

*Communication*

**Subject: Temporary Evaluation Group – meeting of 11 January 2012**

It has been noted that the levels of remuneration set in some contracts with local assistants, service providers and paying agents deviate considerably from the average remuneration paid under the parliamentary assistance allowance and are significantly higher than the average remuneration paid in the respective Member States. At its meeting of 11 January 2012, the Temporary Evaluation Group on the Implementation of the Members' and Assistants' Statutes, with Ms ROTH-BEHRENDT in the chair, instructed DG Finance to issue the Members of the European Parliament with guidelines on such contracts for highly paid local assistants, service providers and paying agents. The guidelines endorsed by the Temporary Evaluation Group are attached.

In accordance with the Temporary Evaluation Group's decision, contracts submitted more than two months after this communication, i.e. after 19 November 2012, will be subject to these additional checks. Contracts submitted before that date will be checked as and when resources become available.

Please contact DG Finance if you require any further information on this matter.

Roger VANHAEREN  
Director-General for Finance

## **Guidelines for contracts providing for high levels of remuneration under the parliamentary assistance allowance**

In order to preserve the reputation of the Institution and of its Members, while also respecting Members' freedom to select their personal staff under Article 21 of the Statute for Members, the following guidelines for validation of the relevant contracts by the competent services have been drawn up at the request of the Temporary Evaluation Group on the Implementation of the Members' and Assistants' Statutes (TEG).

1. When a newly concluded or substantially modified contract is submitted to the competent service, the service shall determine whether it provides for remuneration classified as significantly high. In such cases, the service shall assess compliance with the principle of sound financial management and ascertain whether the remuneration is consistent with the tasks to be carried out under the contract. It may ask for additional explanations or documentation in line with the points set out below.
  
2. The level of remuneration to be taken into account shall be twice the amount determined by Eurostat to be the average annual gross remuneration of full-time employees in the Member State in which the tasks are to be carried out. Accordingly, the annual remuneration thresholds calculated for each Member State for 2012 are as follows (in EUR, valid until new adjustment by DG FINS):

<b>BE</b>	87 015	<b>GR</b>	61 855	<b>LU</b>	101 394	<b>RO</b>	12 501
<b>BG</b>	8 625	<b>ES</b>	53 577	<b>HU</b>	21 149	<b>SI</b>	35 057
<b>CZ</b>	22 895	<b>FR</b>	69 494	<b>MT</b>	34 227	<b>SL</b>	21 705
<b>DK</b>	115 814	<b>IT</b>	51 725	<b>NL</b>	90 520	<b>FI</b>	81 002
<b>DE</b>	85 818	<b>CY</b>	51 815	<b>AT</b>	68 175	<b>SE</b>	81 536
<b>EE</b>	19 948	<b>LV</b>	16 986	<b>PL</b>	17 942	<b>GB</b>	80 334
<b>IE</b>	87 455	<b>LT</b>	14 642	<b>PT</b>	35 190		

Where appropriate, the values shall be adjusted in proportion to the duration of the contract.

3. A year-end bonus or other bonus not exceeding, in one calendar year, twice the monthly remuneration may be granted (adjusted if appropriate in proportion to the duration of the contract):
  - a. on a regular basis, if the bonus is provided for under applicable legislation or in the contract, the frequency and parameters of the bonus determining its amount; or
  - b. on an occasional basis, subject to an agreement supplementing the contract which details the grounds for granting such a bonus and its amount.

#### 4. Contract transparency

- a. In accordance with Articles 34 and 41 of the Implementing Measures for the Statute for Members of the European Parliament and the Bureau Decision of 6 May 2009<sup>1</sup>, a contract for a local assistant, service provider or paying agent must contain a description of the tasks to be carried out. This description may be a summary in the case of employees; it must be more detailed in the case of service providers.
  - b. Remuneration must be consistent with the description of the tasks to be carried out. In the event that it amounts to more than twice the average monthly remuneration in the Member State concerned,
    - the description of tasks must explain the exceptional nature or degree of difficulty of those tasks, and
    - the competences and professional experience qualifying the contractor to carry out the required tasks must be documented by the submission of complementary documentation (verifiable CV, diplomas, most recent payslips or comparable contracts, etc.).
5. For paying agents, the threshold referred to in paragraph 2 shall be set in accordance with the official national scales for management of the type of contract concerned or, if no such scale exists, in accordance with the average rate paid by Parliament for paying agents in the Member State concerned.
6. These guidelines shall apply as from 19 November 2012 to new contracts and to contracts which are to be substantially modified (in respect of tasks, remuneration, working time, etc.). Other contracts shall be checked as and when resources become available, with priority being given to contracts under which remuneration is more than treble the amount determined by Eurostat to be the average annual gross remuneration of full-time employees in the Member State in which the tasks are to be carried out.

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<sup>1</sup> Rules relating to local assistants and service providers (PE422.584/BUR).