

<p>SECRETARÍA GENERAL DEL CONSEJO GENERALSEKRETARIATET FOR RÅDET GENERALSEKRETARIAT DES RATES ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΤΟΥ ΣΥΜΒΟΥΛΙΟΥ GENERAL SECRETARIAT OF THE COUNCIL SECRETARIAT GENERAL DU CONSEIL SEGRETARIATO GENERALE DEL CONSIGLIO SECRETARIAAT-GENERAAL VAN DE RAAD SECRETARIADO-GERAL DO CONSELHO</p>	<p>COMUNICACIÓN AL PERSONAL MEDDELELSE TIL PERSONALET MITTEILUNG FÜR DAS PERSONAL ΑΝΑΚΟΙΝΩΣΗ ΠΡΟΣ ΤΟ ΠΡΟΣΩΠΙΚΟ STAFF NOTE COMMUNICATION AU PERSONNEL COMUNICAZIONE AL PERSONALE MEDEDELING VOOR HET PERSONEEL COMUNICAÇÃO AO PESSOAL</p>
<p>Fecha Dato Date Data 27 mai 1988 Datum Ημερομηνία</p>	<p>N° Αριθμός 55/88 EN</p>

Subject: Consolidated Protocol of 26 May 1988

Staff of the General Secretariat of the Council will find attached the text of the consolidated Protocol signed on 26 May 1988 by the Secretary-General and by Mr Horst SCHROEDER for the Union Syndicale. This Protocol cancels and replaces the Negotiating Protocol of 12 June 1975 and the Additional Negotiating Protocols of 8 November 1976, 5 April 1978, 21 December 1981, 3 May 1983, 21 December 1983, 8 January 1985, 29 October 1987, 30 November 1987 and 15 April 1988 and the minutes of the consultations of 14 September 1983 and 24 February 1987 published in the Staff Notes mentioned in the Annex.

Paul Gueben
Director

NEGOTIATING PROTOCOL

Having regard to the Negotiating Protocol of 12 June 1975 ⁽¹⁾ (Staff Note No 34/75), as amended and supplemented by the following Protocols and minutes of consultations:

- Additional Negotiating Protocol of 8 November 1976 ⁽¹⁾ (Staff Note No 121/76)
- Additional Negotiating Protocol of 5 April 1978 ⁽¹⁾ (Staff Note No 77/78)
- Additional Negotiating Protocol of 21 December 1981 ⁽²⁾ (Staff Note No 7/82)
- Additional Negotiating Protocol of 3 May 1983 ⁽²⁾ (Staff Note No 93/83)
- Minutes of consultations of 14 September 1983 on the implications of the introduction of new technology ⁽²⁾ (Staff Note No 170/83)
- Additional Negotiating Protocol of 21 December 1983 ⁽²⁾ (Staff Note No 234/83)
- Additional Negotiating Protocol of 8 January 1985 ⁽²⁾ (Staff Note No 4/85)
- Minutes of consultations of 24 February 1987, on the procedure for consulting the Joint Committee on Staff Training ⁽³⁾ (Staff Note No 35/88)
- Additional Negotiating Protocol of 29 October 1987 ⁽²⁾ (Staff Note No 121/87)
- Additional Negotiating Protocol of 30 November 1987 ⁽²⁾ (Staff Note No 150/87)
- Additional Negotiating Protocol of 15 April 1988 ⁽²⁾ (Staff Note No 44/88)

⁽¹⁾ concluded between the Secretary-General on the one hand and the representatives of the Union Syndicale and the SFIE on the other

⁽²⁾ concluded between the Secretary-General on the one hand and the representative or representatives of the Union Syndicale on the other

⁽³⁾ concluded between the Administration on the one hand and the representative of the Union Syndicale on the other

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Whereas it is desirable to combine the original Negotiating Protocol, the Additional Protocols and the minutes of consultations mentioned above in a consolidated Negotiating Protocol,

On the one hand, the Secretary-General of the Council, and

on the other hand, the Union Syndicale, represented by
Mr Horst SCHROEDER,

HAVE AGREED AS FOLLOWS:

The Negotiating Protocol of 12 June 1975, the Additional Protocols of 8 November 1976, 5 April 1978, 21 December 1981, 3 May 1983, 21 December 1983, 8 January 1985, 29 October 1987, 30 November 1987 and 15 April 1988 and the minutes of the consultations of 14 September 1983 and 24 February 1987 are hereby cancelled and replaced by the following consolidated Protocol.

