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COMMISSION STAFF WORKING DOCUMENT
ADMINISTRATIVE PREPARATIONS FOR ENLARGEMENT
(Bulgaria and Romania)

Updated to 30 June 2006

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INTRODUCTION

This document is an updated version of the Commission staff working paper “*Administrative preparations for enlargement (Bulgaria and Romania)*”, which was adopted in December 2005¹. The aim is to provide a snapshot of the situation at 30 June 2006 in areas previously identified as requiring planning to ensure that the process goes smoothly.

Since administrative preparations for enlargement are a fast-moving area, the information gathered quickly becomes obsolete. Furthermore, the original document was designed as an operational tool to make sure preparations run to schedule and to flag any delays. The emphasis was on human resources, and in particular the language services, because the last enlargement showed just how important first-class language staff are to the successful integration of new Member States.

For the sake of comparability, no changes have been made to structure of the document. Information is divided into broad sections, each of them containing an overview of the actions that have been completed and those that are still under way. The final section contains a rolling calendar setting out the objectives to be achieved in preparation for accession.

Without prejudging the final decision and with due regard for the principle of prudent administration, the working hypothesis continues to be that enlargement will go ahead on 1 January 2007. In its monitoring report on the state of preparedness for EU membership of Bulgaria and Romania², the Commission said it would report on the progress made by the two countries in addressing the outstanding issues no later than early October and, on this basis, consider , whether the date of their accession to the European Union on 1 January 2007 could be maintained. On 15 and 16 June 2006 the European Council expressed its conviction that both countries could, with the necessary political will, overcome the deficits noted by 1 January 2007. This assumption does not, however, prejudice the final decision to be taken by the Council after the Commission has reviewed the progress of the two countries at the start of October 2006.

¹ SEC(2005)1617

² COM(2006)214 final

1 MEASURES IN THE FIELD OF HUMAN RESOURCES

1.1 HUMAN RESOURCES AND RECRUITMENT

Main issues

The previous enlargement³ showed how vital it is to identify and approve human resources needs in good time, secure budget provision for these needs and develop recruitment and absorption capacities. This was to be done in the light of the experience of the EU-10 enlargement and the assessment made of the recruitment of officials from the new Member States, including middle and top managers. In line with the conclusions, it was necessary to:

- prepare a communication assessing the number of full-time equivalents (FTEs) required to cope with the new enlargement and including a timetable;
- develop a geographically balanced strategy for the two countries, including recruitment targets for officials and middle/senior management positions;
- plan and organise competitions at interinstitutional level;
- identify the services likely to recruit newcomers;
- organise competitions for language staff (including OPOCE proof-readers) in good time and earmark an advance for recruiting contract staff a year ahead of the enlargement date;
- plan the selection of middle and senior managers.

Action taken

In its assessment of staffing needs for the forthcoming enlargement, the Commission applied the methodology used for the last enlargement⁴ and calculated an increase of 850 staff on the administrative budget and a reduction of 109 staff on the operational budget. The Commission obtained 100 external staff in the 2006 budget for the purposes of front-loading and has requested 250 posts on the administrative budget and 36 posts on the research budget in the 2007 PDB.

The assessment of the number of FTEs needed to cope with the new enlargement on a multiannual basis was finalised in a communication adopted by the Commission on 15 November 2005⁵. This communication confirms that 850 FTE posts (750 permanent posts and 100 external) are needed to cope with enlargement. At the request of the European Parliament, EPSO published, in February 2005, a call for expressions of interest for the purposes of establishing a database for the recruitment of contract agents. Some 14 000 applications were received.

³ SEC(2005)417.

⁴ "Indicative estimates of administrative expenditures", working document of the Commission's services, 12 May 2004, Fiche No 17.

⁵ COM(2005)573 final.

The Commission began recruiting Bulgarian and Romanian nationals as contract agents (in June 2006 there were 39 Bulgarian contract agents and 40 Romanian). To facilitate the recruitment of these candidates, all candidates validated in the database managed by EPSO were granted a derogation from the nationality requirements.

OPOCE launched a call for expressions of interest for proof-readers and received hundreds of applications. Selection procedures for proof-readers saw the first contracts awarded in July 2005. Though some changed their minds, most of the proof-readers arrived in October 2005, and the teams are now complete (11 proof-readers and one coordinator for each language). The contracts run to 30 April 2007.

Notices were published on 23 December 2005 for competitions EPSO/AST/8/05 and EPSO/AST/10/05, which concern proof-readers for the Bulgarian and Romanian languages respectively. Oral tests are scheduled for October and the reserve lists for November 2006.

In November 2005 EPSO published competition notices for translators and interpreters. The reserve lists for the translation competitions will be available in the end of 2006. The first successful candidates will be recruited in the course of the second quarter of 2007. Competitions for middle managers have yet to be scheduled. Temporary agents (three interpreters per language) were recruited by DG SCIC during the first half of 2006.

Competition notices for Bulgarian- and Romanian-speaking lawyer-linguists were published on 11 April 2006: the written tests are scheduled for October and the oral tests for November 2006.

Bulgarian and Romanian versions of the Treaties were published in special editions of the Official Journal on 21 June 2005.

Action planned

Competitions for AD5 administrators (non-linguists) and assistants/secretaries were launched on 21 June 2006. The date of the tests will depend on the EU's final decision on the actual date of accession.

A decision should be adopted on the geographic balance, with recruitment targets for Bulgarian and Romanian officials over a transitional period. This decision should cover middle and senior managers, their distribution across the Commission and the phasing-in schedule. As a reminder, the transitional period for reaching the EU-10 officials recruitment targets is seven years. The same methodology could be applied to recruitments for Bulgaria and Romania (the transitional period does not concern recruitment of translators, see 2.2 Main issues), with a shorter transitional period to reflect the fact that only two countries are involved. There will shortly be a Commission communication on the geographic balance.

In the run-up to accession, the Council still needs to adopt a derogation Regulation permitting the recruitment of nationals from the two acceding countries. A proposal for a Regulation has already been prepared by the Commission⁶ and should shortly be adopted by the Council.

⁶ COM(2006) 271 final.

1.2 INDUCTION ARRANGEMENTS AND SOCIAL ASSISTANCE

Main issues

Both existing staff and officials from the two new incoming Member States need to be prepared for working together. The new officials also need information about Belgium, Luxembourg and other Commission sites (e.g. Ispra, Dublin etc.).

