

CERTIFICATION PROCEDURE, 2009 EXERCISE:
Call for applications

The certification procedure allows officials, members of the Assistants' function group (AST), in grades 5 upwards, to be appointed to a job in the Administrator's function group (AD) and become members of the AD function group provided they are selected to attend – and successfully complete – a compulsory training programme. They are consequently authorised to apply for vacant AD jobs corresponding to their grade.

This Administrative Notice is a call for applications, officially launching the 2009 certification exercise. The deadline for submitting applications is 16th November 2009.

THIRD EXERCISE ORGANISED BY THE COMMISSION ON THE BASIS OF THE SELECTION PROCEDURE MODIFIED IN 2007

The certification procedure is based on Article 45a of the Staff Regulations and the 2 first exercises organised by the Commission were based on general implementing provisions ("GIPs") adopted in 2005. A critical analysis established the need to modify the selection procedure.

On the basis of the results of this analysis, **new GIPs** were adopted by the Commission on 20 November 2007 (see Administrative Notice AN 54-2007).¹

General Directorates and services now intervene in the selection phase by providing a motivated opinion on a limited number of candidates, previously pre-selected on the basis of a mathematical allocation of points. This in-depth analysis by the DGs and services enables to identify the candidates who better demonstrated their potential and their will to take on more responsibilities and broaden their career perspectives.

The mandatory training programme is demanding and represents an important personal and institutional investment. **Access to the programme should not be considered as a "reward" but should be seen as the first step towards access to the AD function group for AST officials, who are the best qualified and the most motivated to take up these functions.** When the DGs and Services undertake the comparative analysis of the pre-selected candidates, they must consider the candidate's motivation to become an AD and the probability that he/she applies and obtains an AD post.

In order to ensure a fair treatment of the candidates by all services, common evaluation grids and guidelines are established. They are communicated to DGs and services and are at the disposal of the candidates.

¹ Decision C(2007) 5694 of 20 November 2007 laying down the general provisions for implementing Article 45a of the Staff Regulations.

LAUNCH OF THE 2009 CERTIFICATION EXERCISE

Each year, the appointing authority is to define and publish the detailed rules for applying the admission, ranking and pre-selection criteria as well as the number of candidates who will be authorised to follow the compulsory training programme. On 14th October 2009, the appointing authority adopted the implementing rules for the 2009 certification exercise and set at 110 the number of Commission officials authorised to follow the training programme in 2010 (see AN 64-2009).

This Administrative notice launches the 2009 certification exercise. It explains what the certification procedure involves (point 1), sets out the different stages and criteria (points 2 to 6), explains how to fill in an application form (point 7) and presents the provisional timetable for the 2009 exercise (point 8).

The deadline for submitting applications is 16th November 2009.

IMPORTANT NOTES

- There will be no link between applications submitted by the same official in the context of the different certification exercises. All sections have therefore to be completed again.
- In comparison with the last certification exercise, there are some modifications concerning the way the demonstration of the potential is taken into account (admission phase – see point 2.2) and the allocation of points according to merit (pre-selection phase – see point 3.1).
- To be considered as valid, an application must be signed by the candidate in Sysper2 by the deadline specified.
- In the event of omission or error, no changes to the application can be accepted once it has been signed.

1. GENERAL PRINCIPLES

1.1. Eligibility to the certification procedure

Only officials in the Assistants' function group, with no career restriction and in grade AST5 upwards, are concerned by the certification procedure.

Officials who, on the date of publication of the call for applications, are appointed to a permanent post at the Commission and are in active employment, on parental leave, on family leave or seconded in the interests of the service may apply.

Officials who, during 2009 or 2010, are to be automatically retired, are subject of a Commission decision resulting in the definitive termination of their service or are granted an invalidity allowance taking effect in that period may not apply.

1.2. Stages in the new certification procedure

The 7 stages of the certification procedure are defined in the GIPs as follows:

- (a) determination of the number of officials who will be authorised to take part in the training programme and publication of a call for applications;
- (b) establishment by the appointing authority of the list of admitted applicants and the list of pre-selected applicants;
- (c) establishment by the appointing authority of the list of officials authorised to take part in the training programme;
- (d) participation in the training programme organised by the European administrative school (EAS);
- (e) organisation of written and oral tests and establishment by the appointing authority of the list of officials who have passed the tests demonstrating that they have successfully completed the training programme;
- (f) publication by the appointing authority of the list of Commission officials who have passed the tests;
- (g) appointment to jobs in function group AD.

