



**DECISION OF THE GOVERNING BOARD ADOPTING THE MULTI-ANNUAL
STAFF POLICY PLAN 2010-2012**

THE GOVERNING BOARD OF THE ARTEMIS JOINT UNDERTAKING,

Having regard to Council Regulation (EC) No 74/2008 of 20 December 2007 on the establishment of the 'ARTEMIS Joint Undertaking' to implement a Joint Technology Initiative in Embedded Computing Systems¹ and to the Joint Undertaking's Statutes annexed thereto,

Whereas:

- (1) The multi-annual staff policy plan serves mainly to present the staff policy of the Joint Undertaking and to justify the establishment plan to the budgetary authority.
- (2) The multi-annual staff policy plan was drawn up by the interim Executive Director and, following consultation of the Commission, is submitted to the Governing Board for adoption.
- (3) The multi-annual staff policy plan should be updated during the reference period, in accordance with the same procedure, to integrate new elements which could not be taken into account originally.
- (4) The Governing Board should adopt the Joint Undertaking's multi-annual staff policy plan for 2010-2012,

HAS ADOPTED THIS DECISION:

Article 1

The multi-annual staff policy plan 2010-2012 for the ARTEMIS Joint Undertaking is hereby adopted as annexed to this Decision.

Article 2

This Decision shall enter into force on the date of its adoption.

¹ OJ L 30, 04.02.2008, p. 52.

Done at Brussels,

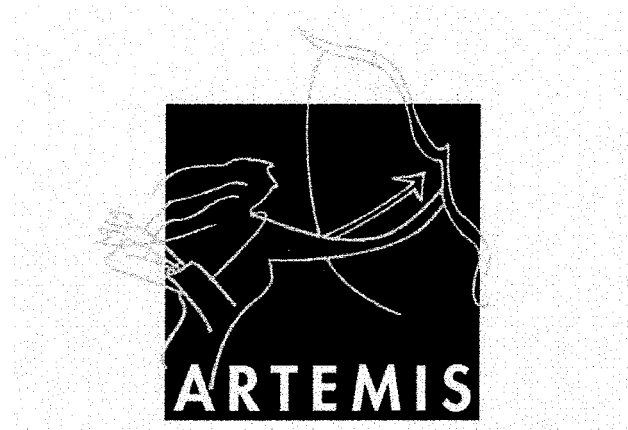
16 MARS 2009

For the Governing Board



Chairperson of the Governing Board

ANNEX



Multi-Annual Staff Policy Plan

2010-2012

for the ARTEMIS

Joint Undertaking (JU)

Multiannual Staff Policy Plan 2010-2012 for the ARTEMIS Joint Undertaking (JU)

ARTEMIS Industrial Association (ARTEMISIA) is committed to make its agreed contribution to the operational expenditure of the JU and therefore of the staff costs, as described in Article 11.5.a of the Statutes of the ARTEMIS JU.

The Multiannual Staff Policy Plan (SPP) represents a maximum framework for recruitment that can not be overcome. The actual recruitments will be a function of the available budget for the calls and of the number of projects that have been selected and therefore need to be monitored.

1 - GENERAL OVERVIEW OF THE CURRENT SITUATION OF THE JOINT UNDERTAKING.

1.1 General information on the Joint Undertaking's activities.

1.1.1 Description of the JU, its mission and programme tasks

ARTEMIS will address the invisible computers (embedded systems) that today run all machines from cars, planes and phones, from energy networks and factories to washing machines and televisions.

Embedded computing systems are facing unprecedented challenges, with heavy competitive pressures from global players and new emerging economies. The embedded systems landscape is very fragmented across the different industrial sectors. While the US has led the world in the personal computer and internet markets in the eighties and nineties, Europe has quietly led the revolution in embedded systems. Therefore, it is strategically important for embedded systems to remain one of the strongholds of European industry.

The ARTEMIS JTI aims to create a single, Europe-wide R&D programme that will help EU industry achieving world leadership in Embedded Systems. This JTI will combine, for the first time, a critical mass of national, EU and private resources within one coherent, flexible and efficient legal framework; it will also ramp up R&D investment in Europe by providing incentives for industry and Member States to increase their R&D expenditure.

