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

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0 INTRODUCTION

Although media and public attention is still focussed on integration of the 10 new member states that joined the Union in 2004 and on political aspects of future rounds of enlargement, administrative preparations for welcoming Bulgaria and Romania should be accelerated. In particular, selection of contract agents and first competitions for officials should be organised as soon as possible, first recruitments should take place on time. Communication should be engineered to facilitate the acceptance by current staff of the process and the best possible integration of the new recruits.

Based on the experience gained during the last exercise (SEC(2005)417), this document is designed to examine each of the areas where planning is required to ensure a smooth process. The emphasis is put on human resources and in particular within this subject matter in the field of linguistic services as this was the most problematic area for integrating the 10 new Member states.

Information is divided into broad sections, each of which contains an overview of the actions that have to be completed or are still outstanding. The very nature of this road map as a working document means that part of the information included in the different sections rapidly becomes outdated. However, it is useful to view a “snap-shot” of the current state of play in each of the areas mentioned and to establish a rolling calendar for achieving results on time for accession. The information included in this Road Map is updated as of June 2005.

The Working Paper is based on the assumption that enlargement will take place on 01/01/2007. However this does not prejudge the final decision to be made by the European Council on the date of accession in the light of the assessment of progress made by acceding countries towards enlargement.

1 MEASURES IN THE FIELD OF HUMAN RESOURCES

1.1 HUMAN RESOURCES AND RECRUITMENT

Main issues

In the light of the experience of the previous enlargement (SEC(2005)417), human resources needs have to be identified and agreed at an early stage, the budgetary coverage secured and the recruitment and absorption capacities developed. This should be done in the light of the experience of the EU 10 enlargement and the assessment made on the recruitment of officials from the new Member States, including middle and top managers. In particular:

- A communication has to be prepared assessing the number of FTEs required to face the new enlargement with a timetable.
- On the basis of the principle of geographic balance a strategy for the two countries has to be developed, including recruitment targets for officials and middle/senior management positions.
- Competitions have to be planned and organised at inter-institutional level.
- Services that would recruit newcomers have to be identified.
- Competitions for linguistic staff (including proof readers for OPOCE) have to be organised well in advance and a front-loading envisaged in order to recruit Contract Agents a year before enlargement takes place.
- Planning for the selection of middle and senior managers has to be established.

Actions taken

A first rough estimate of the need for new staff for the next enlargement amounts to 850 people, using the methodology developed for the last enlargement¹. On this basis, the SG and DG BUDG launched an ISC to consolidate the estimate and finetune the breakdown among services. As a frontloading, the Commission requested 100 external staff in the draft budget for 2006. It will be considered as a front-loading of the 850 staff needed on a medium-term basis. It could be broken down to between 40 contract agents for DGT at headquarters, 26 contract agents for OPOCE and 34 contract agents for other services.

On request from the European Parliament, EPSO published in February 2005 a call for expression of interest in order to establish a database for the recruitment of contract agents. Approximately 14,000 applications were received.

OPOCE launched a call for expression of interest for proof-readers and received hundreds of applications. The first professional tests for proof-readers took place mid-April 2005 and a small number of staff has been taken on as Contract Agents with a total of 26 expected in

¹ « Indicative estimates of administrative expenditures », working document of the Commission's services, 12/05/2004, fiche n°17.

September/October 2005. Publication of the Treaties in a Special edition of the Official Journal in Bulgarian and Romanian occurred on 21/06/2005.

Actions planned

Competitions for translators and interpreters will be published by EPSO during the second half of 2005.

Competitions for Administrators A*5 and Assistants/Secretaries and proof-readers (OPOCE) will be launched during the first half of 2006, subject to the approval of EPSO Management Board, and to insert these competitions into the forward planning for 2006.

Temporary agents (interpreters) will be recruited by SCIC during the first half of 2006.

The assessment of needs in terms of FTEs to face the new enlargement on a multiannual basis should be finalised in the form of a communication from the Commission. The budgetary authority will then be in a position to decide on the final figures.

A decision on the geographical balance setting recruitment targets for Bulgarian and Romanian officials - over a transitional period - is to be adopted. This should include middle and senior managers as well as the spread among the Commission services with a phasing-in schedule. As a reminder, the transitional period for reaching the EU 10 officials recruitment targets is 7 years. The same methodology could be applied for EU 2 recruitments (The transitional period does not concern recruitment of translators, cf. p. 8, 2.2 Main issue).

A derogation Regulation has to be adopted by the Council in the run-up to the date of accession to permit the recruitment of nationals from the two acceding countries.

