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**COMMUNICATION FROM THE PRESIDENT TO THE COMMISSION**

**Rules governing the composition of the Cabinets of the Members of the Commission and  
of the Spokesperson's Service**

# COMMUNICATION FROM THE PRESIDENT TO THE COMMISSION

## Rules governing the composition of the Cabinets of the Members of the Commission and of the Spokesperson's Service

### INTRODUCTION

The President of the Commission is responsible for the internal organisation of the Commission, ensuring that it acts consistently, efficiently and as a collegiate body. The extent to which the Commission is able to carry out its tasks according to these principles depends, among other things, on the expertise provided by the Directorates-General and services, on the advice provided to Commissioners by the members of their Cabinets (private offices) and on the communication of the Commission's activities to the outside world.

In this context, the President of the Commission has laid down rules on the composition of the Cabinets and of the Spokesperson's Service. These rules<sup>1</sup> take into account the provisions of the Staff Regulations (SR) and the Conditions of Employment of Other Servants (CEOS) and reflect the specific roles allocated by the President in the Mission Letters to Commissioners, including the Executive Vice-Presidents and the High Representative (HR/VP).

### A. COMPOSITION OF CABINETS

#### 1. GENERAL RULES

Cabinets help Commissioners in carrying out their collegial and portfolio roles. For this reason, their composition should reflect the diversity of the European Union as far as possible, drawing on a wide range of professional expertise and ensuring geographic and gender balance.

#### 2. PROFESSIONAL ETHICS

As for all Commission staff, Cabinet members are bound to respect the obligations set out in the Treaties, the Staff Regulations and the internal rules of the Commission, Article 339 of the Treaty on the Functioning of the European Union (TFEU), which refers to the non-disclosure of information, and Articles 11 to 26a of the Staff Regulations<sup>2</sup> on the rights and obligations of officials are relevant.

In performing their duties, Cabinet staff must have solely the interests of the institution and of the Union in mind at all times. They shall not take instructions from any government, authority, organisation or person outside the Commission.

Conduct and decision-making have to be guided by independence, impartiality, objectivity and loyalty. Cabinet staff must declare any conflict of interest, gifts and external activities, including participation in conferences linked to questions related to the Union which is not part of the staff member's duties in the Cabinet. They must declare the professional activities of the spouse or partner in accordance with the applicable rules. They must also make known any intention

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<sup>1</sup> These rules replace the rules governing the composition of the Members' Cabinets and the Spokespersons of 1 November 2014 (C(2014) 9002) as from 1 December 2019.

<sup>2</sup> These articles apply by analogy to temporary and contract agents on the basis of Articles 11 and 81 CEOS.

to publish articles, books or other material or as well as any intention to stand in an election.. Cabinet staff shall, also after leaving the service, continue to be bound by the duty to behave with integrity and discretion concerning the acceptance of certain appointments or benefits. Staff intending to engage in an occupational activity, whether gainful or not, within two years of leaving the service shall inform the institution thereof<sup>3</sup>, which may give rise to a decision by the appointing authority.

Cabinet staff shall refrain from any unauthorised disclosure of information received in the line of duty, unless that information has already been made public or is accessible to the public. They shall continue to be bound by this obligation after leaving the service<sup>4</sup>.

In carrying out their duties and tasks, Cabinet staff must conduct themselves so as to enable the Commission to meet its obligations of openness and transparency towards citizens and representative associations (Article 11 of the Treaty on European Union (TEU)), on access to documents (Article 15 TFEU and Regulation EC 1049/2001) and on personal data protection (Article 16 TFEU and Regulation (EU) 2018/1725). In this regard, Cabinet staff have the duty to ensure that a representative range of views is regularly used as a basis for policy and decision-making. They shall respect the rules for meetings with interest representatives and promote the use of the Transparency Register covering contacts with individuals and organisations.

### **3. COMPOSITION OF CABINETS**

The composition of the Cabinets should balance the need for officials with appropriate experience of working in the EU institutions and the possibility of benefitting from the knowledge of individuals previously working outside the institutions.

