

## Annex 2

### **Decision of the appointing authority laying down the detailed rules for applying the admission, ranking and pre-selection criteria**

Each year, after consultation of the joint committee for the certification procedure, the appointing authority is to determine<sup>1</sup> the detailed rules for applying the admission criteria on the basis of the following criteria:

- a) considering the needs of the services, a minimum seniority of 3 years in grade 5 or above – excluding the C or D career paths;
- b) one or several annual appraisal reports must contain the positive assessment of the potential required to take on the functions of an administrator.

Following the admission phase, the appointing authority shall rank<sup>2</sup> the admitted candidates on the basis of the following criteria:

- merit as indicated in the annual appraisal reports;
- the level of education as demonstrated by officially recognised qualifications/diplomas;
- recent professional experience acquired in the institutions in those fields where the Commission has identified particular needs.

On this basis, the appointing authority is to establish two lists:

- a first one combining merit and recent professional experience acquired in the institutions in those fields where the Commission has identified particular needs;
- a second one combining merit and level of education.

The highest-ranked candidates on the two lists, down to a ranking decided according to the number of officials authorised to follow the training, are pre-selected.

For the 2009 certification exercise, the detailed rules for applying the admission criteria, the detailed rules for applying the ranking criteria and the number of candidates to pre-select on each list are set out in the appointing authority's decision of 14<sup>th</sup> October 2009 and are detailed below. The joint committee for the certification procedure was consulted on 1<sup>st</sup> October 2009.

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<sup>1</sup> On the basis of Article 5, paragraph 1, of the GIPs.

<sup>2</sup> On the basis of Article 5, paragraph 3, of the GIPs.

## **1. DEFINITION OF THE ADMISSION CRITERIA**

Officials in the AST function group in grade 5 upwards, who are appointed to a permanent post in the Commission and who, on the date of publication of the call for applications for the 2009 certification exercise, are in active employment, on parental leave, on family leave or seconded in the interests of the service shall be admitted provided they meet both of the two following conditions:

- Have seniority in grade 5 or above of at least 3 years as at 16 January 2010. Account shall be taken of seniority acquired as temporary staff member provided that there was no break between periods of service as temporary staff member and as permanent official. Considering the needs of the service, seniority acquired in AST career with restriction (C and D career paths) will not be taken into account. The periods of leave on personal grounds will not be taken into account.
- The potential required to take on the functions of an administrator must be positively assessed in at least one of the annual appraisal reports covering the years 2007 and 2008.<sup>3</sup>

## **2. DEFINITION OF THE RANKING CRITERIA**

### **2.1. Merit points**

- The result of the 6 last appraisal exercises – namely the exercises covering the years 2003, 2004, 2005, 2006, 2007 and 2008 – shall be taken into account, excluding the appraisal reports covering periods when the official was in the C or D career path.
- All the merit marks obtained in the 5 appraisal exercises covering the years 2003 to 2007 shall be taken into account, applying a pro rata according to the period covered by any partial report. Probation reports shall not be taken into account.
- Regarding the year 2008, only the annual appraisal report – established in 2009 and covering the 2008 performance – will be taken into account (excluding any simplified or partial appraisal report). This report mentions a performance level.

On the basis of the above, points according to merit shall be awarded to admitted candidates as follows:

- An average of the 3 best merit marks obtained for the 5 appraisal exercises covering the years 2003 to 2007 will be calculated.

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<sup>3</sup> An annual appraisal report is a report covering a period ending on 31st December.

- A number of points will be added according to the performance level mentioned in the annual appraisal report covering the year 2008:

<i>Performance level obtained by the candidate in his 2008 annual appraisal report</i>	<i>Points allocated to the candidate</i>
Level IA	4,0
Level IB	3,5
Level II	3,0
Level III	1,0
Level IV	0,0

## **2.2. Level of education**

The admitted candidates will be awarded 0 to 8 points according to their level of education – as demonstrated by qualifications/diplomas officially recognised by the Member State or the third country in which they were issued – as follows:

<i>Highest level of education of the candidate</i>		<i>Points allocated to the candidate</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	

The officials will have to state the title of the highest diploma they have 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 (only one allocation of points, even in case of multiple diplomas).

### **2.3. Recent professional experience acquired in the institutions in fields where the Commission has identified needs**

The Commission has identified the following **17 areas of need**:

- (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.

0 to 17 points will be awarded as follows to the admitted candidates who have acquired professional experience within the Institutions over the last 10 years in the above-mentioned areas of need:

- 2 points will be awarded for every full year of professional experience acquired between **1 January 2004 and 31 December 2009**; if the professional experience acquired does not amount to a full year, points will be awarded applying a pro rata for each day of professional experience
- 1,25 point will be awarded for every full year of professional experience acquired between **1 January 2000 and 31 December 2003**; if the professional experience acquired does not amount to a full year, points will be awarded applying a pro rata for each day of professional experience.
- Only professional experience acquired as an official or temporary member (even if there was a break between the periods of service as a temporary member of staff and as a permanent official) on posts of "Administrative assistant", equivalent (as stated in the appraisal reports or notation reports) or higher level will be taken into account.
- Account shall be taken of professional experience acquired within the Commission, in another European institution, in a Community/executive agency or in an organisation devoted to furthering the Community's interests.
- For each activity period between 1 January 2000 and 31 December 2009, the candidates will have to make a single declaration in their application mentioning the beginning and end dates, the Directorate general and the unit, the link with one of the areas of need, the functions, tasks and responsibilities taken on.

- When a professional experience is relating to more than one area of need, the candidate will opt for the most relevant one.

### 3. RANKING OF THE ADMITTED OFFICIALS

#### 3.1. Two scores for each admitted candidate

Each candidate admitted to the 2009 certification exercise shall be awarded two scores on the basis of the points defined under point 2 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 areas of need (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%)

<b>a) Points according to the professional experience</b>		→0 à 4 points*	(a + b) → <b>Score 1</b> 0 à 10 points*
Points* on a maximum of 17 points	Weighting of 40%: (points obtained / 1,7) x 40%		
<b>b) Points according to merit</b>		→0 à 6 points*	→ <b>Score 2</b> 0 à 10 points*
Points* on a maximum of 24 points	Weighting of 60%: (points obtained / 2,4) x 60%		
Points* on a maximum of 20 points in case of absence of 2008 annual appraisal report	Weighting of 60%: (points obtained / 2,0) x 60%		
<b>c) Points according to the level of education</b>		→0 à 4 points*	→ <b>Score 2</b> 0 à 10 points*
Points on a maximum of 8 points	Weighting of 40%: (points obtained / 0,8) x 40%		
(*) Number of points rounded up to 2 decimal places.			

#### 3.2. 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 areas of need)

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)

#### 4. PRE-SELECTION OF THE HIGHEST-RANKED ADMITTED CANDIDATES

##### 4.1. Number of admitted candidates to pre-select

The number of candidates to pre-select is at the minimum twice the number of officials authorised to follow the training programme as a result of the 2009 certification exercise (set at 110): therefore, **a minimum of 220 admitted candidates to pre-select.**

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

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

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

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

A unique list with the names of the candidates pre-selected on the basis of the two rankings shall be established and 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 132<sup>nd</sup> and 88<sup>th</sup> position– he/she will 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 is pre-selected. If needed, the draft list shall be completed by adding the name of the official positioned immediately following the last provisionally pre-selected candidate from both lists, while complying with the breakdown referred to above.

## **5. CHECK OF THE INFORMATION DECLARED BY THE CANDIDATES**

- When establishing the draft list of pre-selected candidates, DG ADMIN will systematically check the information declared in the application forms against the personal files of the best-ranked candidates, including the level of education<sup>4</sup> and principal language.<sup>5</sup>
- In the event of omission or error, no changes to the application will be accepted once it has been validated. The systematic check will never make it possible to raise the level of education declared by the candidate or to take into account any information that he/she omitted to mention in his/her application form.
- When establishing the final list of officials authorised to follow the training programme in 2010, their declarations relating to their professional experience acquired in the areas of need between 1<sup>st</sup> January 2004 and 31<sup>st</sup> December 2009 shall be subject to a verification of which the modalities shall be communicated in due time.

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<sup>4</sup> To note that, even if it is noticed that a candidate erroneously declared a third stage level of education instead of a university level of education of at least 4 years, the application shall not be corrected. This absence of correction will have no incidence on the number of points granted (8 points). Also, no conclusion for the previous/following certification exercises or for any future event in relation to their career can be drawn by the candidates in this situation.

<sup>5</sup> In the framework of the certification procedure, the principal language has to be understood as the first language indicated by the pre-selected candidate in his/her application form to the competition or selection procedure on the basis of which he/she was recruited.