This Administrative Notice concerns the first 3 stages referred to above.

1.3. Link with the section of the annual appraisal report assessing the demonstration of the "potential" to take on AD functions

If, during the last appraisal rounds, you asked your reporting and countersigning officers to fill in the "potential" section created for the certification procedure, you still need to submit an application. The "potential" section in the annual appraisal report covers only some of the information required for the certification procedure, namely that relating to the demonstration of your potential for undertaking AD functions.

By submitting an application, you will confirm your interest in the certification procedure. The application will also enable to collect other information needed to process your application.

2. THE ADMISSION CRITERIA FOR THE CERTIFICATION PROCEDURE

The candidates who apply for the 2009 certification exercise and who meet the eligibility criteria shall be admitted if they meet both of the following conditions.²

2.1. Seniority

As at 16 January 2010, the candidates must have acquired seniority in grade AST5 or above of at least 3 years.

Account shall be taken of seniority acquired as temporary staff member provided that there was no break between periods of service as a temporary staff member and as a permanent official.

Considering the needs of the services, seniority acquired in C and D career paths will not be taken into account.

Periods of leave on personal grounds will not be taken into account

2.2. Potential to take on AD functions

The demonstration of 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.

An annual appraisal report is a report covering a period ending on 31st December.

The attention of the candidates is drawn to the fact that, in the framework of the next certification exercises, several positive assessments might be required in order to be admitted.

² On the basis of the eligibility criteria defined by Article 1 of the GIPS (see point 1.1 of this call for applications), of the admission criteria defined by Article 5 of the GIPS and of the implementing rules for the 2009 exercise defined by the appointing authority's decision of 14th October 2009.

3. THE CRITERIA FOR RANKING THE ADMITTED OFFICIALS

In order to rank them, the candidates admitted to the 2009 certification exercise shall be awarded points as follows.³

3.1. Points according to merit

- 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.
- 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 each of the 5 appraisal exercises covering the years 2003 to 2007 will be calculated.
- **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/her annual appraisal report covering 2008</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

- Result: points according to merit, on a maximum of 24 points. This maximum shall be of 20 points in case of absence of annual appraisal report covering the year 2008.

Attention of the candidates is drawn to the fact that the number of appraisal reports established under the former evaluation system (years 2001 to 2007) taken into account will gradually diminish until the results of the new appraisal and evaluation system (starting from year 2008) will exclusively be taken into account. The annual adaptation of the implementing rules of the next certification exercises will make this progressive transition possible.

³ On the basis of the criteria for ranking the admitted candidates defined in Article 5 of the GIPs and of the implementing rules for the 2009 certification exercise defined by the appointing authority's decision of 14th October 2009.

3.2. Points according to the level of education

The admitted candidates shall 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	

Candidates who obtained different diplomas shall only be granted the points corresponding to the highest education level they reached (only one allocation of points, even in case of multiple diplomas).

Important: the level of education of the best-ranked admitted candidates shall be systematically checked (see point 5.1).

3.3. Points according to the 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 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 jobs of "Administrative assistant"⁴, 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.

⁴ There are 3 levels of jobs in the AST function group: "Administrative assistant" level (job description types: "Assistant", "Assistant technique" or "Chef d'équipe" – mainly performed by AST with no career restriction), "Assistant de Secrétariat" level (job description types: "Secrétaire", "Agent technique" or "Gestionnaire" – performed by AST in the C career path) or "Assistant agent" level (job description type: "Agent" – performed by AST in the D career path).

4. RANKING AND PRE-SELECTION OF THE ADMITTED CANDIDATES

In view of pre-selecting a certain number of candidates admitted to the 2009 certification exercise, two lists shall be established as follows.⁵

4.1. 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 3 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%)

a) Points according to the professional experience		→0 to 4 points*	(a + b) → Score 1 0 to 10 points*
Points* on a maximum of 17 points	Weighting of 40%: (points obtained / 1,7) x 40%		
b) Points according to merit		→0 to 6 points*	(c + b) → Score 2 0 to 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%		
c) Points according to the level of education		→0 to 4 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.			

4.2. 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)

⁵ On the basis of the establishment of 2 lists combining the 3 ranking criteria as defined in Article 5 of the GIPs and in the implementing rules for the 2009 certification exercise defined by the appointing authority's decision of 14th October 2009.