The embedded market is growing fast. Forecasts predict there will be over 16 billion embedded devices by 2010 and over 40 billion worldwide by 2020. By 2010 these invisible chips will represent 30-40% of the value of new products in consumer electronics (41%), telecommunications (37%), automotive (36%) and health equipment (33%). ARTEMIS could result in benefits of more than €100 billion over the next ten years for the EU economy.

The legal basis of the ARTEMIS JTI is Article 171 of the Treaty establishing the European Community. It is set up by Council Regulation (EC) No 74/2008² as a Joint Undertaking that is a Community body.

² OJ L 30, 04.02.2008, p.52.

AST 5								
AST 4								
AST 3								
AST 2								
AST 1								
Total AST								
Total								
Total of staff	5			0			3	

In addition, 5 contractual posts are foreseen: 3 FGIII and 2FGII.

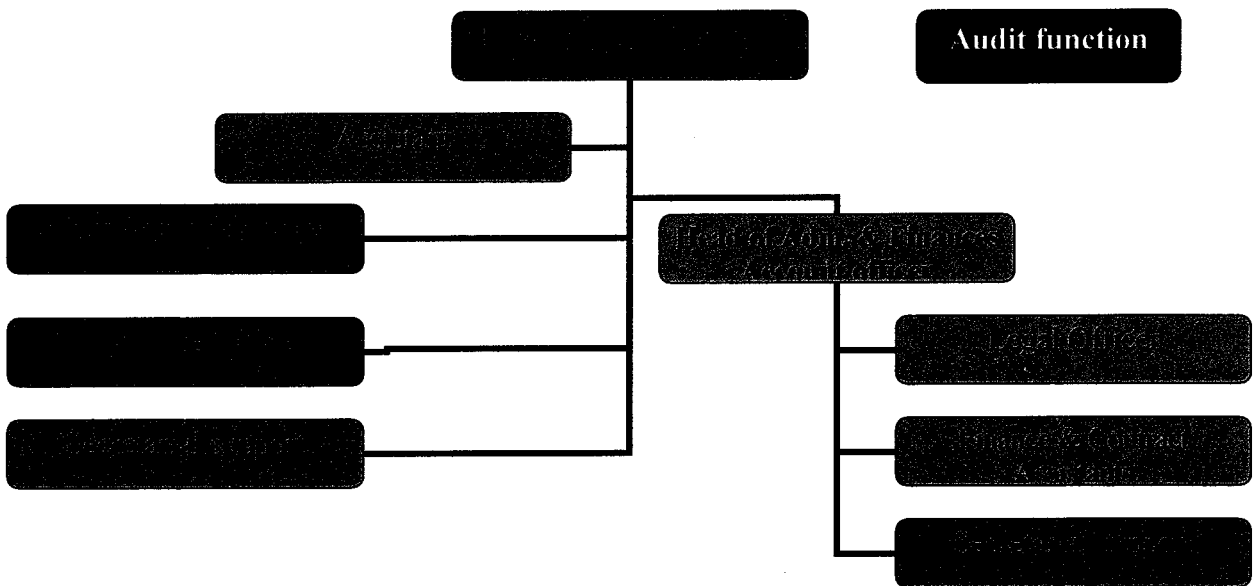
1.1.3 2008 annual staff-related expenditure, in absolute terms and as percentage overall annual expenditure.

Includes salary costs, related overheads for all in-house staff (including contractual agents)

There was no staff-related expenditure in 2008.

1.1.4 Organisation and organigramme.

Organisation Chart



1.2 General presentation of the staff policy followed by the JU

1.2.1 Type of staff, type of employment and duration of employment required to fulfil the missions and tasks

From a general point of view, the ARTEMIS joint undertaking will offer contract agent (CA) contracts for clerical and supportive tasks and, in order to be attractive enough for the potential candidates, temporary agent (TA) contracts for officer and/or management positions (AD grades).

