.e. through distribution of the time allocated to members and alternates in line with their respective mandate. The President of the Staff Committee shall be assigned a substantial amount of time to exercise its mandate.

The 0,5 full time equivalents for administrative assistance may be assigned to full members or alternates.

Alternates are collectively assigned one (1) full time equivalent. The individual distribution of the human resources between the alternates can be decided freely by the members of the staff committee. Any transfer of human resources from alternates to full members, however, is not permissible, because it would not guarantee substitution of the absent full member by the alternate. The latter does not apply to the 0,5 full time equivalents for administrative assistance, which can be transferred to and from full members and alternates.

### **Article Two**

The maximum amount of time which can be assigned to a representative of the Staff Committee is 75% of his or her work time. Within these 75% work time is included any time dedicated to administrative assistance in the Staff Committee.

### **Article Three**

The Staff Committee shall, at its earliest convenience, send a list to the Director of the Resource Department, indicating the distribution of these human resources in line with the rules set out here, so that the corresponding administrative decisions of detachment for each of the concerned members can be prepared.

### **Article Four**

The present decision shall enter into force with the new mandate of the Staff Committee after the elections in 2014.



António Campinos