4.3. 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.**

4.4. 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 132nd and 88th position, all shall be pre-selected.

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

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 following the last provisionally pre-selected candidate from both lists, while complying with the breakdown referred to above.

5. DRAWING UP OF THE LIST OF ADMITTED CANDIDATES AND OF THE LIST OF PRE-SELECTED CANDIDATES

5.1. Systematic check by DG ADMIN

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 admitted candidates, including the level of education and principal language. In case of non-conformity, DG ADMIN will modify the certification application form accordingly and add a comment. In case the candidates disagree with the modification, they have the possibility to launch a motivated appeal (see point 5.3).

In the event of omission or error, no changes to the application can 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.

Concerning the level of education, the same number of points (8) will be granted to the candidates with a university level education of at least 4 years and with a third stage. Therefore, 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. 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.

5.2. Publication of the draft lists

The appointing authority will publish a *draft* list of admitted candidates (according to the criteria detailed under point 3) and a *draft* list with the names of the pre-selected candidates (on the basis on the two rankings established as detailed under point 4).

5.3. Appeal procedure

Following this publication, the candidates will see how their application was processed and the results in terms of admission and ranking. The number of points obtained and their ranking in the two lists shall be indicated in their “certification” file in Sysper2.

The non-admitted candidates who consider they meet the admission criteria and the candidates who contest the number of points and ranking obtained will be given the possibility to lodge a substantiated appeal before the Joint committee for the certification procedure. This appeal should be launched in Sysper2 within 10 working days following the publication of the above mentioned draft lists and according to modalities that will be communicated.

5.4. Publication of the final lists

Once the Joint committee has examined the appeals, the appointing authority shall publish the **final** list of admitted candidates and the **final** list of pre-selected candidates.

6. EVALUATION AND RANKING OF THE PRE-SELECTED CANDIDATES

During the selection phase, the 110 candidates who will be authorised to follow the training programme shall be identified amongst the (minimum 220) pre-selected candidates. The number of points and the rankings obtained by each pre-selected candidate during the pre-selection phase shall no longer be taken into account in this evaluation phase.

6.1. Evaluation by the DGs and services

DG and services (according to the pre-selected candidates' assignment on the date of signature of their application) will provide an opinion on each of the pre-selected candidates.⁶ This opinion shall be motivated and take the form of a ranking in order of priority of the pre-selected candidates of the DG/service, on the basis of an **analysis** of the applications and of the **comparison** of the pre-selected candidates' potential to become AD. DGs and services shall base their analysis on the needs of the services and in particular on the 3 criteria defined by the GIPs:

- responsibilities and duties currently performed by the pre-selected applicants as mentioned in their job description or other relevant documents, and how these responsibilities and duties are carried out by the applicants;
- versatility of the pre-selected candidates on the basis of the various functions performed and responsibilities held within the European Institutions;
- relevant training courses followed as mentioned in their training passport; ability to work in Community languages as required by the service; ability to follow a training programme in French or English (given that the candidates cannot follow the mandatory training organised by EAS or take the examinations in their principal language).

In the application form of each pre-selected candidate, DGs and services will add a comment on each of the 3 above-mentioned criteria as well as a general comment. These comments will be objective, detailed, personalised and in relation with the establishment of an order of priority. They will also indicate the ranking of the pre-selected candidate among the pre-selected candidates of the DG/service.

The mandatory training programme is demanding and represents an important personal and institutional investment. Access to the programme should not be considered as a "reward" but should be seen as the first step towards access to the AD function group for AST officials, who are the best qualified and the most motivated to take up these functions. When the DGs and Services undertake the comparative analysis of the pre-selected candidates, they must consider the candidate's motivation to become an AD and the probability that he/she applies and obtains an AD post.

⁶ On the basis of Article 6 of the GIPs.

Drafted by the appointing authority after consulting the Joint committee for the certification procedure, common evaluation grids and guidelines for establishing the ranking of the pre-selected candidates are available for consultation by the candidates on the website dedicated to the 2009 certification exercise (PersAdmin: http://www.cc.cec/pers_admin/certification/2009_exercise_fr.html - MyIntracomm: http://myintracomm.ec.europa.eu/hr_admin/fr/certification/Pages/2009_exercise.aspx).

As mentioned in these common guidelines, each Director-general, Head of Service and Head of Human resources' Unit of the services to which pre-selected candidates are assigned (on the date of signature of the individual applications) shall be granted an extended access to the information concerning the pre-selected candidates contained in Sysper2 and in Syslog: application form to the 2009 certification exercise; successive job descriptions; successive appraisal reports; training maps and passports.