Done at Brussels, 26 May 1988

The Secretary-General

For the Union Syndicale

CONSOLIDATED PROTOCOL

I. OPEN COMPETITION (Article 29(1) of the Staff Regulations)

1. Recruitment will, in principle, be done through open competition based on qualifications and tests.

Where any other method is used, the persons concerned may become officials only after having been successful in an open competition based on qualifications and tests, except where otherwise decided by the Joint Committee.

2. The Selection Board shall consist of:

- Chairman and two members appointed by the Appointing Authority;
- an official appointed by the Staff Committee;
- a member appointed by the Appointing Authority by mutual agreement with and on a proposal from the Staff Committee.

Save in the event of force majeure, appointment and proposal by the Staff Committee shall take place within 10 working days of the matter being referred to it.

Immediate superiors will not, in principle, be appointed to sit on Selection Boards for open competitions for which established officials and other staff might be candidates.

3. Without prejudice to the provisions of Article 27 of the Staff Regulations, the order of the candidates on the lists of suitable candidates drawn up following the competition shall determine appointments to be made.

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Only in the case of serious service reasons, which it is incumbent on the Appointing Authority to determine and to justify, may the order of candidates be ignored, provided that, in accordance with the decisions of the Court of Justice of the Communities, such a derogation does not destroy the very essence of the competition by departing substantially from the results of it.

Where the Appointing Authority - after examining the grounds therefor - plans to depart from the order of a list of suitable candidates, the Staff Committee and the Selection Board concerned will be consulted prior to any offer of a post being made.

4. officials will, in principle, be appointed to the starting grade in the category; exceptions may, however, be made where they do not result in appointment to a grade other than the starting grade in the career bracket.
5. The criteria governing the granting of additional seniority in accordance with the second paragraph of Article 32 of the Staff Regulations are set out in the study by the Joint Committee approved by the Appointing Authority and published in Staff Note No 15/78.

II. INTERNAL COMPETITIONS

1. Internal competitions will be organized for promotion to categories A, B and C and, where applicable, the Language Service (L/A), so as to enable members of staff who are capable of doing so to move into a higher category or service in accordance with the provisions of the Staff Regulations. Successful candidates will be appointed at the starting grade of the career bracket in the new category.

These competitions will be held every three years for Category A and the Language Service and every two years for the other categories. This frequency may be reviewed in the light of experience and amended after consultation with the Joint Committee.

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The internal competition system will also be used to fill vacant posts which cannot be filled by promotion or transfer of officials already employed.

2. To ensure equal treatment for all officials, internal competitions will be based on qualifications and tests which provide the same guarantee of objectivity as in open competitions but are adapted to the internal nature of the competition and the type of vacancy to be filled.

The general rules for implementing this system and the general criteria concerning eligibility for competitions and the nature of tests for the transition to the various categories are set out in the studies by the Joint Committee approved by the Appointing Authority and published in Staff Notes Nos 46/77 and 17/78.

3. The Selection Boards for internal competitions will consist of four members and a Chairman appointed by the Appointing Authority. One of the members appointed will be nominated by the Staff Committee and the Authority and the Staff Committee will consult each other before any Selection Board is appointed.

Save in the event of force majeure, appointment by the Staff Committee shall take place within 10 working days of the matter being referred to it.

The immediate superiors of officials who are candidates at competitions will not be appointed to set on Selection Boards.

4. (a) The list of suitable candidates drawn up by the Selection Board following the competition shall be published. The posts available as a result of the competition shall be filled by candidates on the list, in accordance with the order drawn up by the Selection Board. The validity of the list shall expire when all the posts in question have been filled.

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(b) However, where candidates remain on the list and posts covered by the competition become vacant because their holders have left the service of the General Secretariat, the vacant post or posts may be filled by candidates on the list in accordance with the order drawn up by the Selection Board until a new notification of competition covering posts in the same area of activity has been published or, at the latest, until the end of the twenty-fourth month following that during which the list was drawn up.

5. If, at the request of the Secretary-General and/or the Staff Committee, the budget authority decides to change the classification of certain posts, internal competitions based on qualifications and tests shall be organized in accordance with the procedures defined in the Joint Committee's study approved by the Appointment Authority and published in Staff Note No 119/87. The appointment will be made at the starting grade of the career bracket in the new category.

