



DECISION OF THE ADMINISTRATIVE BOARD of 12 March 2025 concerning the probationary period, management trial period and the annual appraisal of the Executive Director of the European Maritime Safety Agency (EMSA)

THE ADMINISTRATIVE BOARD,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Staff Regulations of Officials ('Staff Regulations') and the Conditions of Employment of Other Servants ('CEOS') of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68¹, and in particular to Articles 43,44 and 46 of the Staff Regulations and Articles 14, 15 and 20 of the CEOS,

Having regard to Council Regulation (EC) No 1406/2002 of 27 June 2002 establishing the European Maritime Safety Agency (hereinafter "Founding Regulation")², and notably the European Maritime Safety Agency (hereinafter "EMSA") and in particular Articles 6, 15, 16 thereof,

Having regard to the Commission's Decision³ giving its agreement pursuant to Article 110(2) of the Staff Regulations,

Having consulted the Staff Committee of the Agency pursuant to Article 110(2) of the Staff Regulations,

WHEREAS:

- (1) Pursuant to Article 6.1 of the Founding Regulation, the Staff Regulations and the CEOS are applicable to the staff of the Agency.
- (2) Pursuant to Article 6.1 of the Founding Regulation, rules implementing the Staff Regulations and the CEOS are adopted by the Administrative Board in accordance with Article 110(2) of the Staff Regulations.
- (3) The Executive Director of the the Agency is a temporary agent engaged under Article 2(a) of the CEOS, pursuant to Article 16 of the Founding Regulation.
- (4) The Executive Director of the Agency is to be subject to an annual appraisal, to a probationary period and to a management trial period. These various procedures aim to assess the Executive Director with regard to his/her ability, efficiency and conduct in the service.
- (5) It is necessary to lay down specific rules which govern the various appraisals, to which the Executive Director is to be subject, in order to determine the role of each actor and identify the various stages to be achieved in order to ensure the transparency of these procedures.

HAS DECIDED AS FOLLOWS:

¹ OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p.15

² <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A02002R1406-20161006>

³ Commission Decision C(2024)8038 of 15 11 2024

TITLE I
Probationary period and management trial period

Article 1- Scope of the probationary period and the management trial period

1. A newly engaged Agency Executive Director (hereinafter 'the probationer') shall be subject to a probationary period, as specified in Article 14(1) of the CEOS.
2. The extension of the probationary period as referred to in Article 14(1) of the CEOS may be proposed by the Reporting Panel to the authority authorised to conclude contracts of employment (hereinafter 'AACC').
3. In parallel to the probationary period, a newly engaged Executive Director shall serve a management trial period of nine months, unless he/she has already successfully passed such a trial period in a previous function in any other European institution or body.

Article 2 - Tasks and designation of the various actors

To assess the probationary period and the management trial period, Articles 9 and 10 shall apply *mutatis mutandis*.

Article 3 - Content and form of the probationary report

1. The probationary report shall appreciate, according to the criteria defined therein, the ability, efficiency and the conduct in the service of the probationer within the probationary period. It shall also include the assessment of the management skills, unless the management trial period has already been successfully passed as indicated in Article 1(3).
2. Subject to paragraph 1, the content and form of the probationary report can, if necessary, be amended by decision of the Administrative Board on a proposal from the Reporting Panel.

Article 4 — Procedure for the probationary period and the management trial period

1. During the month which follows the first day of entry into service, the Reporting Panel shall meet the probationer in order to discuss his/her job description, set the objectives and agree, in writing, on how these objectives and the performance level expected from the probationer will be assessed during his/her probationary period, taking into account the assessment criteria defined in paragraph 3.
2. In case of an obvious inaptitude, a report may be drawn up at any time of the probationary period. The AACC shall proceed in accordance with Article 14(2) of the CEOS.
3. At the latest one month before the expiry of the probationary period, a report shall be drawn up by the Reporting Panel on the efficiency of the probationer, on his/her abilities to perform the duties pertaining to his/her post, including the probationer's management skills as determined by Article 1(3), and on his/her conduct in the service. The assessment shall particularly take into account the efficiency based on fulfilment of objectives and carrying out of the implementation of the Agency work plan, demonstrated abilities and conduct in the service, in particular with regard to rights and obligations determined in Title II of the Staff Regulations, applicable to temporary agents by virtue of Article 11 of the CEOS. The probationer and the Reporting Panel shall hold a formal dialogue on the report.
4. At the latest ten working days after the formal dialogue, the Reporting Panel shall make a single proposal to the AACC in the final report, as to the establishment, extension of the probationary period pursuant to Article 1(2), or dismissal of the probationer, which shall be based on the probationer's ability, including management skills, efficiency and conduct in the service.
5. After having been notified of the report in writing, the probationer shall have eight working days to accept the report, accept it after adding comments in the appropriate section of the report, or refuse the report justifying the reason for the refusal in its appropriate section. If the report is accepted by the probationer,

the appraisal report is closed. A report is deemed to be accepted in case of absence of reaction of the probationer within the set deadline.

Article 5 - Appeal procedure

Article 14 shall apply mutatis mutandis.

Article 6 - Final decision

1. After the acceptance of the report by the probationer, or, if applicable, at the end of the appeal procedure or possible extension of the probationary period, the AACC shall decide on the action to be taken, namely the establishment, extension of the probationary period pursuant to Article 1(2), or dismissal of the probationer. In the case of extension of the probationary period or dismissal, the AACC shall decide after hearing the probationer.

2. Should dismissal be recommended, the report shall be transmitted immediately by the Agency Administrative Board to the Commission for its proposal. The probationer may be dismissed only in accordance with the provisions laid down in the Founding Regulation.

The Reporting Panel and, if applicable, the appeal assessor, shall be excluded from the decision referred to in paragraph 1.

Article 7 - Management allowance

1. The management allowance is paid after the probationer's capacity to fulfil his/her management functions satisfactorily has been confirmed in the report referred to in Article 3.

2. The management allowance is paid when the report referred to in Article 3 has been closed. It is paid retroactively as from the date of appointment of the probationer.

TITLE II Annual Appraisal

Article 8 – Scope

1. The Executive Director of the Agency is hereinafter referred to as 'the jobholder'.

Every year an appraisal report shall be drawn up regarding the jobholder by the actors defined in Article 9. The appraisal report shall cover the reference period from 1 January to 31 December of the preceding year, provided that the jobholder was in active employment for a continuous period of at least one month during the reference period.

2. The objective of the annual appraisal is to assess the ability, efficiency, and the conduct in the service of the jobholder⁴ and whether the performance level of the jobholder has been satisfactory.

3. For the first appraisal exercise after engagement, the annual appraisal report concerns the period which is not covered by the probationary period report referred to under Article 14 of the CEOS.

Article 9 – Tasks of the various actors

1. The Reporting Panel shall carry out an appraisal of the jobholder. After the dialogue held in accordance with Article 12(3), the Reporting Panel shall draw up a report and sign it.

2. In case of an appeal, the appeal assessor makes the final decision on the report of the jobholder after consultation of the Administrative Board.

⁴ Pursuant to Article 43 of the SR applicable by virtue of Article 15(3) of the CEOS

Article 10 – Designation of the reporting officers and the appeal assessor

1. The Reporting Panel shall be composed of two members of the Administrative Board. One of the reporting officers shall represent the European Commission. The members of the Reporting Panel cannot be designated to any other functions within the appraisal procedure of the Agency Executive Director.
2. The appeal assessor shall be the Chair of the Administrative Board.

Article 11 - Content and form of the annual appraisal report

1. The annual appraisal report shall appreciate, according to the criteria defined therein, the ability, efficiency, and conduct in the service of the jobholder. That report shall state whether or not the performance level of the jobholder has been satisfactory.
2. Without prejudice to paragraph 1, the content and the form of the annual appraisal report can, if necessary, be amended by decision of the Administrative Board on a proposal from the Reporting Panel.

Article 12- Annual appraisal procedure

1. The annual appraisal takes place, to the extent possible, in the beginning of the year following the reference period.
2. The jobholder establishes, within ten working days after the Reporting Panel's request, a self-assessment which is incorporated into the annual appraisal report.
3. At the latest ten working days after the self-assessment is communicated by the jobholder, the Reporting Panel and the jobholder hold a formal dialogue. If the jobholder fails to establish or finalise his/her self-assessment within the required time, the Reporting Panel can decide to hold the dialogue when the deadline referred to in paragraph 2 has expired.