The experience of the EU-10 enlargement must be used to develop a comprehensive programme that also takes account of factors specific to Bulgaria and Romania. ADMINFO is gathering information on the cultural and social characteristics of the new countries. The new interinstitutional approach generates economies of scale.

Action taken

In April 2006 DGT organised a seminar on Romania in Luxembourg, which was open to staff from other departments. A seminar on Bulgaria could be held in the autumn and would also be open to other departments.

Action planned

A meeting/conference with the Permanent Representations (cultural attachés) of the acceding countries will be held in Brussels on 6 October 2006. To generate synergies, staff of ADMINFO, social workers and the Social Interface Network (SIN⁷ – a network comprising the “Social welfare policy and actions” unit and human resources representatives from all directorates-general) have been invited to this meeting. The meeting will inform staff responsible for welcoming newcomers at various levels (Commission and directorates-general) about the two countries’ cultures.

A meeting with Bulgarian and Romanian colleagues already recruited is being considered to examine the difficulties they experienced on arrival and see what advice they would give. This meeting would take place in September/October 2006. It is proposed that staff of ADMINFO, social workers and SIN also be invited to this meeting. This would provide all colleagues involved in welcoming newcomers with information on the practical problems encountered on arrival in Brussels.

More attention will be given to the cost of living in Belgium and Luxembourg, which will be covered in the information handed to newcomers on arrival. ADMINFO will adapt its information to cover certain issues in greater depth.

The question of identifying future recruits as far upstream as possible to facilitate the production and distribution of staff cards remains to be examined.

Under DG ADMIN’s VIP programme, special attention will be given to the reception of directors and directors-general from Bulgaria and Romania.

⁷ Network created in 2002 by ADMIN C.1 with the human resources units of all directorates-general and other departments involved in staff welfare.

1.3 TRAINING

Main issues

Training measures in preparation for enlargement are broadly divided into language and general training measures. Courses are offered in the pre-accession period for existing staff who will or may have to understand/communicate in the languages of the new Member States. This applies in particular to translators and interpreters. After accession, specific language courses must be offered to new officials and, if possible, their partners, in order to facilitate their social and professional integration. In the field of general training, specific measures will be designed in line with the needs of the competent services.

Civil servants and young graduates in the acceding countries are eager to learn more about the EU institutions and gain first-hand experience of real-world administration. Upon their return, these trainees help spread knowledge and awareness of the EU institutions in their fields of competence. Furthermore, trainee programmes for candidate country officials can also help prepare officials of the new Member States for posts inside the EU institutions in the long run.

Action taken

Language training for existing staff

Language courses are organised interinstitutionally to generate economies of scale. Twice-weekly (Brussels) and weekly (Luxembourg) language teaching available to all staff has been extended to include Bulgarian and Romanian. In Luxembourg these courses are currently reserved for translators, but they will be opened up to all staff from the actual date of accession. Classes for translators were launched in October 2000 (Romanian) and September 2001 (Bulgarian). Classes for interpreters for both languages were launched in July 2003 (Romanian) and September 2004 (Bulgarian). In Brussels, every semester, these languages are proposed at levels 1-6 for non-translators; the offer for translators consists of levels 1-8, with a further two translator-specific specialised courses. Classes are then organised according to demand. In Luxembourg, the language training offered by DG ADMIN consists of 8 levels of standard courses. In Brussels and Luxembourg, the Learning Centres offer a selection of books, audio-cassettes and audio-CDs in Bulgarian and Romanian.

Action planned

Language training for new officials (after accession)

Officials from new Member States will have preferential access to language training:

- Priority will be given to staff requesting language training under Article 45.2 of the Staff Regulations, which stipulates that officials shall be required to demonstrate before their first promotion after recruitment the ability to work in a third language among those referred to in Article 314 of the EC Treaty.
- Within three months of taking up a post at the Commission, newcomers (to Brussels) will be able to join English, French or German classes. Subject to the availability of places, they may join classes during the first three weeks of lessons (save for level 1 courses for beginners, where attendance from the very beginning is essential). The

aim is to enable staff to become operational as quickly as possible in the most widely used languages.

- The Commission in Brussels will also offer semi-intensive courses (two hours a day, four days a week) aimed at those with little or no knowledge (i.e. beginners) of French or English. In Luxembourg, crash courses are not offered on a regular basis, but they were offered when the last enlargement took place and will therefore be repeated for the new enlargement.
- In Luxembourg, newcomers taking up their duties after the deadline for registering for courses may nevertheless be admitted up to two weeks before courses begin.

Induction courses

A comprehensive and compulsory induction training package will be proposed to all newcomers from Bulgaria and Romania. Newcomers in 2005 received a similar package, which amounted to 11.5 days' training.

Induction training for new middle managers

As was the case for the previous enlargement, a tailored induction programme (the "VIP programme") will be organised for newly recruited middle managers from Bulgaria and Romania. In 2005, a similar programme amounted to 6.5 days' training.

Induction training for senior managers

Senior managers will be offered a special three-day induction programme. They will also be offered individual French and English courses up to level 6.

Traineeships

The Commission hosts more than 1200 administrative trainees every year. Civil servants and young graduates from applicant countries are allowed to apply for positions as trainees. However, applicants from Bulgaria and Romania are not given any special priority, and there is no plan to do so, just as there was not for the previous enlargement. It should be stressed that trainees from all the Member States may now be employed by the institutions immediately after terminating their traineeship, provided they have successfully completed the recruitment process and comply with the conditions and rules established for employment in the category of staff to which they are to be recruited.

Training for the new Commissioners' private offices

As was the case for the previous enlargement, a training package will be developed for the Bulgarian and Romanian commissioners' private offices ("cabinets"); it will focus on working life in the private offices. DG ADMIN and the Secretariat-General are currently working on the preparation and organisation of the "welcome pack" for staff of the new private offices.

2 MEASURES IN THE LINGUISTIC FIELD

The last enlargement showed that preparations in the linguistic field are crucial and should start as soon as possible. DGT and OPOCE will recruit contract agents before the date of accession to have a basic operational capacity from day one, and DG SCIC will be offering temporary contracts to a number of experienced freelance interpreters.