In this context, the proportion between CA and TA staff will be, more or less, fifty-fifty

- Temporary agents on short term employment

Job profile: e.g. administrative or operational tasks, project task please include, for each task:

Executive Director (TA-AD14)

The Executive Director shall be the chief executive responsible for the day-to-day management of the ARTEMIS Joint Undertaking and be its legal representative. He/she shall perform his/her tasks with independence and shall be accountable to the Governing Board. The Executive Director's responsibilities will include:

- Ensuring the achievement of the Joint Undertaking's objectives in accordance to its mission as well as to perform risk assessment and risk management analysis;
- Preparing and executing the Annual Implementation Plan and the Annual Budget Plan of the Joint Undertaking and preparing the Annual Activity Report and the Annual Accounts and balance sheets and submitting them for the approval of the Governing Board;
- Day-to-day decision making and, in particular, organising and managing the launch of calls for proposals and the process of evaluating as well as negotiating and concluding grant agreements for selected proposals, and the subsequent periodic monitoring and follow-up of projects;
- Appointing and supervising the Joint Undertaking's staff and fostering a good team spirit and working environment;
- Preparing and executing the Joint Undertaking's budget and ensuring that it is managed efficiently and in conformity with the Financial Regulation of the Joint Undertaking ;
- As authorising officer he/she shall be responsible for implementing revenue and expenditure in accordance with the principles of sound financial management ;
- Ensuring that the Joint Undertakings' contributions to the research activities of the JTI are provided on time;
- Establishing effective contacts with representatives of the stakeholders and members of the Joint Undertaking (the European Commission, Industrial partners and the Member States);
- Negotiating the necessary agreements with representatives of the stakeholders and members of the Joint Undertaking (the European Commission, Industrial partners and the Member States);
- Communicating with the research and industrial communities, national public administrations and with the broader public in relation to all matters within the mission of the Joint Undertaking.

Head of Administration & Finance (TA-AD11)

The Head of Administration & finance will co-ordinate, facilitate and implement the administrative and financial work of the Joint Undertaking allowing that objectives are achieved smoothly and that the expected results are delivered on time. The Head of Administration & Finance's responsibilities include:

Human Resources management

- Advising on general HR policy aspects in accordance with the Staff Regulations;
- Following-up of the Personnel Budget
- Prepare and submit to the Executive Director the staff establishment plan;
- Salaries administration

Financial Resources management

- Ensure financial verification;
- Follow-up the financial circuit;
- Give advice and comments on draft financing agreements;
- Provide advice on sound financial management;
- Ensure proper archiving and filing of financial documents related with the JU contracts;
- Monthly reporting on the JU budgetary and administrative matters;
- Define budget needs of the JU and report on status of budget execution;
- Monitor R& D budget (commitment and payments);
- Monitor running cost expenditures (including missions, meetings, subcontracts etc.);
- Co-ordinate input to yearly budget exercises such as budget execution planning, financial sheets, budgetary comments, budget cleaning exercises, budget transfers, financial perspectives, yearly budget management reports, etc;
- Co-ordination and follow-up audit requests within the JU;
- Define budget-related procedures, guidelines, workflow, etc;
- Input in the definition and distribution of human resources budget needs of the JU and reporting on status of budget execution;
- Follow-up, adjustment and verification of the execution of the authorised budget;
- Advise the Executive Director on financial and administrative issues applicable to the Joint Undertaking;

Accounting officer

- In addition, the Head of Administration & Finance will assure the function of Account Officer. He/she will set up, structure and maintain the accountancy and financial system. He/she will maintain records of assets, liabilities, profit and loss, payments and other accounting activities. In that context, he/she shall report directly to the Joint Undertaking's Governing Board and the Executive Director.

Programme Manager (TA-AD 11)

- Coordinate the approval of the work programmes with the JU bodies;
- Ensure co-ordination and synergy with associated Commission services and / or related programmes / JU's;
- Liaise with the main domain actors in relation to policy and research priorities in Nanoelectronics (Commission, Member States, ARTEMISIA);
- Inform and reply to questions from European Institutions, Member States and / or the general public.
- Extract and disseminate best practices and facilitate exchange of experiences.
- Support the Executive Director in all his/her work and decisions, upon request;
- Advise and assist the Head of Administration & Finance in his mission in respect of technical issues.
- Prepare calls for proposals/tenders and actively inform the research constituency;

- Organise/be involved in evaluation of proposals (selection of experts, logistics);
- Manage and monitor the process of selection of projects and programmes and ensure the compliance with the prevailing rules and regulations.
- Negotiate strategic, scientific, managerial and financial aspects of research contracts and amendments;
- Monitor and assess the fulfilment of contractual obligations including scientific, administrative and financial aspects (including organising annual and on-site reviews, initiating audits and corrective measures, reporting), with the assistance of external experts (if needed) and with the assistance and through the supervision of internal staff;
- Monitor the overall performance (technical, dissemination, exploitation,) and the strategic impact of the running projects;
- Monitor the follow-up of the implementation of projects;
- Support clustering of activities and dissemination of results;
- Enhance the visibility and impact of the research programme of the JU by disseminating the state-of-the-art and particularly relevant research results at workshops, seminars, conferences and other public events;
- Define and apply strategies for dissemination of the results of projects, i.e. at workshops, seminars, publications, conferences and other public events, including leading programme related publications.