Officials<sup>5</sup> from any EU institution are seconded to the Cabinets in the interests of the service in accordance with the second indent of Article 37(a) of the Staff Regulations.

Other persons may be employed as temporary agents under Article 2(c) of the CEOS in accordance with the specific rules adopted by the Commission<sup>6</sup>.

The grading in the functions of Head of Cabinet, Deputy Head of Cabinet, Director of Coordination and Administration Cabinet Expert or Executive Communication Adviser, is defined in Decision C(2013) 9049 final on policies for the engagement and use of temporary agents (Temporary Staff Pursuant to Article 2(c) of CEOS and in the present rules, and is applicable to officials if they hold a lower grade and/or salary in their career of origin. The grading in step is determined in accordance with the general grading rules of the Commission.

Upon request from the President's cabinet, officials and other agents assigned in Commission services shall be temporarily made available to support the political and administrative actions of the President if the need shall appear.

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<sup>3</sup> See Article 16 of the Staff Regulations and the corresponding implementing rules and guidelines.

<sup>4</sup> See Article 17 of the Staff Regulations.

<sup>5</sup> Under active employment.

<sup>6</sup> Commission Decision C(2013)9049 of 16 December 2013 on policies for the engagement and use of temporary agents.

### 3.1. AD grades

#### 3.1.1. *Number*

**Cabinet of the President:** the President has twelve AD grade staff, including the Head of Cabinet, the Deputy Head of Cabinet and up to three Experts of grade AD13.

**Cabinet of the Executive Vice-Presidents:** the Executive Vice-Presidents have nine AD staff, including the Head of Cabinet, the Deputy Head of Cabinet and up to two Experts of grade AD13.

**Cabinet of the HR/VP:** the High Representative of the Union for Foreign Affairs and Security Policy and Vice-President (hereinafter: HR/VP) has nine AD staff including the Head of Cabinet, the Deputy Head of Cabinet and up to three Experts of grade AD13.

**Cabinets of the other Commissioners:** Commissioners have six AD staff including the Head of Cabinet, the Deputy Head of Cabinet and one Expert of grade AD13. Under exceptional circumstances and duly justified in view of the importance of a given policy priority for the Commission, the President may decide to allocate supplementary AD staff. This shall be done on a temporary basis.

Within the above numbers of AD grade staff, the President's Cabinet will include a Director of Coordination and Administration. All Cabinets will include one Communication Adviser (the Communication Adviser could be a policy assistant irrespective of whether AD or AST grade staff). AD staff are recruited either by secondment in the interests of the service or by engagement pursuant to Article 2(c) CEOS.

Under exceptional circumstances and duly justified in view of the importance of a given policy priority for the Commission, the President may decide that within the AD staff of the President, the Executive Vice-Presidents, the HR/VP and the Commissioners an additional Expert is allocated. This however shall not impact the number of AD staff.

Each Member of the Commission designates in his/her Cabinet an ethics and transparency contact point who will be part of the Network of Ethics and Transparency Contact Points in the Cabinets co-chaired by the President's cabinet and the Secretariat-General.

#### 3.1.2. *Administrative Status*

**Cabinet of the President:** no less than seven officials. The Head of the President's Cabinet is ranked at the level of Director-General. The Deputy Head of the President's Cabinet and the Director of Coordination and Administration are ranked at the level of Director and engaged at grade AD 14.

**Cabinet of the Executive Vice-Presidents:** no less than six officials. The Heads of Cabinet are ranked at the level of Director and are engaged at grade AD14

**Cabinet of the HR/VP:** no less than five officials. The Head of Cabinet of the HR/VP is ranked at the level of Director and engaged at grade AD 14.

**Cabinets of the Commissioners:** no less than three officials.

The Heads of the Commissioners' Cabinets are ranked at the level of Director and engaged at grade AD 14.

Temporary agents engaged under Article 2(c) of the CEOS receive a contract of indefinite duration. Staff who are already temporary agents under Article 2(c) of the CEOS have the possibility to have their contract extended or to be engaged under a new contract. In all cases, these contracts are terminated at the appropriate time in anticipation of the end of the mandate of the Commissioner concerned.

**Type of post:** Commission officials in grades AD 14 to AD 16 in their basic career who occupied a post of Director, Deputy Director-General or Director-General at the date of the effective date of their secondment shall, during the period of secondment, remain entitled to the benefit provided for in the second paragraph of Article 44 of the Staff Regulations.

Commission officials in grades AD 9 to AD 14 in their basic career (with the exception of officials occupying a post corresponding to the type of post of Director) who are seconded in accordance with the second indent of Article 37(a) of the Staff Regulations within the European Commission shall, during the period of secondment, be assigned to the type of post "Head of Unit or equivalent" in their basic career. Unless they are seconded Heads of Unit or occupy a management function in their secondment career, they shall not be entitled to the benefit provided for in the second paragraph of Article 44 of the Staff Regulations, which refers to advancement to a higher step. The experience acquired during the period of secondment shall not be taken into account as management experience for eligibility purposes in the context of applications for management positions unless the seconded official occupies a management position in the secondment career. However, Deputy Heads of Cabinet with at least two years' experience in this function shall be considered to have the requisite middle management experience for applications for posts of Head of Unit at level AD 13/AD 14. Deputy Heads of Cabinet who are seconded established Heads of Unit and did not have the two years' experience in this function at the moment of their secondment shall be considered as developing their management experience in their secondment career for the period needed to reach two years of experience on a middle management function. At the end of the secondment, when officials in grade AD 9 to AD 14 are reintegrated into the Commission services, they return in principle to their original type of post.

**Nationality:** Cabinet staff should reflect the diversity of the European Union. The staff of the President, the Executive Vice-Presidents and the HR/VP shall consist of members of at least five different nationalities of the European Union, respectively for their AD and AST - AST/SC staff members. No more than 4 AD staff for the President 3 AD staff for the Executive Vice-Presidents and the HR/VP shall have the nationality of their Commissioner. The staff of Commissioners shall consist of members of at least three different nationalities, respectively for their AD and AST – AST/SC staff members. No more than 2 AD staff shall have the nationality of their Commissioner.

The Head of Cabinet or the Deputy Head of Cabinet shall be of a different nationality from that of the Commissioner.

**Gender:** Commissioners will endeavour to ensure a gender balance in the composition of their Cabinets. While aiming at a balanced representation of genders, they shall include at least 50% of women among their overall AD staff. All staff in AD grades, including where applicable personal and policy assistants, shall count to this figure.

**Handover:** For the sake of efficient continuity, a handover period of limited duration may be arranged, during which outgoing and new staff members work together in the Cabinet.

### 3.2. Personal assistant

The personal assistant of the Executive Vice-President, the HR/VP or the Commissioner, and the two personal assistants of the President are either AST or AD grade staff and may be temporary agents. AD personal assistants are not counted in the AD limits referred to above, save where explicitly provided for (i.e. for gender or for nationality balance).

### 3.3. Policy assistant

Four of the policy assistants of the President, two of the policy assistants of the Executive Vice-Presidents and of the HR/VP may be AD grade staff. AD policy assistants are not counted in the AD limits referred to above, save where explicitly provided for (i.e. for gender or for nationality balance).

### 3.4. Administrative and secretarial support<sup>7</sup>

#### 3.4.1. *Number*<sup>8</sup>

**Cabinet of the President:** the President has a maximum of nineteen administrative and secretarial support staff (AST and AST/SC) with no more than four policy assistants who are employed on AST posts (save the possibility under 3.3). Secretarial support staff can be employed either on AST or AST/SC posts with an adequate balance between the two group of functions.

**Cabinet of the Executive Vice-Presidents:** the Executive Vice-Presidents have a maximum of thirteen administrative and secretarial support staff (AST and AST/SC) with no more than three policy assistants who are employed on AST posts (save the possibility under 3.3). Secretarial support staff can be employed either on AST or AST/SC posts with an adequate balance between the two group of functions.

**Cabinet of the HR/VP:** the HR/VP has a maximum of fourteen administrative and secretarial support staff (AST and AST/SC) with no more than three policy assistants who are employed on AST posts (save the possibility under 3.3). Secretarial support

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<sup>7</sup> For AST/SC posts: AST/SC staff, Administrative Assistants in Transition or Assistants in Transition. <sup>8</sup> The personal and policy assistants count to this figure whether they are recruited as AST or AD.

staff can be employed either on AST or AST/SC posts with an adequate balance between the two group of functions.

**Cabinet of Commissioners:** Commissioners have a maximum of ten administrative and secretarial support staff (AST and AST/SC) with no more than three policy assistants who are employed on AST posts . Secretarial support staff can be employed either on AST or AST/SC posts with an adequate balance between the two group of functions.

One member of the administrative and secretarial support staff of each Cabinet must be nominated as that Cabinet's document management officer (DMO) and should ensure that the applicable rules on document management and archiving are respected.

The adequate balance between the AST and AST/SC function group is monitored by the HR unit for the Cabinets and can be assessed on a case-by-case basis by the President's cabinet.

#### **3.4.2. *Administrative Status***

**Cabinet of the President:** no less than eight officials.

**Cabinet of the HR/VP and Executive Vice-Presidents:** no less than seven officials.

**Cabinet of Commissioners:** no less than five officials.

**Handover:** For the sake of efficient continuity, a handover period of limited duration may be arranged, during which the outgoing and new staff member work together in the Cabinet.

Administrative and secretarial support staff who are temporary agents receive a contract of indefinite duration under Article 2(c) of the CEOS. Staff who are already temporary agents under Article 2(c) of the CEOS have the possibility to have their contract extended or to be engaged under a new contract. In all cases, these contracts are terminated at the appropriate time in anticipation of the end of the mandate of the Commissioner concerned.

### **3.5. Security clearance**

In view of the evolving security threats, it is necessary to increase the measures protecting persons, assets and information in the Cabinets. For the handling of classified information, a sufficient number of Cabinet staff – including at least two staff in AD grades and two staff in AST or AST/SC grades– should have the necessary security clearance at any time over the mandate. All cabinet members occupying a post requiring actual or potential access to a large amount of sensitive non-classified information, in written or oral form, notably Heads of Cabinet, Deputy Heads of Cabinet and Experts must undergo a security authorisation procedure conducted by the Member State.

Since the procedure for obtaining such clearance tends to last several months, advice should be sought from the Security Directorate as soon as possible upon taking up office.

### 3.6. Drivers

**Number:** a single driver per Commissioner will be provided (two for the President) with back-up from the drivers' pool.

**Administrative Status:** The drivers' pool will be made up of contract agents. However, for a limited period, the pool will contain officials from the Commission's drivers' pool (no new temporary agent contracts will be signed).

Drivers are administratively attached to the Office for Infrastructures and Logistics in Brussels (OIB).

### 3.7. Security

#### 3.7.1. General

The Commission's Security Directorate is responsible for the protection of Commissioners, Commission staff, assets and information.

**Local Security Officer:** One member of the staff of each Cabinet should be nominated to act as the point of contact for the Security Directorate.

#### 3.7.2. Security staff assigned to protect Commissioners

Security staff will be assigned to protect Commissioners when duly justified based on an assessment by the Commission's Security Directorate and after approval by the Member of the Commission responsible for Human Resources, in agreement with the President.

These posts are filled either by officials or by temporary staff engaged pursuant to Article 2(c) CEOS. These posts belong to the AST/SC function group. In case a post exceptionally includes responsibilities corresponding to the AST function group, the post may, with the agreement of the Member of the Commission responsible for Human Resources, be qualified as belonging to this function group.

