

# NOTICE OF INTERNAL COMPETITION

COM/AD7/2022 (AD7)

**Deadline for applications: 22 December 2022 at 12.00 (midday), Brussels time**

The European Commission ('the Commission') is organising an internal competition ('the competition') based on qualifications and tests, under Article 29(1)(d) of the Staff Regulations of Officials of the European Union ('the Staff Regulations'), to constitute a reserve list from which it may recruit administrators at grade AD 7.

This notice of internal competition and its annexes ('the notice of competition') form the legally binding framework for this selection procedure. In this competition, any reference to a particular gender shall be deemed to refer to any other gender.

## **Number of successful candidates sought, per field:**

- 1. Economics and statistics** (public finances, structural reforms (including the labour market), the single currency, financial institutions and markets, economic integration and development of countries, and international trade within the EU institutional framework): **26**
- 2. Single market, innovation and digital issues** (internal market, health, research, transport, energy, enterprises, industry, information society and digital Europe, financial services, taxation, combating fraud): **12**
- 3. Natural resources and the environment** (agriculture, fisheries, environment, climate action): **8**
- 4. Coordination, communication, human resources, audit and budget management:****12**

**This internal competition covers four fields. You may apply for only one field in this competition. You must make your choice when you apply, and you will not be able to change it after you have confirmed and validated your application.**

During the selection procedure, you will be invited to sit several tests in accordance with Section III of this notice of competition. The Commission will ensure that the conditions in which candidates sit these tests comply with the recommendations issued by the relevant Public Health Authorities (the European Centre for Disease Prevention and Control (ECDC) and other international, European and/or national authorities).

## **I. WHAT TASKS CAN I EXPECT TO PERFORM?**

Candidates recruited following this competition as administrators in grade AD 7 will carry out tasks related to the policies of the Commission, following general instructions but working independently to conduct analyses and perform administrative, advisory, supervisory,

managerial, coordination, representation and negotiations, as required for each field of this competition.

The Commission considers particularly important that administrators have the ability to grasp complex problems, to work frequently under pressure, to react rapidly to changing circumstances and to communicate effectively. Successful candidates will be expected to show high motivation, initiative, and creativity. They will also be expected to have developed and continue to develop their professional skills throughout their career.

Place of employment: any of the Commission's places of employment.

Please see **ANNEX I** for further information on the typical tasks per field of this competition performed by administrators in grade AD 7 in the Commission.

## **II. AM I ELIGIBLE TO APPLY?**

**To be eligible you must meet ALL the following general and specific conditions on the deadline for applications.**

### *1) General conditions*

Since this is an internal competition, you are presumed to meet all the general recruitment conditions referred to in Article 28 of the Staff Regulations regarding officials or in Article 12(2) of the Conditions of Employment of Other Servants (CEOS) regarding temporary agents, with the exception of the condition relating to nationality.

To be eligible for this internal competition, you must be **a national of a Member State of the European Union (EU).**

### *2) Specific conditions*

#### *2.1) Function group, statutory link and administrative status*

**On the deadline for applications, you must:**

- a) be an **official or a temporary agent of the Commission in grade AD 5 or above and**
- b) have served for at least **24 full months**, which do not have to be consecutive, as an **official or temporary agent or contract agent** of a European Union institution, body or other entity as defined in Article 1 of the Staff Regulations and
- c) have spent at least the last **12 full consecutive months** prior to the deadline for applications as an **official or temporary agent or contract agent** of the Commission and
- d) have spent at least the last **6 full consecutive months** prior to the deadline for applications as an **AD official or as an AD temporary agent** of the Commission.

**The following administrative statuses, within the meaning of Articles 35 *et seq.* of the Staff Regulations, are taken into account for the calculation of the required period specified in the paragraph above:**

‘active employment’,  
‘leave for military service’,  
‘parental leave or family leave’  
‘leave on personal grounds’  
‘on secondment in the interests of the service’, or  
‘on secondment at your own request’

## **2.2) *Specific conditions – Qualifications and work experience***

You must demonstrate:

**a) A level of education corresponding to completed university studies of at least 3 years, attested by a diploma, followed by work experience of at least 7 years relevant to the nature of the duties**

OR

**b) A level of education corresponding to completed university studies of at least 4 years, attested by a diploma, followed by work experience of at least 6 years relevant to the nature of the duties**

OR

**c) Vocational training of an equivalent level** (for instance, Commission certification programme) followed by work experience of **at least 7 years relevant to the nature of the duties.**

**Please note that ONLY diplomas that have been awarded in EU Member States<sup>1</sup> or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.**

Please see ANNEX II for further information on the work experience required.

## **2.3) *Specific conditions – Languages***

In accordance with Article 28(f) of the Staff Regulations, you must have knowledge of at least two official EU languages: **a thorough knowledge of one language (minimum C1 level) and a satisfactory knowledge of another language (minimum B2 level).**

The minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening). These abilities reflect those of the Common European Framework of Reference for Languages

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<sup>1</sup> Including in the UK for Diplomas awarded before the date of entry into force of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community, i.e. before 31 January 2020

<https://europa.eu/europass/en/common-european-framework-reference-language-skills>).

In this notice of competition, you must choose one language among English, French or German, to be used for all of the following:

- the application form;
- the selection based on qualifications (Talent Screener)
- the oral test,
- for communication with the applicants who have validated their application within the deadline.

**Your language for this competition must be English, French or German, and must always be different from your main or first language as encoded in Sysper.**

Please see **ANNEX III** for more information on the languages for this competition.

### **III. HOW WILL I BE SELECTED?**

#### *1) Application process*

*You must complete your application form in the language you have chosen as the language for this competition (see section II point 2.3) ‘Languages’.*

When completing your application form:

- fill in all the parts of the application form;
- select your choice of language for this competition (**English, French or German**).

By validating your application, you declare on your honour that you meet all the conditions set out in Section II above.

**Once you have validated your application you will no longer be able to make any changes. It is your responsibility to ensure that you complete and validate your application within the deadline.**

#### *2) Eligibility checks*

The compliance with the general and specific conditions set out in section II ‘Am I eligible to apply?’, will be checked for all applications validated within the deadline on the basis of the information available in Sysper or on the basis of the supporting documents submitted, **at the latest on the deadline for applications**, by the candidates who chose not to consent to access to their Sysper file.

Please see point 1.2 of ANNEX IV for details on eligibility checks.

#### *3) Selection based on qualifications - Talent Screener*

For the candidates deemed eligible, the Selection Board will carry out a selection based on qualifications.

To do so, the Selection Board will perform a comparative assessment of the merits of all the eligible candidates based on their answers in the “Talent Screener” section of the application form. In order to allow the Selection Board to carry out this assessment in a structured way, all candidates in this competition must answer the same set of questions in each field in the ‘Talent Screener’ section of the application form. These questions are related to the selection criteria listed in Annex I, per field of this competition and cover namely: duration, job title and function, nature of work, roles and responsibilities.

This selection based on qualifications will be made solely on the basis of the candidates’ answers to each specific question. Any references to documents attached to the application form or other references (such as links to websites or references to replies to other questions of the talent screener) will be disregarded. Only the text filled in by the candidates in the appropriate fields, in reply to each specific “Talent Screener” question, will be taken into account.

**You should therefore include all relevant information in your “Talent Screener” answers, even if already mentioned in your reply to other questions of the Talent Screener or in other sections of your application form.**

#### *Selection of candidates through Talent Screener*

1. The Selection Board will assign to each selection criteria and to each “Talent Screener” question a weighting that reflects their **relative importance (1 to 3)**.
2. The Selection Board will examine the “Talent Screener” answers of the candidates and will award **0 to 4 points to each answer**. These points will then be multiplied by the weighting that reflects their **relative importance (1 to 3)** set by the Selection Board for each “Talent Screener” question.
3. Finally, the weighted points for each “Talent Screener” question will be added together, to give an overall score.
4. The Selection Board will draw up a list of candidates per field in the descending order of the overall scores awarded according to the calculation described in point 3.
5. The score obtained in the selection based on qualifications will not be added to the mark obtained in the oral test or to the calculation of the final score.

#### **4) Oral test**

You will be invited to take part in the oral test:

- i) if you obtained one of the highest scores in the selection based on qualifications in your field of competition, and
- ii) if the checks made on the basis of the information given in your application show that you fulfil all the general and specific conditions laid down in the section II ‘Am I eligible to apply?’

A maximum of 3 times the number of successful candidates sought in each field will be invited to the oral test (based on the total scores obtained in the selection based on qualifications – “Talent Screener”). Where a number of candidates tie for the last available place, all those candidates will be invited to the oral test.

The oral test will consist of two parts:

- a short oral presentation on a subject related to the field of the competition, and
- an interview with the Selection Board to assess:
  - your motivation,
  - the skills you have acquired during your career and the main duties you have carried out,
  - your ability and competencies to perform the duties of an administrator in your field of the competition, as mentioned in ANNEX I.

**The oral test will be held in the language you have chosen for the competition (English, French or German).** The purpose of the oral test is not to assess your knowledge of languages.

The two parts of the oral test will be marked as follows:

	Maximum mark	Minimum pass mark
Oral presentation	40	26
Interview	60	35
<b>Total</b>	<b>100</b>	

The overall mark for the oral test will be the sum of the marks obtained for the oral presentation and the interview.

The oral test will be held remotely (online). The practical information relating to the conduct of the oral test will be set out in the invitation letter.

#### **5) Reserve list**

The Selection Board will draw up a reserve list for each field of those eligible **candidates who have obtained all the required pass marks, as well as the highest overall marks in the oral test, within the limit of the number of successful candidates sought in each field.** Where a number of candidates tie for the last available place, they will all be placed on the reserve list. Names will be listed alphabetically.

The reserve list will be made available to the Commission for recruitment procedures.

The reserve list will be valid for **two years counting from the date of its publication in the Administrative Notices.** The Appointing Authority may decide to extend the validity of the reserve list.

#### **IV. WHEN AND WHERE CAN I APPLY?**

**The deadline for submitting your application is 22 December 2022 at 12.00 (midday), Brussels time.**

Apply online following the instructions on MyIntraComm at the following address:

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD7-internal-competition-2022/Pages/index.aspx>

Please see **ANNEX IV** for further information on how to apply.

## ANNEX I

### I. DUTIES

Administrators in grade AD 7 follow general instructions but work independently to conduct analyses and perform administrative, advisory, supervisory, managerial, coordination, representation and negotiations relating to the activities of the Commission, including the following general duties:

- preparing, developing and implementing Commission initiatives, including working on financial and budgetary matters, case studies, producing reports, drafting Community legislation, and taking part in consultations and negotiations within the Commission, and possibly with business and social interest groups in the Member States and with the other institutions;
- taking part in international negotiations, implementing bilateral and multilateral agreements, and managing Commission policy instruments;
- managing and implementing policies and action programmes, including project management, in the different fields of Commission activity.

#### 1. ECONOMICS AND STATISTICS

The general role of administrators in the field of economics and statistics is to contribute to delivering on the EU policies and priorities and to provide the economic and/or statistical analysis required for the initiation, development, management and/or evaluation of Commission policies.

**Administrators in the field of economics** contribute more specifically to enhancing EU citizens' social and economic conditions. They help propel the economy, tackle financial crises, and devise sound strategies to face global economic challenges.

Main duties may include:

- advising decision-makers and providing guidance in areas such as financial institutions and markets, economic integration and development, pan-European trade, public finance, structural reforms and the single currency;
- providing strategic policy analysis, as well as defining and applying policy analysis and study methods, including in particular empirical methods in the field of economics;
- contributing with analysis and formulation of economic policies in the field of public finances, structural reforms (including the labour market), the single currency, financial institutions and markets, economic integration and development of countries, and international trade;



- assisting management by means of written or oral contributions;
- drafting policy analysis and briefings;
- ensuring and facilitating inter-service and inter-institutional coordination and consultation.

**Administrators in the field of statistics** contribute more specifically to EU decision-making and future policies and their work focuses on gathering, evaluating and interpreting data that will help shape decisions about the economy, finance, society, agriculture, the environment and many other areas.

Main duties may include:

- contributing to the design, implementation, follow-up and control of initiatives, projects, programmes, and action plans related to the specific activities and policies of this field;
- assisting management by means of written or oral contributions;
- drafting policy analysis and briefings;
- ensuring and facilitating inter-service and inter-institutional coordination and consultation;
- designing and implementing statistical programmes;
- defining methodologies;
- applying mathematical models;
- undertaking quantitative and qualitative analysis;
- regulating and coordinating statistical activities;
- interpreting and disseminating data;
- executing project plans, among other tasks.

## **2. SINGLE MARKET, INNOVATION AND DIGITAL ISSUES**

**Administrators in this field** contribute more specifically to:

- the EU digital strategy that aims to make digital transformation work for people and businesses,

- the EU's unique social market economy that allows economies to grow, whilst boosting innovation and investments, creating jobs and reducing poverty and inequality.

Main duties may include:

- contributing to the design, implementation, follow-up and control of initiatives, projects, programmes, and action plans related to the specific activities and policies of this field;
- assisting management by means of written or oral contributions;
- drafting policy analysis and briefings;
- ensuring and facilitating inter-service and inter-institutional coordination and consultation;
- providing legal analysis, research, advice and assistance as well as supervision of legal matters;
- drafting legal documents;
- undertaking quantitative and qualitative analysis;
- providing strategic policy analysis as well as defining and applying policy analysis and study methods.

### 3. NATURAL RESOURCES AND ENVIRONMENT

**Administrators in this field** contribute more specifically to the European Green Deal, the EU's sustainable and inclusive growth strategy. They will contribute to boosting the economy, improving people's health and quality of life, and caring for nature.

Main duties may include:

- contributing to the design, implementation, follow-up and control of initiatives, projects, programmes, and action plans related to the specific activities and policies of this field;
- assisting management by means of written or oral contributions;
- drafting policy analysis and briefings;
- ensuring and facilitating inter-service and inter-institutional coordination and consultation;

- undertaking quantitative and qualitative analysis;
- providing strategic policy analysis as well as defining and applying policy analysis and study methods;
- develop, implement, monitor and evaluate EU policies and legislation;
- perform audits, verifications and inspections related to this field;
- negotiate and/or monitor trade agreements, contribute to evaluation activities in this field;
- represent the Commission in working groups, EU committees, EU institutions, international organisations and fora.

#### **4. COORDINATION, COMMUNICATION, HUMAN RESOURCES, AUDIT AND BUDGET**

The general role of **administrators in this field** is to contribute to delivering on the EU policies and priorities and the main duties involved, which may vary from one department to another, include:

- contributing to the design, implementation, follow-up and control of initiatives, projects, programmes and action plans related to the specific activities and policies of this field;
- assisting management by means of written or oral contributions;
- drafting policy analysis and briefings;
- ensuring and facilitating inter-service and inter-institutional coordination and consultation;
- drafting contracts, preparing calls for proposals and tender procedures, and participating in evaluation committees for monitoring selection procedures and the allocation of proposals;
- coordinating working groups set up by the Member States, the institutions, and other external stakeholders;
- managing and ensuring follow-up and monitoring of administrative, financial and budget procedures (appropriations, commitments, payments);
- participating in preparing budget estimates and drawing up annual reports and accounts;

- managing operational, strategic, social, and budgetary risks;
- managing resources including staff, finances, equipment, and buildings;
- devising and implementing various aspects of communication and information policy;
- designing and carrying-out audits, including drawing-up audit plans, implementing audit procedures, collecting, and analysing complex data using digital tools, as well as drafting and communicating audit findings, reports and opinions;
- providing expertise and support in knowledge management, policy area and audit methodology;
- collecting and analysing data from varied sources.

## **II. SELECTION CRITERIA**

Without prejudice to the specific eligibility conditions set out in Section II, point 2.1) above, the Selection Board will take into account professional experience gained in the AD or AST function groups within the institutions or at an equivalent level in any public or private organisation within the EU or in international agencies or organisations, including non-governmental organisations (NGO).

For the selection based on qualifications (Talent Screener), the Selection Board will consider the following, for each field of the competition:

1. Professional experience of 3 years or more in the EU institutions in the chosen field of the competition.
2. Professional experience in policy analysis and development in the chosen field of the competition.
3. Professional experience contributing to the decision-making process of the Commission, as regards internal rules and procedures, budgetary aspects, and communication.
4. Professional experience contributing to the inter-institutional decision-making process or to building partnerships and international cooperation or to implementing EU policies or to developing and monitoring EU law.
5. Professional experience in representing the Commission in formal talks and negotiations in the chosen field of the competition.
6. Professional experience of 1 year or more in managing and/or coordinating a team to deliver on policies, activities, programmes, or projects in the chosen field of the competition.

7. Professional experience in teaching or in designing or delivering training or consultancy within the Commission, in academia or in the private sector, in delivering presentations as speaker in conferences, or in writing articles, speeches or press releases (including preparatory work for speech writing or press conferences for senior management or Members of the Cabinet) in the chosen field of the competition.

## ANNEX II

### CONDITIONS RELATING TO PROFESSIONAL EXPERIENCE

This internal competition is based on tests and qualifications and will assess professional experience of internal candidates that have a high level of professional experience.

The same period can only be counted once.

#### **Professional experience will be taken into account only if it:**

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- subject to the following conditions:
  - **traineeships**: if remunerated,
  - **compulsory military service**: completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
  - **maternity/paternity/adoption leave**: if covered by an employment contract,
  - **doctorate**: for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
  - **part-time work**: calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months.

## ANNEX III LANGUAGES

The Commission sets out below its reasons for choosing a limited number of official EU languages for the selection based on qualifications and tests, for the application form and for all communication with the Secretariat of the internal competition. These considerations also explain the procedure used for publishing this notice of internal competition and take account, where necessary, of the implications of the judgments handed down by the Court of Justice of the European Union.

In relation to this, it should be noted that, in its judgment handed down on 3 March 2021, the General Court confirmed that in the context of a notice of competition reserved to officials and staff employed in an institution, the requirement of knowledge of certain languages may be justified in the light of the internal nature of that competition, as candidates are in a position to understand the reasons for the languages required for the tests, and that the Court is able to review the choice of those languages.<sup>2</sup>

The languages for the selection based on qualifications and tests (English, French and German for the purposes of this internal competition) were chosen because the need to recruit staff of the highest ability, productivity, and integrity has to be balanced with the interests of the service, which require that successful candidates be immediately operational and capable of communicating effectively within the institution in the course of their everyday work in languages which have for decades been those most commonly used by officials and other servants of the Union for internal communication.

Requiring candidates to choose one of these languages for certain stages of the competition is a proportionate means of checking that they possess qualities of the very high standard required in the Commission working environment. Candidates are, by definition, officials or temporary agents who are familiar with the Commission and who have an in-depth knowledge of at least one of these three languages. At the same time, the selected method ensures that no candidate will suffer linguistic discrimination, as all candidates, including those whose first or main language is one of the three in question, will have to write and speak in another of these three languages to reply to the Talent Screener questions and during the oral tests: there will therefore be no competitive advantage for those whose main language is one of these three languages.

The first or main language is defined as any of the 24 EU official languages for which candidates produced ‘evidence of a thorough knowledge’ in accordance with Article 28(f) of the Staff Regulations and which is encoded in Sysper as “main language” or “first language” on the basis of the “mother tongue” declared by the candidate in the application form completed when taking up employment as temporary agent or on the “first language” of the competition when recruited as official.

Since this notice of competition is not to be published in the Official Journal but within the institution (Article 1(2) and 1(3) of Annex III to the Staff Regulations), it is neither obligatory

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<sup>2</sup> *Barata v Parliament*, T-723/18, ECLI:EU:T:2021:113, paragraph 114, with further references.

nor necessary to publish it in all official EU languages in view of the well-established language usage referred to above and of the languages being used for this competition.



## ANNEX IV

### GENERAL INFORMATION

The provisions of these general rules apply unless the notice of competition states otherwise.

#### 1 HOW TO APPLY?

Before applying for the internal competition, please check:

- (i) whether you meet the general conditions, and **ALL** the specific conditions under section II ‘Am I eligible to apply?’ and
- (ii) whether the information about your career and languages in Sysper is correct.

You must apply following the instruction given on MyIntraComm at the following address:

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD7-internal-competition-2022/Pages/index.aspx>

**The deadline for submitting your application is 22 December 2022 at 12.00 (midday), Brussels time.**

**If you have questions concerning your application, please contact the secretariat of the internal competition only via the functional mailbox: [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu)**

##### 1.1 Online application

The link to the application form is on My IntraComm

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD7-internal-competition-2022/Pages/index.aspx>

By clicking on the link, you will be automatically directed to the application form.

##### 1.2 Eligibility checks

Before inviting you to sit the tests, the Selection Board will verify fulfilment of the general and specific conditions in one of the following ways:

- a) You agree to give the Selection Board and the Secretariat of the internal competition access to the relevant information in Sysper by selecting the appropriate mention in the application form. In that case:
  - i. either the information available is sufficient to show that you meet all the eligibility conditions laid down, and you will not have to send any supporting documents at the stage of eligibility checks; or
  - ii. the information available is deemed by the Selection Board to be insufficient or not show that you meet all the eligibility conditions laid down in Section II. In this case, you must submit the additional documents to [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu)

by the deadline set by the Selection Board, failing which you will not be admitted to participate in the competition.

- b) You do not agree to give the Selection Board and the Secretariat of the internal competition access to the relevant information in Sysper by selecting the appropriate mention in the application form.

In this case, you must submit the necessary documents to [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu), **at the latest on the deadline for applications**, failing which you will not be admitted to participate in the competition. If those documents are deemed by the Selection Board to be insufficient or to not show that you meet all the eligibility conditions laid down in Section II, you must submit any additional documents requested to [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu) by the deadline set by the Selection Board, failing which you will not be admitted to participate in the competition.

### 1.3 Languages

The language you choose for this competition must be either English, French or German, and must always be different from your first or main language in Sysper. In your application, you will have to indicate your main language or first language as encoded in Sysper on the basis of the form completed upon recruitment as an official or temporary agent.

**Before applying, please check if your data in Sysper as regards your languages is accurate and:**

- **if you are an official, if these languages are in line with the languages declared for the competition to become an official and,**
- **if you are a temporary agent, if these languages are in line with the languages declared in the form completed upon your recruitment as your mother tongue and other languages.**

### 1.4 Validation of the application

Once you have filled out your application, you must validate it. After validation, you will receive an application number. **You must state your application number in any correspondence relating to this competition.**

**It is your responsibility to complete your application in time. You are strongly advised not to wait until the last days before applying, since heavy Internet traffic or a problem with the Internet connection may prevent you from submitting your application on time. Once the deadline expires, you will no longer be able to apply.**

### 1.5 Equal opportunities and special arrangements

Should you encounter any accessibility issues when completing your online application, or should you require more information, please contact the Secretariat of the internal competition: [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu).

If you have a disability or a medical condition that may hinder your ability to sit the tests, please indicate this in your application form and send to [HR-ACCESSIBILITY-COMPETITIONS-](mailto:HR-ACCESSIBILITY-COMPETITIONS-)

[SELECTIONS@ec.europa.eu](mailto:SELECTIONS@ec.europa.eu) any information on the type of special adjustments you need. If a disability or condition develops after you have validated your application, you must inform the Secretariat as soon as possible.

Please note that you will have to send a certificate from your national authority or a medical certificate to [HR-ACCESSIBILITY-COMPETITIONS-SELECTIONS@ec.europa.eu](mailto:HR-ACCESSIBILITY-COMPETITIONS-SELECTIONS@ec.europa.eu) in order for your request to be taken into consideration. Your supporting documents will be examined, so that reasonable accommodation can be made where required.

## **2. BY WHOM WILL I BE ASSESSED?**

### **2.1 Selection Board**

A Selection Board is appointed to select the best candidates in the light of the requirements set out in the competition notice.

For certain tests, the Selection Board may be assisted by one or more examiners serving in an advisory capacity.

The Selection Board decides on the difficulty of the competition tests and approves their content, assesses the candidates' compliance with the general and specific eligibility conditions, compares candidates' merits, and selects the best candidates to perform the duties of a civil servant in the light of the provisions of this the notice of competition.

The proceedings of the Selection Board are secret.

The work of the Selection Board is facilitated by the Secretariat of the internal competition.

### **2.2 Conflicts of interests**

The names of the Board members will be published on My IntraComm at the following address:

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD7-internal-competition-2022/Pages/Selection-Board.aspx>

Candidates, Selection Board members, and the Secretariat of the internal competition are required to declare any conflict of interest that might arise, for example, in cases of a family or a hierarchical link.

A situation that may constitute a conflict of interests must be declared to the secretariat via [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu) as soon the person concerned becomes aware of it. Each such case will be evaluated individually and appropriate measures will be taken.

To ensure the Selection Board's independence, except in expressly authorised cases, it is strictly forbidden for candidates or anyone outside the Board to attempt to contact any of its members on any matter related to the competition or the Board's proceedings.

Candidates who wish to state their case to the Selection Board must do so in writing, sending this correspondence to [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu)

**A breach of any of the rules mentioned above on conflicts of interests could result in a disciplinary action against a Selection Board member or the secretariat staff member and/or in a disqualification of a candidate from the competition.**

All correspondence concerning this competition must be conducted via the functional mailbox of its Secretariat: [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu)

### 3. DISQUALIFICATION

You may be disqualified at any stage of the competition if the Appointing Authority finds that you have:

- made false declarations or declarations unsupported by the appropriate documents;
- failed to sit your tests;
- failed to comply with the terms and conditions for testing, specified in the instructions and information made available to candidates;
- cheated or attempted to cheat during the tests, recorded online tests or attempted to manipulate the fair conduct of tests, or compromised the integrity of the competition process in any other way;
- submitted an application in a language other than that/those specified in the notice of competition;
- contacted or attempted to contact a member of the Selection Board of the competition in an unauthorised manner;
- failed to inform the Secretariat via the functional mailbox of a potential conflict of interest with a Selection Board member or with a staff member of the Secretariat;

**Candidates for recruitment by the EU institutions must show the highest possible integrity. In addition to disqualification, fraud or attempted fraud may render you liable to disciplinary proceedings and compromise your eligibility for future selection procedures.**

### 4. COMMUNICATION

#### 4.1 Communication with the Secretariat of the internal competition

For practical and organisational reasons, you must communicate with the administration in English, French or German. **In all communication, you must state your name as given on your application form, the competition number, and the number received when your application was registered.**

Candidates must check the competition dedicated page on My IntraComm regularly to keep track of their progress during the competition. If a candidate cannot do this due to a technical problem or due to the fact that they are no longer working within the Commission, they must notify the Secretariat immediately to [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu).

The Secretariat of this internal competition reserves the right not to supply information that is already clearly stated in this Notice of Competition, its annexes or on the MyIntraComm page dedicated to this competition, including under ‘frequently asked questions’.

The Commission applies the principles of the Code of Good Administrative Behaviour [https://ec.europa.eu/info/about-european-union/principles-and-values/ethics-and-integrity/code-conduct-eu-staff\\_en](https://ec.europa.eu/info/about-european-union/principles-and-values/ethics-and-integrity/code-conduct-eu-staff_en) (as published in the Official Journal). Accordingly, the Secretariat of this internal competition reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

## **4.2 Access to information**

As a candidate, you have a specific right of access to certain information concerning yourself directly and individually, granted in the light of the obligation to state reasons, in order to allow for an appeal against rejection decisions.

This obligation to state reasons must be balanced with the confidentiality of the Selection Board proceedings, which ensures the Boards’ independence and the objectivity of the selection. Due to confidentiality, attitudes adopted by members of Selection Boards regarding the individual or comparative assessments of candidates cannot be disclosed. These access rights are specific to candidates in an internal competition and legislation on public access to documents may not confer on them rights broader than those specified in this section.

Requests will be dealt with taking account of the confidential nature of the Selection Board proceedings under the Staff Regulations (Annex III, Article 6).

Accordingly, if you so request, you can be given additional information relating to your participation in the competition. You should send any request for information in writing to the Secretariat of the internal competition via the functional mailbox: [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu) **no later than one month after you are notified of your results**. You will receive a reply within one month of receipt of the request.

### **4.2.1. Disclosure of information**

You will receive the following information after each stage of the selection process:

- eligibility: whether you were admitted; if not, the eligibility conditions that were not met;
- Talent Screener: your results and a grid with the question weightings, the points awarded for your answers and your total score;
- oral tests: your results

As a rule, the Selection Board does not communicate to candidates any source texts or test assignments, as these may be intended for re-use in future competitions. For certain tests, however, it may exceptionally publish the source texts or source information on the tests on My IntraComm.

#### **4.2.2. Information on request**

The Selection Board will endeavour to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of Selection Board proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Any requests for information should be submitted via email to [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu) within 5 working days of the date of publication of your results.

#### **4.3 Protection of personal data**

Your personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data [repealing Regulation (EC) No 45/2001].

**For more information, please refer to**

<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD7-internal-competition-2022/Pages/index.aspx>

## **5. QUERIES, COMPLAINTS AND OTHER ISSUES**

**If at any stage in this selection procedure you consider that a particular decision was detrimental to your interests, you can take one of the following actions, as appropriate.**

**You are encouraged to submit your queries, requests and complaints to the Secretariat in English, French or German, which would enable the secretariat to assist you and reply faster.**

### **5.1 Technical and organisational issues**

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, please inform the Secretariat of the internal competition, within 3 calendar days and **exclusively via the functional mailbox: [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu).**

For issues with your application, you must contact the Secretariat of the internal competition immediately and in any case before the deadline for applications via the functional mailbox: [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu).

Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

If the problem occurs during remote testing, please:

- alert the invigilators or the contact service mentioned in your invitation immediately so that a solution can be investigated during the test itself. In any case, ask them to record your complaint in writing; and
- contact the Secretariat of the internal competition no later than 3 calendar days after your tests via the functional mailbox: [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu) with a brief description of the problem.

For technical problems occurring during remote testing, please follow the instructions given in the invitation to that test.