1.2 INDUCTION ARRANGEMENTS AND SOCIAL ASSISTANCE

Main issue

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

Experience drawn from the EU 10 exercise should constitute the basis for developing a comprehensive programme that also takes into account specifics of Bulgaria and Romania. The new inter-institutional approach allows for an economy of scale.

Actions planned

A meeting/conference with Permanent Representations of the acceding countries in Brussels is planned to exchange information on cultural and social characteristics in Bulgaria and Romania.

The "interface network" (a network of the RRH managed by unit Admin.C.1) is planning a meeting with external experts to gather information about the two future Member States.

In the light of past experience, the seminar "Cost of living in Belgium" will be recycled.

1.3 TRAINING

Main issues

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

Civil servants and young graduates from applicant countries express their interest in learning more about the EU Institutions from the perspective of experiencing at first hand the administrative realities. Upon their return, these trainees contribute to spreading knowledge and awareness of the EU Institutions in their fields of expertise. Furthermore, trainee programmes for candidate country officials may also help to prepare officials of the new Member States for taking up posts inside the EU Institutions in the long run.

Actions taken

Language training for existing staff

Language courses are organised at inter-institutional level in order to achieve economies of scale. Bi-weekly language training (Brussels) or weekly language training (Luxembourg) for all staff was extended to include Bulgarian and Romanian. Classes for translators were launched in September 2001 (Bulgarian) and in October 2000 (Romanian). Classes for interpreters for both languages were launched in September 2004 (Bulgarian) and July 2003 (Romanian). In Brussels, every semester, these languages are proposed in Levels 1-6 for non-translators; the offer for translators consists of Levels 1-8, with a further two translator-specific specialised courses. Classes are then organised according to demand. In Luxembourg, the language training cycle offered by DG ADMIN consists of 8 standard courses. In Brussels and Luxembourg, the Learning Centres offer a selection of books, audio-cassettes and audio-CDs in Bulgarian and Romanian.

Ultra short courses in Bulgarian and Romanian will be offered to existing staff in Luxembourg to enable at least recognition of the languages.

Actions planned

Language training for new officials (after 1.1.2007)

New officials from new Member States will have privileged access to language training as follows:

- Priority will be given to staff who request language training in the context of Article 45.2 of the Staff Regulations, which stipulates that officials shall be required to demonstrate before their first promotion after recruitment the ability to work in a third language among those referred to in Article 314 of the EC Treaty.

- Within the first three months of taking up a post in the Commission, newcomers (in Brussels) may join English or French classes during the first two months of a course, with the exception of beginners classes where integration at a later stage is not possible. The aim is to allow staff to become operational as quickly as possible in the most widely used languages.
- Within three weeks of the beginning of a course in a language other than English or French, newcomers (in Brussels) may be admitted.
- The Commission in Brussels also offers ‘survival level’ courses aimed at those with little or no knowledge (i.e. beginners) of French or English. In Luxembourg, crash courses are not offered on a regular basis, but they were offered when the last enlargement took place.
- In Luxembourg, the learning of German is facilitated as well.

Induction training

A comprehensive and compulsory induction training package will be proposed for all newcomers from Bulgaria and Romania. For newcomers in 2005, a similar package amounted to 11.5 days’ training.

Induction training for new middle managers

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

Induction training for senior managers

A tailored induction programme for senior managers will be offered, amounting to 3 days’ training.

Traineeships:

The Commission hosts more than 1,200 administrative trainees every year. Civil servants and young graduates from applicant countries are allowed to apply for positions as trainees. However, applicants from Bulgaria and Romania are not given any special priority and there is no current plan to do so as was the case for the previous enlargement. It should be stressed that trainees from all the member States can now be employed by the institutions immediately after terminating their internship, on condition that they have succeeded in the recruitment process and comply with the conditions and rules established for employment in the category of staff in which the candidate will be recruited.

New Cabinet training

As was the case for the previous enlargement, a training package will be developed for the *cabinets* of the Bulgarian and Romanian Commissioners, focusing on working life in Cabinets.

2 MEASURES IN THE LINGUISTIC FIELD

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

2.1 INTERPRETATION

Main issue

The principal problem encountered in the field of interpretation for the last enlargement was the shortage of trained interpreters from the new Member States. Prior to accession, DG SCIC devoted significant resources to assist Member States with training programmes and offered financial support to students and universities, but in many of the new Member States the number of trained interpreters were not enough to meet demand.

Actions taken

SCIC established contacts with the authorities of both countries as of 2000. The Director General visited Bulgaria and Romania in November 2003 to raise awareness, following which it was agreed to co-operate closely with two leading universities in each country. Support has been granted in the form of curriculum advice, training for trainers and pedagogical assistance. In addition, accreditation tests for freelance interpreters have been held in order to establish a pool of qualified interpreters on whom to draw for the institutions' immediate needs. Language classes for existing staff were also launched in September 2004.

Actions planned

During 2005 and beyond, existing staff will be provided with language training in the new languages.

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

Temporary Agents will be recruited before the date of accession.

2.2 TRANSLATION AND LEGAL REVISION

Main issue

As with interpretation, the main problem for DGT during the last enlargement has been the lack of trained human resources. This is an especially acute problem, as obligations in relation to official languages apply from date of accession with no "phasing in" period foreseen, except in case of a derogation to Regulation 1/58 (applied only for Maltese).

Actions taken

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

The TFE 2007 has drawn up recommendations on the measures to be decided upon. These started with high-level contacts between the DGT and the national authorities in Bulgaria and Romania. The Director-General has visited both countries for meetings with Ministers and other relevant authorities mainly to assess preparedness of the Bulgarian and Romanian authorities. Stress was also put on the translation of the *acquis* and the importance of completing it in time. Moreover, contacts with universities and training institutions were established in order to develop the curricula and ensure the provision of translation skills.

The heads of the translation coordination Units responsible for translation of the *acquis* into Bulgarian and Romanian visited the DGT in Brussels for discussion on the technical help which the DGT could supply, particularly in the area of terminology and translation memories.

DGT decided to set up small Field Offices (*Antennas*) attached to the Commission's Delegations in Sofia and Bucharest in autumn 2005. They will provide advice on linguistic matters to the Delegation and to local interlocutors, contribute to the translation of material needed by the Commission in Bulgarian and Romanian before accession, develop and maintain local contacts with national authorities and the translating profession, advise universities and training institutions on the education of skilled translators, organise visits and help with recruitment of temporary staff for the future Bulgarian and Romanian translation departments.

Action being implemented

Training of DGT's present staff to translate from Bulgarian and Romanian has been under way for some years and will continue. DGT has started the process of selecting members of staff who are already proficient in those languages to take part in a Visiting Translator Scheme, whereby they will combine a period of language learning at a university in Bulgaria or Romania with the assignment of familiarising students and teachers with DGT's requirements by giving translation classes and publicising DGT's translator profile.

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

DGT is also collaborating within the inter-institutional committee on translation and interpretation (CITI) on enlargement matters, in particular as regards staff profiles required as well as freelance translation.

DGT has started selections in view of the recruitment, by DGT directly, of contractual translators and assistants for the future Bulgarian and Romanian language departments.

Actions planned

Steps will be taken to select one head (official) for each of the two new Field Offices and recruit a translator for each as a Contract Agent.

Plans are under way for an inter-institutional call for tenders for freelance contractors to provide language services in Bulgarian and Romanian.

Consideration is being given to hold a conference in 2006 to which DGT will invite the universities which train translators for professional careers in the languages of interest to the DGT, including Bulgarian and Romanian, to brief them on its requirements and explore ways of helping them to set up appropriate degree programmes.

3 MEASURES IN THE FIELD OF LEGISLATIVE AND ADMINISTRATIVE PROCEDURES

3.1 TRANSLATION OF THE ACQUIS

Main issues

The European Parliament, Council and Commission have to ensure the publication of the acquis for the date of accession. The current working hypothesis is that there will be around 100.000 pages of acquis to be published for the next enlargement. By the date of accession, OPOCE must publish the Special Edition of the Official Journal comprising the full secondary *acquis communautaire* in the official languages of the new Member States. The acquis must also be consolidated in the new languages.

The new languages must be integrated into on-line legal and documentary systems and obligatory publications must be produced in the new languages. The next enlargement will introduce the Cyrillic alphabet and all of the Office's editorial systems will have to take account of this.

Actions taken

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

Actions being planned

Publication of the Acquis

To improve the quality of the acquis manuscripts, contacts have been established to ensure that acceding countries will this time send their translations directly to the Publications Office for proof-reading before the texts are finalised by the Legal Services of the European Parliament, Council and Commission. The cut-off date for defining the acts to be included in the thematic volumes will be in September/October 2006. Acts published after this date will be published in the traditional "*volume balai*". As for previous enlargements, publication scheduling is entirely dependant on the availability of finalised translations.

Integration of the new languages in on-line legal and documentary systems

Planning is already under way to allow for the *acquis* to be loaded into EUR-Lex and published electronically as and when the paper version is produced. EUR-Lex and TED (containing the Public Tenders) will be adapted in 2006 to allow the new language versions to be available as from 01/01/2007.

Consolidation of the *Acquis* in the new languages

Pour mémoire: experience shows that the detailed planning of this work depends on the availability of the published *acquis* and therefore work will only start in 2007.

3.2 STIPULATION OF RIGHTS AND OBLIGATIONS

Main issues

Articles 72 and 73 (sickness insurance), Annex VII (family allowances, indemnities, missions), Annex VIII (pension), and Annex XI (annual adaptation of remuneration) of the Staff Regulations stipulate certain rights subject to the fulfilment of certain criteria which will have financial impacts for each official. These criteria must be checked against the information provided by the officials. Therefore, the relevant Commission services, including the Offices, are expected to familiarise themselves with the specific national systems and documentation, in order to allow for a correct decision on remuneration rights and levels as of accession.

Actions being planned

– Sickness insurance

The sickness insurance regulation and Annex VII of the Staff Regulations comprise detailed stipulations on allowances and reimbursement of expenses. Their implementation requires certain knowledge on the part of the Administration of the laws and practices in each Member State. This relates to issues such as the organisation of medical services and health care, legislation for work accidents and occupational disease, civil law, family law, divorce, legal separation, child custody, maintenance of obligations, transfers, attachments, VAT liability, the calculation of distances from the place of employment, levels of secondary, higher and technical education establishments, etc... Preparations should be made prior to enlargement in order to facilitate the smooth operation of rights, benefits and obligations as of the accession of new Member States.

– Special leave for elections

The Staff Regulations foresee special leave for elections in the country of origin, under the condition that national legislation does not allow for a vote by post/proxy/in the consulate. DG ADMIN will need information on the different types of elections (national, regional and communal) in the two new Member States and the procedures foreseen for this.

– Missions

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

– Transfer of Pension rights

One of the aspects covered by Annex VIII of the Staff Regulations is the transfer of pension rights, acquired in earlier employment activities, from national schemes to the Community system. Negotiations have to be launched in order to reach bilateral agreements in due course in the context of enlargement.

– Correction coefficients

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

4. MEASURE IN ADAPTING THE PHYSICAL INFRASTRUCTURE

4.1 BUILDING POLICY

Main issues

The OIB is gradually implementing the building policy developed to face the last enlargement and the recruitment of about 3900 new staff members by 2008 foreseen in the EU 10 context. It has to take into account as well the estimated gradual recruitment (on the basis of the first rough estimate, about 850 people by 2009) including the requested 100 external staff for this EU 2 enlargement. In line with this increase, the necessary provisions have to be made in time to facilitate the effective operation of services after accession. Besides the general extension of office space and buildings the Commission will also have to pay particular attention to the impact on each of its locations and take this into account in the detailed planning.

The maximum capacity for accommodating staff in the JMO building in Luxembourg has already been reached. There is an increasing shortage in office space since the Wagner building will be abandoned due to work requirements transforming the building in accordance with applicable rules.

Actions taken

In terms of conference capacities, negotiations are underway to identify new conference centre of the Commission. In the meantime, the Commission will continue to use the CCAB (Borschette) facilities.

In Luxembourg, the OIL has, in order to cope with the need for office space for the new staff from the EU-10 enlargement, concluded two leasing agreements. Considering the increased need to expand the available office space in Luxembourg, a market survey of available office space is underway.

4.2 TRANSFORMATION OF THE DELEGATIONS INTO REPRESENTATION OFFICES

Main issue:

One of the practical issues of the accession, which will affect staff working for the Commission Delegations in Bucharest and Sofia, is the transformation of Delegations into Representation Offices. Legal status and functions will change for all staff on 1 January 2007. Therefore, all contracts of Local Agents have to be formally terminated. A transitional period is foreseen in the Act of Accession (Article 27.4) for the phasing-out of the pre-accession programmes (maximum 19 months). A phasing-out of the management of the pre-accession programmes is being coordinated with the phasing in of DG PRESS activities. As far as the premises are concerned, the policy of creating European houses in cooperation with the European Parliament is being implemented.

The successful methodology developed for the last enlargement will be largely followed. However, some adaptations will be made to take into account past experience in order to offer the best possible conditions to staff and guarantee a continuation of service. Moreover, the challenge of the change-over of ALAT (local agents for technical assistance) contracts into Contract Agent contracts by 30/04/2006 in Delegations all over the world has to be integrated into the scheme.

Action being implemented

An ad hoc inter services group on the transformation of Delegations into Representation Offices is currently preparing a memorandum of the Commission to inform personnel well ahead of enlargement date. Missions for services responsible for the transformation will be organised after the summer 2005 to explain the process to the staff in the Delegations.

Selection of Contract agents will follow the general rules developed by the Commission following the adoption of the new staff regulations and the line adopted for the phasing out of the ALAT regime.

Action planned

As mentioned above, a first step will be the transformation of the ALAT's contracts into contractual agents' contracts by 01/05/2006 as foreseen in all the Delegations around the world (*Concerning the specific case of the Delegations in BG/RO, the initial duration of the contracts is still to be decided*). A database will be constituted by EPSO, a call for interest was launched in June 2005 and a new specific call for Contract Agents of function Group IV in the Delegations was launched in September 2005.

4.3 EUROPEAN SCHOOLS

Main issues

The European Schools provide for the education of children of EU officials in their mother tongue, if this is one of the official Community languages and certain criteria are fulfilled. The same right was extended to the officials from the new 10 Member States and this will be the case in relation to the next enlargement. The main additional issue needing attention will be one of accommodating additional pupils until the new schools come on stream, due to the

fact that the opening of new language sections and/or the arrival of substantial numbers of additional pupils will aggravate an already difficult situation during this transitional period.

Actions to be taken

For a transitional period, the Directors of the European Schools should be able, by way of an exception, to enrol the children of auxiliary staff (Contract Agents) working for the Institutions, under certain conditions. Children of staff from the 2 new Member States would be allowed to attend the European Schools before the date of adhesion.

New language sections will be opened when some numerical criteria will be met. Children of staff from a new Member State which does not have its own language section will attend the section of the language they know best (in practice mostly EN, a few FR). For students without a language section (abbreviated to SWALS) a programme of assistance will be introduced to help these children to catch up. In addition, all children of EU staff from a new Member State which does not have a mother tongue section will have the right to have mother tongue tuition, up to 5 periods a week in primary and 3 in secondary at no cost to the parents.

The situation about the two new schools in Brussels and Luxembourg is as follows:

Brussels

The Board of Governors has approved the *Ecole des cadets* (Cadets' College) at Laeken as the site of the European School, Brussels IV. According to information received from the Belgian authorities, the new school is scheduled to open in 2009 with capacity for approximately 1000 pupils and by 2010 this will be extended to 2500 pupils. Until then, the existing three schools will accommodate the additional pupils arriving as a result of enlargement. This is likely to prove very difficult after 2007 and be further exacerbated by the accession of Romania and Bulgaria. Discussions are still going on for the provision of temporary additional capacity that may prove necessary.

– Luxembourg

The Board of Governors decided to open a second European School in Luxembourg. Work is currently underway and is expected to be completed in 2007/8 at the earliest. In the meantime Luxembourg II shares the site at Kirchberg with Luxembourg I. Within the framework of the construction of the second European school in Mamer, postponed to 2010, it is envisaged to accompany the school infrastructure by a *business promotion infrastructure* for the children (crèche, nursery school and study centre).

Actions being planned

The Commission, in its role both as an employer of the parents concerned, and as a principal paymaster of the European Schools from the EU budget, will continue to work with the European Schools to ensure appropriate conditions for educating the children of staff joining the institutions from the new Member States.

4.4 CHILDCARE FACILITIES

Main issue

The new staff will also increase the need for children's facilities.

Actions taken

As there is a long waiting list, OIB has launched a call for tenders in order to rent additional capacity until the opening of the new nurseries.

Regarding the facilities for the children in Luxembourg, the negotiations with the state continue. A convention for the construction of the extension of the existing study Centre (EPC III) is aimed to be delivered in 2007.

In the field of childcare facilities, all new Brussels nurseries have suffered unexpected delays with planning permission, meaning that the contacts with the project developers have not yet been signed. Negotiations with Belgian authorities are in progress in order to obtain planning permission. The opening of the first new nursery with a capacity of 252 places, Wagons Lits crèche as an extension of Clovis crèche, is foreseen in the course of 2007. A project for a second nursery with a capacity of about 200 places has been launched in order for it to be operational in 2008. The preparations for renovating and extending the Palmerston nursery foreseen for April 2006 will only start in 2008.

4.5 LIBRARIES

Main issue

The library service has to acquire books (particularly dictionaries and reference works) and newspapers in the new languages. Newspapers are mainly for the new Cabinets and senior management as well as for display in the Central Library.

Additional attention has to be given to the adaptation of local libraries in Directorates General.

Actions taken

The project for an interinstitutional library was discussed at the meeting of the College of Heads of Administration on 26/04/2005. The Commission was requested to relaunch the project and to set up an interinstitutional group to prepare a proposal to be submitted to the institutions for consideration. An initial report from the group is expected for the next meeting of the College of Heads of Administration, scheduled for October 2005.

Action being implemented or planned

The Central Library has chosen a new library management software which will be installed during 2005. This software works with accented characters in the new languages and with the Cyrillic alphabet.

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

Additional storage space and qualified staff who have knowledge of the new Members States' languages will also be necessary. Purchase of general works and periodicals will only start after the Central Library obtains staff with sufficient knowledge of the new languages.

However, works concerning the new MS continue to be purchased in the pre-enlargement languages.

4.6 SECURITY MEASURES

Main issues

The necessary legal and practical preparations for the application of EU rules on security by candidate countries have to be ensured. E.g., this concerns Commission Security Provisions (EC Decision 844/2001). Commission officials originating from the new Member States having access to EU information at the level of "Confidential" and above, would need security vetting according to the national law.

Actions taken

Joint Council/Commission/NSA inspections to Bulgaria (08-11/03/2005) and Romania (15-18/2/2005) took place in order to assess compliance of their security measures for the protection of classified information with Council and Commission regulations and in view of the conclusion of a Level 1 Security agreement of the exchange of EU classified Information (EUCI).

Official relations between DS and the Romanian services (SRI and SIE) were established earlier 2004. Regular meetings and exchanges of information at technical are already taking place.

The first contacts with the Bulgarian intelligence services took place in May 2005.

Actions being implemented or planned

A Level 1 Security Agreement for the exchange of EUCI between Council/Commission and Bulgaria/Romania is being worked out.

A seminar will be organised during the first half of 2006, in conjunction with the Council Security Office, to familiarise the Security and Intelligence Services of Bulgaria and Romania with the Council/Commission security regulations and structures. Final inspection will be held in the first half of 2006 of the security measures for the protection of EUCI.

Official visit of DS to Bulgarian Intelligence and Security services to open formal exchange of information will follow during the second half of 2005.

5 MEASURES REGARDING INFORMATION TECHNOLOGY AND INTERNAL COMMUNICATIONS

5.1 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Main Issues

The Commission has adapted in the EU 10 exercise during 2003 and 2004 the Information and Communication Technology (ICT) infrastructure with regard to the new languages, the Information Systems and the additional information from the new Member States and the candidate countries (Bulgaria and Romania).

A first major issue is the secure communication, to be established with the national administrations and offices in the acceding countries.

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

The pragmatic approach, defined and proven in the EU 10 exercise by the inter-Institutional Task Force on administrative preparations for enlargement, “corrections and replacements if necessary, adjustments if appropriate, renewal if justified by a cost-benefit analysis” will be maintained.

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

Actions taken

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

By March 2005 a pilot workshop was organised by DIGIT-STB on impact of Multilinguism for second level support, webmasters and developers. After review of this exercise it is now planned to have two separate workshops for support people and developers. These workshops will be a good opportunity to raise awareness of the next enlargement.

Also, in the IDABC programme (*Interoperable Delivery of European eGovernment Services to public Administrations, Businesses and Citizens*; until 2004: *IDA - Interchange of Data between Administrations*), the participation of the acceding countries was intensified and their connection to the Trans-European Services for Telematics between Administrations network (TESTA) was already completed for Romania and Bulgaria by October 2004.

Actions being implemented or planned

By the end of 2005 a general review of the situation of ICT will be initiated with regard to the impact of the foreseen enlargement with Romania and Bulgaria by 2007.

A third version of the report on the “Impact of Multilinguism on IT infrastructure” is foreseen for the beginning of 2006 and will be at the disposal of Commission’s ICT services.

A further activity will be the analysis of the IT investment plans, exercise 2006 covering the period 2006 – 2008, to verify if adaptations of the Information Systems to the next enlargement are seen as a priority and as an ongoing activity.

With the adaptations made in connection with the EU 10 exercise, the introduction and general use of Unicode, the major problems of ICT with the different languages, their character sets and their treatment were solved in 2004.

With regard to EU members' and applicants' alphabets, specific attention has to be given to the impact of the new Cyrillic alphabet on IT-infrastructure and support and the lack of full support for the new languages in certain products and applications that still exists.

