

Questions	Answers
EMPLOYMENT	
<p>1. In connection with Assignment №6/30.03.2017, provided in folder Attachment 1 of 7.6 Answers to question published on 09 August 2018:</p> <p>1.1 Regarding item 6.1.1 of the Assignment and Art.33b of the Internal rules on salaries at Sofia Airport EAD, please provide for the period 30 March 2017 – 30 July 2018: a) reference for the number of hours of training conducted by the employees who conduct training as teachers/instructors and who are not in the list of staff of Department Aviation Training Center; b) reference for the additional remuneration paid to the above specified employees for the training hours conducted; c) reference for the number of the above specified employees.</p> <p>1.2 Regarding item 6.1.1 of the Assignment and Art.33r of the Internal rules on salaries at Sofia Airport EAD, please provide for the period 30 March 2017 – 30 July 2018: a) reference for the number of working days during which was conducted training by the employees who are teachers/instructors and who conduct training of personnel of external companies in bases of the clients outside Sofia; b) reference for the additional remuneration paid to the above specified employees for the working days during which training was conducted; c) reference for the number of the above specified employees.</p>	<p>1.1</p> <p>a) In connection with Assignment No. 6 of 30.03.2017, there have been a total of 3 660 study hours conducted by teachers/instructors, which are not part of the List of the composition of the Aviation Study Center.</p> <p>b) In connection with Assignment No. 6 of 30.03.2017, a total of BGN 20 496 (incl. of VAT) has been paid under item 6.1.1 and Art. 33c.</p> <p>c) In connection with Assignment No. 6 of 30.03.2017, the total number of teachers/instructors, to whom additional remuneration has been paid under item 6.1.1 and Art. 33c, is 54 (fifty-four people).</p> <p>1.2</p> <p>a) In connection with Assignment No. 6 of 30.03.2017 under item 6.2.2 and Art. 33d – a total of 268 days.</p> <p>b) Total additional remunerations paid to teachers/instructors who have conducted trainings of personnel at a client’s base outside the city of Sofia – a total of BGN 4020</p> <p>c) The total number of employees who have received additional remunerations, in connection with Assignment No. 6 of 30.03.2017 under item 6.2.2 and Art. 33d - 5 (five) people.</p>
<p>2. Please provide evidence for the date on which Annex №1/01.06.2018 with ref.№100-ДC-224/06.06.2018 to the CLA was registered with the General Labour Inspectorate Executive Agency.</p>	<p>27.06.2018 - date of registration at the Labour Inspectorate of Additional Agreement No. 1/01.06.2018, Outgoing No. 100-ДC-224/06.06.2018 to the CLA.</p> <p>The information is available for review at the Electronic Section of the Dataroom, Attachment 7.16, file “Attachment 2”.</p>
<p>3. Please clarify the meaning of “balance of the amounts of provisioned leave” in the table “Balance of the amounts provisioned leave and social security payments” provided in file “Т.7” in Attachment 7 of 7.6 Answers to question published on 09 August 2018.</p>	<p>The reference entitled “Remainders by amounts of provisioned leave and social security payments” contains information about the remaining days of provisioned leave, the provisioned amounts against these days and the provisioned social security payments to them as at 30.06.2018. The table does not contain any information about the unused paid leave for 2018.</p>
<p>4. For the period from the beginning of 2014 until 30 July 2018, please provide: 1) description of the</p>	<p>In the period from the beginning of 2014 until 30 July 2018:</p>

<p>cases of labour accidents and professional sickness in the company; 2) reference for the amount of each insurance claims in this regard and before which insurer the claim was made; 3) reference for the indemnities paid by the insurer for each claim made before the insurer regarding case of labour accident or professional sickness; 4) claims made before the court in connection with the insurance claims.</p>	<p>1) description of the cases of a work accident and an occupational disease at the Company 2014 – 7 work accidents; 2015 – 5 work accidents; 2016 – 4 work accidents; 2017 – 7 work accidents; 2018 – 5 work accidents (until 30 July). In the period from the beginning of 2014 until 30 July 2018 there were no occupational diseases. 2) reference for the lodged insurance claims in connection with this: For 2014 – 5 lodged claims; For 2015 – 3 lodged claims; For 2016 – 3 lodged claims; For 2017 – 2 lodged claims; For 2018 – 3 lodged claims (до 30 July). 3) reference for the paid insurance compensations under lodged claims, for a case of an insurance accident or an occupational disease: 2014 – 5 paid compensations; 2015 – 3 paid compensations; 2016 – 3 paid compensations; 2017 – 2 paid compensations; 2018 – 2 paid compensations (until 30 July). 4) the court claims lodged in connections with the claims – 1 pending claim before the Supreme Court of Cassation (since 2011).</p>
<p>5. You have provided Contract for management of vouchers for social benefits with ref. No 100-Д-157/27.03.2018 concluded with the operator “Bulgarian Posts” EAD for the printing of vouchers for social benefits and providing access to the network of stores developed by the operator where the vouchers can be used. Please confirm if the above specified Contract is the only one in force with such subject and if not, please provide all relevant valid contracts. Please provide Attachment 1 to Contract for management of vouchers for social benefits with ref. No 100-Д-157/27.03.2018. Please provide the requests made under Art.2, para 4 and all protocols under Art.2, para 5 as of the date of the first request under Art.6, para 1 of the Contract. Also, please provide information regarding food vouchers and/or vouchers for social benefits and/or any other type of vouchers provided to the employees for the period of 3 years prior to the date of conclusion of Contract for management of vouchers for social benefits with ref. No 100-Д-</p>	<p>In connection with an inquiry lodged by you regarding the granting of vouchers for social benefits to the workers and employees of “Sofia Airport” EAD, we present to your attention Attachment No. 1 to Order No. 3-329/01.06.2018, which describes the conditions and order to providing the said vouchers. In the period of 3 years before the date of conclusion of Contract for management of vouchers for social benefits with ref. No. 100-Д-157/27.03.2018 there were coupons for protection food printed by the BNB EAD Printing House, provided pursuant to Art. 59.7 of the CLA.</p> <p>The information is available for review at the Electronic Section of the Dataroom, Attachment 7.17, file “Attachment 5”.</p>

157/27.03.2018.	
<p>6. You have provided a list “Trainings in the period 01.01.2015 – 31.07.2018“ – Attachment 18 of 7.6 Answers to question published on 09 August 2018. Please clarify the meaning of the numbers on the right of the names of the modules.</p>	<p>The digits specified to the right to the name of each module mark the number of trainings held.</p>
<p>7. Please confirm if the following contracts provided in Attachment 19 of 7.6 Answers to question published on 09 August 2018 are still in force:</p> <ul style="list-style-type: none"> • Contract for servicing of salaries through electronic debit cards from 10 March 2004 concluded between Sofia Airport EAD and DSK Bank EAD; • Contract for payment of salaries through bank cards from 16 May 2003 concluded between Sofia Airport EAD and OBB AD; • Contract for servicing of salaries through local debit bank cards in national currency from 17 June 2003 concluded between Sofia Airport EAD and Roseksimbank AD. 	<p>We hereby confirm that the Remuneration Service Agreements presented in item 19 are valid.</p>
<p>8. In connection with the Protocols of conducted inspections by the General Labour Inspectorate Executive Agency (Attachment 21 of 7.6 Answers to question published on 09 August 2018) please provide information and documents regarding:</p> <ul style="list-style-type: none"> • Any appealing against the mandatory prescriptions given or some of them, if there is such appealing; • The appropriate and timely implementation of the mandatory prescriptions of the Labour Inspectorate for rectification of the established violation given in the protocols and entered into force ; • Any follow-up inspections conducted by the Labour Inspectorate confirming that the prescriptions in the protocols have been complied with; • Sanctions imposed by the Labour Inspectorate under Art.415 of the LC. 	<p>Additional information and documents in connection with the Protocols of conducted inspections by the General Labour Inspectorate Executive Agency (Attachment 21 pf 7.6 “Answers to questions published on 09.08.2018”) regarding: Due and timely implementation of the mandatory prescriptions given in the Protocols by the Inspectorate as regards the elimination of the violations established in the protocols.</p> <p>Information is available for review at the Electronic Section of the Dataroom, Attachment 7.18, file “Attachment 8” – Answers to inspections conducted by the General Labour Inspectorate Executive Agency.</p>
<p>9. To which date refers the information in the table for the number of persons subject to protection against dismissal under Art.333 of the LC, provided in Attachment 25 of 7.6 Answers to question published on 09 August 2018.</p>	<p>The date, as at which the information is topical from the Table for the number of persons subject to protection against dismissal under Art. 333 of the LC, provided in Attachment 25 of 7.6 “Answers to question published on 09 August 2018”, is 07.08.2018.</p>
<p>10. To which date refers the information in the List of the composition of the emergency and rescue groups of Sofia Airport EAD, provided in Attachment 29 of 7.6 Answers to question published on 09 August 2018.</p>	<p>The information regarding the List of the composition of the emergency and rescue groups is topical as at the present moment as well.</p> <p>The List includes 24 positions, which as regards the combination of occupations are</p>

	deemed unprofessional personnel taking part in the emergency rescue protection of the Airport.
11. In connection with the table “Information on the average salary for operational and administrative personnel” in worksheet „Т.45“ of the file „Т.36.1“ of Attachment 36 of 7.6 Answers to question published on 09 August 2018 please clarify if the information has been provided in thousands of BGN. Also, please clarify if the information refers only to administrative personnel/ only to operational personnel/ if it represents the average salary for both types of personnel together/ other. Please provide reference for the average salary separately for the administrative personnel and separately for the operational personnel for the period from the beginning of 2015 until 30 July 2018.	The information is available for review at the Electronic Section of the Dataroom, Attachment 7.19, file “Attachment 11”.
12. In connection with the tables in worksheet „Работна до 06.2018“ of file „Т.36.2“ of Attachment 36 of 7.6 Answers to question published on 09 August 2018 please clarify the meaning of the column “percentage”.	A percentage determined by the Social Cooperation Council (SCC), assessed on a monthly basis to the basic salary according to the employment agreement of the respective employee/worker as additional remunerations for achieved results.
13. In connection with the provided Rules and criteria for social assistance in Sofia Airport EAD (Attachment 39 of 7.6 Answers to question published on 09 August 2018) please clarify to what refers the limitation of BGN 6000 under Art.7, para 2 (the separate employee/ other).	The limitation of BGN 6 000 is for 1 worker/employee per 1 (one) calendar year on the grounds of all members and points of Chapter Three of the Rules and criteria for material assistance to the employees of Sofia Airport EAD.
14. Please provide information on; <ul style="list-style-type: none"> • The employees working on permanent employment contracts; • The employees working on a fixed-term contract; • The employees working on additional employment contract under Art.110 of the LC; • The employees working on additional employment contract under Art.111 of the LC; • The employees engaged under Art.259 of the LC. 	Art. 110 – none; Art. 111 – 5 employees; Art. 259 – 17; Art. 68, para 1, item 3 – 39; Undefined time – 2277.
15. What is the meaning of the number 0,50 in rows 13 and 14 of the table provided in Attachment 7.1.3? .	The number 0,50 in lines 13 and 14 of the Table presented in “Attachment 7.1.3” means ½ of the statutorily established working time.
16. What kind of leave is meant in the table “Leave as at 31 July 2018” in file „Т.41.1“ of Attachment 41 of 7.6 Answers to question published on 09 August 2018? Please confirm that the information provided in the table refers to the period from the beginning of 2018 until 31 July 2018 and if not, please specify the beginning of the period to which the information refers.	In Table “Leave as at 31 July 18” in item 41 covers the used paid annual leave in the period 01.01.2018 – 31.07.2018.