III. JOINT BODIES

1. Consultation rules

If the Appointing Authority considers that it should depart from a majority or unanimous opinion of a joint body, it shall inform that body of the grounds for its decision which it may only take after a period of five working days; if the Staff Committee considers it appropriate, it may make use of this period to make the necessary contacts with the Appointing Authority.

2. Composition of the Joint Committee

The Joint Committee will be composed of a Chairman, three members and three alternate members appointed by the Appointing Authority and three members and three alternate members appointed by the Staff Committee.

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Before the members are appointed, the Appointing Authority and the Staff Committee will consult each other. Care shall be taken to ensure that the composition is varied.

IV. ADVISORY COMMITTEES ON PROMOTION

1. Common provisions

- (a) An advisory Committee on Promotion will be appointed by the Appointing Authority for each category and for L/A staff.

The composition of these Committees will be the subject of prior consultation between the Appointing Authority and the Staff Committee.

Save in the event of force majeure, appointment by the Staff Committee of the Staff representatives on the various committees shall take place within 10 working days of the matter being referred to it.

- (b) Members of the Committees on Promotion shall, in general, be chosen from among officials who are not the immediate superiors of eligible officials and/or who have not already performed the duties of first reporting officer, in the reporting exercise concerned, in respect of a significant number of those officials whose periodic reports are being discussed by the Committee on Promotion in question.

In exceptional cases where an immediate superior or first reporting officer of an official eligible for promotion is a member of a Committee on Promotion, he or she shall not participate in the discussion on the official concerned.

In addition, where members of Committees on Promotion have been called upon to endorse periodic reports as persons consulted, they shall not state an opinion on officials eligible for promotion whom they have assessed in the periodic report.

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(c) No member of the Advisory Committee on Promotion may take part in discussions concerning the promotion of officials to a grade higher than his own. In such a case he may delegate his vote to another member who is able to take part in the abovementioned discussions.

(d) Comparison of the merits of officials eligible for promotion shall be made on the basis of the periodic reports.

"Merits" means the value of the services they render (including seniority).

The Advisory Committees on Promotion shall conduct this examination in the light of the study by the Joint Committee on career profiles approved by the Appointing Authority and published in Staff Note No 268/78.

(e) The members of the Advisory Committees on Promotion shall make every endeavour to adopt their opinions unanimously. Abstentions shall not impede such unanimity.

Where unanimity cannot be reached, these opinions shall be adopted:

- by a majority of two-thirds of the members entitled to vote in the case of the Advisory Committee on Promotion for Category A;
- by a simple majority of members present in the case of the Advisory Committees on Promotion for Categories B, C and D as well as Category L/A.

(f) At the end of its proceedings each Committee shall draw up a list of officials who could in its view be promoted to a higher grade. At most, this list shall comprise as many names as there are posts to be filled. This list shall be published.

(g) The Authority shall decide on promotions by choosing the .../...

officials to be promoted from the lists drawn up by the Advisory Committees on Promotion.

- (h) Provided that the conditions of promotion have been fulfilled, promotion shall take effect retroactively from 1 January of the year in which the post in question becomes available under the budget. However, promotion may not take effect from a date earlier than a time limit set at the previous meeting for taking seniority into consideration.

2. Category A

- (a) The Advisory Committee on Promotion for Category A shall consist of the Directors-General and Deputy Directors-General who head a Directorate-General, the senior of whom shall perform the duties of Chairman and shall not vote, and of seven Category A officials nominated by the Staff Committee.

The Deputy Directors-General who do not head a Directorate-General may take part in the Committee's proceedings; however, they shall not vote.

When matters are put to the vote, members nominated by the Appointing Authority having the right to vote and members nominated by the Staff Committee shall have the same number of votes. If one of the members is absent or unable to attend, he may delegate his right to vote to another member.

- (b) The opinion of the Committee shall concern promotions to A/6, A/5, A/4 and A/3.

If the Appointing Authority intends to request that grade A/3 ad personam posts be granted, it shall seek the opinion of the Advisory Committee on Promotion before bringing the matter before the budgetary authority. If the budgetary authority itself decides to grant grade A/3 ad personam posts, the latter shall be attributed only after the Advisory Committee on Promotion has delivered its opinion.

