

**PROCEDURAL ACT  
OF THE ENERGY COMMUNITY SECRETARIAT**

**2024/04/ECS-EnC: On the adoption of a Salary Scale and the Comprehensive Performance Appraisal**

The Energy Community Secretariat,

Acknowledging the importance of regular individual performance appraisals of staff members in line with equal standards,

Committed to implement a transparent and operational remuneration and financial incentive system for staff members,

Based on Sections 4.7, 4.8. and 4.10 of the Energy Community Staff Regulations,

**ADOPTS THE FOLLOWING PROCEDURAL ACT:**

Article 1  
**Salary Scales**

1. The Secretariat applies salary scales for the staff categories of Head of Unit, Expert and Officer in accordance with Annex 1.
2. Without prejudice to Article 2, staff members with a valid employment agreement on 1 January 2024 shall be remunerated at the monthly salary level corresponding to the level of Step 3 of the respective salary scale.
3. Without prejudice to Article 2, staff members entering into their initial employment agreement shall normally be remunerated at the monthly salary level corresponding to the level of Step 1 of the respective salary scale.
4. By way of exemption, staff members entering into their initial employment agreement may be remunerated at the monthly salary level corresponding to the level of Step 2 or Step 3, if this is justified by the respective staff member's exceptional experience or knowledge necessary to pursue the mission of the Secretariat. The reasons for such an exemption shall be set out in writing.

Article 2  
**Step Increases**

1. Any step increase raising the monthly remuneration of staff members can take effect only upon the fulfillment of the following conditions:
  - a. The allocation of available budget for salary step increases for the ongoing budgetary year by a written decision of the Director;

- b. The performance of the staff member as reflected in the annual Comprehensive Performance Appraisal meets the standard “Exceeds performance requirements” or “Consistently meets performance requirements” in two previous years.<sup>1</sup>;
  - c. The written decision by the Director to grant or approve an individual salary step increase to the staff member on the request by the direct superior. (in case this is not the Director).
2. Any salary step increase can take effect not earlier than two years (extended by the period of any leave without pay or reduced pay) from the first day of the month after the previous salary step increase or from the completion of the probationary period.
  3. By way of exemption, the Director may grant or approve an increase by one or two steps in two subsequent years, if this is justified by the interest of the Secretariat. The reasons for such an exemption shall be set out in writing.

#### Article 3

### **Comprehensive Performance Appraisal**

1. Staff members and their direct supervisors shall fill in the annual Comprehensive Performance Appraisal (CPA) in accordance with the template in Annex 2. The annual Comprehensive Performance Appraisal shall be completed by the end of January of the subsequent year, and submitted to the Director, unless authorized differently.
2. Direct superiors of staff members in probationary period shall set objectives for that staff member’s performance during the first month of that period, complete the performance evaluation within the fifth month upon conclusion of an employment agreement, and submit to the Director for approval.

#### Article 4

### **Entry into force**

This Procedural Act enters into force on the day of its adoption.

For the Energy Community Secretariat

A handwritten signature in black ink that reads "Artur Lorkowski".

Director  
Artur Lorkowski

Done in Vienna on 05 March 2024

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<sup>1</sup> By the way of exemption, any step increase in 2024 requires at least the standard “Meets performance requirements” as reflected in the pilot Comprehensive Performance Appraisal conducted in 2023.

## Salary Scales 2024-2025

Level	2024 full-time salary per month (in EUR)				
	Step 1	Step 2	Step 3	Step 4	Step 5
Head of Unit	7.727	8.157	8.586	9.015	9.445
Expert	6.473	6.832	7.192	7.552	7.911
Officer	4.737	5.000	5.263	5.526	5.789

Level	2025 full-time salary per month (in EUR)				
	Step 1	Step 2	Step 3	Step 4	Step 5
Head of Unit	7.882	8.320	8.758	9.196	9.633
Expert	6.602	6.969	7.336	7.703	8.069
Officer	4.831	5.100	5.368	5.637	5.905

## Comprehensive Performance Appraisal (CPA)

Name of the employee	
Job title	
Name of the direct superior	
Period of the evaluation	From                      to

Note: This form shall be used to appraise the performance of the employee, on a regular basis (at least annually), as per Section 4.7 and 4.8. of the Staff Regulations of the Energy Community and/or to appraise the performance of the employee during the probation period, as per Section 4.10 of the Staff Regulations of the Energy Community.

