



EUROPEAN
COMMISSION

Brussels, 16.12.2015
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COMMISSION DECISION

of 16.12.2015

**giving to decentralised agencies and joint undertakings an *ex ante* agreement on
implementing rules on working time**

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of 16.12.2015

giving to decentralised agencies and joint undertakings an *ex ante* agreement on implementing rules on working time

THE EUROPEAN COMMISSION,

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

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

Having regard to the Communication C(2014)6543 final of 26 September 2014 from Vice-President Šefčovič to the Commission on the guidelines on the implementation of Article 110(2) of the Staff Regulations with regard to the implementing rules applicable in the agencies, and in particular Point 2.B thereof,

Having regard to Article 13 of the Rules of Procedure of the Commission C(2000)3614² of 29 November 2000, as last amended by Commission Decision C(2011)9000/2³, and the Rules giving effect to the Rules of Procedure C(2001)1 final of 12 January 2001, as last amended by Commission Decision C(2013)3837⁴, in particular concerning the conditions for the exercise of powers,

Having regard to Commission Decision C(2014)7229 final of 8 October 2014 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,

Whereas:

- (1) The acts establishing all agencies refer to the Staff Regulations and the CEOS as the common legal framework for staff matters. Implementing rules lay down technical measures which are important for individual cases and the consistent application of the Staff Regulations and the CEOS in the agencies.
- (2) Pursuant to Article 110(2) of the Staff Regulations, implementing rules adopted by the Commission to give effect to the Staff Regulations are to apply by analogy to the agencies. However, by way of derogation, an agency may request the Commission's agreement to the non-application of certain implementing rules. The Commission may, instead of accepting or rejecting the request, require the agency to submit for its agreement implementing rules which are different from those adopted by the Commission.

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 OJ L 308, 8.12.2000, p. 26.

³ Commission Decision C(2011)9000/2 of 9 November 2011, OJ L 296, 15.11.2011, p. 58.

⁴ Commission Decision C(2013)3837 of 24 June 2013.

- (3) Pursuant to Point 2.B of Communication C(2014)6543, the Commission may inform the agencies of its agreement to rules which are different from its own rules, without the agencies having to submit a formal request.
- (4) On 16 May 2014, the Commission informed the agencies⁵ that it adopted Decision C(2014)2502⁶.
- (5) Agencies differ from the Commission, particularly as regards their location and various accessibility needs regarding contacts with their interlocutors. Therefore, Commission Decision C(2014)2502 is suitable to apply to the agencies if it is adapted to their peculiarities. Such adaptation should concern primarily working hours, in particular core hours and flexible hours.
- (6) The Commission has concluded that there is sufficient justification for a significant number of agencies to obtain authorisation to adopt rules which are different from those adopted by the Commission. Therefore, the Commission, with the assistance of the standing working party, has drafted a model decision for adoption by the agencies.
- (7) Point 2.B of Communication C(2014)6543 states that *ex ante* agreements set out in detail the conditions and circumstances that must be fulfilled to take advantage of them.
- (8) The *ex ante* agreement in this Decision does not rule out that an agency submits to the Commission, for its agreement, implementing rules which are different from the model decision,

HAS DECIDED AS FOLLOWS:

Article 1

1. Pursuant to Article 110(2) of the Staff Regulations and to Communication C(2014)6543, the Commission gives an *ex ante* agreement to the decentralised agencies and joint undertakings which decide not to apply by analogy Commission Decision C(2014)2502 of 15 April 2014 and to adopt implementing rules on working time which are identical to the model decision laid down in Annex I to this Decision. Those agencies, without having to submit a formal request, shall be deemed to have received the Commission's agreement referred to in Article 110(2) of the Staff Regulations.
2. The *ex ante* agreement referred to in paragraph 1 also counts as the Commission's reply to any request from one or more agencies if those requests relate to rules which are identical to the model decision laid down in Annex I to this Decision.

Article 2

An agency may avail itself of the *ex ante* agreement referred to in Article 1 if all of the following conditions are fulfilled:

- (a) it adopts rules on working time which are laid down in Annex I to this Decision;
- (b) rules referred to in subparagraph (a) above are identical⁷ to the model decision laid down in Annex I to this Decision with the exception of the parts in square brackets,

⁵ Regarding recently created agency and joint undertakings, namely SRB, BBI JU, S2R JU, ECSEL JU, that information was communicated to them on 13 February 2015.