2.1 INTERPRETING

Main issues

The principal problem encountered in the field of interpreting for the last enlargement was the shortage of trained interpreters from the new Member States. In the run-up to accession, DG SCIC devoted significant resources to assisting Member States with training programmes and offering financial support to students and universities. In many Member States, however, there were too few trained interpreters to meet demand.

Action taken

DG SCIC has been establishing contacts with the authorities of both countries since 2000. The Director-General visited Bulgaria and Romania in November 2003 to raise awareness; agreements were subsequently reached on close cooperation with two leading universities in each country. Support has been granted in the form of curriculum advice, training for trainers and pedagogical assistance. Accreditation tests for freelance interpreters have helped establish a pool of qualified interpreters to meet the institutions' short-term needs. Language classes for existing staff were also launched in September 2004.

Three interpreters for each language were recruited as temporary agents in the first half of 2006. Competitions for interpreters began in May 2006.

Action planned

From 2006 onwards existing staff will be provided with language training in the new languages.

DG SCIC will continue its awareness-raising activities and assistance for training interpreters in the acceding states. This work will continue beyond the date of accession, in particular through the provision of technical and financial assistance for the training of interpreters. Further interinstitutional accreditation tests will be organised for the acceding countries' languages.

2.2 TRANSLATION AND REVISION

Main issues

As with interpreting, the main problem for DGT during the last enlargement was the lack of trained human resources. This is an especially acute problem, as obligations in relation to official languages apply from date of accession, with no "phasing in" period, save by derogation from Regulation 1/58 (for Maltese only).

Since the smooth running of translation activities from the date of accession – especially in terms of the consistency of legislation – depends on the availability of secondary legislation in Bulgarian and Romanian, the delays recorded by the two future Member States in translating the acquis are a constant and significant source of concern to DGT.

Action taken

DGT has set up a Task Force for Enlargement (TFE 2007) responsible, in the first phase, for recommending the preparatory measures to be adopted and, after their adoption, for monitoring their implementation by the departments responsible.

The TFE 2007 has drawn up recommendations concerning the measures adopted. These started with high-level contacts between DGT and the national authorities in Bulgaria and Romania. The Director-General has visited both countries for meetings with the ministers and other relevant authorities, the main purpose being to assess the preparedness of the Bulgarian and Romanian authorities. Emphasis was also placed on the translation of the acquis and the importance of completing it on time. Furthermore, contacts were established with universities and training institutions in order to develop curricula and guarantee the teaching of translation skills.

The heads of the translation coordination units responsible for translation of the acquis into Bulgarian and Romanian visited DGT in Brussels to discuss what technical help the DGT could provide, particularly in the area of terminology and translation memories.

In autumn 2005 DGT decided to set up small field offices at the Commission's Delegations in Sofia and Bucharest. The Bucharest field office officially opened in October 2005, the Sofia field office in December. The purpose of the field offices is to advise the Delegation and local partners on language matters and to help translate documents needed by the Commission in Bulgarian and Romanian before accession. They also serve to develop and maintain local contacts with national authorities and the translation sector, and to advise universities and training institutions on the training of skilled translators. Lastly, they will organise visits and help with recruitment of temporary staff for the future Bulgarian and Romanian translation departments. Each of the field offices now has a head (official) and one translator (a contract agent).

DGT has set up special pages on its Europa website explaining its future requirements for Bulgarian and Romanian translators and other staff, giving practical advice to potential applicants and displaying its profiles for translators, middle management and assistants.

Action being implemented

Training of DGT's present staff to translate from Bulgarian and Romanian has been under way for some years and will continue. DGT has organised the selection of members of staff already proficient in those languages to take part in a Visiting Translator Scheme (VTS). Visiting translators combine a period of language learning at a university in Bulgaria or Romania with the task of familiarising students and teachers with DGT's requirements by giving translation classes and publicising DGT's translator profile. One translator has visited Bulgaria and two Romania.

DGT is also active in the interinstitutional committee on translation and interpretation (CITI) on enlargement matters, in particular as regards the requisite staff profiles, and freelance translation.

DGT has started selection procedures for the direct recruitment of contract translators and assistants for the future Bulgarian and Romanian language departments. A selection procedure in July 2005 produced a reserve list of 40 or so qualified translators for each language. The induction of 20 translators for each language began in January 2006, with 16 being assigned to translation work and the other four to linguistic support activities.

The selection procedure for assistants took place in March 2006 and DGT established a reserve list of eight assistants for each language. Three assistants will be recruited for each language before the end of 2006.

An interinstitutional call for tenders for freelance contractors to provide language services in Bulgarian and Romanian is nearing completion. Contracts will be signed before the end of 2006.

Action planned

DGT has planned a conference on 19 and 20 October 2006, to which it will invite the universities which train translators for professional careers in the languages of interest to the DGT, including Bulgarian and Romanian, to brief them on its requirements and explore ways of helping them set up appropriate degree programmes.

According to EPSO's schedule, the reserve lists for the translation competitions will not be available until January 2007. As a result, the first recruits will not start work until some time in the first half of 2007. This six-month delay on its initial schedule means that DGT will have to recruit another batch of contractual and/or temporary agents in order to have an appropriate number of operational translators in each language on 1 January 2007 (assuming this remains the date of enlargement).

DGT will shortly be submitting a draft profile for applicants to competitions (language combinations, years' experience) to the other institutions before sending it to EPSO, which will prepare a draft competition notice for middle managers. EPSO should include these competitions in its official timetable.

There are plans to include Bulgarian and Romanian in DGT's general strategy on the translation of webpages so that, even before accession, the same services can be provided for these two languages as for the official languages.

3 MEASURES IN THE FIELD OF LEGISLATIVE AND ADMINISTRATIVE PROCEDURES

3.1 TRANSLATION, FINALISATION AND PUBLICATION OF THE ACQUIS

Main issues

The European Parliament, Council and Commission have to ensure the publication of the acquis for the date of accession. The current working hypothesis is that there will be around 100 000 pages of acquis to be published for the next enlargement. By the date of accession,

OPOCE must publish the special edition of the Official Journal containing the entire secondary acquis in the official languages of the new Member States. The acquis must also be consolidated in the new languages.

The new languages must be integrated into online legal and documentary systems and mandatory publications produced in the new languages. The forthcoming enlargement will introduce the Cyrillic alphabet, and all the Office's editorial systems will have to take account of this.