6.2. The draft ranking of the pre-selected candidates

DGs and services will indicate in particular **the ranking** proposed for each candidate of the DG/service (for example, ranking 4 out of 12 which means that the candidate is ranked as 4th priority out of the 12 pre-selected candidates among his/her service).

A number of points will then be automatically calculated – on the basis of the ratio: ranking obtained / number of pre-selected candidates of the service – as follows:

$$\boxed{1 - (\text{ranking obtained} / \text{number of pre-selected candidates}) = \text{result below 1}}$$

Examples:

Candidate ranked as 4th priority out of the 12 pre-selected candidates of his/her service will get 0,67 point = $1 - (4 / 12)$

Candidate ranked as 3rd priority out of the 4 pre-selected candidates of his/her service will get 0,25 point = $1 - (3 / 4)$

The candidates considered as being the first priorities of their DG/service will be those who have a result greater or equal to 0,5 point.

The services with **only one pre-selected candidate** will not have the opportunity to compare applications. On the basis of the information contained in their application form, the result of the analysis of their application made by their service and of a comparison of the pre-selected candidates of all the services, the Joint committee will establish the order of priority (hearing if necessary representatives of the concerned services) among all the pre-selected candidates in this situation. These candidates will consequently obtain a ratio corresponding to: ranking obtained / total number of pre-selected candidates alone in their service.

On the basis of the orders of priority established by the services and by the Joint committee, DG ADMIN will establish a ranking and publish the *draft* list of the candidates having reached or passed the indicative threshold of 0,5 point, i.e. the minimum number of points required in order to be allowed to take part in the training programme. This indicative threshold may be reviewed.

The draft list shall mention the name of the candidates (in alphabetical order), their assignment and their ranking among the pre-selected candidates of their service (or among the pre-selected candidates alone in their service).

Following this publication, each pre-selected candidate will see in his/her Sysper2 “certification” file the opinion issued by his/her service, his/her ranking in the order of priority among the pre-selected candidates of his/her service, the number of points resulting from the ratio based on the ranking and the number of pre-selected candidates of the service.

6.3. Appeal procedure

Pre-selected candidates who contest their ranking in the order of priority established by their service will be given the possibility to lodge a substantiated appeal before the Joint committee for the certification procedure within 10 working days following the publication of the draft list.

This appeal shall be lodged via the Sysper2 “certification” file according to modalities that will be communicated.

6.4. Final list of candidates authorised to follow the training programme in 2010

The Joint committee shall deliver an opinion on each appeal. It shall also propose, where necessary, to modify the ranking and, consequently, the number of points resulting from the ratio based on the ranking and the number of pre-selected candidates of the service, even for the pre-selected candidates who did not lodge an appeal.

The Joint committee will propose a definitive threshold. If the number of pre-selected officials having reached or passed the threshold exceeds 110, the Joint committee shall adopt a substantiated proposal aimed at deciding between officials whose number of points coincides exactly with the threshold (the *ex-aequo* group). To that end, the Joint committee shall take into account subsidiary elements such as the length in service as official or temporary staff in grade 5 or above – excluding the C or D careers – and, where the length of service is the same, the principle of equal opportunities.

On the basis of the opinion of the Joint committee, the appointing authority shall decide on the action to be taken and shall adopt and publish the *final* list of officials authorised to follow the training programme in 2010.

7. THE APPLICATION FORM TO THE 2009 CERTIFICATION PROCEDURE

If you wish to apply for the 2009 certification exercise, you are invited to read carefully the following instructions.

7.1. When & how to apply and what information to provide?

Applications must be submitted via Sysper2. A "certification" module has been developed for that purpose. In order to access it, go into the Sysper2 menu and click on the link "My attestation and certification history" in the group "Attestation & Certification". Then click on the button "Apply for the 2009 certification exercise".

The deadline for applying and signing an application form is **16th November 2009**.

If, for some reason, you do not have access to Sysper2 between the date of publication of this Administrative Notice and the deadline for submitting applications, you can send your application on paper (see specimen at Annex 2) to:

European Commission
Unit ADMIN A/6 – "Certification procedure applications"
MO 34 5/15
B-1049 Brussels

It must be sent by 16th November 2009, as evidenced by the postmark. Paper application forms sent after that date will not be accepted, unless you can provide proof that you were absent throughout the period between the date of publication of this Administrative Notice and the closing date for submitting applications.