The dialogue shall include the following elements:

- a) the Reporting Panel shall examine the jobholder's efficiency based on the fulfilment of the objectives as set out in accordance with point b), and for the first time, with Article 4, and the carrying out of the implementation of the Agency work plan, the abilities demonstrated and the conduct in the service of the jobholder for the reference period, having particular regard to rights and obligations determined in Title II of the Staff Regulations, applicable to temporary agents by virtue of Article 11 of the CEOS.
- b) the jobholder and the Reporting Panel shall set the objectives for the following reference period and, if necessary, a training plan which takes into account the objectives linked to the Agency work plan and the personal development goals.

4. At the latest ten working days after the formal dialogue, the Reporting Panel shall draw up an annual appraisal report as defined in Article 11.
5. The appraisal report shall be notified in writing to the jobholder.
6. The jobholder shall have five working days from the day the appraisal report has been notified to him/her, to accept the report without making any comments, accept it after adding comments in its appropriate section, or refuse the report by justifying the reason for the refusal in the appropriate section. If the report is accepted by the jobholder, the report is closed. A report is deemed to be accepted in case of absence of reaction of the jobholder within the set deadline.
7. The closed report shall be transmitted to the chairperson of the Agency Administrative Board for information.

Article 13 – Carryover

1. A carryover shall consist of drawing up an appraisal report the content of which is identical to the preceding annual appraisal report. A carryover must be agreed between the jobholder and the Reporting Panel. In that case, the procedure set out in Article 12 shall not apply, except for the dialogue specified in paragraph 3 thereof which shall apply *mutatis mutandis*.
2. The carryover shall be authorised if there has been no significant change in the abilities, efficiency and conduct in the service of the jobholder. An annual appraisal report may not be carried over more than once.

Article 14 - Appeal procedure

1. The jobholder's reasoned refusal to accept the report in accordance with Article 12(6) shall automatically entail referral of the matter to the appeal assessor. The jobholder may withdraw his/her reasoned refusal to accept the report at any time before it is closed.
2. Upon request by the jobholder expressed in his/her reasoned refusal to accept the report, which is transmitted to the appeal assessor, the latter shall give his/her opinion to the jobholder within five working days as from the date of the reasoned refusal.
3. After consultation with the Administrative Board, the appeal assessor shall confirm or amend the report. When the appeal assessor departs from the opinion of the Administrative Board, he/she shall justify his/her decision. The Reporting Panel shall be excluded from these consultations.
4. The report is then closed and communicated to the jobholder and to the Administrative Board.

Article 15 - Time limits

1. The time limits referred to in Article 12 which concern the jobholder shall be calculated only from the time when the relevant decision has been notified to him/her or, at the latest, when the latter, acting as a diligent agent, may be expected to be aware of the content of that decision and the reasons for it.
2. These time limits shall be suspended, however, if and for as long as the jobholder is unable to access the decision concerned.

Article 16 – Transitional provision

This Decision shall not apply to procedures that are on-going at the time of its entry into force.

Article 16 – Final provisions

1. The Decision of the Administrative Board of 20th of November 2009 concerning the appraisal of the Executive Director is repealed.
2. This decision shall take effect on the day following that of its adoption.

Done at Lisbon, on 12 March 2025

For EMSA



Wojciech Zdanowicz
Chairman of the Administrative Board



Brussels, 15.11.2024
C(2024) 8038 final

COMMISSION DECISION

of 15.11.2024

on giving the Commission's agreement to the adoption by the European Maritime Safety Agency of its implementing rules giving effect to the Staff Regulations and to the CEOS concerning the probationary period, management trial period and the annual appraisal of the Executive Director of the European Maritime Safety Agency

COMMISSION DECISION

of 15.11.2024

on giving the Commission's agreement to the adoption by the European Maritime Safety Agency of its implementing rules giving effect to the Staff Regulations and to the CEOS concerning the probationary period, management trial period and the annual appraisal of the Executive Director of the European Maritime Safety Agency

THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Staff Regulations of Officials ('Staff Regulations') and the Conditions of Employment of Other Servants ('CEOS') of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68¹, and in particular Article 110(2) of the Staff Regulations,

Having regard to Council Regulation (EC) 1406/2002 of 27 June 2002 establishing the European Maritime Safety Agency (EMSA)²,