<p>17. Please confirm that the information provided in the table “Temporary disability leave” in file „T.41.1“ of Attachment 41 of 7.6 Answers to question published on 09 August 2018 refers to the period from the beginning of 2018 until 31 July 2018 and if not, please specify the beginning of the period to which the information refers.</p>	<p>The information in Table “Temporary disability leave” in item 41 covers the period 01.01.2018-31.07.2018.</p>
<p>18. Please confirm what period is covered by the information in the table “Maternity leave – separated” in file „T.41.1“ of Attachment 41 of 7.6 Answers to question published on 09 August 2018.</p>	<p>The information in Table “Maternity leave – separated” covers the period 01.01.2018-30.06.2018.</p>
<p>19. Please confirm what period is covered by the information in the table “Number of employees who worked part-time/ 4-hour working day” in file „T.41.2“ of Attachment 41 of 7.6 Answers to question published on 09 August 2018 refers to 2018.</p>	<p>The number of employees who worked part-time/ 4-hour working day refers to the period January 2018 - June 2018.</p>
<p>20. Please provide information on the organizational structure of the departments of Sofia Airport EAD and detailed description of their functions in the form of a list of the functions performed by each separate department.</p>	<p>The information is available in the Electronic Section of the Dataroom Attachment 7.1.3., as it was updated on 16.08.2018.</p>
<p>21. Please clarify which personnel is meant in the table “Average number of the staff of the [trading] company” in file „T.50“ of Attachment 50 of 7.6 Answers to question published on 09 August 2018.</p>	<p>Showing the allocation of the number of the staff in connection with the financings depending on the “LO” – fees or trading activity.</p>
<p>22. Please clarify which personnel is meant in the table “Average number of the staff performing” in file „T.50“ of Attachment 50 of 7.6 Answers to question published on 09 August 2018.</p>	<p>Showing the allocation of the number of the staff in connection with the financings depending on the “LO” – fees or trading activity.</p>
<p>23. Please provide separate reference for the number of employees working under summarized calculation of the working hours, the duration of the working shifts and the period of calculation of the working time of the employees who work on shifts pursuant to Art.142, para 2 of the LC. Please provide the approvals of the named schedules as well as evidence on the respective employees being informed on the named schedules in advance.</p>	<p>The information is available in the Electronic Section of the Dataroom Attachment 7.1.4., file “Attachment 23”.</p>
<p>24. Please provide reference on the expenses for cards for the public transport in Sofia for the employees of Sofia Airport EAD from the date of entry into effect of the CLA. In case such commitment existed for the company in previous periods, please provide information for the sums of such expenses for previous periods.</p>	<p>Pursuant to Art. 59.1, item 2 of the CLA the employer ensures the transport servicing of the workers and employees of “Sofia Airport” EAD by providing them with subscription cards for all lines of the Sofia Public Transport. The information is available for review at the Electronic Section of the Dataroom, Attachment 7.17, file “Attachment 5”.</p>

	<p>Below we present the amounts of the expenses for subscription cards for the lines of Sofia Public Transport for the employees of “Sofia Airport” EAD for the following periods: 2015 – BGN 1 065 thousand; 2016 – BGN 1 068 thousand; 2017 – BGN 1 115 thousand; 01.01.2018 – 30.06.2018 – BGN 588 thousand</p>
<p>25. Please provide reference on the expenses for pre-paid fuel cards provided under Art.59.1.2 of the CLA from the date of entry into effect of the CLA. In case such commitment existed for the company in previous periods, please provide information for the sums of such expenses for previous periods.</p>	<p>No such.</p>
