

INFORMATION SHEET*

for external applicants for a post as **a technical or legal member of a board of appeal** in Directorate-General 3 of the European Patent Office (EPO) in Munich

Appointment

Appointment is made by the Administrative Council of the EPO, subject to the requirements of Articles 8 and 9 of the Service Regulations, in particular a medical examination to ascertain that the physical requirements for the post are met.

Remuneration

This position carries the grade A5 (equivalent to director) with a **net basic monthly salary** of between EUR 8961 and EUR 12741 (as of 1.07.2011).

In addition to the basic salary, certain allowances may be payable such as:

- expatriation allowance (16% or 20% of basic salary)
- household allowance (6% of basic salary)
- dependants' allowance (EUR 300 for every dependent child)
- education allowance (reimbursement depending on actual costs)

Remuneration is not subject to national income tax.

Working hours and leave

The working week is 40 hours and employees are entitled to annual leave of 30 working days per year (in addition to local public holidays, i.e. 10-14 days per year).

Employees of non-German nationality also enjoy, every two years, 8 days' home leave plus 1-3 days' travelling time to return home. Travel expenses to the approved place of home leave for the employee and his/her dependants are reimbursed in accordance with the applicable rules.

Medical insurance

The EPO operates a compulsory private medical insurance scheme offering comprehensive cover worldwide for staff members and their dependants. The employee's contribution amounts, at present, to 2.4% of basic salary.

Abstract of the New Pension Scheme Regulations and the Salary Savings Plan applicable to staff joining the Office on or after 1 January 2009

On termination of service the employee receives a two-tier package comprising a pension and a lump sum resulting from the Salary Savings Plan.

The total employee contribution level for the New Pension Scheme and the Salary Savings Plan amounts to 9.1 % of his/her net salary.

I. New Pension Scheme Regulations

- Employees become eligible for a retirement pension at the age of 60 after minimum 10 years of service (65 as maximum, as a general rule).
- Early and deferred pensions are possible, as well as inward and outward transfer of pension rights if allowed by the external scheme(s).

- A severance grant is paid to the employee who leaves the Office before 10 years of service.
- The employee participates compulsorily in the New Pension Scheme by means of a monthly contribution deducted from his/her salary (one third), matched by the Office's contribution (two thirds).
- The pension amounts to 2% per reckonable year of service of the last net salary capped at twice the salary for Grade C1, Step 3 (subject to salary adjustment).
- The maximum pension is 70% of this salary.
- The minimum pension is 4% per reckonable year of service of the salary for Grade C1, Step 3 (subject to salary adjustment), if it doesn't exceed 100% of the employee's last net salary.
- A pension may alternatively be paid to the survivor, orphan and dependants of a deceased EPO employee or pensioner.
- The family allowances are paid to the recipient of a retirement or survivor's pension.
- The pension benefits are adjusted proportionally to the salaries' adjustment.
- Taxation of pensions at national level depends on the country where the pensioner is subject to taxation. No compensation will be paid by the Office in this respect.

II. Salary Savings Plan

- The employee participates compulsorily in the Salary Savings Plan by means of a monthly salary deduction forming a contribution to the Plan.
- This contribution (one third) plus the Office's matching contribution (two thirds) allow each employee to accumulate savings growing through long-term investment.
- The employee is given a choice in terms of investment options, which he/she may change on a yearly basis.
- On termination of service, the participant is entitled to payment of the balance of his/her individual salary savings account as a lump sum corresponding to the contributions paid, plus or minus investment returns.
- The lump-sum is as an emolument subject to internal tax.

Accommodation

Colleagues in the Personnel Department will assist in finding suitable accommodation.

Special obligations of members of the boards of appeal (Article 15 of the Service Regulations)

"Before taking up his duties a member of a Board shall take an oath or give an undertaking to perform his duties in accordance with the Convention and the principles of procedural law generally recognised in the Contracting States, to act, in taking decisions, to the best of his knowledge and in all conscience, without respect of persons, and to act solely in the interests of truth and justice.

A member of a Board shall, both in the performance of his duties and otherwise, conduct himself in such manner as not to detract from confidence in his independence.

A member of a Board shall keep secret the vote cast by each member of the Board."

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