Whereas:

- (1) Pursuant to Article 13 of the Rules of Procedure of the Commission³, and the Rules giving effect to the Rules of Procedure⁴, the Commission may empower one or more of its Members to take management or administrative measures on its behalf.
- (2) On 26 September 2014 the Commission approved the guidelines on the implementation of Article 110(2) of the Staff Regulations with regard to the implementing rules applicable in the agencies enclosed to Communication C(2014) 6543 from Vice-President Šefčovič to the Commission.
- (3) On 8 October 2014 the Commission adopted Decision C(2014) 7229⁵ empowering the Member of the Commission responsible for staff issues to adopt, on behalf of the Commission and under its responsibility, the decisions referred to in the third and fifth subparagraphs of Article 110(2) of the Staff Regulations.
- (4) The acts establishing agencies refer to the Staff Regulations and the CEOS as the common legal framework for staff matters. Implementing rules lay down the technical measures relevant to specific cases and supporting the consistent application of the Staff Regulations and the CEOS in the agencies.
- (5) Pursuant to Article 6(1), first phrase of Council Regulation 1406/2002, the Staff Regulations and the CEOS are applicable to the staff of the European Maritime Safety Agency.

¹ OJ L 56, 4.3.1968, p. 1, ELI: [http://data.europa.eu/eli/reg/1968/259\(1\)/oj](http://data.europa.eu/eli/reg/1968/259(1)/oj).

² OJ L 208, 5.8.2002, p. 1, ELI: <http://data.europa.eu/eli/reg/2002/1406/oj>.

³ Rules of Procedure of the Commission of 29 November 2000 [C(2000) 3614] (2000/773/EC) (OJ L 308, 8.12.2000, p. 26, ELI: http://data.europa.eu/eli/proc_rules/2000/3614/oj).

⁴ Rules giving effect to the Rules of Procedure of 12 January 2001 [C(2001) 1].

⁵ Commission Decision of 8 October 2014 on the exercise of certain powers in respect of the agreement to be given by the Commission to the agencies before the adoption of implementing rules giving effect to the Staff Regulations in accordance with Article 110(2) thereof [C(2014) 7229].

- (6) Pursuant to Article 6(1), second phrase of Council Regulation 1406/2002, rules implementing the Staff Regulations and the CEOS are adopted by the Administrative Board of the European Maritime Safety Agency in accordance with Article 110(2) of the Staff Regulations.
- (7) Pursuant to Article 110(2) of the Staff Regulations, implementing rules adopted by the Commission to give effect to these Staff Regulations are to apply by analogy to the agencies. An agency may also submit to the Commission, for its agreement, implementing rules which are different from the implementing rules adopted by the Commission.
- (8) The European Maritime Safety Agency has submitted draft implementing rules on the probationary period, management trial period and annual appraisal of the Executive Director for the Commission's agreement. This is justified by the fact that the rules in force at the Commission cannot be applied by analogy to the agencies because of the different organisational structures.
- (9) The main principles of the Commission's rules on the matter, such as the existence of a probationary period at the beginning of the employment, a managerial trial period in case the Executive Director has not successfully passed one in a previous management post in a European Institution or body and an annual appraisal, are included in the European Maritime Safety Agency's draft implementing rules, annexed to this Decision.
- (10) An in-depth examination has led to the conclusion that the draft rules submitted by the European Maritime Safety Agency comply with the Staff Regulations and the CEOS,

HAS DECIDED AS FOLLOWS:

Article 1

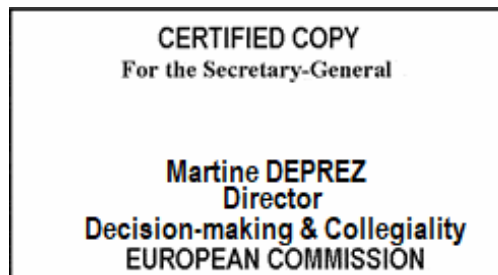
The Commission gives its agreement pursuant to Article 110(2) of the Staff Regulations to the adoption by the European Maritime Safety Agency of its implementing rules to the Staff Regulations and to the CEOS regarding the probationary period, management trial period and annual appraisal of the Executive Director, included in the Annex.

Article 2

By this Decision the Commission expresses its position pursuant to Article 110(2) of the Staff Regulations; it shall be communicated to the European Maritime Safety Agency.

Done at Brussels, 15.11.2024

For the Commission
Johannes HAHN
Member of the Commission



ANNEX

Draft decision of the Administrative Board of the European Maritime Safety Agency concerning the probationary period, management trial period and the annual appraisal of the Executive Director of the European Maritime Safety Agency (EMSA)



DECISION OF THE ADMINISTRATIVE BOARD of xx November 2024 concerning the probationary period, management trial period and the annual appraisal of the Executive Director of the European Maritime Safety Agency (EMSA)

THE ADMINISTRATIVE BOARD,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Staff Regulations of Officials ('Staff Regulations') and the Conditions of Employment of Other Servants ('CEOS') of the European Union, laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68¹, and in particular to Articles 43, 44 and 46 of the Staff Regulations and Articles 12 to 15 and 20(4) of the CEOS,

Having regard to Council Regulation (EC) No 1406/2002 of 27 June 2002 establishing the European Maritime Safety Agency (hereinafter 'Founding Regulation')², and in particular Articles 5(4), 6, 10(2), 15 and 16 thereof,

Having regard to the Commission's Decision³ giving its agreement pursuant to Article 110(2) of the Staff Regulations,

Having consulted the Staff Committee of the Agency pursuant to Article 110(2) of the Staff Regulations,

WHEREAS:

- (1) Pursuant to Article 6.1 of the Founding Regulation, the Staff Regulations and the CEOS are applicable to the staff of the Agency.
- (2) Pursuant to Article 6.1 of the Founding Regulation, rules implementing the Staff Regulations and the CEOS are adopted by the Administrative Board in accordance with Article 110(2) of the Staff Regulations.
- (3) The Executive Director of the Agency is a temporary agent engaged under Article 2(a) of the CEOS, pursuant to Article 16 of the Founding Regulation.
- (4) The Executive Director of the Agency is to be subject to an annual appraisal, to a probationary period and to a management trial period. These various procedures aim to assess the Executive Director with regard to their ability, efficiency and conduct in the service.
- (5) It is necessary to lay down specific rules which govern the various appraisals, to which the Executive Director is to be subject, in order to determine the role of each actor and identify the various stages to be achieved in order to ensure the transparency of these procedures.

HAS DECIDED AS FOLLOWS:

¹ OJ L 56, 4.3.1968, p. 1, ELI: [http://data.europa.eu/eli/reg/1968/259\(1\)/oj](http://data.europa.eu/eli/reg/1968/259(1)/oj).

² OJ L 208, 5.8.2002, p. 1, ELI: <http://data.europa.eu/eli/reg/2002/1406/oj>.

³ [Commission Decision C(YYYY) XXXX of DD MM YYYY]

TITLE I
Probationary period and management trial period

Article 1- Scope of the probationary period and the management trial period

1. A newly engaged Executive Director (hereinafter 'the probationer') shall be subject to a probationary period, as specified in Article 14(1) of the CEOS.
2. The extension of the probationary period as referred to in Article 14(1) of the CEOS may be proposed by the Reporting Panel to the authority authorised to conclude contracts of employment (hereinafter 'AACC').
3. In parallel to the probationary period, a newly engaged Executive Director shall serve a management trial period of nine months, unless they have already successfully passed such a trial period in a previous function, involving the same level of responsibilities, in any other European institution, body, office or agency.

Article 2 - Tasks and designation of the various actors

To assess the probationary period and the management trial period, Articles 9 and 10 shall apply *mutatis mutandis*.

Article 3 - Content and form of the probationary report

1. The probationary report shall provide, according to the criteria defined therein, an assessment, of the ability, efficiency and the conduct in the service of the probationer during the probationary period. It shall also include an assessment of the management skills, unless the management trial period has already been successfully passed as indicated in Article 1(3).
2. Subject to paragraph 1, the content and form of the probationary report can, if necessary and for duly justified reasons, be amended by decision of the Administrative Board on a proposal from the Reporting Panel.