Programme Officer (TA-AD8)

- Prepare calls for proposals/tenders and actively inform the research constituency;
- Organise/be involved in evaluation of proposals (selection of experts, logistics);
- Negotiate strategic, scientific, managerial and financial aspects of research contracts and amendments;
- Monitor and assess the fulfilment of contractual obligations including scientific, administrative and financial aspects (including organising annual and on-site reviews, initiating audits and corrective measures, reporting), with the assistance of external experts (if needed) and with the assistance and through the supervision of internal administrative staff;
- Monitor the overall performance (technical, dissemination, exploitation,) and the strategic impact of the running projects;
- Support clustering of activities and dissemination of results;
- Enhance the visibility and impact of the research programme of the JU by disseminating the state-of-the-art and particularly relevant research results at workshops, seminars, conferences and other public events;

Legal Officer (TA-AD8)

- Advise and assist the Head of Administration & Finance in his/her mission in respect of legal issues;
- Produce manuals for management and staff on legal and procedural issues;
- Prepare and follow up the administrative arrangements with the national funding authorities;
- Control the application and potential revision of the JU Financial Rules;
- Control the application and potential revision of the implementing rules for the staff;
- Prepare and revise grant agreements and contracts;
- Liaise with DG Admin, DG Legal Service and any other relevant Directorate- General;

- Help drafting calls for tenders;
- Draft agreement between the Joint Undertaking and third parties;
- Establishing a training plan and organising trainings for the ARTEMIS staff;
- Ensure training of staff on Finance and Contracts matters;
- Organisation and management of recruitment procedures;
- Determination of Individual Rights of Staff, management of leave and absences;
- Establishing, updating and maintaining personal files according to statutory provisions;
- Management of Office facilities: rent of the building, allocation of space, management of security services etc.

ARTEMIS JU – 2008 – Temporary agents

JTI JU's task	Function / Job title	Type and duration of employment / contract	Functions Group and Grade	No. of Staff to be employed
DAILY MANAGEMENT	EXECUTIVE DIRECTOR	3+4	AD 14	1
DIRECTION BUDGET & LEGAL (Administrative tasks)	HEAD OF ADMINISTRATION & FINANCE	3+4	AD 11	1
TECHNICAL OPERATION (Operational tasks)	PROGRAMME MANAGER	3+4	AD 11	1
TECHNICAL OPERATION (Operational tasks)	PROGRAMME OFFICER	3+4	AD 8	1
LEGAL ADVISING (Administrative tasks)	LEGAL OFFICER	3+4	AD 8	1

- Contract agents on long term employment

None

- Contract agents on short term employment

3 FGIII and 2 FGII

Number of Contract Agents

	<i>2008 (actually filled at February 2009)</i>	<i>2009 (envisaged)</i>	<i>2010 (envisaged)</i>
<i>GF IV</i>			
<i>GF III</i>	0	3	4
<i>GF II</i>	0	2	3
<i>GF I</i>			

1.2.2 Type and number of posts, job titles, duration of employment, grade corresponding to the tasks and functions (explanation of table I of the annex).

See the details above.

1.2.3 Recruitment policy in regard to the different types of employment.

Selection procedure depending on the type of staff and the length of contract

Apart for the recruitment of the Executive Director of the JU which will be subject to the procedure defined in article 7(2) of the JU Statutes as annexed to the Regulation setting up the "ARTEMIS joint undertaking", ARTEMIS will launch the recruitment procedures (notably publish the vacancy notices and deal with the pre-selection and selection procedure).

For the purpose of temporary agent recruitments and depending on the level of the different AD posts, ARTEMIS will publish for at least two weeks [in the language(s) corresponding to the language regime of the Joint Undertaking] on the Joint Undertaking's Internet site, EPSO website and [EU CV – online], as well as if necessary in the international and local and specialist press. The channels of Permanent Representations of the Member States to the European Union and representatives of Member States who sit on the Governing Board may also be used.