<p>26. Please clarify the functions of the specialists committee under Art. 21 of the CLA and provide protocols of the meetings of the committee from the date of entry into effect of the CLA.</p>	<p>The consideration and imposition of sanctions to the workers and employees of “Sofia Airport” EAD are subject to a regular monthly meeting of the Social Cooperation Council. On the grounds of a submitted “Card” for an established violation, pursuant to Art. 32 of the Internal Rules on salaries. The Violation Card has been prepared by the Directors of Directorates or by the Head of Departments, and signed by the respective violator.</p>
<p>27. To which date refers the list “All personnel in Department “Security” in Attachment 30 of 7.6 Answers to question published on 09 August 2018?”</p>	<p>As at the date of publishing – 09.08.2018 to “Answers to questions published on 09.08.2018”</p>
<p>28. In connection with Order №3-393/03.07.2018 for the payment of remuneration for unloading of carbamide, please provide reference for the sums of the remunerations paid for unloading of carbamide for the period October 2017 – March 2018, specified in the Order.</p>	<p>The information is available in the Electronic Section of the Dataroom Attachment 7.20., file “Attachment 28”.</p>
<p>29. Please confirm that the documents provided in Attachment 39 of 7.6 Answers to question published on 09 August 2018, namely Rules and criteria for material assistance to the employees of Sofia Airport EAD and Rules of operation of the meeting of the representatives of Sofia Airport EAD comprise all documents connected with the utilization of the funds for social, living and cultural servicing at Sofia Airport EAD and if not, please provide all relevant documents.</p>	<p>Material support by virtue of “Rules and criteria for material support at “Sofia Airport” EAD and the “Regulation Rules of operation of the meeting of the representatives of “Sofia Airport” EAD is provided by granting benefits in the form of funds provided by the employer according to Art. 292 of the Labour Code and according to Art. 60 of the CLA.</p>
<p>30. Please confirm whether all employees of Sofia Airport EAD receive vouchers for social benefits. Please specify which employees of Sofia Airport EAD do not receive vouchers for social benefits (if</p>	<p>All employees of “Sofia Airport” EAD receive the vouchers for social benefits.</p>

any). Please provide all contracts related to vouchers for social benefits.	
31. Please provide the rules under Art.60 of the CLA.	Social support provided by virtue of Art. 57 of the CLA, according to and pursuant to Art. 293 of the Labour Code takes place on the grounds of the rules and criteria for material support at “Sofia Airport” EAD (Attachment 39 of 7.6 “Answers to questions published on 09.08.2018”).
32. Please specify the number of syndicate members in the company who are entitled to additional paid leave in the amount of 25 hours per year according to Art.74.1 of the CLA.	Each member of both syndicate organizations are entitled to paid official leave of 25 hours per year, according to Art. 74.1 of the CLA. As regards the Federation of Transport Trade Unions in Bulgaria, the number of members in the Federation is 729 as at June 2018.
33. Please specify the number of full time syndicate officers in the company.	At Sofia Municipality - the Federation of Transport Trade Unions in Bulgaria at “Sofia Airport” EAD there are full time syndicate officers, according to Art. 74.2 of the CLA.
34. Please specify the number of syndicate members who are entitled to additional paid leave in the amount of up to 120 hours per calendar year according to Art.74.1 of the CLA.	Pursuant to Art. 74.3 of the CLA the number of members of the syndicate organization at the Federation of Transport Trade Unions at “Sofia Airport” EAD entitled to paid annual leave of up to 120 hours per calendar year is 7.
35. Please provide all acts for amendment of the Internal rules on salaries and the Internal rules on the work order as well as all annexes to the Internal rules on salaries and the Internal rules on the work order. Please provide the Code of ethics mentioned in § 6 of the CLA and the amendments thereof.	The information is available in the Electronic Section of the Dataroom Attachment 7.21., file “Attachment 35”.
36. Please specify the number of employees on maternity leave as at 31 July 2018 and the period of the leave.	As at 31 July 2018 the employees/workers on maternity leave are 43 in number.