

# COUNCIL OF EUROPE

## COMMITTEE OF MINISTERS

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### RESOLUTION (77) 24

#### ON THE REGULATIONS ON THE ESTABLISHMENT TABLE

*(Adopted by the Committee of Ministers on 20 September 1977,  
at the 274th meeting of the Ministers' Deputies)*

The Committee of Ministers,

Having regard to Article 16 of the Statute of the Council of Europe ;

Having regard to the third activity report of the ad hoc Committee of Administrative Experts (CAHEA) ;

Having regard to the draft regulations on the Establishment Table, draw up by the said ad hoc Committee of Administrative Experts ;

Resolves as follows :

*Single article :*

The Regulations on the Establishment Table are approved as they appear in the appendix to this resolution.

#### Appendix to Resolution (77) 24

#### REGULATIONS ON THE ESTABLISHMENT TABLE

##### Article 1

##### *Determination of the Establishment Table*

1. The Establishment Table shall lay down the total number of permanent posts, the grade attaching to each and their distribution among the directorates, departments, divisions and sections which appear in the Secretariat's organisation chart. It shall be approved annually by the Committee of Ministers when voting the budget.
2. Subject to the provisions of these regulations, decisions on staffing shall be strictly compatible with the Establishment Table.

##### Article 2

##### *Permanent transfers of posts from one department to another*

1. Permanent transfers of posts during a financial year shall entail a change in the Establishment Table, without any increase either in the total number of posts or in the number of posts in each grade.
2. Grade A posts shall not be transferred permanently to a department other than the one to which they are allocated in the Establishment Table except with the prior consent of the Committee of Ministers given after consideration of an explanatory report by the Secretary General.

3. The Secretary General may permanently transfer a category B or C post from one department to another. Any post thus transferred shall appear with the relevant comments and its new designation in the Establishment Table drawn up in connection with the next budget.

### Article 3

#### *Secondment of officials to another department*

1. If the staff of a department needs to be temporarily increased, an official may be seconded for a specified period to a department other than that to which his post belongs. The Establishment Table shall remain unchanged.
2. The secondment of grade A7, A6, A5 and, in the case of posts of head of section mentioned in the organisation chart, A4 officials to another department shall require the prior consent of the Committee of Ministers, which shall also prescribe the duration thereof.
3. In the case of other grades, the decision shall be taken by the Secretary General.
4. A list of officials seconded to another department shall be appended to the draft budget when it is submitted ; it shall specify, against the name of each official, the duration of the measure taken. If the secondment is to be continued beyond the current year, reasons shall be given.
5. At the end of the prescribed period, officials shall resume the duties attaching to their own posts.

### Article 4

#### *Exceptions*

1. Any other measure constituting a departure from the Establishment Table may be taken only with the prior consent of the Committee of Ministers.
2. The continued occupation by a staff member of a post of lower grade than his own as a result of his post being down-graded, and the transfer of a staff member to a post of lower grade, constitute departures from the Staff Regulations and the Establishment Table and result in overstaffing of grades, in which case Article 26 of the Regulations on Appointments shall apply.<sup>1</sup>
3. Appointment on a personal basis of a staff member to a higher grade than that attaching to his post also constitutes a departure from the Staff Regulations and the Establishment Table. Such a measure shall be admissible only in quite exceptional circumstances, and may in any case be only temporary.

### Article 5

#### *Conversion of temporary into permanent posts*

Where he considers that the requirements which led to the creation of a temporary post have become permanent, the Secretary General may, when submitting the draft budget, propose its conversion into a permanent post.

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#### 1. *Article 26—Supernumerary transfer :*

1. Where an official is to be transferred and there is no vacant post in his own grade, the Secretary General may, with the agreement of the Committee of Ministers, transfer the official as an exception and for a limited time to a post of a lower grade without prejudice to his rights and subject to the provisions of Article 5, paragraph 2 of these regulations.
2. The supernumerary official shall automatically be transferred to a post of a grade corresponding to his own and in keeping with his qualifications as soon as a vacancy occurs.