

TABLE OF SUBDELEGATIONS / HR

I. FILLING VACANT POSTS.

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
1. Vacancy notice										
- determining of level	4. 2nd para.	CU-CL 13/14 (1)		HR.A.2						
			CU-CL 9/12	HR.R.1					ADM-AST	HR.R.1
- decision to publish, limited to Commissioner	4. 2nd para.		D(2)-CP(2)-CU-CL	HR.R.1					ADM-AST	HR.R.1
- decision to publish inter-institutional	4. 3rd para.	D(2)-CP(2)		HR.A.2				CU-CL		HR.A.2
								ADM-AST		HR.B.4
2. Procedure for filling a vacant post:										
- consideration of the possibility of promotion	29(1)(a)(iii)		CU-CL 13/14 (2)	HR.A.2						
- consideration of the possibility of certification	29(1)(a)(ii)							AST 5/11		HR.B.4
- transfer between DGs (at official's request) (3)	29(1)(a)(i)		CU-CL 13/14 (2) - CU-CL 9/12 (4)	HR.R.1				ADM-AST		HR.B.4
- transfer within a DG (at official's request)	29(1)(a)(i)		CU-CL 13/14 (2) - CU-CL 9/12 (4)	HR.R.1					ADM-AST	HR.R.1
- transfer between DGs (reassignment in the interests of the service) (5)	7(1)	CU-CL 13/14 (6) - CU- CL 9/12 (7)		HR.A.2				ADM-AST		HR.B.4
- transfer between DGs (job sharing) (9)	7(1) and 29(1)(a)(i)	CL-CU		HR.A.2				ADM-AST		HR.B.4
- transfer within a DG (reassignment in the interests of the service)	7(1)		DGA-CHC-D-CP (2) - CL/CU 13/14(6) - CL/CU 9/12(7)(8)	HR.R.1					ADM-AST	HR.R.1
- consideration of the possibility of transfer to the Commission)	29(1) b				CL-CU		HR.A (A.2)	ADM-AST		HR.B.4
- consideration of the possibility of internal competition	29(1) b	CL-CU		HR.A.2	ADM-AST		HR.B (B.4)			
3. Competitions:										
- INTERNAL competitions: adoption of competition notice	29(3)	CL-CU		HR.A.2	ADM-AST		HR.B (B.2)			
- Open competition FOR A SPECIFIC INSTITUTION: adoption of notice	29(1)	CL-CU		HR.A.2	ADM-AST		HR.B (B.2)			
4. Appointment following a competition on an initial post (including determination of grade)	30, 2nd para. 7(1)	CL-CU		HR.A.2				ADM-AST		HR.B.2
6. Appointment of chairman and members of selection board										
For competitions FOR A SPECIFIC INSTITUTION	Ann. III, Art. 3	CL-CU		HR.A.2	ADM-AST		HR.B (B.2)			
7. Drawing up of lists of successful candidates (For competitions FOR A SPECIFIC INSTITUTION)					DG-DGA-CHC-D-CP- CL-CU		HR.A (A.2)			
	Ann. III, Art. 4				ADM-AST		HR.B (B.2)			
8. Recruitment otherwise than by competition										
	29(2)	CL-CU		HR.A.2						
		ADM-AST		HR.B.2						
9. Attestation of a Civil servant	Ann. XIII art. 10(3)							AST 1/7		HR.B.4

(1) At the request of the Director-General concerned.

(2) Simplified procedure.

(3) Where appropriate: Appointing Authority = DG to which the official is transferring.

(4) Where referred to the CCA: simplified procedure.

(5) In the case of an official who has acted in accordance with the whistleblowing procedures, the decision on transfer is taken by DG HR and, in the case of members of DG HR, by the Secretary-General.

(6) For reassignment to non-managerial posts, in agreement with the President, the Member of the Commission responsible for personnel and the Commissioner responsible

(7) For reassignment to non-managerial tasks, in agreement with the Member of the Commission responsible.

(8) Simplified procedure in the case of an Adviser being transferred to a head of unit post (PV 1695, 22.3.2005)

(9) In agreement with the DG of assignment