Action taken

The contracts for the production of the acquis, the consolidation and the Official Journal L, C and S series already allow for new languages to be added, so no new tendering is needed.

Action planned

Publication of the acquis

To improve the quality of the acquis manuscripts, contacts have been established to ensure that the acceding countries will this time send their translations straight to the Publications Office for proof-reading before the texts are finalised by the Legal Services of the European Parliament, Council and Commission. Acts of the Community acquis adopted before 30 September 2006 will be published in the thematic volumes. Acts published after this date will be published in the traditional "volumes balai". As for previous enlargements, publication scheduling depends entirely on the availability of finalised translations.

By 30 June 2006 the Office had received only 53 600 pages in Bulgarian and 48 500 in Romanian. With an estimated 100 000 pages to be published in each language, the whole of the Community acquis will not, at the current rate of delivery of revised translations, be published before the second half of 2007.

Integration of new languages into online legal and documentary systems.

Once they have been finalised by the Legal Services, the provisional versions of the acquis are made available in EUR-Lex. When a definitive version is produced on paper, the electronic version will be made available at the same time. EUR-Lex and TED (containing procurement notices) will be adapted in 2006 to allow the new language versions to be available as from 1 January 2007.

Consolidation of the acquis in the new languages

Note that experience shows that the detailed planning of this work depends on the availability of the published acquis, and therefore work will only start in 2007.

3.2 ESTABLISHMENT OF RIGHTS AND OBLIGATIONS

Main issues

Articles 72 and 73 (sickness insurance), Annex VII (family allowances, other allowances, missions), Annex VIII (pension), and Annex XI (annual adjustment of remuneration) of the Staff Regulations confer rights subject to the fulfilment of certain criteria. These rights have

financial implications for the officials concerned. Compliance with these criteria must be verified on the basis of the information provided by those concerned. The relevant Commission services, including the Offices, therefore need to familiarise themselves with the specific national systems and documents in order to determine officials' entitlements and pay correctly from the moment of accession.

Action planned

– Sickness insurance

The sickness insurance rules and Annex VII of the Staff Regulations contain detailed provisions on allowances and reimbursement of expenses. Their implementation requires Commission staff to have some knowledge of the laws and practices in each Member State. This relates to issues such as the organisation of medical services and health care, legislation for accidents at work and occupational disease, civil law, family law, divorce, legal separation, child custody, maintenance obligations, transfers, attachments, VAT liability, the calculation of distances from the place of employment, levels of secondary, higher and technical education establishments, etc. Preparations have to be made prior to enlargement so that the system of rights, benefits and obligations can function smoothly from the accession of new Member States.

– Special leave for elections

The Staff Regulations grant special leave for officials and other staff travelling to vote in their country of origin, provided national legislation does not allow postal votes or voting at diplomatic missions or consulates. DG ADMIN will need information on the different types of elections (national, regional and communal) in the two new Member States and the procedures applicable.

– Missions

It is planned to propose before accession a Regulation including the current daily allowances and hotel ceilings for missions to the two new Member States in Annex VII from the date of accession.

– Transfer of pension rights

One of the aspects covered by Annex VIII of the Staff Regulations is the transfer of pension rights accruing from previous employment from national schemes to the Community system. Negotiations should be launched so that bilateral agreements can be reached in good time for enlargement.

– Weightings

The weightings applied to remuneration in the two new Member States from the date of accession will have to be calculated beforehand by the method used for staff serving in the Member States (Annex XI of the Staff Regulations).

Action being implemented

The various units of the PMO involved in issues relating to rights, sickness insurance and the transfer of pension rights are now conducting documentary research. Qualified contract agents mastering the two languages will have to be recruited by the date of accession at the latest.

4. MEASURES TO ADAPT THE PHYSICAL INFRASTRUCTURE

4.1 BUILDINGS POLICY

Main issues

The OIB is continuing its efforts to accommodate the 3900 new staff connected with the accession of the ten new Member States by 2008 and the 850 extra staff connected with the Bulgaria and Romania enlargement by 2009. This enlargement will require the establishment of another two Commissioners' private offices in the Berlaymont and entail the relocation of a number of the building's present occupants.

The maximum capacity for accommodating staff in the JMO building in Luxembourg has already been reached. There is a growing shortage of office space since the Wagner building is to be abandoned owing to the works needed to bring it into line with the rules applicable.

Action taken

Since negotiations to rebuild JECL as the new conference centre were broken off, other options are being actively explored to achieve this objective as soon as possible.

In the meantime the Commission will continue using the Albert Borschette conference centre in spite of the operational difficulties arising from the threefold increase in the number of delegations attending meetings and the number of working languages since the building was commissioned.

In Luxembourg, the OIL has concluded two leasing agreements to cope with the need for office space for the new staff from the EU-10 enlargement. Office space has also been identified on the basis of recruitment forecasts for the EU-2 enlargement. The buildings programme for 2007 takes account of these new needs.

4.2 TRANSFORMATION OF DELEGATIONS INTO REPRESENTATIONS

Main issues

One of the practical issues for accession is the transformation of the Commission's Delegations in the two countries, which are currently run by DG RELEX, into Representations run by DG COMM. Given that Delegations and Representations differ considerably in their organisation, their resourcing and the areas of specialisation of their staff, the transformation demands careful programming of human resources, infrastructure and funding.

The legal status and duties of all staff will change after accession. Therefore, all local staff contracts must be formally terminated. The Act of Accession⁸ lays down a transitional period for phasing out pre-accession programmes (maximum 19 months). The end of the management of pre-accession programmes is being coordinated with the phasing-in of DG COMM activities. As far as premises are concerned, the policy of creating European Union Houses in cooperation with the European Parliament is being implemented.

The successful approach developed for the last enlargement is being followed to a great extent. However, some adjustments will be made in the light of past experience to offer staff the best possible conditions and guarantee continuity of service. Moreover, the scheme must also take account of the fact that ALAT (local agents for technical assistance) contracts in delegations all over the world had to be converted into contract agent contracts on 30 April 2006.

Action taken

Chaired by DG ADMIN, an ad hoc inter-services group on the transformation of Delegations into Representations prepared a Commission memorandum "*Enlargement – Transforming the Commission Delegations in Bulgaria and Romania into Commission Representations*"⁹. One of the objectives of this memorandum, which was adopted on 17 January 2006, was to organise the logistical side of the transformation and to inform staff well ahead of enlargement of the process's impact on their employment situation and the planned solutions. An initial explanatory memo was sent to staff of the two Delegations in September 2005. Missions by the services responsible for the transformation were organised in January (Bulgaria) and February 2006 (Romania) to present the process to staff in the Delegations personally and in the greatest possible detail. Vice-President Kallas also met the staff of the Bucharest Delegation during his official visit to Romania on 6-7 April 2006.

DG ADMIN is coordinating an inter-service monitoring group. Chaired by DG COMM, three technical working groups involving the different services concerned have been set up to discuss staffing, budget and financial matters, and infrastructure. Another working group is discussing issues relating to information policy during the transitional period.

In June 2006 a new information note was sent to the two Delegations following the postponement to October 2006 of the final decision on the accession date for the two countries, which will depend on the progress they make in the intervening period.

Thanks to a new specific call for contract agents of function group IV in the delegations, published in September 2005, ALAT contracts were converted into contract agent contracts within the deadline. The initial duration of these contracts runs to 30 April 2007.

Action being implemented

The selection of contract agents to implement the pre-accession instruments during the transitional period will follow the general rules developed by the Commission since the adoption of the new Staff Regulations. A timetable now being prepared fixes the duration of the transitional period for different categories of staff and the other steps involved in the transformation.

⁸ Article 27(4).

⁹ SEC(2006) 60.

DG COMM has already started the procedure to select contract agents for its two future Representations. DGs RELEX and ELARG will conduct selection procedures in September and October 2006. The recruitment procedure will be launched only if accession takes place on 1 January 2007; posts have only been advertised internally for staff of the two Delegations.

The present situation remains complex because the final Council decision on the actual date of the two countries' accession will probably not be taken until October 2006. In the meantime, departments must press on with administrative preparations in order to be ready to transform the Delegations into Representations on 1 January 2007 while remaining able to adapt if accession is deferred to 2008.

Action planned

Heads of representation will be selected according to the procedures to be laid down for the purpose. The recruitment of the officials – or, failing that, temporary agents – needed to carry out DG COMM's activities will begin after the accession date has been finalised.

4.3 EUROPEAN SCHOOLS

Main issues

The European schools educate children of EU officials in their mother tongue, if it is one of the official Community languages and certain criteria are fulfilled. The main problem to be addressed will be accommodating additional pupils in already overcrowded schools in Brussels and Luxembourg until the new schools come on stream. The opening of new language sections and/or the arrival of large numbers of additional pupils will exacerbate an already difficult situation during this transitional period.

Action taken

For a transitional period, the headteachers of the European Schools should be able, by way of an exception, to enrol the children of auxiliary staff (contract agents) from Bulgaria and Romania working for the Institutions, provided the institution provides a certificate stating that the employment contract concerns a function directly related to the enlargement of the EU and that the contract is likely to be renewed. Children of staff from the two new Member States may thus attend the European Schools before the date of accession.

Action to be taken

New language sections will be opened when certain thresholds have been reached. Children of staff from a new Member State which does not have its own language section (SWALS – *students without a language section*) can choose one of the three procedural languages (FR, EN, DE). A programme of assistance will be introduced to help SWALS acquire the requisite language skills quickly. Moreover, all children of EU staff from a new Member State which does not have a mother tongue section will have the right to mother-tongue tuition (up to five hours a week in primary and three in secondary) at no cost to their parents.

The position regarding the two new schools in Brussels and Luxembourg is as follows:

Brussels

The Board of Governors of the European Schools has approved the École des Cadets at Laeken as the site of the fourth Brussels European School. According to information received from the Belgian authorities, the new school is scheduled to open in 2009 with a capacity of approximately 1000 pupils (in primary), which should rise to 2500 pupils (primary and secondary combined) by 2010. Until then, the existing three schools will accommodate the additional pupils arriving as a result of enlargement. This is likely to prove very difficult after 2007 and be further exacerbated by the accession of Romania and Bulgaria. The Belgian authorities have promised to provide the temporary additional capacity necessary and have presented their initial proposals.

Luxembourg

The Board of Governors of the European Schools has decided to open a second European School in Luxembourg. Works are currently under way. Pending the extension of the Centre de Petite Enfance (CPE) III, plans have been made to provide 24 rooms at the CPE IV and to give up the temporary classrooms at the Village Pédagogique. In the meantime Luxembourg II shares the site at Kirchberg with Luxembourg I. As part of the project to build a second European school in Mamer, which has been postponed to 2010, there are plans to attach a childcare facility (nursery, kindergarten and study centre) to the school. The construction of the CPE V is at the preliminary design stage.

Action planned

The Commission, in its role both as employer of the parents concerned and as principal paymaster of the European Schools from the EU budget, will continue working with the European Schools to ensure suitable conditions for educating the children of staff joining the institutions from the new Member States. The main problem is overcrowding, and the results will depend on the readiness of the national authorities to provide suitable premises in good time. The Commission has made repeated representations on this issue, including representations at the very highest level.

4.4 CHILDCARE FACILITIES

Main issues

The new staff will also increase the need for childcare facilities.

Action taken

The OIB is working to increase childcare facilities. Following an invitation to tender, a further 83 nursery places have been phased-in at a private facility since the end of the first half of 2006. A new 54-place nursery will open at the rue de Genève in early 2007.

Regarding the facilities for the children in Luxembourg, the negotiations with the state continue. An agreement concerning the construction of an extension to the existing study centre (CPE III) should be concluded in 2007.

Meanwhile, progress is being made on the other two nursery projects, (i) "Wagons Lits" (252 places) and (ii) "Cornet-Leman" (204 places), which are expected to open in 2008 at the earliest.

In November 2006 the Council will be opening a new interinstitutional nursery with 171 places.

The Cornet-Leman project includes an after-school centre for 100 children; it will open at the same time as the nursery, i.e. not before 2008. In late 2006 a new 36-place after-school centre will open at the rue de Genève.

4.5 LIBRARIES

Main issues

The Central Library has to acquire books (particularly dictionaries and reference works) and newspapers in the new languages. The newspapers are mainly for the new Commissioners' private offices and senior managers in Commission DGs and services, for the Central Library and for the network of Commission libraries (RéseauBIB).

