



CDR

## Certification procedure

Now that the **implementing rules on certification** have been agreed by the Commission at first reading, DG Admin has put information on IntraComm and given a series of presentations throughout the DGs. The **procedure for the first round of certification due in 2006 begins now**, so you will want to be clear on how you fit in and how it affects you as a manager.

If a member of your team is a potential certification candidate he/she should first of all understand how the procedure works. It is already possible to describe the building blocks and the overall calendar, though many details have to be discussed with the Staff Committee and Staff Representatives before all is set in stone. For a **step by step guide**, see *Commission en direct* 356, page 7 (available online **by clicking here**). All other information and documents are posted on the dedicated "**Attestation and Certification**" section of the Personnel and Administration site on IntraComm, by looking under "Career/Appraisal/Attestation and Certification" or **by clicking here**. This is your basic reference point. It is available in English and French.

The first thing staff need to do is to consider whether they **already carry out tasks** that correspond to the "**Administrator**" group, **on the basis** of the bilingual document "**Référentiel des fonctions pour les besoins de la procédure de certification**", which describes the types of duties done by Administrators. Staff should be able to demonstrate that they already do duties similar to those cited in this document. It is available on the Personnel and Administration site in the section "2005 CDR round – evaluation of potential" by clicking on "list of duties in category A\*/AD" — or by clicking **here**.

On this basis, staff have to decide whether to ask you to **complete the "Potential" section of their CDR report**. To catch the first round of certification due in 2006, this means acting now during the current CDR exercise. You will have to comment on their potential by **citing concrete examples** of their current duties that correspond to Administrator tasks. Your assessment of their potential is **one of the criteria that will determine their eligibility** once the call for candidates is announced **at the end of June/start of July**. Once the system is up and running, staff will need three out of their last five CDRs to include a positive assessment of their potential, but for this first round they only need it stated for the 2004 reporting period. The other eligibility criteria concern basic requirements with regard to seniority and education.

The **merit points** you award a potential certification candidate will **also** have an **influence** on their chances of being selected. Each year there is a **limited number of available places**, since the new Staff Regulations put

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a cap of **20%** on nominations to the Administrator group via certification. In practice this works out at around **80 to 100 places per year** for the Commission. A **list will be published around October-November ranking all eligible candidates in terms of priority**. The ranking criteria have yet to be defined in detail but will include a reference to recent merit points.

**Selected candidates** will begin **certification training in November-December**. They will follow this on a **part time** basis for a total of **300 – 320 hours** over the course of a year. This works out at around 40 days, which is considered necessary to allow a thorough and credible preparation for the transfer of categories, bearing in mind the current target of 10 days training per year set for all staff in the Commission's Training Strategy — see IntraComm pages on training by clicking [here](#). The training will be **run by the inter-institutional European Administrative School (EAS)**, which is currently determining how to offer this training in the most practical and flexible way compatible with sound planning, so as to be able to meet the various needs of staff and management. It may therefore be possible to follow the training for extended, stand-alone periods (perhaps in blocks of two weeks) or on a more frequent, less-intensive basis. Managers, according to their specific work patterns, may find one or the other more convenient in order to plan for absences.

Once staff have completed the training by November-December, they will **sit final exams** the following year which they are expected to pass. If they do, they will be eligible to apply to vacant Administrator posts. There is **no requirement for mobility after certification**, so there is a high possibility that certified staff will be able to remain in the units where they are currently working.

More information will be posted on the Personnel and Administration site as it becomes available.

 Daniel Glanville, Admin D5

### **Inter-institutional training** **European administrative school — EAS** *from*

A short account of the in-principle agreement to set up the EAS appeared in Management Matters n° 28 of November 2003. With the publication of the founding decisions in the Official Journal of 10th February (to access the OJ, click [here](#)), the School has now become a reality! After the appointment of David Walker as its Director from 1st February, a first batch of staff arrived on 16th March. **The School is located at rue du Luxembourg 46** in Brussels. There will be a **small “antenna” in Luxembourg** that will probably be housed in the Parliament's Konrad Adenauer Building on the Kirchberg.