## 5.2 Requests for review

**Within 5 working days of the date on which you are informed of the decision of the Selection Board**, you may send a letter requesting a review, indicating clearly the decision you wish to have reviewed and stating the grounds for your request by email to the functional mailbox: [HR-COM-2022-AD7@ec.europa.eu](mailto:HR-COM-2022-AD7@ec.europa.eu).

You will receive an acknowledgment that your request has been received.

The Secretariat of the internal competition will send the request for review to the Selection Board, who will examine it and inform you of its decision as soon as possible. Requests received after the deadline will not be taken into account.

In all correspondence, you must quote your name as given on your application form and the competition number.

You can request a review of any decision taken by the Selection Board which establishes your results, determines whether or not you can proceed to the next phase of the competition, or affects your legal status as a candidate in another way.

Requests for review may be based on alleged material irregularities in the competition process, and/or non-compliance - by the Selection Board or by the Secretariat - with the Staff Regulations, the notice of competition and/or with the case law. In other words, you must be able to demonstrate that specific manifest errors of assessment were made or that procedural breaches have occurred.

The simple fact that you may disagree with the evaluation by the Selection Board of your performance in a test or of your qualifications and/or experience is not sufficient to claim that the Selection Board made an error of assessment. The Selection Board enjoys a wide margin of discretion in making value judgements about candidates' performance, qualifications, and experience.

### **5.3 Appeal procedures**

#### **5.3.1 Administrative complaints under Article 90(2) of the Staff Regulations**

**As a candidate, you may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union.** You should send only one copy of the complaint:

- by email, preferably as a PDF file, to the functional mailbox HR MAIL F6 ([HR-MAIL-F6@ec.europa.eu](mailto:HR-MAIL-F6@ec.europa.eu)); (for candidates working in the Commission at the time of the complaint, only Secem encrypted emails are accepted)

The **three-month time limit for lodging a complaint** laid down in Article 90(2) of the Staff Regulations of Officials of the European Union begins on the day of notification of the act adversely affecting the complainant.

Administrative complaints received after the deadline set in Article 90(2) of the Staff Regulations will be considered inadmissible.

The purpose of the administrative complaints procedure is to verify if the legal framework and procedural rules of the competition have been respected. You should note that the Appointing Authority cannot overturn a value judgment made by a Selection Board and has no legal powers to change the substance of a Selection Board's decision.

The General Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless the rules which govern their proceedings have clearly been infringed.

#### **5.3.2 Judicial appeals**

As a candidate, you may submit a judicial appeal under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations to General Court of the European Union. Please consult the website of the General Court (<http://curia.europa.eu/jcms/>) for more information.

#### **5.3.3 Complaint to the European Ombudsman**

You may lodge a complaint with the European Ombudsman as all EU citizens are entitled to do under Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OJ L 113 of 4 May 1994, p.15). To do so, you need to create an account or you can submit a complaint by post (1 avenue du Président Robert Schuman - BP 403 - F-67001 Strasbourg Cedex). Please consult the website of the European Ombudsman (<https://www.ombudsman.europa.eu/en/make-a-complaint>) for more information.



Please note that complaints lodged with the Ombudsman have no suspensive effect on the time limit for bringing appeals in court or launching administrative proceedings. Please note also that, under Article 2(4) of the Decision on the regulations and general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned (including the complaints procedure set out in Article 90(2) of the Staff Regulations of Officials of the European Union).

## **6. SECURITY CLEARANCE**

Pursuant to Article 10(2) of the Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information<sup>3</sup>, all individuals whose duties may require them to have access to the EU classified information shall be security authorised to the relevant level (EU SECRET) before being granted access to such EU classified information.

Given that the European Commission regularly handles sensitive and classified information requiring a high degree of confidentiality, it is within the interests of the service that staff members whose duties may require them to have access to sensitive and classified information have the appropriate security clearance to the relevant level (EU SECRET).

Therefore, the laureates of this competition may be asked, as a pre-requisite for recruitment for certain posts, to submit themselves to the security clearance procedure provided for in the above-mentioned Commission Decision (EU, Euratom) 2015/444.

Laureates of this competition who apply to such posts are therefore understood to be prepared to undergo security clearance procedure under the Commission Decision (EU, Euratom) 2015/444. In all cases, these aspects will be clearly indicated in the vacancy notice for the post concerned.

The security clearance procedure is carried out by a National Security Authority of the Member State of the candidate's nationality. The security clearance procedure may vary considerably between Member States. Applicants are advised to inform themselves about the procedure before applying to this Competition.

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<sup>3</sup> Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53.