Further to actions undertaken (or to be undertaken) by DIGIT at central level, local IT teams must ensure that local applications are adapted on time for the next enlargement.

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

Main issues

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

Actions taken

DG PRESS has contributed to the creation of the Translation & Enlargement site co-ordinated by the Council. The experience has enabled its teams to solve and get acquainted with a number of practical problems (extended language bar, character sets etc). Other minor sites might follow.

Actions being planned

The Commission intends to publish most of its on- and off-line information material in the languages of the candidate countries, targeted at the general public to be ready in time for accession in January 2007. The new languages will be included on the top pages of the Commission's site and in all EUROPA's inter-Institutional pages managed by the Commission in the name of the EU Institutions. Press releases will be available in the new languages from the date of accession, on the same conditions as those applied to the current official languages.

Publication of material will very much depend on DGT's Translation capacity into the two new languages. As for the last enlargement, translation priorities for all Commission Services will have to be set.

5.3 INTERNAL COMMUNICATION

Main issue

It is important that staff from the new Member States integrate well in order to make the enlargement a success. Internal communication can help manage the impact of enlargement, with the main aim of raising awareness of the accession countries among current staff and encouraging the smooth integration of newcomers.

Actions planned

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

With this in mind, several important lessons were highlighted in an evaluation of the 2004 exercise that should be implemented for the forthcoming enlargement. First and foremost, the need for resources for such operations should be considered well in advance, and adequate budget and staff should be allocated where necessary, in order to guarantee the quality of events and also to demonstrate commitment to the accession countries. With only two countries involved, this need not imply a heavy investment. Secondly, consideration of the role of internal communication should be done at an earlier stage to enable better planning, particularly as it is preferable to organise events in the run-up to enlargement. Again, this is far easier to implement with two countries rather than ten. Finally, greater focus on Commission sites beyond Brussels (e.g. Luxembourg, Ispra, Dublin etc.) would be preferable. This would require a designated co-ordinator at each of those sites to prepare events, so co-ordination is an important part of the forward planning.

A number of lunchtime conferences linked to enlargement will take place in order to inform current staff about Bulgaria and Romania.

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

Measures in the field of human resources

Timing/Issue	Pre enlargement (A-1+years) (Target date: 31/12/2005)	Pre-enlargement (A-1 year) (Target date: 31/12/2006)	Pre-enlargement (A-0.5 years) (Target date: 31/12/2006)	Accession Date (A) (A+0.5 years) (1/1/2007-30/6/2007)
1.1 Human resources and recruitment of officials	Geographical balance, establish recruitment needs PDB 2006: adaptation of establishment plans Launch of 1 st wave of competitions (interpreters, translators)	Organisation of competitions Launch of competitions for Administrators A*5 and Assistants/Secretaries and proof-readers (OPOCE), subject to approval by EPSO Management Board.	Completion of competitions PDB 2007: adaptation of establishment plans	Recruitment of successful candidates 2 nd wave of competitions subject to approval by EPSO Management Board.
-Non-permanent staff	Selection Recruitment of proof-readers as Contract Agents	Recruitment of 100 contract agents		
-Senior/middle management	Identification of recruitment targets	Publication of competitions subject to approval by EPSO Management Board.	Organisation of competitions	Recruitment of successful candidates
1.2 Induction arrangements and social assistance	Preparing induction services and social workers for new officials and their cultures	Preparing induction services and social workers for new officials and their cultures	Preparing induction services and social workers for new officials and their cultures	Social workers and induction services now fully prepared and adapted for the new arrival of new staff
1.3 Training				Induction courses and language courses (BG, RO) available to all staff

Measures in the linguistic field

Timing/Issue	Pre enlargement (A-1+years) (Target date: 31/12/2005)	Pre-enlargement (A-1 year) (Target date: 31/12/2006)	Pre-enlargement (A-0.5 years) (Target date: 31/12/2006)	Accession Date (A) (A+0.5 years) (1/1/2007-30/6/2007)
2.1 Interpretation	<ul style="list-style-type: none"> Continued awareness-raising Inter-institutional accreditation testing in acceding States Appointment of local co-ordinator Launch enlargement competitions (fall 2005) Language training for staff 	<ul style="list-style-type: none"> Continued awareness-raising and assistance for training of interpreters in acceding States Continued inter-institutional accreditation testing in acceding States Organisation of enlargement competitions Appointment of temporary agents 	<ul style="list-style-type: none"> Assistance for training of interpreters in acceding States Continued inter-institutional accreditation testing in acceding States Local co-ordinator Completion of competitions + first appointments of successful candidates from interpreter competitions (front-loading) 	<ul style="list-style-type: none"> Continued inter-institutional accreditation testing in new Member States
2.2 Translation and Legal Revision	<p>Language training for translators</p> <p>Local offices in acceding countries</p> <p>Select one head for each of the two new Field Offices</p> <p>Task force for enlargement</p>	<p>Recruitment of temporary staff</p> <p>Inter-institutional call for tenders for freelance contractors</p>		<p>Recruitment of officials</p> <p>Full multilingual regime</p>

