

**REFERENTIEL DE FONCTIONS POUR LES BESOINS DES PROCEDURES  
D'ATTESTATION ET DE CERTIFICATION**

**CATEGORY A\*/ FUNCTION GROUP AD DUTIES**

**ADMINISTRATIVE DUTIES / FONCTIONS DE DIRECTION**

• Definitions:

(a) “Administrative duties”:

Administrative duties concern the act or process of administering. This includes conducting, managing, directing or supervising the affairs of government or of an organisation. It also refers to executing or supervising the execution of the activities needed to perform these duties.

(b) “Fonctions de direction”:

Action de diriger, de régler l'exécution d'une action. Ces activités impliquent être chargé de la direction d'une organisation, d'une unité ou d'une équipe. Ils peuvent également comporter des responsabilités d'animation, d'organisation ou d'administration.

• Examples of duties covered by these descriptors:

- Plan, organise and lead the work of the Commission services to reach the objectives of the organisation at its various managerial levels. Align policies to organisational objectives.
- Ensure proper allocation and optimized performance of resources, including management and development of staff competences.
- Mediate, negotiate, discuss, manage, promote and / or facilitate EU / Community and / or Commission policies, legislation, (international) agreements, (internal) activities and / or programmes and projects.
- Set up, prepare, participate and / or represent the Commission in appropriate committees and follow up the work done by them. Provide the secretariat of these committees.
- Prepare, attend, follow up and / or participate in, represent the Commission and / or ensure proper representation in meetings with the other European Institutions, Member States, third countries and / or other national or international entities.
- Represent the Directorate General in internal working groups.
- Manage, organise and / or maintain relations with the other European Institutions, including their individual members and / or representatives.
- Participate in exchanges and consultations with specialised organisations, associations, societies or fora. Promote and monitor the exploitation and dissemination of programmes and projects results.
- Ensure internal co-ordination within the Commission through networks and take the necessary steps to guarantee that Commission decisions, proposals of legislative texts or actions take into account the view of all potentially interested services.
- Follow up and / or monitor the progress of new policy developments across the Directorate General and / or the Commission; ensure coherence in the implementation of political guidelines and priorities.

- *Ensure overall co-ordination of the Commission position and the correct application of the procedures during “co-decision procedures.*
- *Follow up policy proposals from draft to adoption through the Commission and Council decision procedures.*
- *Supervise the fulfilment of contractual procedures and obligations.*
- *Ensure the follow-up of recommendations, reports, revised proposals, budgetary and / or discharge proceedings etc. of the Council, European Parliament, European Ombudsman and / or Court of Auditors.*
- *Provide, and monitor technical assistance, cooperation programmes and humanitarian aid to pre-accession and third countries.*
- *Authorise expenditure and income on budget and / or imprest accounts.*
- *Prepare audits on the use of the EU resources and / or of the internal control systems that exist within the European Commission and define the actions for improving management and preventing irregularities in the use of Community funds.*
- *Supervise procedures.*

## **FONCTIONS DE CONCEPTION**

- *Definition:*

*“Fonctions de conception”:*

Action de concevoir. Il s’agit d’une activité mentale ou créatrice en vue de la compréhension, de l’invention ou de l’élaboration des projets, des idées ou une partie des éléments le(s) constituant.

- *Examples of duties covered by this descriptor:*

- *Contribute to, prepare and / or design EU / Community / Commission strategies, strategic planning activities, systems, methods, applications and / or processes and procedures.*
- *Conceive, update and / or codify new policies, legislative, communication and / or other (internal) activities or extensions of existing activities; perform conceptual reflections.*
- *Prepare, draft, update and / or consolidate new, existing and / or amended documents, including policy guidelines, strategy papers, green papers, white papers, periodic reports, communications etc.*
- *Prepare and / or draft proposals for Commission decisions and run the consultation process leading to the decision.*
- *Handle and / or draft answers to oral and / or written questions and / or petitions from the European Parliament and to complaints from the European Ombudsman.*
- *Handle and / or draft correspondence with Member States, Commission services, other Institutions and / or third parties.*
- *Produce reports and other documents inside / outside the Commission services.*
- *Define budgetary, financial and accounting procedures in accordance with applicable regulations and internal control standards.*
- *Prepare internal and / or external audits on the use of the EU resources, including of internal control systems that exist within the European Commission, and formulate recommendations for improvement and further action based on audit findings.*

## ADVISORY DUTIES / FONCTIONS D'ÉTUDE

- Definition:

- (a) “Advisory duties”:

Containing or giving advice. This involves giving opinions about what should be done or how to (re)act in a given situation. It contains counsel, recommendations and information regarding decisions or courses of conduct.