Officials are assigned to a post within the Security Directorate.

Temporary staff are engaged applying mutatis mutandis the rules laid down in Article 4, paragraph 1, point 5, (b) and (c) of Commission Decision C(2013) 9049 of 16 December 2013 on policies for the engagement and use of temporary staff.

### 3.8. Other Staff

#### 3.8.1. Interns

Subject to budgetary and office space limitations, Commissioners may take on up to two interns under the Commission's graduate traineeship scheme (five-month "blue book" traineeship).

Up to two interns may be taken on under the Commission's scheme for National Experts in Professional Training (NEPT). Irrespective of the nature of the trainee contract (blue book or NEPT), a maximum of three interns per Cabinet is allowed at



any time, depending on office space possibilities. Interns have to be accommodated within the available office space attributed to each Cabinet.

Interns may be sent on mission. The related costs will be charged to the mission budget of the Cabinet of the Commissioner for whom they carry out their activities.

Interns in the Cabinets must have the nationality of a Member State of the European Union.

An exception to these rules on interns is only possible based on the explicit approval of the Member of the Commission responsible for Human Resources, in agreement with the President.

### ***3.8.2. National experts or any other forms of contract staff or secondment or outside staff***

With the exception of national experts in professional training (see under point 3.6.1) no other staff may be employed in cabinets.

### ***3.8.3 Pool of replacement secretaries for the Cabinets***

When necessary (to cover sickness, leave or long-term absences), secretaries can be provided from the reserve pool administered by the Human Resources unit for the Cabinets within the Directorate-General for Human Resources and Security. The secretary pool for the Cabinets consists of either contract agents or temporary staff<sup>8</sup> engaged pursuant to Article 2(c) CEOS.

### ***3.8.4. Special Advisers***

Commissioners can call on the services of paid or unpaid special advisers. The list of such special advisers is adopted by the Commission within a strict budget allocation and on the basis of a transparent procedure. These individuals advise the relevant Commissioner(s) in a personal capacity. They must be acknowledged experts in their field and their remit must be clearly defined.

Special advisers do not belong to Commissioners' Cabinets and must not claim this status. They cannot speak or take positions on behalf of the Commission.

## **3.9. Replacement of staff**

Absent AST and AST/SC staff will be covered by the pool of replacement secretaries for the Cabinets, based on availability and priority setting. This facility cannot be used on a permanent basis to increase the number of staff in a Cabinet. Arbitration between requests is decided upon by the HR unit for the Cabinets and, when necessary, in agreement with the Member of the Commission responsible for Human Resources.

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<sup>8</sup> A secretary may be engaged in the replacement pool as temporary agent pursuant to Article 2(c) of the CEOS, provided that he/she has previously served for at least 9 months in the pool. The overall number of secretaries in the replacement pool engaged as temporary agent pursuant to Article 2(c) of the CEOS may not exceed 12. Exceptions can only be authorised by the cabinet of the President.

For the replacement of Cabinet staff absent on long-term sick leave, maternity leave, parental leave, family leave or leave on personal grounds, Cabinets may ask the services under their responsibility to provide a member of staff to cover during the period of absence. The HR unit for the Cabinets, together with the service concerned, will arrange for a member of staff to be attached (“*mis à disposition*”) to the Cabinet.

If these options are not possible, Cabinets may request to recruit an additional temporary agent pursuant to Article 2(c) of the CEOS to cover the period of absence for an AD grade official or, on an exceptional basis, an AST or AST/SC grade official. This will effectively create a "surcharge" in the Cabinet but will not affect the actual headcount. The exceptional possibility to replace AD staff on long-term absence with a temporary agent is limited to one per Cabinet. Such requests should be addressed to the HR unit for the Cabinets with a copy provided to the Member of the Commission responsible for Human Resources in agreement with President's cabinet. Contracts of temporary staff providing cover will be terminated in anticipation of the return of the AD, AST or AST/SC staff member who has been replaced.

Seconded officials in Cabinets who are absent for a minimum of six months should be reintegrated to the service of origin. Cabinet officials requesting leave on personal grounds for a period of six months or more must be reintegrated into their service of origin. The relevant Directorate-General will then be responsible for granting leave on personal grounds.

#### **4. APPOINTMENTS OF STAFF FROM THE CABINET OF A COMMISSIONER TO A COMMISSION SERVICE**

Appointments of officials from the Cabinet of a Commissioner to a Commission service must comply with the Staff Regulations. Contracts for temporary staff are of indefinite duration and are linked to the Commissioner's term of office. No guarantee may be given concerning recruitment to Commission services, since the normal rules for external recruitment must apply.

#### **5. SECONDMENT OF OFFICIALS AND ENGAGEMENT OF TEMPORARY AGENTS**

The power of appointing authority and authority empowered to conclude a contract is exercised by the Member of the Commission responsible for Human Resources, in agreement with the President of the Commission, with regard to Heads of Cabinet, Deputy Heads of Cabinet and the Director of Coordination and Administration, and by the Director-General for Human Resources and Security in the case of all other members of Cabinet.

All requests for secondment or engagement must be approved by the appointing authority or the authority empowered to conclude a contract<sup>9</sup> before the person concerned takes up office in a Cabinet. Requests must be sent to the HR unit for the

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<sup>9</sup> Commission Decision C(2013) 3288 of 4 June 2013 on the exercise of powers conferred by the Staff Regulations on the appointing authority (AIPN) and by the Conditions of Employment of Other Servants on the authority empowered to conclude contracts of employment (AHCC), as subsequently amended, in particular Annex I Table III points 5.1-5.4 and Table X point 1.3.

Cabinets, which will check for compliance with the rules and prepare the file to be sent for a decision by the appointing authority.

## **6. WORKING TIME**

Given that work in Cabinets implies particular constraints with regard to working time and flexibility, working time shall be managed in agreement with the Head of Cabinet and recorded consequently in line with general rules. The general recuperation scheme will not be used for staff in Cabinets.

## **B. THE SPOKESPERSON'S SERVICE**

1. The President and the Members of the Commission are the public faces of the institution and the best advocates of Commission policies. Their communication activities and the structures that support them are closely linked to their political role as Members of the College. Their success in terms of media perception depends on their ability to communicate convincingly on a large number of issues in all Member States and to be seen as strong team players contributing positively to the achievement of the key objectives and priorities of the College.
2. The President and other Members of the Commission need appropriate and timely support to communicate effectively. The Spokesperson's Service is headed by the Chief Spokesperson and ensures political communication on behalf of the President and the entire Commission. In addition, the President and the Commissioners will be assisted by the Communication Adviser in their Cabinet and the Chief Spokesperson will be advised by an Executive Communication Adviser in the Spokesperson's service. The Executive Communication Adviser in SPP is ranked at the level of Deputy Director-General and engaged at grade AD15. Communication Advisers will be in charge of preparing and coordinating the political communication of the Members of the Commission, including speechwriting activities.
3. The Spokesperson's Service and the supporting services are administratively part of DG Communication (DG COMM) and act under the direct authority of the President. The Spokesperson's Service works together, as described in the Communication on the Working Methods of the European Commission, with the Commission's Representations, and other corporate services of DG COMM.
4. The European Commission Chief Spokesperson together with the Executive Communication Adviser in SPP and the President's Communication Adviser will coordinate the activities of the Communication Advisers in the Cabinets of the Commissioners and ensure the coherence of political messages of the Commission.
5. The European Commission Chief Spokesperson is responsible for the overall management and the direction of his/her service. He/she will be assisted by two Deputy Chief Spokespersons. The function of the European Commission Chief Spokesperson is filled at grade AD15 at the level of Deputy Director-General. The function of Deputy Chief Spokesperson is filled at grade AD13. The European Commission Chief Spokesperson, and the Deputy Chief Spokespersons speak on behalf of the Commission. The European Commission Chief Spokesperson attends the College meetings and can be invited to intervene during College discussions.