Measures in the field of legislative and administrative procedures

Timing/Issue	Pre enlargement (A-1+years) (Target date: 31/12/2005)	Pre-enlargement (A-1 year) (Target date: 31/12/2006)	Pre-enlargement (A-0.5 years) (Target date: 31/12/2006)	Accession Date (A) (A+0.5 years) (1/1/2007-30/6/2007)
3. Publication of legislation	Contracts for the production of the Acquis already allow for new languages to be added	Integrate new languages into on-line legal and documentary systems Produce obligatory publications in the new languages Productions of OJ special editions EUR-Lex and TED will be adapted	Production of OJ special edition Legal revision to be completed	Consolidation of the Acquis Publication of OJ Special editions OJ L&C and S procured in the 2 new languages

Measures in adapting the physical infrastructure

Timing/Issue	Pre enlargement (A-1+years) (Target date: 31/12/2005)	Pre-enlargement (A-1 year) (Target date: 31/12/2006)	Pre-enlargement (A-0.5 years) (Target date: 31/12/2006)	Accession Date (A) (A+0.5 years) (1/1/2007-30/6/2007)
4.1 Building policy	<p>Negotiations to renovate JECL as the new conference centre of the Commission taking into account the needs for the EU 2 enlargement</p> <p>Develop a survey for office space in Luxembourg taking into account needs for EU 2 enlargement</p>			Gradually increase office space depending on the recruitment planning
4.2 Representation offices	<p>Memorandum of the Commission on transformation of Delegations</p> <p>Visits to delegations, information of staff</p>	Termination of ALAT contracts by 30/04/2006; granting of Contract Agent contracts	By 31/12/06, end of local agent contracts and granting of contract agents contracts to staff retained	Phasing-out of pre-enlargement staff and phasing-in of DG PRESS staff
4.3 European Schools	In Luxembourg, the negotiations with the authorities continue for setting up 24 classes, taking into account future needs			Extension of the existing study Centre (EPC III) in Luxembourg

4.4 Childcare facilities				<p>A new nursery with a capacity of 252 places, Wagons Lits crèche as an extension of Clovis crèche, is foreseen in the course of 2007</p> <p>Renovating and extending the Palmerson nursery foreseen for 2008</p> <p>A second nursery with 200 places will be operational in 2008</p>
4.5 Libraries	<p>New library management software is installed which can handle the cyrillic alphabet</p> <p>Central Library's off-site storage space, currently situated in Rue Vandenbranden, move to Kortenberg</p>	<p>The Central Library staff will purchase dictionaries and reference works in the two new languages and identify the titles of the newspapers</p>	<p>The Central Library staff will purchase dictionaries and reference works in the two new languages and identify the titles of the newspapers</p>	
<p>4.6 Security measures</p> <p>Staff, buildings, EU Representation Offices</p> <p>Application of EU rules on security</p>	<p>Contacts with security bodies in candidate countries to be intensified</p> <p>Signing of a Level 1 Security Agreement</p>	<p>Contacts with security bodies in candidate countries</p> <p>Final inspection will be held of the security measures for the protection of EUCI</p>	<p>Adapting security measures inside Commission and in (future) Representation Offices</p> <p>Setting-up clearance system for future officials/Permanent Representations</p>	<p>New Member States and staff from them just fulfil all preconditions to handle classified EU information</p>

Measures regarding information technology and internal communications

Timing/Issue	Pre enlargement (A-1+years) (Target date: 31/12/2005)	Pre-enlargement (A-1 year) (Target date: 31/12/2006)	Pre-enlargement (A-0.5 years) (Target date: 31/12/2006)	Accession Date (A) (A+0.5 years) (1/1/2007-30/6/2007)
5.1 Workstations, information system and infrastructure		Planning for new staff/languages	Installation, testing, implementation (for new staff and new official languages on-going)	Operation and consolidation
5.2 Publication of on and off-line information in the new languages				
5.3 Internal communication			Lunch-time conferences on new Member States	