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3. L/A staff and categories B, C and D

- (a) The Chairmen of the Advisory Committee on Promotion for L/A staff and categories B, C and D shall be appointed by mutual agreement between the Authority and the Staff Committee. They shall be entitled to vote.
- (b) The Advisory Committee on Promotion for L/A staff shall be composed of a Chairman, four members appointed by the Appointing Authority and four members appointed by the Staff Committee. Members of this Committee shall belong to the A or L/A category.
- (c) The Advisory Committee on Promotion for Category B shall consist of a Chairman, three members appointed by the Appointing Authority and three members appointed by the Staff Committee.
- (d) The Advisory Committee on Promotion for Category C shall be composed of a Chairman, four members appointed by the Appointing Authority and four members appointed by the Staff Committee.
- (e) The Advisory Committee on Promotion for Category D shall be composed of a Chairman, three members appointed by the Appointing Authority and three members appointed by the Staff Committee.

V. MOBILITY

- 1. Any post which becomes available, with the exception of posts to be filled by transfer on health grounds and of the posts referred to in point II.5 above, shall be communicated to the staff in the form of a notification of transfer, together with a description of the duties and an invitation to submit applications.
- 2. The aims of mobility and the general procedural rules are set out in the studies by the Joint Committee approved by the Appointing Authority and published in Staff Notes Nos 193/82, 203/82 and 72/84.

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3. Any transfer within the Institution (including transfer on health grounds) and any interinstitutional transfer procedure shall first be examined by the Committee on Mobility.
4. This Committee, established by Decision No 150/83 of the Secretary-General, as amended by Decisions Nos 1005/83, 363/87 and 212/88 (Staff Notes Nos 71/83, 180/83, 25/87 and 40/88), shall consist of three members appointed by the Appointing Authority and three members appointed by the Staff Committee; it shall elect its Chairman.

VI. STAFF COMPLEMENT - POSTS TO BE FILLED BY PROMOTION

As the Staff Regulations acknowledge the right of officials to a career corresponding to the value of the services they render, the Secretary-General shall try to ensure that the budget authorities implement this principle in specific terms when decisions are taken regarding staff numbers. He shall take account of this principle when the posts to be filled by promotion are decided upon.

1. Requests for staff

- (a) At the beginning of the year the staff complement situation adopted at 1 January shall be communicated to the Staff Committee, together with information on the seniority of staff and career progression (see study by the Joint Committee on career profiles, staff Note No 268/78) and the prospects for competitions.
- (b) The Administration shall at the earliest opportunity inform the Staff Committee of the requests for staff which the Secretary-General intends to submit to the budget authorities for the following financial year, together with the grounds for these requests.

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- (c) After a period of examination of 10 working days an exchange of views shall take place between the Administration and the Staff Committee, at the end of which the Secretary-General shall submit the draft estimate to the budget authorities. The Administration shall at the same time inform the Staff Committee of the requests for staff finally adopted in the draft estimate.
- (d) The exchange of views referred to in (c) shall commit neither the Secretary-General nor the Staff Committee in the event of a difference of opinion regarding the requests for staff to be submitted to the budget authorities.
- (e) The Administration shall communicate to the Staff Committee the report by the Budget Committee to the Permanent Representatives Committee and the latter's report to the Council.
- (f) For the purpose of implementing the above provisions a time-table shall be drawn up by the Administration at the beginning of each financial year in the light of the deadlines resulting from the budgetary calendar.
- (g) The arrangements for contacts on budgetary matters between the staff representatives on the one hand and the Budget Committee, the Permanent Representatives Committee and, where appropriate the Council, on the other, are laid down in Staff Note No 209/84.

2. Posts to be filled by promotion

- (a) The administration shall communicate to the Staff Committee the number of posts which the Appointing Authority envisages filling by promotion.

After an exchange of views between the Administration and the Staff Committee, to be held no sooner than 15 working days after the communication referred to in the preceding subparagraph, the Appointing Authority shall adopt the final list of posts to be filled by promotion and shall have it published before the Advisory Committees on Promotion meet.

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The list showing the number of posts to be made available for promotion shall be drawn up on the basis of the study of career profiles (see Staff Note No 268/78).

VII. NEW TECHNOLOGY

1. The introduction of new technology in the General Secretariat of the Council has two aims: firstly, to improve working conditions in certain sectors of activity, particularly in those where repetitive or partially repetitive tasks are carried out, and secondly, to increase performance (speed, accuracy and reliability) and to provide new services without increasing the individual or collective workload.

In no event could the introduction of such new technology be invoked by the Administration to justify requests for a reduction in the number of posts.

2. Questions concerning the introduction of new technology into the methods of work of the General Secretariat of the Council and the purchase of equipment connected with or alternative to the new technology shall be the subject of prior consultation of the Joint Consultative Committee on New Technology (JCCNT).

