



Mini News

Toutes les **DGs et services horizontaux** étaient représentés lors d'une récente réunion organisée par l'équipe de Management Matters avec pour effet **d'élargir l'équipe du Comité éditorial**. Grâce à tous, de **bonnes suggestions et contributions** ont été émises et seront bientôt mises en œuvre.

A cette occasion, un **appel est fait à tous les lecteurs** pour proposer des thèmes qui vous sont chers et que vous souhaiteriez voir traiter dans ce support d'information.

Numéro 53

Mars 2006



Rédactrice en chef

Caroline Schickel / 60 709
caroline.schickel@cec.eu.int

Editeur responsable

David Bearfield / 54 126



Equipe éditoriale

Enrico Armani
Charlotte Arwidi
Stefano Grassi
Bernard Magenhan
Eric Mamer



European Administration School Certification

The Certification procedure is taking concrete shape. A number of Institutions have already completed the selection of their candidates and conveyed the names to the **European School of Administration (EAS)** and the others will finalise the process shortly.

As many know, the transfer from function group AST to the AD function group implies the successful completion of the compulsory training programme and the subsequent examinations. The European Administrative School is responsible for designing and delivering this training programme of about **40 days** duration which is divided into two main parts: a **common core** of essentially skills-based modules and a **specific module**.

To avoid favouring particular candidates, **no-one is allowed to follow the training, or sit the examinations that follow, in their mother tongue**. Native English-speakers must therefore follow the

Cette newsletter électronique
est publiée par l'unité
Communication et gestion de
l'Information,
DG Admin D5

courses in French and French native-speakers in English. Others have the choice between these two languages.

The key points to remember are:

- The **common core** modules will run for a period of approximately **5 to 6 weeks starting on Monday 29 May 2006**. Only the common core module on "Budget, decision-making and financial management" (4-5 days out of a total of 29) will not be delivered in a block but will be spread out over several months.

The common denominator of these courses is their general character, covering the skills that administrators need to possess, regardless of which Institution they work for. All candidates will follow these modules. The training will be a mix of theory and practice to enhance retention and transfer to the workplace.

- The **specific modules** will take probably place during the **first half of October**. The aim of the second block is to build on candidates' existing knowledge and expertise in a particular field of activity. Each candidate must participate in one specific module. In line with general practice, the final decision rests with the line manager after discussion with the candidate. In the Commission, the choice should reflect the professional experience that was taken into consideration during the selection process and the candidate's Head of Human Resources Unit must also agree to the proposed module. The common core modules will take place in Brussels and Luxembourg. Organisational arrangements for the specific modules will be decided when the list of candidates is known.
- More detailed information about the content of the common core and specific modules can be found on the [EAS website](#).

Line managers must be aware that candidates **must attend the whole training programme** in order to be admitted to the examinations. The only exception is for duly substantiated medical reasons.

Everyone recognises that coping with candidates' absence from work may be difficult but it is vital for everyone to have the same learning opportunities and therefore an equal chance of passing the examinations. Arranging the programme in two large blocks should help candidates and their hierarchy manage their absence from work more easily as well as facilitating the participation of staff posted outside Brussels and Luxembourg. It should be noted that any mission expenses incurred in attending the training programme are to be borne by the candidate's Institution.

The training programme has been designed to prepare staff not for a competition but to be able to take up duties rapidly and successfully as administrators. They must therefore be **examined**, as far as is possible, in what they have learned throughout the whole training programme. Different forms of examination will therefore be used to give candidates the best chance of demonstrating their abilities across the board. The European Personnel Selection Office and the European School of Administration will be responsible for the content and organisation of the examinations. As participation in all courses is compulsory, irrespective of previous experience, it follows logically that candidates **must be successful in all of the examinations** in order to be certified.

Once the names of candidates are known, the EAS will provide them with the relevant information about the training programme and will, in addition, invite them to attend **information meetings**, organised by the EAS in both Brussels (28 March) and Luxembourg (29 March).

For candidates working outside Brussels or Luxembourg who will probably not be able to participate in person in the information meetings, the information will be accessible via video-conference/web-streaming or, where not possible, recorded.

For questions on Certification, the EAS has set up a functional mailbox for candidates: epso-eas-certification@cec.eu.int with guaranteed reply within a maximum of 72 hours.

Regularly updated information about the training programme : on the [EAS website](#).

 **Gabi HÖLBL, David WALKER, EPSO/EAS**



e-Commission in action

Optimal use of IT = more efficiency and transparency

The preparatory working group of the Commission's IT professionals (known as the **MAP**) has evaluated funding requests for 2007 from the DGs totalling 39M€ on the common administrative information systems budget. Based on this evaluation, the MAP has proposed projects worth 26M€ for 2007.

Two-thirds of this amount is to maintain and support existing systems so as to guarantee the adequate service level to end-users and the adaptation and alignment of the information systems with the evolution of the Commission's functioning.

The remainder is used to innovate and improve the transparency and efficiency of the Commission so as to increase the Commission's e-government maturity, in full coherence with the recently adopted e-Commission strategic framework¹.

A flagship project is the new document management system known as e-Domec. This project, as managed by the SG, will in particular **preserve our institution's memory** and increase transparency to the European citizen. More pragmatically it will gradually result in the **replacement of the aging Adonis system** and the adaptation of many Commission's information systems so as to comply with the new Commission's document management policy.

Improvements are also planned to support the simplification of administrative processes; **Sysper2 will for instance be instrumental in supporting a streamlined CDR / promotion process.**

All Commission staff have access to the details of the planned 2007 Information Systems projects and the more than 800 information systems used in our organisation.

This increased transparency and knowledge sharing is one of the concrete results of the strengthening of the IT governance within the Commission following the adoption of the IT governance communication SEC 2004 (1267).

GovIS (governance repository for information systems and projects) – (please login with your internet password)

 **Robert MACLAREN, DIGIT**

¹ « e-Commission 2006-2010: enabling efficiency and transparency », C(2005)4473