# ACER
Agency for the Cooperation
of Energy Regulators

**AUTHORISATION TO ENGAGE IN AN OUTSIDE ACTIVITY,
WHETHER GAINFUL OR NOT, OR TO CARRY OUT AN ASSIGNMENT
OUTSIDE THE UNION**
(Article 12b of the Staff Regulations and Articles 11, 54 and 81 of the CEOS)

| Name: Pototschnig<br>First name: Alberto<br>Personnel N°: 341400 | Function Group/Grade: AD14<br>Office: Director's Office<br>☎: | Department: |
|---|---|---|

**Status**: ☒ Temporary agent

☐ Contract agent

☐ Seconded National Expert

Date of expiry of the contract: …15 September 2015…………………
Description of duties at ACER:

Director

Activity at ACER is:  ☒ full-time     ☐ part-time

**PLANNED ACTIVITY**
Name of the organisation in which activity is to be exercised: Claeys & Casteels
Publishers BV
Address of the organisation: Hanzeweg 45B 7418AV DEVENTER NL

**a) Type of activity:**

☐ Teaching[1]        ☐ Conference        ☐ Seminar        ☒ Other…………..

Description of the activity:

…………Contribution to a book edited by Jean-Arnold Vinois ………………………
……………………..
Place in which the activity is to be carried out:
..……………………………………………………………

In the case of an educational activity: (total number of teaching hours to be worked):
………hours/week or .......... hours/month.

**b) The activity is to be carried out:**
1. outside normal working hours: ☐ evening        ☒ Saturday    ☒ Sunday

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[1] *Based on article 6 of the ACER decision on outside activities and assignments, teaching and other educational activities, paid or unpaid, are in principle allowed for one year, provided that their duration is not exceeding 100 hours per academic year.*

2. during normal working hours (give dates and times):

…………………….……………….

For 1 and 2, indicate the period: from 01/02/2013 to 31/12/2013

**c) Possible conflict of interests:**

1. Does the organisation have a financial and/or a contractual relationship with ACER?

☐ YES　　　　　☒ NO

If YES, give details (on a separate sheet of paper if necessary)

2. Is there any direct and/or indirect link between the activity and your duties at ACER?

☒ YES　　　　　☐ NO

If YES, give details (on a separate sheet of paper if necessary)

The contribution focuses on recent developments in framework guidelines and network codes and in infrastructure regulation. It only relies on publicly available information.

**d) Absences:**

The activity will entail a planned/likely total absence of …………. working day(s), including travel time.

Will this absence be covered in its entirety by a request for annual leave?

☐ YES　　　　　☐ NO

(if NO) special leave of ....... day(s) is requested.[2]

**e) Financial arrangements:**

Will remuneration or compensation be provided for:

1. the activity itself? (total net amount): NIL

2. Royalties, excluded from the ceiling for outside activities.

2. travel expenses?　　　☐ YES　　☒ NO
(if YES, the proposed amount)…………………………………..

3. subsistence expenses?　☐ YES　　☒ NO
(if YES, the proposed amount)…………………………

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[2] *The Appointing Authority may grant special leave to cover half the days in question within 12 days a year provided that the activity is unpaid and is of interest for ACER.*

**f) Publication:**

Will the above activity result in a publication?

☒ YES ☐ NO

If YES, give details of the financial arrangements:

| |
|---|
| 13%  royalties equally to be divided by the contributors |

**Reference texts**:

Decision AB n° 23/2012 of 05 December 2012

Date:  19 May 2012          Signature applicant: Alberto Pototschnig

**Name of staff member:**

**OPINION OF HIERARCHICAL SUPERIOR**

| |
|---|
| Head of Department or Director (name): ............................................................................. |
| Is the activity of benefit to ACER and/or the Union? |
| ☐ Yes        ☐ No |
| If not, explain why: ............................................................................................................ |
| ....................................................................................................................................... |
| ....................................................................................................................................... |
| ☐ Favourable          } |
| ☐ Favourable with restrictions        } |
| ☐ Unfavourable      }        as regards the requested application for outside activity |
| *(NB: the maximum annual ceiling for net remuneration for all external activities combined is 4.500 €)* |
| If favourable with restrictions, give the restrictions and the reasons: |
| ……………………………………………………………………………………………… |
| ……………………………………………………………………………………………… |
| If unfavourable, give reasons: ........................................................................................ |
| ....................................................................................................................................... |
| Date: ...................................................... Signature: ......................................................... |

**DECISION OF APPOINTING AUTHORITY**

Name: …………………… Function: ………………

Is the activity of benefit to ACER and/or the Union?

☐ Yes ☐ No

If not, explain why: ..................................................................................................
.............................................................................................................................
.............................................................................................................................

The requested external activity is:

☐ authorised as requested from …………/…………./………… to …………/…………./…………

☐ authorised with the following restrictions: …………………………………… from …………/…………./………… to …………/…………./…………

☐ refused for the following reasons:.........................................................................
.............................................................................................................................
.............................................................................................................................
.............................................................................................................................

*(NB: authorised staff will declare their revenues so that ACER can check that the maximum annual ceiling for net remuneration for all external activities combined is 4.500 €)*

Special leave is granted for …………. day(s): ☐ YES ☐ NO

Date:......................................................... Signature:.........................................................

**Original of decision to be sent to: ACER HR**
*(a copy of the decision will be sent to the applicant)*