

DIRECTOR DECISION 2013-16

of 20 August 2013

Establishing the policy and procedure for financial contribution for participation in language training

HAVING REGARD to Regulation (EC) No 713/2009 of the European Parliament and of the Council of 13 July 2009 establishing the Agency for the Cooperation of Energy Regulators¹ ('the Agency'), and, in particular, Article 17(5) thereof;

HAVING REGARD to the Staff Regulations of Officials and the Conditions of Employment of other servants of the European Communities, laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68², and, in particular, Articles 24a and 45(2) thereof;

HAVING REGARD to the Administrative Board Decision AB n° 06/2012 on staff training and, in particular, Article 1(i) thereof,

WHEREAS:

- (1) Staff members are required to prove the ability to work in a third EU language in order to be reclassified in line with Article 45(2) of the Staff Regulations of Officials of the European Communities.
- (2) According to Article 24a of the Staff Regulations of Officials of the European Communities, the Agency should facilitate further training as is compatible with the proper functioning of the service and in accordance with its own interest.
- (3) The expansion of the Agency may require language skills in EU languages.
- (4) The Agency is a multicultural environment with an international scope, which makes the ability to speak in more than two EU languages beneficial for both the Agency and the individual staff member to ensure best working practices.
- (5) A financial contribution to the participation in a language training by a staff member is generally considered a best practice of ongoing personal development of the staff members,

THE DIRECTOR HAS DECIDED:

¹ OJ L211, 14.8.2009, p.1.

² OJ L 56, 4.3.1968, p.1.

Article 1

Scope of the policy

The Agency shall contribute financially to the cost of language training according to the conditions defined in this Decision.

The conditions for financial contribution to the costs of language training, as laid down in this Decision, concern training in any official language of the European Union³.

Participation in language training outside the Agency premises shall be understood to better respond to individual training needs.

Article 2

Rules for the financial contribution for participation in language training

The Agency will contribute to the costs of language training which is of shared interest between the staff member and the Agency.

The Agency shall contribute to the cost of language training for the needs of the compliance with Article 45(2) of the Staff Regulations (ability to work in a third EU language before the first reclassification of temporary and contract agents) and in cases that the language training is in the interest of the service or part of the personal development programme of a staff member.

The contribution to the cost of external language training shall be subject to prior authorisation by the Head of Department, as well as the HR section, and the ceiling for such a contribution is €600 per school year per language.

A training course for a specific language at a specific level can be reimbursed only once during the period of employment.

Article 3

Provisions for reimbursement of cost of language exams

The Agency will reimburse the cost of one language certification exam for the purpose of meeting the requirements of Article 45(2) of the Staff Regulations of Officials of the European Communities.

Such reimbursement can be requested only once during the period of employment.

³ The European Union has 24 official languages, namely Bulgarian, Czech, Croatian, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish.

Article 4 **Eligibility Criteria**

4.1 General requirements

In order to request reimbursement of the costs of language training and certificate exams, staff members need to have passed their probationary period.

4.2 Eligibility criteria for requesting contribution to language courses

The contribution to the cost of language training can be granted only if:

- language training is provided by a certified language provider;
- the language training involves at least 15 hours per quarter or three-month term;
- the attendance rate is at least 80% of total hours, unless legitimate justification grounds can be provided by the staff member (e.g., legitimate absence due to missions or illness);
- certificate of completion of the course is presented;
- proof of payment for the course is presented.

Article 5 **Terms and conditions of the contribution**

Contribution will be granted after the attendance of the chosen language course.

Staff members are free to choose their language training provider, as long as he/she is duly certified.

Staff members have to indicate in a training form their wish to participate in a language course before the beginning of the course, including full details of the course programme, language training provider, course costs, dates, number of hours and any other necessary information.

Language courses need preferably to be attended outside core hours. Any exceptions to the rule have to be granted explicitly by the Head of Department.

It is the staff member's responsibility to agree with their reporting officer and Head of Department on a reasonable integration of the language training to their work schedule.

Contribution can only be granted for one language course at a time per school year.

The Agency contribution shall be paid into the same account in which the staff member's salary is paid.

Article 6
Implementation of the policy for contribution towards language courses

The implementation of the contribution policy shall be applicable for language courses that start from 15 September 2013 onwards.

Article 7
Entry into force

This Decision shall enter into force on the day following that of its adoption.

Done at Ljubljana on 20 August 2013.


Alberto Pototschnig
Director