⁶ Commission Decision C(2014)2502 of 15 April 2014 on working time.

which shall be adapted to the agency's specific situation according to the relevant instructions; and

- (c) the working hours indicated in the model decision laid down in Annex I to this Decision, as referred to by letters from 'A' to 'L', shall be established by the agency and under its sole responsibility taking into account the interest of the service, in particular:
- (d) - the need to ensure that the activities of the agency, including contacts with external stakeholders/partners/other entities with which the agency has a professional relationship, are performed in the most adequate and efficient way;
- (e) - the image of the agency as a European Union body serving the public interest;
- the image of the agency as an employer.

Article 3

1. This Decision shall cease to apply where a new Commission Decision on working time is adopted and communicated to agencies; the Commission may nevertheless uphold this Decision.
2. In the event of significant changes in the way the agency operates, for example resulting from a change in the act or acts establishing it, its tasks or its organisation, the agency shall assess whether it still fulfils the conditions laid down in Article 2. If those conditions are no longer fulfilled, the agency shall adopt appropriate measures to bring its rules implementing the Staff Regulations into line with the new conditions that apply.

Article 4

1. This Decision is addressed to decentralised agencies and joint undertakings⁸.
2. Annex II lists the decentralised agencies and joint undertakings in existence on the date of adoption of this Decision.

⁷ Except for technical adaptations that are necessary to ensure compliance with the act(s) establishing the Agency. These adaptations shall not alter the *ratio legis* of the model decision.

⁸ Decentralised agencies and joint undertakings are the bodies referred to in paragraph 2 of Article 1(a) of the Staff Regulations, with the exception of executive agencies within the meaning of Council Regulation (EC) No 58/2003 of 19 December 2002.

3. The Commission shall inform decentralised agencies and joint undertakings which are created after the adoption of this Decision of the existence of this Decision.

Done at Brussels, 16.12.2015

For the Commission
Kristalina GEORGIEVA
Vice-President



ANNEX I

**Model decision for decentralised agencies and joint undertakings regarding
implementing rules on working time**

[Name of AGENCY] DECISION

of [date]

on Working Time

[THE MANAGEMENT BOARD *or* the equivalent body referred to in act(s) establishing an agency],

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

Having regard to the Staff Regulations of Officials of the European Union (Staff Regulations) and the Conditions of Employment of Other Servants of the European Union (the CEOS), laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68¹, and in particular Article 55 of the Staff Regulations and Articles 16 and 91 of the CEOS,

Having regard to [Council Regulation (EC) / European Parliament and Council Regulation (EC) / Council Decision / Commission Decision] No [] establishing [name of Agency],

Having regard to the Communication C(2014)6543 final of 26 September 2014 from Vice-President Šefčovič to the Commission on the guidelines on the implementation of Article 110(2) of the Staff Regulations with regard to the implementing rules applicable in the agencies, and in particular Point 2.B thereof,

[Having regard to the rules of procedure of [name of Agency] and in particular Article [] thereof,]

Having regard to the agreement of the European Commission pursuant to Article 110(2) of the Staff Regulations [reference number of the Commission's Decision] of [date],

After consulting the Staff [*for the agencies which have established a Staff Committee: Committee*],

Whereas:

- 1) The Staff Regulations in force since 1 January 2014 have introduced a minimum number of 40 working hours per week.
- 2) The Staff Regulations as amended with effect from 1 January 2014 have also introduced an explicit provision relating to flexible working time arrangements referred to below as 'flexitime'.
- 3) Flexitime allows staff to vary the time at which they start and finish their assigned work. Flexitime allows eligible staff to recuperate, as a secondary option and under certain conditions, additional hours worked in the form of full days or half days. Such recuperation is always subject to prior approval by the hierarchical superior.
- 4) A flexible approach to working time is an essential component of modern human resources management. Staff can adjust their working hours while taking into consideration the needs of the service. Staff can more easily balance their work-life

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

needs, in particular in situations where their expatriate status does not allow them to rely on family networks.