Article 4 — Procedure for the probationary period and the management trial period

1. During the month which follows the first day of entry into service, the Reporting Panel shall meet the probationer in order to discuss their job description, set the objectives and agree, in writing, on how these objectives and the performance level expected from the probationer will be assessed during their probationary period, taking into account the assessment criteria defined in paragraph 3.
2. In case of obvious inaptitude, a report may be drawn up at any time during the probationary period. The AACC shall proceed in accordance with Article 14(2) of the CEOS.
3. At the latest one month before the expiry of the probationary period, a report shall be drawn up by the Reporting Panel on the efficiency of the probationer, on their abilities to perform the duties pertaining to their post, including the probationer's management skills under Article 1(3), and on their conduct in the service. The assessment shall particularly take into account the efficiency based on fulfilment of objectives and carrying out of the implementation of the Agency work plan, demonstrated abilities and conduct in the service, in particular with regard to rights and obligations determined in Title II of the Staff Regulations, applicable to temporary agents by virtue of Article 11 of the CEOS. The probationer and the Reporting Panel shall hold a formal dialogue on the report.
4. At the latest ten working days after the formal dialogue, the Reporting Panel shall make a single proposal to the AACC in the final report, as to the establishment, extension of the probationary period pursuant to Article 1(2), or dismissal of the probationer, which shall be based on the probationer's ability, including management skills, efficiency and conduct in the service.
5. After having been notified of the report in writing, the probationer shall have eight working days to accept the report without comments, accept the report after adding comments in its appropriate section, or refuse

the report justifying the reason for the refusal in its appropriate section. If the report is accepted by the probationer, the appraisal report is closed. A report is deemed to be accepted in case of absence of reaction of the probationer within the set deadline.

Article 5 - Appeal procedure

Article 14 shall apply *mutatis mutandis* to the appeal procedures concerning the probationary report.

Article 6 - Final decision

1. After the acceptance of the report by the probationer, or, if applicable, at the end of the appeal procedure or possible extension of the probationary period, the AACC shall decide on the action to be taken, namely the establishment, extension of the probationary period pursuant to Article 1(2), or dismissal of the Probationer. In the case of extension of the probationary period or dismissal, the AACC shall take a decision after having heard the probationer.

2. Should dismissal be recommended, the report shall be transmitted immediately by the Agency's Administrative Board to the Commission for its proposal. The probationer may be dismissed only in accordance with the provisions laid down in the Founding Regulation.

The members of the Reporting Panel and, if applicable, the appeal assessor, shall be excluded from the decision referred to in paragraph 1.

Article 7 - Management allowance

1. The management allowance⁴ is paid after the probationer's capacity to fulfil their management functions has been satisfactorily confirmed, the report referred to in Article 3 has been closed and the decision confirming the probationer in their job taken.

2. The management allowance is paid retroactively as from the date of appointment of the probationer.

TITLE II Annual Appraisal

Article 8 – Scope

1. The Executive Director of the Agency is hereinafter referred to as 'the jobholder'.

Every year an appraisal report⁵ shall be drawn up regarding the jobholder by the actors defined in Article 10. The appraisal report shall cover the reference period from 1 January to 31 December of the preceding year, provided that the jobholder was in active employment for a continuous period of at least one month during the reference period.

2. The objective of the annual appraisal is to assess the ability, efficiency, and the conduct in the service of the jobholder⁶ and whether the performance level of the jobholder has been satisfactory.

3. For the first appraisal exercise after engagement, the annual appraisal report concerns the period which is not covered by the probationary period report referred to under Article 14 of the CEOS.

Article 9 – Tasks of the various actors

1. The Reporting Panel shall carry out an appraisal of the jobholder. After the dialogue held in accordance with Article 12(3), the Reporting Panel shall draw up a report and sign it.

⁴ The benefit provided for in the second paragraph of Article 44 of the Staff Regulations.

⁵ The report referred to in the first paragraph of Article 43 of the Staff Regulations.

⁶ Pursuant to Article 43 of the Staff Regulations applicable by virtue of Article 15(3) of the CEOS

2. In case of an appeal, the appeal assessor makes the final decision on the report of the jobholder after consultation of the Administrative Board.

Article 10 – Designation of the reporting officers and the appeal assessor

1. The Reporting Panel shall be composed of two members of the Administrative Board. One of the reporting officers shall represent the European Commission. The members of the Reporting Panel cannot be designated to any other functions within the appraisal procedure of the Agency Executive Director.