This form shall require an initial self-assessment of the employee (area highlighted in green) and later the comments from the direct superior (area highlighted in blue). If applicable, the employee can still add the final remarks (area highlighted in orange).

The date and signature must be inserted after the completion of each stage.

The text areas shall be expanded or shortened, depending on the need.

The employee is kindly asked to be concise when completing this form.

The employee shall be appraised for the period from the last performance appraisal, or for the case of a new staff member, from the first date stated in the employment agreement.

### 1. COMMENT ON THE ACHIEVEMENT OF THE OBJECTIVES DEFINED DURING THE PREVIOUS PERFORMANCE APPRAISAL OR, FOR NEW STAFF MEMBERS, DEFINED AT THE COMMENCEMENT OF THE EMPLOYMENT

Employee's input

Direct superior's comments

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**2. STATE THE PROGRESS AND ACCOMPLISHMENTS RELEVANT TO THE POSITION**

*Each line shall reflect the achievements or accomplishments for this position.*

Employee's input

1	
2	
3	
4	
5	
6	
7	

Direct superior's comments

1	
2	
3	
4	
5	
6	
7	

**3. STATE THE MOST IMPORTANT STRENGTHS RELEVANT TO THE POSITION**

*Each line shall indicate the areas where the employee feels the most confident when performing the tasks, as stated in the job description.*

Employee's input

1	
2	
3	
4	
5	

Direct superior's comments

1	
2	
3	
4	
5	

**4. STATE THE AREAS FOR IMPROVEMENT RELEVANT TO THE POSITION**

*Each line shall indicate the areas where the employee feels the least confident when performing the tasks, as stated in the job description.*

Employee's input

1	
2	
3	
4	
5	

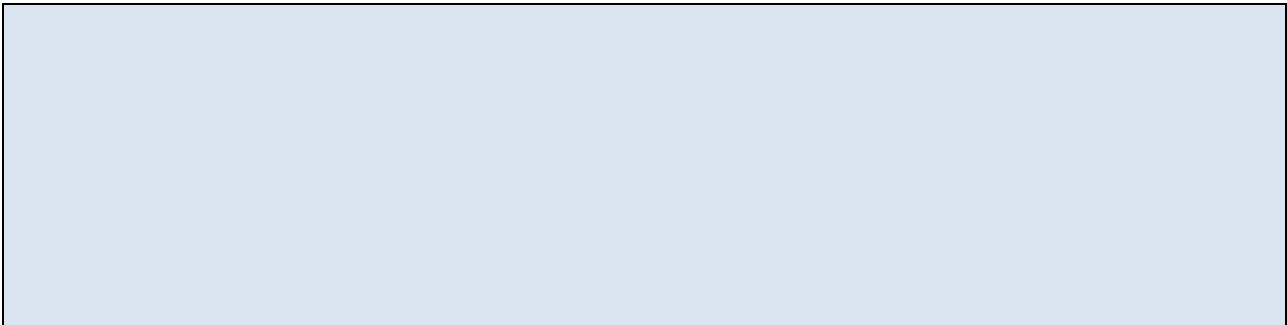
Direct superior's comments

1	
2	
3	
4	
5	

**5. ADD ANY ADDITIONAL COMMENTS (IF ANY)**

Employee's input

Direct superior's comments



**6. RATING OF THE VALUES AND COMPETENCES**

Box 1 indicates the extreme negative, whereas box 5 indicates the extreme positive performance.