- 5) Flexitime will be made available to all [name of Agency] staff members and thereby shall become the default working time regime, except for those who are subject to specific working time regimes covered by the Staff Regulations or linked to other particular service requirements, owing to the nature of their duties. [This acknowledges a situation whereby a majority of staff already works flexibly.]
- 6) On [16 May 2014], the Commission informed [name of Agency] that it adopted Decision C(2014)2502 of 15 April 2014 on working time.
- 7) Pursuant to Article 110(2) of the Staff Regulations, implementing rules such as those referred to in Recital 6 shall apply by analogy to [name of Agency]. By way of derogation, an agency may request the Commission's agreement to the non-application of certain implementing rules. The Commission may, instead of accepting or rejecting the request, require the agency to submit for its agreement implementing rules which are different from those adopted by the Commission.
- 8) Commission Decision C(2014)2502 is not suitable to apply by analogy to [name of Agency] staff because the provisions governing working hours are not commensurate with the Agency's specificities and needs.
- 9) It is therefore necessary to adopt a decision on working time within [name of Agency],
- 10) [For the sake of clarity and legal certainty, [name of Agency] Decision on working time [Decision's reference number] should be repealed and replaced by this Decision],

HAS DECIDED AS FOLLOWS:

Article 1- Scope of application

1. This Decision shall apply to all [name of Agency] staff covered by the Staff Regulations or by the CEOS², regardless of function group or grade. It shall also apply to seconded national experts (SNEs).

This Decision shall not apply to Agency [officials,] temporary staff, [contract staff, SNEs and local staff] working in the premises of another European Union institution. Their applicable working time arrangements shall be those which are in force in that institution.
2. This Decision shall not apply to other categories of staff working at [name of Agency] who are covered by working time arrangements defined and adopted by the competent authorities.

² [Officials], temporary staff [and contract staff].

Article 2 — Working time regime

1. The normal number of working hours shall be 40 hours per week, spread out over 5 working days, from Monday to Friday. Thus, the normal working time shall be 8 hours for a day and 4 hours for a half day. This paragraph applies on a pro rata basis for persons authorised to work part-time.
2. One rest break of at least [XX – *not less than 20 minutes*] minutes per working day shall be taken outside core time when the time worked during the day is 5 hours or more. This break does not count as working time.
3. The default working time regime applicable to Agency staff shall be flexitime, except for those staff members who are subject to specific working time regimes as referred to in paragraphs 4 and 5 below. Agency staff working under the flexitime regime shall also be eligible for recuperation, under the conditions laid down in Article 7(2) and Article 7(3).
4. Due to particular service requirements linked to the nature of their duties, the head of agency (hereinafter ‘[the Director³]’) may exclude certain groups of staff from applying flexitime and determine alternative working hours for these groups after consultation of the Staff Committee (SC). Such alternative hours must be consistent with the 40-hour statutory requirement and cases of exclusion or restriction must be duly justified.
5. Staff members to whom the provisions of the second paragraph of Article 44 of the Staff Regulations⁴ apply shall manage their working-time in agreement with their hierarchical superiors, while duly taking into account the interest of the service. All provisions of this Decision with the exception of Article 4(2), Article 7(2) and Article 7(3) shall be applicable to them.

Article 3 — Basic principles

1. Managing working time, while taking into consideration the need to ensure a proper work-life balance, requires planning. Managers shall ensure that a continued effective service is provided and that work is being performed effectively and efficiently. They shall also ensure that the overall work assigned to their staff is manageable within the context of a standard 40-hour working week, while having regard to inevitable peak periods during the year.
2. Both managers and staff shall have a key role to play in ensuring an effective application of time management. While managers can delegate the execution of administrative tasks related to the implementation of this Decision, it is their responsibility to ensure that individual staff members placed under their authority know and respect the applicable rules and that they correctly and regularly record their working hours. In this context, it is good practice for managers to clarify in advance with their staff their expectations regarding working time and flexible working arrangements and the conditions under which excess hours can be recuperated.

³ [The title shall be adapted to that referred to in the act(s) establishing the Agency.]

⁴ Applicable to temporary staff by virtue of Article 20(4) of the CEOS.

3. Flexitime shall be used by staff to vary the time when they start and finish their work while keeping a sufficient degree of regularity in their schedule and thus allowing services to run effectively. It shall not be used as a way to accumulate excess hours in order to request recuperation in the form of days or half-days.
4. Managers and their staff shall try to solve any possible problem by dialogue.

Article 4 — Daily working hours

1. The bandwidth, i.e. the period between the earliest possible start time allowed and the latest possible finishing time⁵, shall be from ['A'⁶] to ['B'], from [Monday to Friday].

Work done *at the workplace*⁷ outside the bandwidth shall be considered as working time, unless the hierarchical superior objects.

