

B. Multiplication rates for guiding average career equivalence

Grade	Assistants	Administrators
13	—	20%
12	—	25%
11	—	25%
10	20%	25%
9	20%	25%
8	25%	33%
7	25%	33%
6	25%	33%
5	25%	33%
4	33%	—
3	33%	—
2	33%	—
1	33%	—

Annex II: Composition and procedure of the bodies provided for in Article 9 of the Staff Regulations**Section 1: Staff Committee***Article 1 (8) (75) (96)*

The Staff Committee shall comprise the members thereof, together with their alternates if any, whose term of office shall be three years. The institution may, however, decide to fix a shorter term of office, which may not be less than one year. Every official of the institution shall be entitled to vote and stand for election.

The conditions for election to the Staff Committee if it is not organised in local sections, or to the local section, if the Staff Committee is organised in local sections, shall be laid down by the general meeting of officials of the institution in service at the relevant place of employment. However, the institution may decide that the conditions for election are to be determined in accordance with the preference of the staff of the institution as expressed in a referendum. Election shall be by secret ballot.

If the Staff Committee is organised in local sections, the manner in which the members of the Central Committee are appointed for each place of employment shall be laid down by the general meeting of officials of the institution in service at the relevant place of employment. Only members of the local section concerned may be appointed members of the Central Committee.

Membership of the Staff Committee if it is not organised in local sections, or of the local section if the Staff Committee is organised in local sections shall be such as to ensure the representation of both function groups provided for in Article 5 of the Staff Regulations and also of the servants referred to in the first paragraph of Article 7 of the Conditions of employment of other servants of the Communities. The Central Committee of a Staff Committee organised in local sections shall be validly constituted upon appointment of a majority of its members.

Elections to the Staff Committee if it is not organised in local sections, or to the local section if the Staff Committee is organised in local sections, shall be valid only if two thirds of the officials entitled to vote take part. However, if this proportion is not attained, the second vote shall be valid if the majority of those entitled take part.

The duties undertaken by members of the Staff Committee and by officials appointed by the Committee to organs set up under the Staff Regulations or by the institution shall be deemed to be part of their normal service in their institution. The fact of performing such duties shall in no way be prejudicial to the person concerned.

Section 2: Joint Committee*Article 2 (69)*

The Joint Committee or Committees of an institution shall consist of :

- a chairman appointed each year by the appointing authority,
- members and alternates appointed at the same time in equal numbers by the appointing authority and by the Staff Committee.

The common Joint Committee for two or more institutions shall consist of :

- a chairman appointed by the appointing authority referred to in the third subparagraph of Article 2 of the Staff Regulations,
- members and alternates appointed in equal numbers by the appointing authorities of the institutions represented on the common Joint Committee and by the Staff Committees.

The procedures for instituting the common Joint Committee shall be adopted by agreement between the institutions represented on the common Joint Committee, after consulting their Staff Committee.

An alternate shall vote only in the absence of a member.

Article 3 (8)

The Joint Committee shall meet when convened by the appointing authority or at the request of the Staff Committee.

The proceedings of the Committee shall be valid only if all members or, in their absence, their alternates are present.

The chairman of the Committee shall not vote save on questions of procedure.

The opinion of the Committee shall be communicated in writing to the appointing authority and to the Staff Committee within five days of its adoption.

Any member of the Committee may require that his views be recorded in the opinion of the Committee.

Article 3a (69) (96)

The common Joint Committee shall meet at the request either of the appointing authority referred to in Article 2(2) of the Staff Regulations or of an appointing authority or a Staff Committee of one of the institutions represented on that Joint Committee.

The proceedings of the common Joint Committee shall be valid only if all members or their alternates are present.

The Chairman of the common Joint Committee shall not vote save on questions of procedure.

The opinion of the common Joint Committee shall be communicated in writing to the appointing authority within the meaning of Article 2(2) of the Staff Regulations, to the other appointing authorities and to their Staff Committees within five days of its adoption.

Any member of the common Joint Committee may require that his views be recorded in the opinion of the Joint Committee.

Section 3 Disciplinary Board (96)

Repealed

Article 4 (96)

Repealed

Article 5 (96)

Repealed

Article 6 (96)

Repealed

Section 3: Invalidity Committee

Article 7 (8) (24)

The Invalidity Committee shall consist of three doctors :

- one appointed by the institution to which the official concerned belongs;
- one appointed by the official concerned; and
- one appointed by agreement between the first two doctors.

Should the official concerned fail to appoint a doctor, the President of the Court of Justice of the European Communities shall appoint one.

In the event of failure to agree on the appointment of a third doctor within two months of the appointment of the second doctor, the third shall be appointed by the President of the Court of Justice of the European Communities at the request of one of the parties concerned.