2. The appeal assessor shall be the Chair of the Administrative Board.

Article 11 - Content and form of the annual appraisal report

1. The annual appraisal report shall appreciate, according to the criteria defined therein, the ability, efficiency, and conduct in the service of the jobholder. That report shall state whether the performance level of the jobholder has been satisfactory.

2. Without prejudice to paragraph 1, the content and the form of the annual appraisal report can, if necessary and for duly justified reasons, be amended by decision of the Administrative Board on a proposal from the Reporting Panel.

Article 12- Annual appraisal procedure

1. The annual appraisal takes place, to the extent possible, in the beginning of the year following the reference period.

2. The jobholder establishes, within ten working days after the Reporting Panel's request, a self-assessment which is incorporated into the annual appraisal report.

3. At the latest ten working days after the self-assessment is communicated by the jobholder, the Reporting Panel and the jobholder shall hold a formal dialogue. If the jobholder fails to establish or finalise their self-assessment within the required time, the Reporting Panel can decide to hold the dialogue when the deadline referred to in paragraph 2 has expired.

The dialogue shall include the following elements:

a) the Reporting Panel shall examine the jobholder's efficiency based on the fulfilment of the objectives as set out in accordance with point b), and for the first time with Article 4, and the carrying out of the implementation of the Agency work plan, the abilities demonstrated and the conduct in the service of the jobholder for the reference period, having particular regard to rights and obligations determined in Title II of the Staff Regulations, applicable to temporary agents by virtue of Article 11 of the CEOS.

b) the jobholder and the Reporting Panel shall set the objectives for the following reference period and, if necessary, a training plan which takes into account the objectives linked to the Agency work plan and the personal development goals.

4. At the latest ten working days after the formal dialogue, the Reporting Panel shall draw up an annual appraisal report as defined in Article 11.

5. The appraisal report shall be notified in writing to the jobholder.

6. The jobholder shall have five working days from the day the appraisal report has been notified to them, to accept the report without comments, accept the report after adding comments in its appropriate section, or refuse the report by justifying the reason for the refusal in the appropriate section. If the report is accepted by the jobholder, the report is closed. A report is deemed to be accepted in case of absence of reaction of the jobholder within the set deadline.

7. The closed report shall be transmitted to the chairperson of the Agency Administrative Board for information.

Article 13 – Carryover

1. A carryover shall consist of drawing up an appraisal report the content of which is identical to the preceding annual appraisal report. A carryover must be agreed between the jobholder and the Reporting Panel. In that case, the procedure set out in Article 12 shall not apply, except for the dialogue specified in paragraph 3 thereof which shall apply *mutatis mutandis*.
2. The carryover shall be authorised if there has been no significant change in the abilities, efficiency and conduct in the service of the jobholder. An annual appraisal report may not be carried over more than once.

Article 14 - Appeal procedure

1. The jobholder's reasoned refusal to accept the report in accordance with Article 12(6) shall automatically entail referral of the matter to the appeal assessor. The jobholder may withdraw their reasoned refusal to accept the report at any time before it is closed.
2. Upon request by the jobholder expressed in their reasoned refusal to accept the report, which is transmitted to the appeal assessor, the latter shall give their opinion to the jobholder within five working days as from the date of the reasoned refusal.
3. After consultation with the Administrative Board, the appeal assessor shall confirm or amend the report. When the appeal assessor departs from the opinion of the Administrative Board, they shall justify their decision. The members of the Reporting Panel shall be excluded from these consultations.
4. The report is then closed and communicated to the jobholder and to the Administrative Board.

Article 15 - Time limits

1. The time limits referred to in Article 12 which concern the jobholder shall be calculated only from the time when the relevant decision has been notified to them or, at the latest, when the latter, acting as a diligent agent, may be expected to be aware of the content of that decision and the reasons for it.
2. These time limits shall be suspended, however, if and for as long as the jobholder is unable to access the decision concerned.

Article 16 – Transitional provision

This Decision shall not apply to procedures that are on-going at the time of its entry into force.

Article 16 – Final provisions

1. The Decision of the Administrative Board of 20th of November 2009 concerning the appraisal of the Executive Director is repealed.
2. This decision shall take effect on the day following that of its adoption.

Done at Lisbon, on xx November 2024

For EMSA

Wojciech Zdanowicz
Chairman of the Administrative Board