

PROCEDURAL ACT OF THE ENERGY COMMUNITY SECRETARIAT

2025/24/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, Officer and Assistant in accordance with Annex 1.
2. 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.
3. 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 “Surpasses Expectations” or “Fully Meets Expectations” in two previous years;
 - 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 Executive Coordinator and HR Expert, for further processing with the Director.
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 sixth month upon conclusion of an employment agreement, and submit to the Executive Coordinator and HR Expert for further obtaining the decision of the Director.

Article 4

Entry into force

This Procedural Act shall enter into force on 1 January 2026.

For the Energy Community



Artur Lorkowski
Director

Done in Vienna on 22 December 2025

Salary Scales 2026-2027

Level/description	2026 Full-time salary per month (in EUR)						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Head of Unit	8.040	8.486	8.933	9.380	9.826	10.273	10.720
Expert	6.735	7.109	7.483	7.857	8.231	8.605	8.980
Officer	4.928	5.201	5.475	5.749	6.023	6.296	6.570
Assistant	3.279	3.461	3.643	3.825	4.007	4.189	4.372

Level/description	2027 Full-time salary per month (in EUR)						
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Head of Unit	8.201	8.656	9.112	9.568	10.023	10.479	10.934
Expert	6.870	7.251	7.633	8.015	8.396	8.778	9.160
Officer	5.027	5.306	5.585	5.864	6.144	6.423	6.702
Assistant	3.344	3.530	3.716	3.902	4.088	4.273	4.459

ANNEX 2

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

1 2 3 4 5

with colleagues and with stakeholders of the Organization

Collaboration

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

1 2 3 4 5

Planning

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

1 2 3 4 5

Analysis

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

1 2 3 4 5

Initiative taking

Proposes and initiates new ideas, activities and projects

1 2 3 4 5

Flexibility

Responds positively and effectively to changing circumstances

1 2 3 4 5

**Managerial competences
(Only if applicable)**

Performance related rating from the direct superior

Leadership

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

1 2 3 4 5

Strategic thinking

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

1 2 3 4 5

Managing performance

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

1 2 3 4 5

7. OVERALL RATING

Surpasses Expectations

Consistently goes well beyond expectations, demonstrating exceptional initiative, innovation, or leadership, and delivering work that has a clear, significant, and lasting positive impact on the organization, team, or strategic agenda beyond agreed objectives.

Fully Meets Expectations

Reliably meets expectations with consistent high-quality work and occasionally went above what is normally required in several aspects of the role. The employee achieves all or nearly all objectives, and delivers several aspects of work to a higher-than-standard level, demonstrating strong competence, ownership, and professional maturity. Their contributions are reliable and occasionally stand out for quality, initiative, or innovation.

Meets Expectations

The employee consistently fulfils the majority of their objectives and provides steady, dependable contributions to the team. Their work provides a solid foundation, though quality or timeliness may occasionally vary. While initiative beyond assigned responsibilities was limited, overall performance reflects a reliable, and valuable foundation for the team's work.

Partially Meets Expectations

The employee meets only part of the agreed objectives and requires frequent supervision or intervention. Their performance demonstrates noticeable gaps in consistency, timeliness, or quality, despite guidance and agreed plans for improvement.

Does Not Meet Expectations

The employee consistently falls short of expectations and fails to achieve most objectives. Their performance negatively impacts the team or organization, and they do not take reasonable measures to address gaps. Quality, timeliness, and ownership are not at an acceptable level.

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 three to five objectives with 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: