
**Definition of the number of candidates to pre-select on each list and
detailed rules for applying the ranking criteria
for the 2007 certification exercise**

1. DEFINITION OF THE RANKING CRITERIA

1.1. Merit points

- An average of the merit points in the five last annual career development reports is calculated.⁴
- The merit points are taken into account without applying a pro rata.

1.2. Level of education

The candidates will be awarded points according to their level of education as demonstrated by officially recognised qualifications/diplomas as follows:

<i>Highest level of education of the candidate</i>		<i>Points</i>
a)	Primary education	0
b)	Secondary education (not giving access to higher education)	
c)	Secondary education (giving access to higher education)	2
d)	Higher education (higher non-university degree or short university cycle of a legal duration of at least 2 years)	4
e)	University level education of a legal duration of at least 3 years	6
f)	University level education of a legal duration of at least 4 years	8
g)	University level education – third stage	10

The officials will have to state the title of the highest diploma they obtained, the authority which delivered it and the year when it was obtained. If needed, they will have to complete their personal file with the originals of their qualifications or copies certified as true. The candidates who obtained different diplomas will only be granted the points corresponding to the highest education level they reached.

⁴ The five last CDRs established by the Commission are those covering the years 2001-02, 2003, 2004, 2005 and 2006. An annual CDR is a report covering a period ending on 31st December. The partial reports are therefore excluded.

1.3. Recent professional experience acquired in the institutions in priority fields

The **17 fields** where the Commission has identified particular needs – the "priority fields" – are listed below:

- (1) Planning, quality management and evaluation;
- (2) Policies;
- (3) Legal;
- (4) Inter-institutional relations;
- (5) External relations;
- (6) Information, communication and publications;
- (7) Budget, finance and contracts;
- (8) Programmes, projects, actions and funds;
- (9) Compliance and infringement handling;
- (10) Statistics;
- (11) Control and inspection;
- (12) Audit;
- (13) Analysis and advice;
- (14) Scientific research;
- (15) Human resources management;
- (16) Linguistics;
- (17) Information technology.

Points will be awarded as follows to officials who have acquired professional experience within the Institutions over the last 10 years in at least 2 of the above-mentioned priority fields:

- 2 points will be awarded for every full year of professional experience acquired between **1 January 2002 and 31 December 2007**; if the professional experience acquired does not amount to a full year, 2 twelfths of a point will be awarded for every full month.
- 1,25 point will be awarded for every full year of professional experience acquired between **1 January 1998 and 31 December 2001**; if the professional experience acquired does not amount to a full year, 1,25/12^{ths} of a point will be awarded for every full month.
- These points will be awarded only if the candidate has acquired, between 1 January 1998 and 31 December 2007, a professional experience in **at least 2 of the 17 priority fields**.
- Only professional experience acquired as an official or temporary member of staff in category ex-B* or above will be taken into account. Professional experience as a temporary member of staff shall be taken into account even if there was a break between the periods of service as a temporary member of staff and as a permanent official.
- The candidates will have to declare in their application, for each activity period between 1 January 1998 and 31 December 2007, the beginning and end dates, the Directorate general and the unit, the link with one of the priority fields, the functions, tasks and responsibilities taken on. When a

professional experience is relating to more than one priority field, the candidate will opt for the most relevant field.

2. RANKING OF THE ADMITTED OFFICIALS

2.1. Two scores for each admitted candidate

Each candidate admitted to the 2007 certification exercise shall be awarded two scores on the basis of the points defined under point 1 above and of the following weighting:

SCORE 1 Combining the points granted for merit (with a weighting of 60%) and the points granted for the recent professional experience in the priority fields (with a weighting of 40%)

SCORE 2 Combining the points granted for merit (with a weighting of 60%) and the points granted for the level of education demonstrated by an officially recognised qualification/diploma (with a weighting of 40%)

2.2. Two lists established by the appointing authority

The appointing authority shall rank the admitted candidates and establish the two following lists:

LIST 1 Ranking of the admitted candidates according to scores 1 (combining points granted for merit and for recent professional experience in the priority fields)

LIST 2 Ranking of the admitted candidates according to scores 2 (combining the points granted for merit and for the level of education demonstrated by an officially recognised qualification/diploma)

3. PRE-SELECTION OF THE HIGHEST-RANKED ADMITTED CANDIDATES

3.1. Number of admitted candidates to pre-select

The number of candidates to pre-select is twice the number of officials authorised to follow the training programme as a result of the 2007 certification exercise (set at 110): therefore, **a minimum of 220 admitted candidates to pre-select.**

3.2. Pre-selection of the highest-ranked candidates on the 2 lists

The pre-selected candidates shall be the highest-ranked candidates on the two lists as follows:

- the **132** (i.e. 60% of 220) highest-ranked candidates on list 1; and
- the **88** (i.e. 40% of 220) highest-ranked candidates on list 2.

A unique list shall contain the names of the candidates pre-selected on the basis of the 2 lists.

If more than one candidate obtain the same number of points as the candidates ranked respectively in the 132th and 88th position, all candidates shall be pre-selected.

The unique list with the names of the candidates pre-selected on the basis of the two rankings shall be published in accordance with Article 5, paragraph 4, of the GIPs.

If a candidate is pre-selected on the basis of the two rankings – i.e. a candidate whose respective ranking is better or equals to the 132th and 88th position– he/she shall be on the draft list of pre-selected candidates. The appointing authority shall take into account the number of candidates in such a situation in order to make sure that a minimum of 220 candidates are pre-selected. If needed, the draft list shall be completed by adding the name of the official positioned immediately below the last provisionally pre-selected candidates from both lists, while complying with the breakdown referred to above.

4. DOCUMENTS TO BE PROVIDED BY THE CANDIDATES AUTHORISED TO FOLLOW THE TRAINING

In accordance with Article 6, paragraph 3 of the GIPs, a draft list of candidates authorised to follow the training shall be published.

For the professional experience acquired between 1 January 2002 and 31 December 2007, **the candidates whose name appear on the draft list of candidates authorised to follow the training** shall be invited to provide certifications signed by the Head of the Human Resources Unit for the department in which they acquired that professional experience, confirming the accuracy of the information supplied.