Action taken

The new library management software, which is used both by the Central Library and RéseauBIB, came on stream in January 2006. This software can handle the Cyrillic alphabet and accented characters in the new languages.

In June 2005 the Central Library's off-site storage space was transferred to Kortenberg, enabling it to cope, in the medium term at least, with the storage needs arising from enlargement.

Action being implemented or planned

During 2006, the Central Library will start to purchase dictionaries and reference works in the two new languages and will identify the titles of the newspapers to be supplied from the beginning of 2007. It will also contact suppliers to ensure that both books and newspapers can be supplied according to Commission procedures and in good time.

Additional storage space to cope with the long-term needs of the central library will also be needed, as will qualified staff with a knowledge of the new Member States' languages. Purchase of general works and periodicals will not begin until the Central Library has staff with sufficient knowledge of the new languages. However, the Central Library continues to purchase works on the new Member States in the current official languages.

4.6 SECURITY MEASURES

Main issues

The necessary legal and practical preparations need to be made for the candidate countries to apply EU rules on security; e.g. Commission Security Provisions (Decision 844/2001/EC). Commission officials originating from the new Member States having access to EU

information at “EU CONFIDENTIAL” level and above must obtain security clearance under the relevant national rules.

Action taken

The joint Council/Commission/NSA inspections in Bulgaria (8-11 March 2005) and Romania (15-18 February 2005) were aimed at assessing the conformity of their security measures for the protection of classified information with Council and Commission regulations and concluding a Level 1 security agreement for the exchange of EU classified information (EUCI).

Official relations between the Security Directorate (DS) and the Romanian services (SRI and SIE) were established early in 2004. Regular meetings and exchanges of technical information have already taken place.

The first contacts with the Bulgarian intelligence services took place in May 2005. In the second half of 2005 the Security Directorate made an official visit to Bulgaria’s intelligence and security services to inaugurate official exchanges of information.

During the joint inspection with the Council’s Security Office, there were detailed discussions with the Bulgarian and Romanian security and intelligence services to familiarise them with the security structures and rules of the Council and the Commission. Final inspections of security measures for the protection of EUCI are scheduled for 3 to 6 July 2006 in Romania and 19 to 22 July 2006 in Bulgaria.

The Council and the Commission have concluded Level 1 security agreements for the exchange of EUCI with Bulgaria and Romania.

Action being implemented or planned

There are regular official contacts between the Security Directorate and the Bulgarian and Romanian services, especially concerning the need to ensure, after accession, that future officials from the new Member States have access to classified information at “EU CONFIDENTIAL” level and above.

5 MEASURES REGARDING INFORMATION TECHNOLOGY AND INTERNAL COMMUNICATIONS

5.1 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Main issues

In 2003 and 2004, during the EU-10 enlargement, the Commission adapted its Information and Communication Technology (ICT) infrastructure to incorporate the new languages, the information systems and the additional information from the new Member States and the candidate countries (Bulgaria and Romania).

The first main challenge is to establish secure communications with the national administrations and offices in the acceding countries.

The administrative preparations in the Information and Communication Technology field have to be in line with the activities related to i2010, *e-Government* and the future *e-Commission* project.

The Commission will maintain the pragmatic approach designed and tested by the Task Force on administrative preparations for enlargement during the EU-10 exercise: “corrections and replacements if necessary, adjustments if appropriate, renewal if justified by a cost-benefit analysis”.

The five major areas of activities “workstations, information systems, infrastructure, telecommunications and technological development of future partners” will not change either.

Action taken

The Directorate-General for Informatics has maintained the permanent review of the office automation environment with regard to the impact of multilingualism on IT.

In December 2005 DIGIT-STB organised a pilot workshop on introducing multilingualism in the IT environment to help webmasters, publishers (OPOCE) and support staff. The considerable take-up (16 DGs) served to develop operational circuits and teams’ know-how.

The acceding countries have also played a greater part in the programme “Interoperable Delivery of European eGovernment Services to Public Administrations, Businesses and Citizens” (IDABC), which succeeded the “Interchange of Data between Administrations” (IDA) programme in 2004. Bulgaria and Romania have been connected to the Trans-European Services for Telematics between Administrations (TESTA) network since October 2004.

A general review has been carried out of the ICT situation in terms of the impact of the enlargement to Romania and Bulgaria in 2007.

The second version of the report on the “Impact of Multilingualism on IT infrastructure”, which was published in 2003, already covered support for the Romanian, Bulgarian and Turkish languages. It served to steer the development of the fifth version of the office automation reference platform that has now been introduced almost everywhere in the Commission. This platform offers the character sets, spellcheckers and other components necessary for office automation when Bulgaria and Romania join.

Action being implemented or planned

An analysis is under way of the IT investment plans for the period 2006 – 2008 to verify that the adaptation of IT systems for the forthcoming enlargement is seen as a priority and as an ongoing activity.

The adjustments made during the EU-10 enlargement, and in particular the introduction and general use of Unicode, meant that the main ICT problems posed by the different languages, especially character sets and their processing, were solved in 2004. As regards the alphabets used by Member States and accession candidates, special attention should nevertheless be given to the impact of the new Cyrillic alphabet on IT infrastructure and support. What is more, certain products and applications still do not fully support the new languages.

A number of outstanding office automation issues specific to Romania and Bulgaria (multiplicity of keyboards, missing characters) are currently the object of special support. The third version of the report on the “Impact of Multilingualism on IT infrastructure” is currently at the drafting stage. It will be published by the end of 2006 and cover Croatian, Macedonian, Basque, Galician, Catalan and technological developments since the second report.

Two new sessions of the “Multilingualism in IT” workshop will be organised in October 2006. In addition to actions undertaken (or to be undertaken) by DIGIT at central level, local IT teams will have to make sure that local applications are adapted in time for the forthcoming enlargement.

The telephone exchange will need to handle two new languages. Appropriate measures have been adopted by taking account of the needs for Bulgarian and Romanian in the overall policy for recruiting switchboard operators.

The cost of fixed and mobile telephone communications is expected to rise with the recruitment of another 850 staff by 2009 and the creation of two more private offices. The demographic factor is taken into account when planning the budget.

The following measures have been carried out in respect of development infrastructure:

- The Oracle databases support Unicode, and the configuration precautions required to ensure that Unicode texts are handled properly from end to end are set out in a document available from the Commission's IT services.
- The document also describes factors to be taken into account when developing web applications (Unicode support in HTML/XHTML pages and the capacity of browsers to handle Unicode fonts).
- The issue of Unicode support in e-mails is also covered.
- A special indexing product used for Intracomm and Europa enables texts in Bulgarian and Romanian to be handled.

5.2 PUBLICATION OF ON- AND OFF-LINE INFORMATION IN THE NEW LANGUAGES

Main issues

The management of multilingual sites and publications is a complex exercise in itself. The challenge is to provide at least some of the existing material (navigation elements, the interinstitutional pages and the top level pages of the Commission's site) in all the future official languages in a short time frame.

Action taken

DG COMM has contributed to the creation of the “Translation & Enlargement” website coordinated by the Council. The experience has enabled its teams to solve and get acquainted with a number of practical problems (extended language bar, character sets, etc.). Other smaller sites might follow.

Action planned

The Commission believes it can publish most on- and off-line information material targeted at the general public in the languages of the candidate countries in time for accession in

January 2007. The new languages will be included on the top pages of the Commission's site and in all Europa's inter-Institutional pages managed by the Commission in the name of the EU institutions. Press releases will be available in the new languages from the date of accession, on the same conditions as those applied to the current official languages.

Publication of material will very much depend on DGT's translation capacity in the two new languages. As for the last enlargement, translation priorities will have to be set for all Commission departments. They will be set out in the general framework of DGT's demand strategy. These priorities would be reviewed if transitional measures proved necessary owing to the staffing situation and the availability of the Community acquis (which the Bulgarian and Romanian authorities are responsible for translating).

5.3 INTERNAL COMMUNICATION

Main issues

The smooth integration of staff from the new Member States is important if the enlargement is to succeed. Internal communication can help manage the impact of enlargement by raising awareness of the accession countries among current staff and encouraging the smooth integration of newcomers.

Action planned

DG ADMIN (in Brussels) organised an information campaign for the 2004 enlargement by presenting a series of ten thematic weeks enabling each of the new Member States to present themselves in political, cultural and social terms. This experiment provides a model for internal communications concerning the forthcoming enlargement. The procedures are tried and tested and the operations can be repeated on the basis of past experience. Moreover, implementation will be made easier since only two countries are involved and the communication effort will be less taxing.

With this in mind, several important lessons were highlighted in an evaluation of the 2004 exercise that should be implemented for the forthcoming enlargement. First and foremost, the resource needs of operations such as this should be considered well in advance, and adequate budget and staff should be allocated to guarantee the quality of events and demonstrate the Community's commitment to the acceding countries. With only two countries involved, this need not imply a heavy investment. Secondly, the role of internal communication should be considered at an earlier stage to enable better planning, especially since it is preferable to prepare events before enlargement. Again, this is far easier to implement with two countries rather than ten. Finally, there should be better provision for Commission sites outside Brussels (Luxembourg, Ispra, Dublin etc.). This would require a designated coordinator at each of those sites to prepare events, so coordination between DG ADMIN, the Offices (OIB/OIL) and the other sites is an important factor in forward planning and a precondition for the success of the information campaign at the Commission.

All internal means of communication will be used: special editions of *Commission en Direct*, *Commission en plus*, *Management Matters* and IntraComm sites. Internal communication at the level of the Commission and individual directorates-general will be coordinated through the Internal Communications Network. Bulgarian and Romanian staff already working at the Commission (contract agents, seconded national experts, trainees, etc.) will be contacted and invited to play an active part in preparing activities for the enlargement campaign.

A number of lunchtime conferences focusing on the social and cultural side of enlargement will take place in order to inform current staff about Bulgaria and Romania.

In Luxembourg, based on the experience of the last enlargement, a training session for existing staff will be organised (“Welcoming Colleagues from the new Member States Bulgaria and Romania”) focusing on the cultural differences in a professional context.

Measures in the field of human resources

Timing/Issue	Pre-enlargement (A-1+years) Actions completed at 31 December 2005	Pre-enlargement (Target date: (A-0.5 years)) Actions completed at 30 June 2006	Pre-enlargement (A- accession) (Target date: 31 December 2006)	Accession Date (A) – Post-enlargement (A+0.5 years) (1 January 2007-30 June 2007)
1.1 Human resources and recruitment of officials	<p>PDB 2006: adaptation of establishment plans</p> <p>Launch of 1st wave of competitions (interpreters, translators and OPOCE proof-readers)</p>	<p>Establishment of human resources needs</p> <p>Geographical balance, establishment of recruitment needs¹⁰ (internal discussions completed)</p> <p>Organisation of competitions</p> <p>PDB 2007: adaptation of establishment plans</p> <p>Launch of competitions for AD5 administrators and AST1 assistants/secretaries</p>	<p>Geographical balance, establish recruitment needs (adoption)¹¹</p>	<p>Completion of competitions</p> <p>Recruitment of successful candidates</p> <p>2nd wave of competitions, subject to approval by EPSO Management Board</p>
- Non-permanent staff	<p>Selection</p> <p>Recruitment of proof-readers as contract agents</p>		<p>Recruitment of 100 contract agents</p>	

¹⁰ Measure that should have been completed by 31 December 2005

¹¹ Measure that should have been completed by 31 December 2005

- Senior/middle management		Setting of recruitment targets ¹² (internal discussions completed)	Setting of recruitment targets (adoption) ¹³ Publication of competitions, subject to approval of EPSO Board Organisation of competitions	Recruitment of successful candidates
1.2 Induction arrangements and social assistance	Preparation of induction services and social workers for new officials and their cultures	Preparation of induction services and social workers for new officials and their cultures	Preparation of induction services and social workers for new officials and their cultures	Social workers and induction services now prepared and adapted for the arrival of new staff
1.3 Training				Induction courses and language courses (BG, RO) available to all staff

Measures in the linguistic field

Timing/Issue	Pre-enlargement (A-1+years) Actions completed at 31 December 2005	Pre-enlargement (Target date: (A-0.5 years)) Actions completed at 30 June 2006	Pre-enlargement (A- accession) (Target date: 31 December 2006)	Accession Date (A) – Post-enlargement (A+0.5 years) (1 July 2007-30 June 2007)
2.1 Interpreting	Continued awareness-raising	Continued awareness-raising and assistance for training of	Assistance for training of interpreters in acceding states	Assistance for training of interpreters in acceding states

¹² Measure that should have been completed by 31 December 2005

¹³ Measure that should have been completed by 31 December 2005

	<p>Interinstitutional accreditation testing in acceding states</p> <p>Appointment of local coordinator</p> <p>Launch of enlargement competitions (autumn 2005)</p> <p>Language training for staff</p>	<p>interpreters in acceding states</p> <p>Continued inter-institutional accreditation testing in acceding states.</p> <p>Organisation of enlargement competitions</p> <p>Appointment of temporary agents</p>	<p>Continued interinstitutional accreditation testing in acceding states</p> <p>Local coordinator</p> <p>Completion of competitions and first appointments of successful candidates from interpreter competitions (front-loading)</p>	<p>Continued interinstitutional accreditation testing in new Member States</p>
2.2 Translation and Legal Revision	<p>Language training for translators</p> <p>Field offices opened in acceding countries</p> <p>Selection of head for Bucharest field office</p> <p>Task force for enlargement</p>	<p>Recruitment of contract agents</p> <p>Interinstitutional call for tenders for freelance contractors</p> <p>Selection of head for Sofia field office¹⁴</p>	<p>Recruitment of additional contract agents and temporary agents</p>	<p>Recruitment of additional contract agents or temporary agents pending recruitment of officials (planned for second quarter of 2007)</p> <p>Operational multilingual system with certain transitional measures</p>

¹⁴ Measure that should have been completed by 31 December 2005

Measures in the field of legislative and administrative procedures

Timing/Issue	Pre-enlargement (A-1+years) Actions completed at 31 December 2005	Pre-enlargement (Target date: (A-0.5 years)) Actions completed at 30 June 2006	Pre-enlargement (A- accession) (Target date: 31 December .2006)	Accession Date (A) – Post-enlargement (A+0.5 years) (1 January 2007-30 June 2007)
3. 1 Translation of the acquis	Contracts for the production of the aqcuis already allowing new languages to be added	Integration of new languages into online legal and documentary systems Production of obligatory publications in the new languages Production of OJ special editions Adaptation of EUR-Lex and TED	Production of OJ special editions Completion of legal revision	Consolidation of the acquis Publication of OJ special editions L, C and S series of OJ delivered in the two new languages
3.2 Establishment of rights and obligations	Documentary research	Documentary research	Completion of documentary research	Recruitment of qualified contract agents

Measures to adapt the physical infrastructure

Timing/Issue	Pre-enlargement (A-1+years) Actions completed at 31 December 2005	Pre-enlargement (Target date: (A-0.5 years) Actions completed at 30 June 2006	Pre-enlargement (A- accession) (Target date: 31 December 2006)	Accession Date (A) – Post-enlargement (A+0.5 years) (1 January 2007- 30 June 2007)
4.1 Building policy	Survey of office space in Luxembourg taking into account needs of EU 2 enlargement	Negotiations to renovate JECL as the new conference centre of the Commission taking into account the needs of the EU 2 enlargement¹⁵	Completion of negotiations for renovation of JECL	Gradual increase in office space according to recruitment schedule
4.2 Representation offices		Commission communication on transforming the delegations (adopted on 17 January 2006)¹⁶ Visits to Delegations, information of staff¹⁷ Termination of ALAT contracts by 30 April 2006; award of contract agent contract	At 31 December 2006, end of local agent contracts and award of contract agents contracts to staff retained	Phasing-out of pre-enlargement staff (over 19 month period) and phasing-in of DG COMM staff
4.3 European schools	In Luxembourg, continuation of negotiations with the authorities for setting up 24 classes, taking into account future needs	In Luxembourg, continuation of negotiations with the authorities for setting up 24 classes, taking into account future needs		Extension of the existing study Centre (EPC III) in Luxembourg

¹⁵ Measure that should have been completed by 31 December 2005

¹⁶ Measure that should have been completed by 31 December 2005

¹⁷ Measure that should have been completed by 31 December 2005

4.4 Childcare facilities			Opening of a new 36-place after-school centre at the rue de Genève in November 2006 and a new 171-place interinstitutional nursery	Opening of a new 54-place nursery at the rue de Genève in early 2007 A new 252-place nursery (Wagons Lits nursery) is planned as an extension of Clovis nursery in 2008 A 204-place nursery and a 100-place after-school centre will be operational at Cornet-Leman in 2008 at the earliest
4.5 Libraries	Removal of Central Library's off-site storage space, currently situated in Rue Vandenbranden, to Kortenberg	Installation of new library management software which can handle the Cyrillic alphabet¹⁸ Purchase by Central Library staff of dictionaries and reference works in the two new languages and identification of newspaper titles	Purchase by Central Library staff of dictionaries and reference works in the two new languages and identification of newspaper titles	
4.6 Security measures Staff, buildings, EU Representation Offices Application of EU rules on security	Stepping-up of contacts with security bodies in candidate countries Signing of a Level 1 Security Agreement	Contacts with security bodies in candidate countries Final inspection of the security measures for the protection of EUCI	Adaptation of security measures inside Commission and in (future) Representation Offices. Setting-up of clearance system for future officials/Permanent Representations	New Member States and staff from them fulfil all preconditions to handle EU classified information

¹⁸ Measure that should have been completed by 31 December 2005

Measures regarding information technology and internal communications

Timing/Issue	Pre-enlargement (A-1+years) Actions completed at 31 December 2005	Pre-enlargement (Target date: (A-0.5 years)) Actions completed at 30 June 2006	Pre-enlargement (A- accession) (Target date: 31 December 2006)	Accession Date (A) – Post-enlargement (A+0.5 years) (1 July 2007-30 June 2007)
5.1 Workstations, information system and infrastructure		Planning for new staff/languages	Installation, testing, implementation (for new staff and new official languages ongoing)	Operation and consolidation
5.2 Publication of on- and off-line information in the new languages				
5.3 Internal communication				Lunch-time conferences on new Member States¹⁹ Internal communication campaign on Bulgaria and Romania

¹⁹ Completion of this measure had initially been foreseen by 31 December 2006