For the purpose of **contract agent recruitments** on Administrative, financial and clerical tasks, ARTEMIS will have the possibility to use the EPSO CA list.

The general implementing provisions on the procedure governing the middle management staff, as well as the engagement and the use of Temporary agents and the engagement and the use of contract staff at ARTEMIS provide the details of the recruitment procedure (See point 5).

1.2.4 Career profiles in regard to the different types of employment.

N/A

1.2.5 Statistics and general orientations to promote equal opportunities and concrete measures planned in order to ensure equal treatment among the staff members.

In accordance to article 1 d) of the Staff regulations and articles 12.1 and 82.1 of the CEOS, ARTEMIS Joint undertaking will apply equal opportunities policy for its staff.

1.2.6 Statistics on geographical balance.

Geographical balance will be achieved in accordance to Articles 12.1 and 82.1 of Conditions of Employment of Other Servants, bearing in mind the small size of the Joint Undertaking.

1.2.7 Mobility policy in regard to the different types of employment.

Given the short term nature of the contracts and the specificity of the structure, a mobility policy seems not appropriate.

1.2.8 Secondment

Specify number of foreseen seconded employees by type (a) expert from MS, b) expert from industry

This possibility is foreseen in Article 8.4 of the Regulation. However, at this stage, it is not possible to quantify the number of experts but it should not exceed a maximum of one third of the total AD Staff.

2 - OVERVIEW OF THE SITUATION OVER NEXT THREE YEARS.

2.1 Turnover due to retirement or termination of employment

2.1.1 Turnover in the JU because of retirement

N/A

2.1.2 Turnover in the JU because of termination of employment

N/A

2.2 Career developments in the JU: expected promotion and reclassification

N/A

2.3 Workload: *missions and tasks that have to be carried out in the next three years and analysis of the new tasks, in particular as reflected in the JU's work programme*

The nature of the tasks to be undertaken by the Joint Undertaking is unlikely to vary over time. However, the workload in the various functions will increase in the first years due to the steady rise of the R&D activities requiring additional resources to handle the corresponding administrative and technical work.

The evolution of the workload will follow the objectives quantified in table 8.1 of the legislative financial statement reproduced hereunder.

Commitment appropriations in EUR million (to 3 decimal places)

	Type of output	Av. cost	Year 2008		Year 2009		Year 2010		Year 2011		Year 2012		Year 2013		TOTAL	
			No. outputs	Total cost	No. outputs	Total cost	No. outputs	Total cost	No. outputs	Total cost	No. outputs	Total cost	No. outputs	Total cost	No. outputs	Total cost
OPERATIONAL OBJECTIVE ³ - Setting up the ARTEMIS Joint Undertaking and implementing its Research Agenda																
- Output (*)	projects	1.5	27.333	41	35.666	53.5	42.333	63.5	50.333	75.5	58.833	88.25	58.833	88.25	273.333	410
TOTAL COST		1.5	27.333	41	35.666	53.5	42.333	63.5	50.333	75.5	58.833	88.25	58.833	88.25	273.333	410

(*) assuming an average total cost per project of €10m, of which 15% is funded by the ARTEMIS Joint Undertaking.

The JU intends to increase the number of its staff by 3 programme officers (AD8) up to 2012. The main tasks for these officers will be negotiation of research contracts and monitoring and assessment of contractual obligations including reviewing. The ARTEMIS JU will see a strong increase of research contracts that it has to manage over the 3 year period. In 2008 12 research contracts were concluded. A similar number is expected in 2009. However, in the years 2010, 2011 and 2012 the research budget is expected to steadily increase and thereby the number of research contracts that the JU has to manage is also expected to increase significantly.

Annual requirements	2009	2010	2011	2012
Total # research contracts expected to be managed by the JU	24	40	60	80
Programme Officers	3	4	5	6
Temporary staff	7	8	9	10

Furthermore, it is expected that the Joint Undertaking will make use of service and supply contracts for ancillary tasks, such as IT tools or PR activities. However, should such service and supply contracts not materialize, there would be a need for additional own staff resources within the Joint Undertaking to cope with these tasks.

2.4 Consequences on the number of staff in the JU

2.4.1 Corresponding to the AIP 2009 transmitted to the budgetary authority

Annual requirements	2009	2010

³ As described in section 5. 3.