In the application forms, any information needed in order to assess the applications in the light of the admission, pre-selection and evaluation criteria should be supplied.

The following information shall be directly taken from Sysper2: name, personal number, grade, DG/service, merit marks, evaluation of the demonstration of the potential (appraisal reports' sections), seniority within the Commission (and exclusively within the Commission).

Your application form contains 4 sections that you should fill in as explained hereafter.

7.2. "Studies" section

You should indicate the highest level of education you reached and detail:

- title of the diploma;
- level of the diploma (from "a" to "g" – to define it, please refer to the table in Annex 1);
- if you obtained the diploma or not;
- the authority which awarded the diploma;
- the corresponding periods of instruction.

Only qualifications/diplomas officially recognised by the Member state or the third country in which they were issued shall be taken into account.

Systematic check by DG ADMIN

DG ADMIN will systematically check the level of education declared by the pre-selected candidates. This check will never make it possible to take into account a diploma that the candidate omitted to mention or to raise the declared level of education.

If needed, you will have to add to your personal file (see point 7.9) the originals of your diploma or a copy certified as true. The candidates who obtained more than one diplomas – of the same level or of different levels – shall only be granted the points corresponding to the highest education level achieved.

The same number of points (8) is granted to the candidates with a university level education of at least 4 years and to those with a third stage. Therefore, 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. 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.

*Use of this information: in the pre-selection phase, you will be awarded **points** according to the highest level of education you reached. See details under point 3.2 above.*

7.3. "Professional experience" section – Type 1 experience (for the seniority)

You should detail your professional experience as official or temporary staff member on posts of "Administrative assistant" (as AST with no career restriction) or higher level, in the European institutions other than the Commission, in a Community/executive agency or in an organisation devoted to furthering the Community's interests.

You have to detail for each period of service: institution, Directorate general, Unit, status (temporary staff member or official), function group and career path.

*Use of this information: to be admitted to the procedure, you must have acquired 3 years **seniority** in grades AST5 or higher (excluding the C and D career paths – see details under point 2.1). The information you declare will be automatically completed by your experience as temporary staff member and official within the Commission (source: Sysper2).*

7.4. "Professional experience" section – Type 2 experience (in the 17 areas of need, to get points)

You should detail your professional experience:

- Since 1 January 2000
- As official or temporary staff member on posts of "Administrative assistant", equivalent or higher level
- In relation with one of the 17 areas of needs (see list point 3.3 above)

- In a European institution (including the Commission), a Community/executive agency or in an organisation devoted to furthering the Community's interests

For each period of professional experience, you should make a single declaration with the following details:

- The activity period
- The institution and service
- The job title
- Your main functions, responsibilities and achievements
- Your status, your function group and career path
- The link with one of the 17 areas where the Commission has identified need

If relevant, you will make sure to repeat the periods of professional experience already declared under type 1.

If, for one activity period, your experience is in relation with more than one area of need, you will choose the most relevant of the 17 listed fields.

When establishing the final list of officials authorised to follow the training programme in 2010, the declarations relating to their professional experience acquired in the areas of need between 1st January 2004 and 31st December 2009 shall be subject to verification by DG ADMIN. The modalities of this verification and of the attestations which might have to be provided shall be communicated to the concerned candidates in due time. There is no need to ask for these attestations before DG ADMIN invites you to do so.

Use of this information:

*1/ In the pre-selection phase, you will be awarded **points** (see details under point 3.3).*

*2/ In the **evaluation** phase, the services of the pre-selected candidates shall use this information in particular in order to evaluate the level of responsibilities and tasks performed (see point 6.1 and see the common guidelines for the evaluation of the candidates by the services).*

7.5. "Versatility" section

You should put forward elements of your career within the institutions which demonstrate your versatility. In the context of the certification, versatility is meant as a change of field and/or functions and/or level of responsibilities in your professional career within the institutions – in the AST career with no restriction or as AD.

*Use of this information: In the **evaluation** phase, the services of the pre-selected candidates shall take into account the versatility on the basis of the various functions performed and responsibilities held within the institutions (see point 6.1 and see the common guidelines for the evaluation of the candidates by the services).*

7.6. "Languages" section

The following information is to be collected in this section: (1) your level of knowledge of the different Community languages and the Community languages

you use at work as required by your service; (2) your principal language; (3) in which language you would follow the training programme if you are authorised to follow it.

Use of this information:

*(1) In the **evaluation** phase, the services of the pre-selected candidates shall take into account the ability to work in Community languages as required by the service (see point 6.1 and see the common guidelines for the evaluation of the candidates by the services).*

*(2 & 3) In the **evaluation** phase, the services of the pre-selected candidates shall take into account the ability to follow a training programme in French or English – excluding their principal language (see point 6.1 and see the common guidelines for the evaluation of the candidates by the services).*

*(2 & 3) The selected candidates shall follow the **training programme organised by EAS** in French or English – excluding their principal language.*

(1) Your linguistic knowledge

You should detail your level of knowledge of the different Community languages and indicate which language(s) you use at work as required by your service.

If you have already filled in the "Languages" section of your e-CV, the linguistic auto-evaluation grid shall be automatically imported in your certification application. You can modify it if you so wish. As a reminder, you can access e-CV via Sysper2, in the "Jobholder management" section, clicking on "My e-CV". Warning: don't forget to fill in the last column added especially for the certification procedure. You should indicate which language(s) you use at work as required by your service.

If you have not filled in the "Languages" section of your e-CV, you should fill in the linguistic auto-evaluation grid in your certification application form.

Guidance on how to evaluate your level of linguistic knowledge is available on the page "How to fill up the languages level in my e-CV" of the e-CV documentation (see

http://www.cc.cec/sysper2/ecv/documentation_generale/remplir_langues_en.htm).

Information to provide for each Community language you declare:

- Aspects of the linguistic knowledge to detail: "understanding", "speaking", "reading" and "writing".
- Level of knowledge: "notion", "basic", "good", "very good" or "excellent".
- If you use that language in your work as required by your service ("yes"/"no"). An optional comment on this subject can be added.

(2) Your principal language

In the context of the certification procedure, the notion of "principal language" is very important and has to be understood as the first language indicated by the official in his/her application form to the competition or selection procedure on the basis of which he/she was recruited (document contained in the personal file).

Sysper2 contains an indication of your principal language. This information shall be automatically imported in your application form. If you consider that this information is false, you have the possibility to modify it.

(3) Language chosen to follow the mandatory training programme

The training programme organised by EAS is given in English and French. You should indicate in which language you would follow the training and take the examination in case you are selected.

You can choose between English and French – except if your principal language is English or French. If this applies to you and in order to avoid discrimination on linguistic grounds, you can not follow the training programme and take the examination in your principal language and you should opt for – respectively – French and English.

On the basis of experience in the first trainings, it is essential that the candidates have a sufficient level of knowledge of the language they will be using for the training programme and for the examinations. In order to follow the training and present the examinations in good conditions, the level of knowledge of written and spoken English and/or French required is minimum the level of an independent user – which corresponds to the level "**very good**" of the linguistic auto-evaluation grid used in the application form.

Systematic check by DG ADMIN

When establishing the list of pre-selected candidates and before the evaluation by the DGs and services, DG ADMIN shall **systematically** check the principal language mentioned in the certification application form of the best ranked candidates against the first language indicated by the official in his/her application form to the competition or selection procedure on the basis of which he/she was recruited (contained in his/her personal file). In case of non-conformity, DG ADMIN shall modify the certification application form to indicate the real principal language of the candidate. If this language is the one chosen by the candidate to follow the mandatory training programme, DG ADMIN shall also modify this choice in the certification application form (see also point 5.1).

7.7. **Annexes (not mandatory)**

You have the possibility to annex documents. These annexes should be strictly **limited** to documents you consider relevant in the context of the evaluation of your application by your DG or service (see point 6.1 and see the common guidelines for the evaluation of the candidates by the services) in case of pre-selection.

You should clearly indicate the subject of the annex in the box marked "Title of the attachment". Ideally, documents should be annexed in PDF format. As a reminder, you can obtain a PDF version of a document by e-mailing it to the EC PDF CODE WEB functional mailbox.

You don't need to annex all or parts of appraisal reports established by the Commission services as these reports are available in Sysper2.

7.8. How to validate an application?

You have access at all times to your completed application form, containing the details you have entered. You are invited to check the content and, if necessary, change it or delete it (click on "Delete my application form"). As a reminder, in the event of omission or error, no changes to the application can be accepted once it has been signed (see point 5.1). **When you are ready to sign your application form, Sysper2 will propose you a summary of the information you entered for a last check.**

Your application will not be registered and taken into account until you have signed it electronically (click on "Sign and send my application form"). The status of your application shall then change to "Application form signed and submitted": this proves that your application form is registered.