3. That Committee set up by Decision No 982/82 of the Secretary-General, as amended by Decision No 153/85 of the Secretary-General (Staff Notes Nos 208/82 and 10/85) shall consist of three members nominated by the Appointing Authority and three members nominated by the Staff Committee; it shall elect its Chairman alternately from the members nominated by the Appointing Authority and from those nominated by the Committee.

4. As soon as the progress of the work of the joint Consultative Committee on New Technology permits, the Trade Union or Professional Organizations will be informed about the questions of the regrading of posts and their effects on careers and will be consulted on any repercussions falling within their sphere of competence.

VIII. STAFF TRAINING

1. It is agreed that an impetus should be given to staff training in the interests of both the Institution and the staff.

Staff training measures should relate to the various career stages and cover the following fields:

- integration of newly recruited staff;
- expanding the knowledge required by staff in carrying out their duties;
- acquisition of further knowledge to increase versatility and, if appropriate, facilitate mobility;
- preparation for internal competitions;
- retraining of staff with a certain level of seniority.

2. With a view to achieving the above objective, it is agreed that:

(a) in accordance with information gathered by the Administration on the basis of discussions within the various departments, the Administration shall draw up a draft analysis of staff training requirements showing their present and future needs and shall submit it to the Joint Committee on Staff Training (JCST) referred to in paragraph 3 below;

(b) on a proposal from the Administration, and taking into account the analysis of requirements adopted by the JCST, an annual plan and timetable containing specific measures for implementation, including those referred to in (c) shall be drawn up by the JCST. This plan

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and timetable shall be submitted to the Appointing Authority, which, after approval, shall publish them together with details of the methods of financing the various courses;

- (c) the Administration shall intensify co-operation with other Institutions in the field of staff training in order to facilitate the access of General Secretariat staff to activities organized elsewhere;
- (d) staff training courses which the Appointing Authority considers are of acknowledged importance for the service shall in principle take place during working hours and shall be financed by the Institution;
- (e) where the activities concerned are organized outside the General Secretariat of the Council, the latter shall contribute to the costs in accordance with the arrangements laid down in Decision No 283/83 of the Secretary-General (see Annex to the annual staff training programme);
- (f) participants must be selected in accordance with objective criteria laid down by the Administration after consultation with the JCST.

3. The JCST shall consist of three members nominated by the Appointing Authority, three members nominated by the Staff Committee and a Chairman nominated by the Appointing Authority after consulting the Staff Committee in accordance with Decision No 762/73 of the Secretary-General as amended by Decision No 131/74 of the Secretary-General (Staff Notes Nos 133/72 and 28/74).

4. As laid down in Article 4 of the Council Decision of 16 July 1979 (see Annex to the annual staff training programme) and in accordance with the procedures set out below, the JCST shall be consulted beforehand on training activities organized or approved by the appointing authority; the JCST shall decide in particular on the criteria for participation.

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(a) The JCST shall receive in good time a copy of:

- the preliminary draft budget for training, together with detailed grounds and a comprehensive review of all training activities organized or approved in the previous financial year and the resulting budgetary expenditure;
- the draft annual training programme, together with a detailed summary of all the training activities organized or approved by the appointing authority in the previous financial year, and a list of the activities which the appointing authority plans to organize or approve in the next financial year. The draft programme will in particular specify the criteria for participation in those training activities and the rules to be followed by the Administration in meeting the ensuing costs.

(b) The JCST shall be consulted on all budgetary, contractual and operational problems which may arise from the implementation of training activities organized or approved by the Institution, including any disputes.

(c) The JCST shall be informed of the follow-up to training activities organized or approved by the appointing authority by means of a summary table, drawn up at least every two months, setting out the current training activities and those planned for the immediate future. The JCST will determine the presentation of the table, which will also contain a detailed budget breakdown.

(d) The estimates for the allocation of courses between teachers under contract to the Institution will be forwarded to the JCST in good time. The proposed allocation will take into account in particular:
training and teaching ability, experience of the type and level of teaching concerned and seniority.

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In the event of a resignation, no further teachers will be recruited; the teaching load will be redistributed amongst the other teachers in such a way as to increase the number of hours each teaches.

- (e) Should it not be possible to provide certain courses by using the staff already employed, the Administration will consult the JCST on the choice of new teachers. In making the choice, the Administration will give priority to the teaching staff employed by the other Community institutions.