- (b) “Fonctions d’Etude”:

Effort intellectuel en vue de comprendre et de retenir certaines matières. Il s’agit alors d’une activité par laquelle on examine ou étudie de manière approfondie une affaire, un dossier préalable à une décision ou à une initiative. Ceci inclut le travail préparatoire de recherche et de mise au point.

- Examples of duties covered by these descriptors:

- Process, structure, analyse and understand relevant data and information in order to develop, support, implement and / or monitor policy-making, European strategies, EU international or enlargement negotiations, Commission decisions and / or management and planning decisions.
- Compile analyses and / or data from various sources and prepare them for decision-making.
- Monitor relevant developments and trends relating to EU / Community policies and / or legislations and draft regular reports. Perform long-term forecasts.
- Propose indicators and draft reports, including country reports, tables and graphs demanded by the Commission decision-making processes and actions.
- Launch, run and / or monitor preparatory studies, stimulate internal and open consultations and / or extended impact assessments. Perform feasibility, consultancy and / or other studies. Define objectives and means and study their results.
- Follow up, monitor, analyse, evaluate and / or report on the implementation of current EU / Community policies, legislation, international negotiations and / or agreements, Commission decisions and / or programmes and projects as well as on the transposition and conformity of national legislation; provide feedback for decisions.
- Provide advice and assistance to management on the quality, consistency and coherence of draft proposals for legal acts, the management of procedures and / or the validity and conformity of these acts and procedures with applicable rules.
- Ensure that the Commission and its services obtain the necessary legal advice and assistance that is needed to guarantee its activities.
- Assist the Commission and its Services before the European Parliament and the Council.
- Provide legal advice and / or interpretation in support of the preparation and implementation of Community legislation and on draft replies to written and oral questions and / or to petitions from the European Parliament, to investigations by the European Ombudsman, and to audits done by the Court of Auditors.
- Analyse and assess synthesis notes, documents and / or briefings on legal issues.
- Follow-up and support the operational units with cases brought before judicial instances. Analyse and follow up the jurisprudence of the Court of Justice and the Tribunal of First Instance.

- *Prepare budgetary acts and decisions and annual and multi-annual budgets.*
- *Receive and follow-up complaints by third parties, voluntary notifications and own initiatives of the Commission by opening investigations in relation with possible infringements of Community law in various Community policies.*
- *Assess the effectiveness and respect of the relevant rules.*
- *Provide advice, assist and orientate members of staff in order to facilitate and improve their relations with the Administration.*

## **LINGUISTIC DUTIES / FONCTIONS LINGUISTIQUES**

- Definition:

- (a) “*Linguistic duties*”:

Relating to language, to linguistics or to the affinities of language.

- (b) “*Fonctions linguistiques*”:

Relatif, propre à la langue; envisagé du point de vue de la langue. Étude des principes et des rapports des langues, science de la grammaire générale appliquée aux diverses langues

- Examples of duties covered by these descriptors:

- *Provide human translation services, conventional and / or others, machine translations, translation support tools and any kind of translation assistance to the services.*
- *Develop innovative tools and aids for translation.*
- *Introduce editorial and multilingual concordance in the documents for the Commission.*
- *Provide linguistic revisions, multilingual glossaries and terminology resources, and any kind of linguistic assistance to the services including work on terminological research.*
- *Run actions to ensure European multilingualism.*
- *Provide interpretation in meetings from and to the official EU languages, as well as in other languages.*

## **SCIENTIFIC DUTIES / FONCTIONS SCIENTIFIQUES**

- Definition:

- (a) “*Scientific duties*”:

Relating to, derived from, or used in science or the practice of science. It includes activities conforming to the principles or methods used in science.

- (b) “*Fonctions scientifiques*”:

Qui a une activité scientifique ou utilise des méthodes scientifiques (observation, expérimentation ... ). Ceci inclut des activités qui porte sur un sujet relevant de la / d’une science et est le résultat d’une activité menée dans ce domaine.

- Examples of duties covered by these descriptors:

- *Participate in the development of guidelines, orientations and approaches relating to the implementation and / or follow up of the EU policies and scientific programmes. This includes running studies at the request of other Commission services.*

- *Organise, manage and participate in European scientific / technical committees and / or international scientific / technical networks.*
- *Elaborate and implement scientific project strategies and / or scientific / technical programs.*
- *Write project proposals, prepare and lead institutional and competitive projects and project teams.*
- *Develop scientific / technical working methods and technical protocols and procedures.*
- *Participate in the certification, audit and / or validation of scientific / technical procedures.*
- *Design and carry out scientific / technical research and laboratory experiments.*
- *Develop scientific / technical equipment and / or infrastructure, including all aspects related to security and safety.*
- *Evaluate scientific / technical research results and write progress and / or final reports.*
- *Disseminate the results to stakeholders and / or the international scientific community through publications, conferences, training, seminars, etc.*

## CATEGORY B\* DUTIES

### EXECUTIVE DUTIES / FONCTIONS D'APPLICATION

- Definitions:

- (a) “Executive duties”:

To carry out, to complete or to perform duties in order to bring them to a successful conclusion. This implies executing or carrying out specific tasks following and further to predefined procedures and rules.