7.9. Link with the personal file, the training passport and the training map

Systematic check by DG ADMIN

Your attention is drawn to the fact that DG ADMIN will **systematically check** the information provided in the application forms against the personal files of the pre-selected officials (see point 5.1). If your personal file is incomplete, you should complete as soon as possible by adding original documents or copies certified as true.

Personal files are managed by ADMIN/B.3 (SC-11 6/63, Tel. 52151).

As mentioned under point 6.1 above, the **relevant training courses** shall be taken into account by the DG and services during the evaluation of the application of the pre-selected candidates (see also the common guidelines for the evaluation of the candidates by the services). The training courses considered as "relevant" in the context of the certification procedure are those covering competencies, skills and knowledge considered as essential in order to take on in an efficient way different functions and responsibilities of AD level – excluding studies demonstrated by qualification/diploma which are already taken into account in the pre-selection phase (see point 3.2 above).

If you are pre-selected, it is on the basis of your training passport and map that your DG/Service shall identify the relevant training.

Whether they are organised by the Commission or not, training courses followed in the interest of the service are listed in the training passport. To get information on your training passport or to complete it, please contact the training coordinator (CoFo) of your DG/Service.

8. THE PROVISIONAL TIMETABLE FOR THE SELECTION OF THE OFFICIALS AUTHORISED TO FOLLOW THE TRAINING PROGRAMME IN 2010

The provisional timetable is as follows:

- 16 November 2009: Closing date for applications
- December 2009: Publication of the draft list of admitted officials and of the draft list of pre-selected officials
- January 2010: Meeting of the Joint committee to analyse the appeals lodged against the results of the admission and pre-selection phases
- January/February 2010: Publication of the final list of admitted officials and of the final list of pre-selected officials
- February 2010: Evaluation of the pre-selected candidates by the DGs and services
- February 2010: Meeting of the Joint committee to analyse the applications of pre-selected candidates alone in their service
- February/March 2010: Publication of the draft list of officials authorised to follow the training programme (on the basis of the draft ranking of the pre-selected candidates)
- March/April 2010: Meeting of the Joint committee to analyse the appeals lodged against the ranking of the pre-selected candidates
- March/April 2010: Publication of the final list of officials authorised to follow the training programme (on the basis of the final ranking of the pre-selected candidates)

9. THE COMPULSORY "CERTIFICATION" TRAINING PROGRAMME

The training programme will start on 31 May 2010. In spring 2010, the EAS will organise for candidates authorised to follow the training programme an information session by means of a video presentation to be consulted Intracomm.

Courses and examinations are organised in English and French. A sufficient level of linguistic knowledge is essential and no official will be allowed to follow the programme in his/her principal language (see point 7.6.3).

You will find more information on the calendar and on the content of the training on the EAS web site, updated in due time.

http://www.cc.cec/home/dgserv/eas/training/certification/index_en.html

10. PROTECTION OF PERSONAL DATA

Information on the processing of personal data under Regulation (EC) No 45/2001:⁷

- Data controller: Unit ADMIN/A.6.
- Purpose of processing: certification procedure.
- Recipients: Unit ADMIN/A.6, appointing authority, members of the joint certification committee, limited access to human resources managers, Directors-general and Heads of services.
- Questions in the application form marked with an asterisk (*) are compulsory.
- Right to access and rectify data: once an application has been made, the applicant has access to all the information contained in it. Data can be rectified before the closing date for the validation of applications, but not after the application has been validated by the applicant.
- Other information contained in the notification to the DPO covering Sysper2 – professional appraisal.
- Applicants are entitled to have recourse at any time to the European Data Protection Supervisor.

11. CONTACT DETAILS

If you have any queries or difficulties in completing your application form, you can contact ADMIN/A.6:

Tel.: 93640 & 93936

E-mail: ADMIN PROCEDURE DE CERTIFICATION

Website dedicated to the certification procedure

http://myintracomm.ec.europa.eu/hr_admin/en/certification/Pages/index.aspx

http://www.cc.cec/pers_admin/certification/index_en.html

Annexes: 1/ Table of education levels
 2/ Application form in Word

⁷ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (JO L 8 of 12.1.2001, p. 1–22).