**Core values**

**Performance related rating from the direct superior**

Commitment

*Actively contributes to achieving organizational goals*

1       2       3       4       5

Integrity

*Acts in a manner consistent with the Organization's core values and organizational principles*

1       2       3       4       5

Diversity

*Respects others and values their diverse perspectives and contributions*

1       2       3       4       5

Accountability

*Takes responsibility for own action and delegated work*

1       2       3       4       5

**Core competencies**

**Performance related rating from the direct superior**

Communication

*Actively works to achieve clear and transparent communication with colleagues and with stakeholders of the Organization*

1       2       3       4       5

Collaboration

1       2       3       4       5

*Works effectively with others on common goals and fosters a positive, trust-based working environment*

**Planning**

1       2       3       4       5

*Works towards the achievement of goals in a structured and measured manner*

**Analysis**

1       2       3       4       5

*Analyses available information, draws well-founded conclusions and takes appropriate decisions*

**Initiative taking**

1       2       3       4       5

*Proposes and initiates new ideas, activities and projects*

**Flexibility**

1       2       3       4       5

*Responds positively and effectively to changing circumstances*

**Performance related rating from the direct superior**

**Managerial competences (Only if applicable)**

**Leadership**

1       2       3       4       5

*Proposes and initiates new ideas, activities, projects and tactful manner*

**Strategic thinking**

1       2       3       4       5

*Identifies goals that advance the Organizational agenda and develops plans for achieving them*

Managing performance

*Helps to maximize team performance by providing active feedback and skill development opportunities*

- 1       2       3       4       5

### 7. OVERALL RATING

- Exceeds performance requirements

The employee has achieved all the set objectives, adjusted where appropriate, and his or her contribution has significantly exceeded expectations on several occasions; and has had a significant positive impact on one or more processes or outputs.

- Consistently meets performance requirements

The employee has achieved all the set objectives, adjusted where appropriate, and his or her contribution has exceeded expectations on one occasion or several occasions.

- Adequately meets performance requirements

The employee has achieved at a maximum all the set objectives, adjusted where appropriate, or at a minimum achieved most of these objectives and taken all reasonable measures to achieve the remaining objectives.

- Partially meets performance requirements

The employee has not achieved most of the set objectives, adjusted where appropriate, and has not taken all reasonable measures to achieve them.

- Fails to meet performance requirements

The employee has not achieved the set objectives, adjusted where appropriate, and has not taken all reasonable measures to achieve them.

### 8. INDICATE THE OBJECTIVES FOR THE UPCOMING PERFORMANCE PERIOD

*The direct superior shall validate the job description, or request to update it, providing a reasoned explanation.*

- Existing job description is valid
- Updated job description is provided

*The employee and direct superior shall meet, develop and list five to ten measurable Key Performance Indicators (KPIs) relevant to the job, which will serve as benchmarks for measuring performance during the next appraisal process.*

Direct superior's comments

**9. INDICATE THE DEVELOPMENT OBJECTIVES FOR THE UPCOMING PERFORMANCE PERIOD**

*The direct superior shall recommend the area(s) for further training and development for the employee and explain the recommendation.*

Direct superior's comments

**THIS SECTION MUST BE FILLED OUT ONLY IN CASE OF THE APPRAISAL OF THE PERFORMANCE OF THE EMPLOYEE DURING THE PROBATION PERIOD**

Following the assessment stated above, direct superior recommends to

- Confirm the employee’s appointment
- Extend the employee’s probation period for \_\_\_\_\_ more months.  
(Please note that the period of probation can be extended for a maximum of six more months, as per section III paragraph 9.2. of the Rules for Recruitment, Working Conditions and Geographical Equilibrium of the Secretariat's Staff of the Energy Community.)
- Terminate the employee’s appointment

**SIGNATURES**

Employee:

Date:

Direct superior:

Date:

**EMPLOYEE ACKNOWLEDGMENT**

The information stated in this document truthfully reflects the discussion with my direct superior, which took place on \_\_\_\_\_, at \_\_\_\_\_. However, my signature doesn’t necessarily imply my agreement with the content. My additional comments are the following:

**SIGNATURE**

Employee:

Date: