

145

**BEURTEILUNG
STAFF REPORT
RAPPORT DE NOTATION**

2006-2007

Familienname Surname Nom de famille	Koch	Vorname Forename Prénom	Anette
Geburtsdatum Date of birth Date de naissance	19/09/1962	Eintrittsdatum Date of entry Date d'entrée	01/11/1997
Beurteilungszeitraum vom Reporting period from Période de notation du	01/10/2005	bis to au	31/01/2007
Jetzige Besoldungsgruppe Present grade Grade actuel	A3	seit since depuis	01/11/1999
Muttersprache Mother tongue Langue maternelle	German	Organisationseinheit Organisational unit Unité organisationnelle	1234
Funktion • Function • Fonctions Examiner			
Kurze Aufzählung der Hauptaufgaben und sonstiger Aufgaben • Brief list of main and other duties • Brève énumération des fonctions principales et autres Search, examination, opposition and classification in G01N1-15, 19,35; Instructor in the Academy.			
Zeitpunkt des Vorgesprächs zwischen Beurteilendem und Beurteiltem. Date of prior interview between reporting officer and person reported on Date de l'entretien préalable entre le notateur et le fonctionnaire noté		14.03.2007	
Weitere Personen, die am Vorgespräch teilgenommen haben Other participants in the prior interview Autres personnes ayant participé à l'entretien préalable			
Anzahl der regelmäßigen Gespräche zwischen Beurteilendem und Mitarbeiter während des Beurteilungszeitraums Number of regular discussions between reporting officer and person reported on during reporting period Nombre d'entretiens réguliers entre le notateur et le fonctionnaire pendant la période de notation			3
Sonstige Stellen, die der Beurteilte während des Beurteilungszeitraums innehatte • Other posts occupied during the reporting period • Autres postes occupés durant la période de notation			
von • from • du	bis • to • au	Stelle • Post • Poste	Besoldungsgruppe • Grade

I. Arbeitsergebnisse • Work done • Résultats

1. Qualität • Quality • Qualité

(i) Hauptaufgaben • Main duties • Fonctions principales

Anette Koch puts herself very high standards with respect to the quality of her work. In search, because of her profound technical knowledge, her familiarity with the documentation in her field and her skills in determining the right search strategies, she reveals the best prior art and knows when to stop the search. Both her search reports and her communications are well drafted, clearly indicating to the applicant what is expected from him.

Her substantive examination work is characterized by a focus on results: Anette is able to predict the most likely development in the examination procedure and adjusts her strategy accordingly. In classification work, as a *gérant* of her field, she does a constant effort to keep the documentation up-to-date, avoiding great backlogs. She constantly improves the existing classification schemes and involves the classifiers in her technical team.

(ii) Sonstige Aufgaben (soweit zutreffend) • Other duties (if any) • Autres fonctions (le cas échéant)

Bewertung (Zutreffendes ankreuzen) • Assessment (cross appropriate box) • Evaluation (cocher la case correspondante):									
<input type="checkbox"/>	ausgezeichnet outstanding excellent	<input checked="" type="checkbox"/>	sehr gut very good très bien	<input type="checkbox"/>	gut good bien	<input type="checkbox"/>	ausreichend less than good passable	<input type="checkbox"/>	unzureichend unsatisfactory insuffisant

2. Produktivität • Productivity • Rendement

(i) Hauptaufgaben • Main duties • Fonctions principales

In 2006, Anette Koch did 69 searches and 46 final actions in 148 S&E days. In total, she reached 57,1 CBF, which corresponds to a productivity factor (PF) of 1,35. The S/E ratio was 1,50, which is below the JC average of 1,7. This is an indication of the mature stage of BEST that Ms. Koch has reached and of the care she takes to find the right balance between the number of searches and the number of final actions. During the interview concerning the planning for 2007, she committed herself to a target of 65 searches and 45 final actions in 151 S&E days. This is similar to the 2006 figures. These productivity figures are very good and place Anette Koch in the top 5 of the directorate. In 2006, she classified 726 new documents.