- (b) “Fonctions d'application”:

Action d'appliquer ou de mettre en oeuvre. Il s'agit de réaliser, d'exécuter ou de mettre en pratique des activités suivant de procédés ou méthodes prédéfinies.

- Examples of duties covered by these descriptors:

- Run, carry out and / or implement policies, strategies, activities, actions, programmes, projects, procedures and / or processes.
- Verify, follow up and / or monitor policies, strategies, activities, actions, programmes, projects, procedures and / or processes.
- Provide and implement technical assistance.
- Ensure financial initiation and ex-ante / ex-post verification of the conformity of financial operations including monitoring and reporting on commitments, expenditure and recoveries.
- Plan, prepare, follow-up and report on the annual and multi-annual budget.
- Contribute to the definition, evaluation and / or selection of calls for tender and / or the follow – up of the contract performance and / or the contracted staff.
- Prepare financial aspects of contracts and tenders; verify the financial capacity of potential contractors.
- Ensure and follow-up financial management of administrative expenditures, contracts and grants.
- Prepare reporting on budgetary and general accounts and / or third party and contractor files.
- Execute accounting transactions and reconcile outstanding transactions; execute payments through bank statements and manage the bank accounts correspondingly; reconcile bank accounts and follow-up outstanding and not executed bank transactions.
- Organise, engage and / or participate in fact-finding missions, investigations, verifications, inspections and / or controls, if necessary on-the-spot.
- Collect, analyse and validate of data, derived indicators and aggregations and / or other information.
- Prepare the contents of data and / or other information for publication and dissemination.
- Organise and co-ordinate self assessments of internal control standards.
- Run specific and in-depth audits, thematic audits and/ or horizontal audits.
- Communicate policies and practices.
- Perform clinical duties under the direction of physician.

- *Deliver social advice and assistance for the active and retired staff members and their families.*
- *Maintain, operate and / or update systems, databases and / or other repositories.*
- *Ensure the collection and secure storage and accessibility of information, publications and documents, and take the necessary measures to ensure the continuation of the service and conservation of the legacy.*
- *Support and train staff for daily management of information and documents.*
- *Organise and handle access to public information and documents in Commission repositories and databases.*
- *Co-ordinate, follow up procedures and processes and / or facilitate co-ordination and communication within services and provide administrative assistance in specialised domains.*
- *Define, organise, simplify and update administrative rules and procedures, provide support for their interpretation and implementation and co-ordinate and check the quality of administrative processes.*
- *Manage, co-ordinate or otherwise exercise control over supplies, equipment or other material; plan, analyse and determine requirements.*

## **TECHNICAL DUTIES / FONCTIONS TECHNIQUES**

- Definitions:

(a) “Technical duties”:

*Relating to the knowledge, practical skills and methods that are used in a particular activity. These activities require special skills and proficiency in technical, mechanical or industrial areas.*

(b) “Fonctions techniques”:

*Ce qui concerne le fonctionnement d’un appareil ou d’une installation, un processus ou mécanisme. Les activités nécessitent des connaissances et capacités spécifiques dans des métiers ou domaines techniques.*

- Examples of duties covered by these descriptors:

- *Participate in the certification, audit and / or validation of scientific / technical procedures.*
- *Carry out scientific / technical research and laboratory experiments.*
- *Maintain and operate scientific / technical equipment and / or infrastructure, including all aspects related to security and safety.*
- *Contribute to ensure the correct functioning of ICT systems; maintain IT systems and applications; provide ICT tools and services that support the Commission staff in the performance of their tasks; define the logical and physical structure of web sites and web pages and navigation methods; maintain applications for internet and intranet environments.*
- *Prepare, distribute and support IT reference solutions; ensure the operation of IT at DG’s level by providing technical hardware and software assistance to computer system users; ensure the security of the ICT environment.*
- *Manage or assist in managing the operation of one or more buildings.*

- *Manage the operation and maintenance of buildings, facilities, machinery and / or other equipment.*
- *Implement fire protection and prevention plans, procedures and standards.*
- *Support work in accident prevention, including inspecting safety conditions, investigating and compiling data on accidents and providing information on safety standards and techniques.*