The Administration of the General Secretariat is prepared, although it cannot give any commitments, to examine in conjunction with the Commission any proposals the trade Union or Professional Organizations might make in future as regards the setting up of a permanent teaching staff with the status of officials, in accordance with the principles set out by the Court of Justice of the European Communities.

- (f) It is agreed that, if a member of the JCST wishes to obtain further information on any staff training activity, he or she may request that a meeting of the JCST be convened immediately to consider the question.
- (g) The provisions of this Protocol may be reviewed after one year in the light of experience.

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IX. PROBATIONARY PERIOD AND REPORTING

1. Induction of probationers and probation reports

Standard rules for the induction of probationers and for drawing up the interim report and the report at the end of the probationary period referred to in Article 34(2) of the Staff Regulations are set out in the Joint Committee's study approved by the Appointing Authority and published as Staff Note No 36/88.

2. Staff reports

Further to the Joint Committee's study approved by the Appointing Authority and published in Staff Note No 46/77, reports shall be drawn up in accordance with the rules and procedures set out in the General Instructions on the Preparation of Staff Reports (Staff Notes Nos 192/81, 141/83, 158/83, 101/87 and 140/87).

3. Reports Committee

The Reports Committee shall consist of three members nominated by the Appointing Authority, three members nominated by the Staff Committee and one member nominated by joint agreement by the Appointing Authority and the Staff Committee.

The Committee shall elect its Chairman and adopt its own rules of procedure (see Staff Notes Nos 121/78 and 115/85).

X. OCCUPATION OF POSTS AD INTERIM

The Authority will inform the relevant Committee on Promotion of its intentions regarding ad interim appointments; the Committees on Promotion may make proposals to the Authority in this respect.

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XI. PART-TIME WORK

Partial occupation of certain posts (part-time work within the meaning of Staff Note No 44/87 of 13 April 1987) shall be offset by employing other staff as far as budgetary possibilities permit.

XII. AUXILIARY AND TEMPORARY STAFF

Without prejudice to the provisions of point XI (part-time work), the employment of auxiliary and temporary staff may be considered only in the case of exceptional, overriding need and if the budget and the establishment plan do not permit the recruitment of officials. It shall operate, in principle, on the basis of the lists of suitable candidates drawn up following open competitions and in accordance with the procedures laid down in point I.3 above.

The Staff Committee shall be consulted prior to the employment of any new auxiliary or temporary staff and the extension of any contracts.

As far as budgetary possibilities permit and within the above limits, other servants shall preferably be recruited on the basis of a temporary, rather than an auxiliary contract.

Auxiliary and temporary staff shall be granted the same procedural guarantees in respect of the supervision and assessment of professional services as those laid down for officials.

XIII. PLANNING OF PREMISES

A joint Working Party on the Planning of Premises shall be called upon to examine problems of allocation and planning of premises and to prepare proposals to be made to the Secretary-General. It shall meet periodically.

The Working Party shall consist of eight members, four nominated by the Appointing Authority and four by the Staff Committee, as well as the Medical Officer who shall not have the right to vote. The Working Party shall elect its Chairman.

An expert from outside the General Secretariat may be consulted at the request of at least two members of the working party. Unless otherwise decided by a majority of the working party the expert shall take part only in the technical side of discussions.

XIV. RESTAURANT

The Staff Committee shall, in the framework of its statutory participation in the management and control of the social bodies established by the Institution in the interests of the staff, be consulted in matters relating to restaurants and cafeterias, in particular before any fixing or alteration of the prices charged.

A Joint Restaurant Working Party consisting of three members nominated by the Appointing Authority and three members nominated by the Staff Committee shall regularly give an opinion on all the problems of restaurant and cafeteria management (see Staff Note No 169/86). The Working Party shall elect its Chairman.

XV. ADMINISTRATIVE MEASURES

The following measures shall be implemented in the context of strengthening the role of the Administration:

- strengthening of the structures of the Directorate for Administration; the delegation of certain powers of the Authority is dealt with in Decision of the Secretary-General No 711/80 (see Staff Note No 173/80);
- preparation of procedures enabling the administrative rules in force in the General Secretariat to be applied with a greater degree of uniformity.

XVI. MISCELLANEOUS

In order to enable the Staff Committee to carry out its duties under satisfactory conditions, it will be possible for it

- to request the secondment of members of its executive for the duration of its term of office, provided that the staff situation so permits; the Secretary-General undertakes to request the budgetary authority to create posts for this purpose;
 - to obtain secretarial facilities from C staff assigned to the Staff Committee.
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