Under exceptional circumstances, subject to prior approval by the hierarchical superior work done *outside the workplace*⁸ outside the bandwidth may also be considered as working time.

2. Core time, i.e. the period during which as a general rule staff must be present shall be:
 - [on Monday from ['C_M'] to ['D_M'] and from ['E_M'] to ['F_M'],
 - on Tuesday from ['C_T'] to ['D_T'] and from ['E_T'] to ['F_T'],
 - on Wednesday from ['C_W'] to ['D_W'] and from ['E_W'] to ['F_W'],
 - on Thursday from ['C_{Th}'] to ['D_{Th}'] and from ['E_{Th}'] to ['F_{Th}'],
 - on Friday from ['C_F'] to ['D_F'] and from ['E_F'] to ['F_F']⁹.

Core time shall be binding for all Agency entities.

- (a) In individual cases, the hierarchical superior may adjust core time at the request of a staff member, provided that the interest of the service is upheld. The exact definition of core time for staff working part-time shall be decided by the hierarchical superior after consultation of the person concerned and taking into account the interest of the service.
- (b) At Agency entity level, derogations to core time may be allowed to take account of specific service needs. Such derogations shall be authorised by [the Director], who will inform the SC. In particular, derogations may be given

⁵ Subject to possible restrictions under Article 4(3).

⁶ [The hours referred to by letters from 'A' to 'L' shall be established by the Agency and under its sole responsibility taking into account the interest of the service, in particular:

- the need to ensure that the activities of the Agency, including contacts with external stakeholders/partners/other entities with which the Agency has a professional relationship, are performed in the most adequate and efficient way;

- the image of the Agency as a European Union body;

- the image of the Agency as an employer.]

⁷ By extension, the workplace includes any workplace where staff attend meetings or are sent on mission.

⁸ This includes, in particular, the member of staff's private residence.

⁹ Stand-by allowances (under Regulation 495/77 as last amended on 11 December 2006) cannot normally be paid during the period 8:30-17:30.

where necessary to ensure the operation of mechanisms designed to ensure the continuity and delivery of required services.

- (c) For authorising absences during core time to attend medical appointments, a flexible approach shall be taken. The Agency's medical officer may be asked to give an opinion on the merits of repeated absences to attend medical appointments.
3. Flexible hours, i.e. the hours during which staff choose the time of their arrival, rest break and departure, shall be:
- [on Monday from ['G_M'] to ['H_M'], from ['I_M'] to ['J_M'] and from ['K_M'] to ['L_M'],
 - on Tuesday from ['G_T'] to ['H_T'], from ['I_T'] to ['J_T'] and from ['K_T'] to ['L_T'],
 - on Wednesday from ['G_W'] to ['H_W'], from ['I_W'] to ['J_W'] and from ['K_W'] to ['L_W'],
 - on Thursday from ['G_{Th}'] to ['H_{Th}'], from ['I_{Th}'] to ['J_{Th}'] and from ['K_{Th}'] to ['L_{Th}'],
 - on Friday from ['G_F'] to ['H_F'], from ['I_F'] to ['J_F'] and from ['K_F'] to ['L_F'] .

Agency entities may impose restrictions on this choice in order to ensure an adequate presence of staff to meet operational requirements, subject to the agreement of [the Director], who will inform the SC.

Under exceptional circumstances, subject to prior approval by the hierarchical superior, and subject to presence at the office during core time, work done *outside the workplace* within these flexible working hours may also be considered as working time¹⁰.

Article 5 — Time Accounting

1. Hours recorded: All hours worked by staff members and accepted by the superior shall be recorded. Hours worked shall be computed on a calendar monthly basis (hereinafter the 'accounting period'). This shall be the reference for the compliance with the normal number of working hours per week under Article 2(1).
2. Credit/debit balance: For the purpose of calculating the credit/debit balance, the computation of daily working hours may not exceed a total of 10 hours, including for staff working part-time.

The credit balance shall be compared to the normal working time specified in Article 2(1). Where a staff member has worked more than the normal working time, he or she is credited with the corresponding amount of time (credit), but if he or she has worked less than the normal working time, the corresponding amount shall be debited (debit).

¹⁰ This is not considered as telework as regulated by [Commission Decision on Telework (C(2009)10224 of 18 December 2009, as amended *or the Agency decision on the matter*]. The minimum teleworking shift is half a day, taken as a single block.