(ii) Sonstige Aufgaben (soweit zutreffend) • Other duties (if any) • Autres fonctions (le cas échéant)

Bewertung (Zutreffendes ankreuzen) • Assessment (cross appropriate box) • Evaluation (cocher la case correspondante):									
<input type="checkbox"/>	ausgezeichnet outstanding excellent	<input checked="" type="checkbox"/>	sehr gut very good très bien	<input type="checkbox"/>	gut good bien	<input type="checkbox"/>	ausreichend less than good passable	<input type="checkbox"/>	unzureichend unsatisfactory insuffisant

II. Leistungsbefähigung • Aptitude • Aptitudes

1. Tätigkeitsspezifische Fähigkeiten • Job-related aptitude • Aptitude à exercer les fonctions

Ms. Koch is a very good physicist and has a broad knowledge of the technical aspects of her own and neighbouring fields. This knowledge is reflected in the confidence and authority with which she deals with her daily work.

She has, also because of her activities as an instructor in the Academy, a profound knowledge of the practices and procedures at the EPO and applies this effectively.

Because of her analytical and systematic way of working, and because of the fact that she is fully aware of the needs of the Office with respect to output/quality, she comes to very good results.

She has a keen interest in the processes that take place in the Office and is willing to put her energy in other tasks than only treating files (e.g. Academy, cross-site team work).

Anette has a lot of very good qualities, among them her presentation skills, her focus on results and her big language knowledge, from which the Office could even profit more in the future.

2. Spezielle Fachkenntnisse (inkl. Nichtamtssprachen) • Specialist knowledge (including non-official languages) • Connaissances spécifiques (y compris langues non officielles)

Anette Koch knows Danish and is fluent in the official languages and also in Dutch, which has been the working language between her and her director in 2006.

Bewertung (Zutreffendes ankreuzen) • Assessment (cross appropriate box) • Evaluation (cocher la case correspondante):

ausgezeichnet
outstanding
excellent

sehr gut
very good
très bien

gut
good
bien

ausreichend
less than good
passable

unzureichend
unsatisfactory
insuffisant

3. Kenntnisse in den Amtssprachen • Knowledge of official languages • Connaissances des langues officielles

evtl. Muttersprache Mother tongue if appropriate évent. langue maternelle	Aktiv • Active • Actives				Passiv • Passive • Passives			
	sehr gut very good très bonnes	gut good bonnes	ausreichend fair passables	keine none aucune	sehr gut very good très bonnes	gut good bonnes	ausreichend fair passables	keine none aucune
D <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III. **Arbeitseinstellung und Verhalten gegenüber anderen • Attitude to work and dealings with others • Attitude vis-à-vis du travail et relations avec autrui**

1. **Arbeitseinstellung • Attitude to work • Attitude vis-à-vis du travail**

Anette Koch likes her work and puts a lot of her energy into it. She shows a broad interest in both the procedural and the technical aspects of her work.

She is keen to take up new challenges and constantly tries to broaden her professional horizon.

She realizes well that cooperation and team work are essential to come to a better functioning of the Joint Cluster. She takes care to develop and strengthen this teamwork cross-site (e.g. knowledge transfer of G01N15, instruction of new classifiers)

She organised a technical mission to Roche at Mannheim and Penzberg for seven examiners from her technical team, among which three from Munich. Moreover, she organised and conducted a workshop for knowledge transfer on search and classification issues together with a colleague from her technical field. She also organised the directorate's Christmas lunch, even though she was at the Munich office when it took place.

2. **Verhalten gegenüber anderen • Dealings with others • Relations avec autrui**

In her relationship with her other colleagues, Anette Koch has a very professional attitude and focuses on the results that have to be reached. In this, she is very cooperative and always ready to stand in for others and to help in unexpected situations (e.g. reorganization of her technical field after the sudden departure of a colleague).

Because of this attitude, her colleagues trust her and like to work with her. Her readiness to help is a big support for her director.

Bewertung (Zutreffendes ankreuzen) • Assessment (cross appropriate box) • Evaluation (cocher la case correspondante):

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IV. **Führungseigenschaften (bei Mitarbeitern mit Managementfunktionen) • Management ability (for staff with management functions) • Capacités managériales (pour les agents exerçant des fonctions d'encadrement)**

Bewertung (Zutreffendes ankreuzen) • Assessment (cross appropriate box) • Evaluation (cocher la case correspondante):

ausgezeichnet
outstanding
excellent

sehr gut
very good
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good
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ausreichend
less than good
passable

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unsatisfactory
insuffisant

V. Gesamturteil • Overall rating • Appréciation d'ensemble.

- (i)
- Hier soll der Beurteilende - unter Berücksichtigung der zuvor bewerteten Einzelaspekte der Leistung - ein Gesamturteil über den betreffenden Mitarbeiter abgeben.
 - Here the reporting officer should give a final overall assessment of the person reported on, having regard to the specific aspects of performance previously indicated.
 - Dans cette partie finale, le notateur complétera le rapport en portant une appréciation d'ensemble sur le fonctionnaire noté, compte tenu des aspects des prestations précédemment indiqués.

Anette Koch is a very dynamic examiner with a high sense of responsibility. She has a long professional experience and a deep knowledge of technical and legal matters.

She combines these qualities with a strong focus to come to good results and in that way contributes a high share to the output of the directorate. This is not only true for the number of files that she treats but also for the very high quality standard with which she treats these files. This gives an example to others

Bewertung (Zutreffendes ankreuzen) • Assessment (cross appropriate box) • Evaluation (cocher la case correspondante):

<input type="checkbox"/>	ausgezeichnet outstanding excellent	<input checked="" type="checkbox"/>	sehr gut very good très bien	<input type="checkbox"/>	gut good bien	<input type="checkbox"/>	ausreichend less than good passable	<input type="checkbox"/>	unzureichend unsatisfactory insuffisant
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- (ii)
- Ergänzende Bemerkungen (besondere Umstände, die die Leistung möglicherweise beeinflusst haben)
 - Supplementary remarks (any special factors which may have affected performance)
 - Remarques supplémentaires (circonstances particulières susceptibles d'avoir affecté les prestations)

VI. Unterschrift des Beurteilenden • Signature of reporting officer • Signature du notateur

- Unterschrift des Beurteilenden und gegebenenfalls des unmittelbaren Vorgesetzten (wenn dieser nicht der Beurteilende ist) sowie sonstiger an der Beurteilung Beteiligter
- Signature of reporting officer and, where appropriate, immediate superior (if he is not the reporting officer) as well as anyone else involved in drawing up the report
- Signature du notateur et, éventuellement, du supérieur hiérarchique direct (lorsque celui-ci n'est pas le notateur) ainsi que de toute autre personne participant à la notation

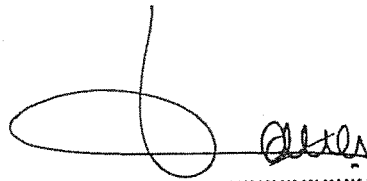

.....
Unterschrift • Signature

Guus Sarneel
Name in Blockschrift • Name in block letters • Nom en lettres majuscules d'imprimerie

3/4/2007
Datum • Date

VII. Bemerkungen des Gegenzeichnenden (je nach Zuständigkeit der Refératsleiter, Direktor, Hauptdirektor oder Vizepräsident) • Comments of countersigning officer (head of department, director, principal director or Vice-President as appropriate) • Avis du supérieur habilité à contresigner (selon le cas, le chef de service, le directeur, le directeur principal ou le Vice-Président)

D'accord. Très bon travail dans son ensemble.
Avec mes félicitations et mes remerciements


.....
Unterschrift • Signature


F. KNAUER
Name in Blockschrift • Name in block letters • Nom en lettres majuscules d'imprimerie

21-04-07
Datum • Date

VIII. Bemerkungen des beurteilten Mitarbeiters • Comments by person reported on • Observations du fonctionnaire noté

- Gegebenenfalls "keine" eintragen (Teile IX und X werden damit gegenstandslos)
- If no comments please enter "None" (Parts IX and X are then inapplicable)
- Si aucune observation n'est faite, prière d'inscrire "aucune" (les rubriques IX et X sont dès lors sans objet)

None


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Unterschrift • Signature

Koch
Name in Blockschrift • Name in block letters • Nom en lettres majuscules d'imprimerie

6/7/2007
Datum • Date