6. The European Commission Chief Spokesperson the Deputy Chief Spokespersons and the Executive Communication Adviser are designated by the President.

Up to 10 Spokespersons in the AD function group, as well as up to 30 Press Officers in the AST function group, are – in addition to the Deputy Chief Spokespersons and administrative support staff –directly attached to the European Commission Chief Spokesperson. They should be able to communicate effectively on all policies of the Commission. Spokespersons and Press Officers shall be recruited on the basis of merit, geographical and gender balance, as well as their knowledge of languages. They are designated by the European Commission Chief Spokesperson in agreement with the President.

7. In addition to the abovementioned group of Spokespersons, the HR/VP shall have two Spokespersons: one lead Spokesperson whose function is filled at grade AD11, and one Deputy.
8. The Spokesperson's Service also comprises a Unit in charge of multimedia editing, speeches and liaison with the Representations. The function of Head of Unit is filled at grade AD12. The Head of Unit is designated by the European Commission Chief Spokesperson in agreement with the President and reports directly to the European Commission Chief Spokesperson. The speechwriters report to the President's cabinet. The Unit may comprise up to 5 speechwriters including two senior speechwriters. Those latter senior speechwriters may be engaged exceptionally at grade up to AD 13. Speechwriters are designated by the President's cabinet.
9. All positions in the Spokesperson's Service are filled either by secondment in the interests of the service in accordance with the second indent of Article 37(a) Staff Regulations or by engagement pursuant to Article 2(c) CEOS, applying mutatis mutandis the procedures applicable to the Cabinets. Unless otherwise provided in this Decision, the grading of staff in function groups AD, AST and AST/SC is determined by applying by analogy the rules applicable to Cabinet staff, as laid down, respectively, in Article 4.1 (4) and Article 4.1 (5), points (b) and (c), of Commission Decision C(2013) 9049 of 16 December 2013 on policies for the engagement and use of temporary staff.

<b>ANNEX - ADMINISTRATIVE BUDGET FOR EACH COMMISSIONER'S CABINET</b>
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Each Commissioner's Cabinet can be supported by the following budget appropriations<sup>1011</sup>:

Contractual staff	- item	20 01 02 01
Mission expenses	- item	20 02 06 01 01
Representation expenses	- item	20 02 06 01 02
Meetings and invitations of experts	- item	20 02 06 02
Training	- item	20 02 06 05

The budget for training and contractual staff (mainly secretarial staff and mail clerks) is managed by the HR unit for the Cabinets . The number of contractual staff of the pool of secretaries is based on the amounts allocated in the annual budget procedure and calculated on the basis of a minimum of three person/years for the President's Cabinet and one person/year for the other Cabinets.

The amounts of the other budgets will be fixed by the Cabinet of the President at the beginning of the new Commission's term of office/budget year and updated during the course of the year through several planning exercises. Commissioners' Cabinets must plan their activities so that they remain within the set budget limits. Requests for budget adjustments must be sent to the Office for administration and payment of individual rights (PMO) with a copy provided to the President's Cabinet for agreement and to the Human Resources unit for the Cabinets within the Directorate General for Human Resources and Security.

The PMO will commit and pay all expenditure (excluding the budgets managed directly by the Human Resources unit for the Cabinets within the Directorate-General for Human Resources and Security) and will send each office a monthly report on its spending on the different items (together with a statement of missions undertaken or planned). The report on spending will give a clear picture of the initial budget, the amounts spent, the forecasts and the balance available.

These rules will apply as of the first day of the mandate of the new Commission.

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<sup>10</sup> Commissioners' mission expenses (item 25.010211.01.01.10) and entertainment allowances (item

<sup>11</sup> .010211.02.01.30) are covered by other parts of the budget.