The balance of credits and debits shall be calculated at the end of each month. Any credit balance in excess of 20 hours at the end of the month shall be automatically reduced to 20 hours, which are carried over to the next month. A debit balance shall not exceed 16 hours. The debit balance shall be carried over to the next month.

However, a credit balance exceeding 20 hours or debit balance exceeding 16 hours at the end of the month may exceptionally be carried over to the next month where service reasons, sick leave or *force majeure* prevented the person concerned from adjusting the balance appropriately.

Article 6 — Time Accounting — Specific situations

1. ABSENCES

Absences for annual leave, special leave and sick leave shall be accounted for on the basis of a normal working day of 8 hours in the case of a full day and 4 hours in the case of a half day. For part-time work, the number of hours accounted for shall be proportionally lower.

2. MISSIONS

A mission of one or more full days shall be accounted for as 8 hours per day. Where real working hours or combined working and travel hours are higher, they shall be counted up to a maximum of 10 hours per day. A mission beginning or ending during a day, with the remainder of the day being worked in the office, shall be accounted for as the combined mission and office working time, up to a maximum of 10 hours.

Real working hours shall be credited for travel at a weekend or on public holidays for missions inside the EU or outside the EU, up to a maximum of 8 hours.

Where a mission finishes with an overnight flight and a morning return to the place of work, a special half day's compensation leave shall be granted for that day.

3. PART-TIME

Time-accounting provisions shall apply on a pro rata basis to persons authorised to work part-time¹¹. In such cases, the normal working time specified in Article 1(2), Article 2(1), Article 2(4) and Article 3(1), the time counted for absences under Article 6(1) and the time credited or debited as described in Article 5(2) and Article 7 shall be reduced in proportion to the reduced working time.

4. TELEWORK [FOR THE AGENCIES WHICH HAVE NOT YET ADOPTED IMPLEMENTING RULES ON TELEWORKING:¹²]

For staff authorised to telework¹³, days or half days of telework shall be counted as normal working days of 8 hours or half days of 4 hours¹⁴. Time-accounting provisions apply on a pro rata basis to persons authorised to work part-time.

¹¹ This pro-rata shall not apply to missions.

¹² [This provision is currently not applicable. It will become applicable as soon as teleworking arrangements are adopted by the Agency.]

¹³ Structural or occasional.

5. **TRAINING**

Professional training approved by the hierarchical superior in line with the applicable rules shall be counted as working time.

6. **[FOR THE AGENCIES HAVING TRADE UNIONS: TRADE UNION ACTIVITIES**

Participation to trade unions activities shall be dealt with in the framework of a framework agreement governing relations between the Agency and the representative Trade Unions and Staff Associations.]

Article 7 — Offsetting credit or debit working hours and recuperation of credit hours

1. As a general rule, a monthly credit balance shall be offset by subsequent shorter working time compared with the daily average of 8 hours, while a debit balance shall be offset by longer working time in the following accounting period.
2. Where the balance is in credit, staff members eligible for recuperation may request recuperation of the hours in credit. Any recuperation involving absence during core time shall be subject to prior approval by the hierarchical superior. In accordance with Article 55(4) of the Staff Regulations¹⁵ and Article 91(2) of the CEOS, requests for recuperation may be made according to the following rules:
 - For staff members in grades AD8/AST8 and lower, in function group AST/SC, contract staff and SNEs, recuperation can take the form of half a day (counted as a 4-hour debit) or a full day (8 hours). No more than 2 full days or 4 half days may be taken off as recuperation each calendar month.
 - For staff members in grades AD9/AST9 and higher, recuperation can only take the form of half a day (counted as a 4-hour debit). Entire days of recuperation shall not be taken. No more than 4 half days may be taken as recuperation each calendar month.
3. Upon an individual request for recuperation from a staff member, the hierarchical superior, having due regard to the basic principles as laid down in Article 3, may approve it if:
 - excess hours are justified by the staff member's work; and
 - the interest of the service is upheld.
4. For a debit balance in excess of 16 hours at the end of the monthly accounting period, the excess hours shall be considered as unauthorised absence and shall be offset by a deduction of a corresponding number of half or full days of annual leave in the following accounting period.

¹⁴ Including in cases where staff work outside the bandwidth during their (half-) day of telework.

¹⁵ Applicable by analogy to temporary staff by virtue of Article 16 of the CEOS.