For the **first three years** of its existence it will be **attached administratively to EPSO**, which will provide it with administrative, budget and logistical support leaving the school free to concentrate on its **core activity of designing, delivering and evaluating training**. Like EPSO, the School is inter-institutional.

Initially, the School will be responsible for training in three areas: **induction, management** and the training linked to the **certification process** (for changing from the assistant to the administrator function group). These areas have been chosen because the needs of staff are broadly the same across all institutions. They also represent key steps in staff development where an inter-institutional approach will certainly add value and help promote a common culture and organisational values.

The **4-day induction** training course that all new members of staff receive shortly after recruitment, was **opened up to all institutions in June 2004** and has been running very successfully since. As for **management training**, it has been agreed that the School will initially **take over** responsibility for the areas presently covered by the Commission's Management Training Programme (**MTP**), giving the School time to develop its own programme in due course. In both these areas, the Commission's Training Unit has kindly agreed to carry on

organising all courses that will take place up to the summer break, as the School begins to become operational.

As for **certification training**, a great deal of preparatory work had been carried out by the inter-institutional working party chaired by Jürgen Schmeh, which prepared the ground for the School's creation. The immediate priority for the School is to build rapidly on this work so that the training cycle can **start** on time in **November/December 2005**. Specific proposals about course content and delivery have been discussed amongst the institutions and transmitted to the management board. Final decisions will be taken after further political consultation. The aim is to provide a series of training blocks that are relevant to the skills and expertise needed by people who will change function group. These training blocks will be delivered as flexibly as possible so as to ensure everyone can attend all the training irrespective of their place of work or personal situation. Further details will be supplied in the near future as this file progresses.

Lastly, it is important to stress that the EAS is not a competitor for the training units in the institutions but that it will complement the role they play. Close links have already been established with these units and the inter-institutional working party will remain in place so as to ensure a permanent forum for discussion.

For more information about the EAS, please contact David Walker: tel.: 99300, e-mail [david.walker@cec.eu.int](mailto:david.walker@cec.eu.int).

 David Walker, Head of EAS



## Annual Policy Strategy for 2006

### Setting on track the delivery of our Strategic Objectives 2005-2009

The Commission approved on 2nd March the Annual Policy Strategy for 2006 (click [here](#) to access the document), with a slight slip compared to the time schedule of previous years, due to the late appointment of the new College. The APS 2006 marks the end of the first wave of programming documents to be adopted by the new College, which had begun on 26th January, with the Communication on Strategic Objectives for 2005-2009, "A Partnership for European Renewal" (available [here](#)), and the Work Programme for 2005 (available [here](#)).

The **main feature** of this year's APS is its **close connection with the strategic priorities** announced in the "Partnership for European Renewal" and then further sketched in the trio of Communications on the revision of the Lisbon Strategy, of the Sustainable Development Strategy and of the Social Agenda.

Essentially, the APS 2006 is the first opportunity for the new College to set on track the delivery of its strategic objectives by selecting the key policy initiatives that will be at the heart of its work in 2006 and matching them with corresponding human and financial resources.

In fact, 2006 will be the pivotal year for **translating into concrete action the revised Lisbon Agenda** and for **getting started with the implementation of the Sustainable Development Strategy and the Social Agenda 2006-2010**.

The agenda for 2006 has also to **take into account some deadlines** already set, such as, in the field of **Freedom Security and Justice**, the **review of the Hague Programme**, scheduled for the second semester of the year, and the need to prepare for a number of events due to take place in 2007. This involves **preparing for the entering into force of the new Constitution**, getting ready for the operational start of the new generation of financial programmes at the beginning of the **2007-2013 financial perspectives** period and making further progress towards another round of enlargement, to mention only a few examples. On the international level, 2006 is likely to be dominated by efforts to **deepen the neighbourhood policy**, make progress in resolving the **Israeli-Palestinian conflict**, support the processes of **reconstruction**