Temporary staff	7	8
Contract staff	5	7
Total number of staff	12	15

2.4.2 Indicative for the two consecutive years (2011 and 2012)

The number of staff is expected to develop according to the following plan:

Annual requirements	2011	2012
Temporary staff	9	10
Contract staff	9	9
Total number of staff	18	19

3. ADAPTATION OF THE ESTABLISHMENT PLAN FOLLOWING THE STAFF POLICY DEFINED IN ANNEX I AND THE EVOLUTION FORESEEN FOR THE NEXT 3 YEARS IN ANNEX II.

Following: the staff policy as defined in Annex 1. and the evolution for the next 3 years as foreseen in Annex 2.:

- The establishment plan for 2010 will be drawn up as presented in the preliminary draft budget (the JU's request);
- the establishment plans for 2011 and 2012 will show indicative numbers of posts and grades and will be subject to possible adaptations to the evolution and situation of the JU every year.

4. SCHOOLING.

European Schools will cover the JTI's staff needs in this respect.

5. STATE OF PLAY OF IMPLEMENTING RULES ADOPTED BY THE JU CONSISTENT WITH ITS STAFF POLICY.

The governing board of the ARTEMIS JU has in its meeting on 18 September 2008 adopted, in agreement with the Commission⁴, 4 decisions on staff implementing rules:

ARTEMIS-GB-45/08: Implementing rules to the staff regulations;

ARTEMIS-GB-46/08: General implementing provisions on the procedures governing the engagement and the use of temporary agents;

⁴ Commission Decision C(2008)3984 of 23.07.2008.

ARTEMIS-GB-47/08: General implementing provisions on the procedures governing the middle management staff;

ARTEMIS-GB-48/08: General implementing provisions on the procedures governing the engagement and the use of contract staff.

Future implementing rules to be adopted by the ARTEMIS JU will be subject of consultations with the Commission taking into account the specific features of the Joint Undertaking and its staff.

ANNEX I - Staff Policy = type and level of employment corresponding to the tasks and the functions (recap of Section 1 of the document)
ARTEMIS JU - 2009

JU's activities and tasks	Function / Job title	Type and duration of employment / contract	Functions Group and Grade of recruitment	Number of Staff employed
DAILY MANAGEMENT	EXECUTIVE DIRECTOR	TA contract (3+4)	AD 14	1
DIRECTION BUDGET & LEGAL (Administrative tasks)	HEAD OF ADMINISTRATION & FINANCE	TA contract (3+4)	AD 11	1
TECHNICAL OPERATION (Operational tasks)	PROGRAMME MANAGER	TA contract (3+4)	AD 11	1
TECHNICAL OPERATION (Operational tasks)	PROGRAMME OFFICER	TA contract (3+4)	AD 8	3
LEGAL ADVISING (Administrative tasks)	LEGAL OFFICER	TA contract (3+4)	AD 8	1

Grade	Year 2010				Year 2011				Establishment Plan						
	Establishment plan			Staff evolution				Organisational evolution			Establishment Plan				
	Requested (Provisional Draft Budget)			Promotion / Career advancement		Turn-over		New posts (per grade)			Requested (Provisional Draft Budget)				
	PERM	TEMP	TOTAL	Officials	TA-LT	TA-ST	Officials	TA-LT	TA-ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16															0
AD15															0
AD14		1	1											1	1
AD13															0
AD12															0
AD11		2	2											2	2
AD10															0
AD9															0
AD8		5	5								1			6	6
AD7															0
AD6															0
AD5															0
Total AD		8	8			0			0			1		9	9
Overall Total	0	8	8	0	0	0	0	0	0	0	0	1	0	9	9

Grade	Year 2011			Year 2012						Establishment Plan					
	Establishment plan			Staff evolution			Organisational evolution			Establishment Plan					
	Requested (Provisional Draft Budget)			Promotion / Career advancement			Turn-over			Requested (Provisional Draft Budget)					
	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16															0
AD15															0
AD14		1	1											1	1
AD13															0
AD12															0
AD11		2	2											2	2
AD10															0
AD9															0
AD8		6	6								1			7	7
AD7															0
AD6															0
AD5															0
Total AD		9	9			0			0			1		10	10
Overall Total	0	9	9	0	0	0	0	0	0	0	0	1	0	10	10