Article 8 — Recording procedure and validation of monthly timesheets

1. [The Director] shall ensure that the working hours of his staff are recorded by following the procedure as established.
2. For this purpose, working hours accounted for in accordance with the present Decision shall be recorded by the staff and validated via [the Time Recording Application of Sysper TIM Management *or another Agency system*]. All time-recording arrangements adopted at entity level shall be agreed with [the Director], and shall be duly communicated to the staff concerned.
3. In exceptional cases owing to the nature of their duties or their specific working conditions, Agency entities may determine alternative time-recording systems, subject to the agreement of [the Director], who will inform the SC.
4. Any time-recording systems shall be both proportionate to the objective set out in Article 2(1) and in conformity with Regulation (EC) No 45/2001 [*or, when Regulation (EC) No 45/2001 is not applicable, the equivalent legal act applicable in the Agency*] on the protection of personal data processed by Union institutions and bodies and on the free movement of such data.
5. Staff members may consult their working time account. At the beginning of each month they shall validate simultaneously in their timesheet of the preceding month:
 - their recorded working hours; and
 - their proposed debit or credit balance, if any.
6. At the beginning of each month [the hierarchical superior or his or her delegate shall check, correct (if necessary and after discussion with the person concerned) and approve as soon as possible *or* an IT system shall produce a report including]:
 - the timesheets of each member of [their] staff, showing all the working hours recorded during the preceding month; and simultaneously
 - the debit or credit balance, if any, to be carried over for the next accounting period.

Article 9 — Final provisions

1. [The Agency entity in charge of human resources, *or an equivalent Agency entity*] shall be responsible for monitoring the implementation of this Decision on Working Time within the Agency, in cooperation with the Joint Committee. The implementation of this Decision shall be subject to an analysis at least one year after its entry into force.
2. More detailed provisions and practical procedures for the application of working time provisions may be adopted by [the Director].
3. In addition to the cases expressly referred to in Article 2(4), Article 4(2)b, Article 4(3), Agency entities with specific service requirements may need to adjust or complement working time provisions. In such duly justified cases, the specific

provisions and practical procedures for the application of working time provisions in those entities shall be submitted for approval to [the Director], who will consult the SC.

4. [The [name of Agency] Decision [Decision's reference number] of [date] on working time is repealed.]
5. The Commission's Decision C(2014)2502 of 15 April 2014 does not apply by analogy at the [name of AGENCY].
6. The present Decision shall take effect on [date] [the day following that of its adoption].

Done at [city], on [date]

For [name of AGENCY]

ANNEX II

List of agencies

A. DECENTRALISED AGENCIES

- (1) **European Agency for the Cooperation of Energy Regulators (ACER)**
Trg republike 3,
1000 Ljubljana, SLOVENIA

- (2) **Body of European Regulators for Electronic Communications and the Office (BEREC)**
BEREC Office
Z. A. Meierovica Bulv. 14, 2nd Floor
Riga LV-1050, LATVIA

- (3) **Translation Centre for the Bodies of the European Union (CDT)**
Rue Guillaume Kroll, 12e
1882 Luxembourg, LUXEMBURG

- (4) **European Centre for the Development of Vocational Training (CEDEFOP)**
Europe 123,
570 01 Thessaloniki (Pylea), GREECE

- (5) **European Police College (CEPOL)**
Ó Utca 27
1066 Budapest, Hungary

- (6) **Community Plant Variety Office (CPVO)**
3, boulevard Maréchal Foch
CS 10121
49101 Angers CEDEX 2, France

