

**PROCEDURAL ACT
OF THE ENERGY COMMUNITY SECRETARIAT**

2019/02/ECS-EnC on staff performance appraisals and staff dialogues

The Energy Community Secretariat (“the Secretariat”),

Aiming to establish a uniform and comprehensible approach to staff performance appraisals and staff dialogues as provided for in Item 4.8 of the Staff Regulations,

Based on Item 4.8 of the Staff Regulations and Article 67(e) of the Treaty

ADOPTS THE FOLLOWING PROCEDURAL ACT:

Article 1

Staff Performance Appraisals and Staff Dialogues

The performance of staff members of the Secretariat shall be appraised once per year by their respective Head of Unit. Staff performance appraisal shall be taken into account by the Director when deciding whether and under which terms to offer an extension of the employment contract

The performance of Heads of Units shall be appraised by the Director. In appraising the performance of staff members not assigned to any unit and with the exception of the Director’s personal assistant and the official in charge of communication, the Director takes into account the assessment of the Deputy Director. For the purpose of the performance appraisal, the form annexed to this Procedural Act and the criteria established therein shall be used (staff performance appraisal report). The staff member in charge of the staff performance appraisal shall give reasons for the assessment of each criterion. The staff performance appraisal report may include recommendations for the improvement of the performance of the staff member concerned.

Not later than five working days after the staff performance appraisal report has been forwarded to the Director and the staff member concerned, a staff dialogue shall be held on the performance and the report between the staff member in charge of the staff performance appraisal and the staff member concerned by the appraisal. The staff member concerned is entitled to provide comments to the staff performance appraisal report.

Staff dialogues between the staff member in charge of staff performance appraisals and the staff member concerned may also be initiated by request of one or another staff member on an ad hoc basis.

Article 2 Entry into Force

This Procedural Act enters into force on the day of its adoption and replaces Procedural Act 2019/02/ECS-EnC.

For the Energy Community

A handwritten signature in blue ink, reading "Janez Kopac".

Janez Kopac
Director

Done in Vienna on 25 October 2019



STAFF PERFORMANCE APPRAISAL REPORT

NAME OF EMPLOYEE _____
 NAME OF DIRECT SUPERIOR _____
 DATE OF PERFORMANCE APPRAISAL _____

<input type="checkbox"/> MEETS PERFORMANCE REQUIREMENTS	<input type="checkbox"/> DOESN'T MEET PERFORMANCE REQUIREMENTS
Work quality & time effectiveness	<input type="checkbox"/> Work quality & time effectiveness
Time efficiency	<input type="checkbox"/> Time efficiency
Communication	<input type="checkbox"/> Communication
Openness to change and solution-driven approach	<input type="checkbox"/> Openness to change and solutions-driven approach
Personal contribution to the success of the Energy Community through relevant information sharing and team work	<input type="checkbox"/> Personal contribution to the success of the Energy Community through relevant information sharing and team work
Supervision of staff and Guiding employee development*	<input type="checkbox"/> Supervision of staff and Guiding employee development*
Proactive Contribution to the Effective and Sustainable Development of the Organization *	<input type="checkbox"/> Proactive Contribution to the Effective and Sustainable Development of the Organization*

* relevant only for staff with managerial responsibilities

COMMENTS AND RECOMMENDATIONS BY DIRECT SUPERIOR

SIGNATURE

COMMENTS BY STAFF MEMBER CONCERNED

SIGNATURE