(7) **European Aviation Safety Agency (EASA)**

Ottoplatz, 1
50679 Koeln, GERMANY

(8) **European Asylum Support Office (EASO)**

MTC Block A, Winemakers Wharf,
Grand Harbour Valletta,
MRS 1917, MALTA

(9) **European Banking Authority (EBA)**

Floor 46
One Canada Square
Canary Wharf
London E14 5AA, UNITED KINGDOM

(10) **European Centre for Disease Prevention and Control (ECDC)**

Tomtebodavägen 11a
171 83 Stockholm, SWEDEN

(11) **European Chemicals Agency (ECHA)**

Annankatu 18
00120 Helsinki, FINLAND

(12) **European Environment Agency (EEA)**

Kongens Nytorv 6
1050 Copenhagen K, DENMARK

(13) **European Fisheries Control Agency (EFCA)**

Edificio Odriozola, Avenida García Barbón 4
36201 Vigo, SPAIN

(14) **European Food Safety Authority (EFSA)**

Via Carlo Magno 1A
43126 Parma, ITALY

- (15) **European Institute for Gender Equality (EIGE)**
Gedimino pr. 16
01103 Vilnius, LITHUANIA
- (16) **European Insurance and Occupational Pensions Authority (EIOPA)**
Westhafenplatz 1
60327 Frankfurt am Main, GERMANY
- (17) **European Institute of Innovation and Technology (EIT)**
Infopark, Neumann Janos utca 1/E
1117 Budapest, HUNGARY
- (18) **European Medicines Agency (EMA)**
30 Churchill Place
Canary Wharf
London E14 5EU, UNITED KINGDOM
- (19) **European Maritime Safety Agency (EMSA)**
Praça Europa 4
1249-206 Lisboa, PORTUGAL
- (20) **European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)**
Praça Europa, 1
Cais do Sodré
1249-289 Lisbon, PORTUGAL
- (21) **European Union Agency for Network and Information Security Agency (ENISA)**
Science and Technology Park of Crete (ITE)
N.Plastira street 100
Vasilika Vouton
700 13 Heraklion, GREECE

- (22) **European Railway Agency (ERA)**
120 rue Marc Lefrancq
59300 Valenciennes, FRANCE
- (23) **European Securities and Markets Authority (ESMA)**
103 Rue de Grenelle
75007 Paris, FRANCE
- (24) **European Training Foundation (ETF)**
Villa Gualino
viale Settimio Severo 65
10133 Torino, ITALY
- (25) **European Agency for the operational management of the large-scale IT systems in the area of freedom, security and justice (eu.LISA)**
EU House
Rävala pst. 4
10143 Tallinn, ESTONIA
- (26) **European Agency for Safety and Health at Work (EU-OSHA)**
C/Santiago de Compostela 12, 5th floor
48003 Bilbao, SPAIN
- (27) **European Foundation for the Improvement of Living and Working Conditions (EUROFOUND)**
Wyattville Road
Loughlinstown
Dublin 18, IRELAND
- (28) **European Judicial Cooperation Unit (EUROJUST)**
P.O. Box 16183
2500 BD The Hague, THE NETHERLANDS

(29) European Police Office (EUROPOL)

Eisenhowerlaan 73

2517 KK The Hague, THE NETHERLANDS

(30) European Union Agency for Fundamental Rights (FRA)

Schwarzenbergplatz 11

1040 Vienne, AUSTRIA

(31) European Agency for the Management of Operational Cooperation at the External Borders (FRONTEX)

Plac Europejski 6

00-844 Warsaw, POLAND

(32) European GNSS Agency

Janovskeho 438/2

170 00 Praha 7, CZECH REPUBLIC

(33) Office for Harmonisation in the Internal Market (Trade Marks and Designs) (OHIM)

Avenida de Europa, 4

03008 Alicante, SPAIN

(34) Single Resolution Board (SRB)

Rue de la Science, 27

1049 Brussels, BELGIUM

B. JOINT UNDERTAKINGS

- (35) **Bio-based Industries Joint Undertaking (BBI)**
White Atrium Building
Avenue de la Toison d'Or 56-60, 3th Floor
1060 Brussels, BELGIUM
- (36) **Clean Sky 2 Joint Undertaking (CLEAN SKY 2)**
Avenue de la Toison d'Or 56-60, 4th Floor
1060 Brussels, BELGIUM
- (37) **Electronic Components and Systems for European Leadership Joint Undertaking (ECSEL)**
Avenue de la Toison d'Or 56-60 (5^{ème} étage)
1060 Bruxelles, BELGIUM
- (38) **Fuel Cells and Hydrogen 2 Joint Undertaking (FCH 2)**
White Atrium Building
Avenue de la Toison d'Or 56-60, office 04/21
1049 Brussels, BELGIUM
- (39) **The European Joint Undertaking for ITER and the Development of Fusion Energy (F4E)**
c/ Josep Pla, n° 2
Torres Diagonal Litoral
Edificio B3
08019 Barcelona, SPAIN
- (40) **Innovative Medicines Initiative 2 Joint Undertaking (IMI 2)**
Avenue de la Toison d'Or 56-60
1060 Brussels, BELGIUM
- (41) **SESAR Joint Undertaking (SJU)**
Avenue de Cortenberg 100
1000 Brussels, BELGIUM

(42) Shift2Rail Joint Undertaking (S2R JU)

Rue de Mot 28 (DM28)
1040 Brussels, BELGIUM