

AST3 Internal Competition

How to Succeed

FREE INFO WEBCAST

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eustraining.eu

Presenter



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- ❑ Europe's #1 expert on EU careers
- ❑ Author of The Ultimate EU Test Book
- ❑ Former EU Official

Agenda



01

AST3 Internal

- Brief overview of the NoC

02

EU Knowledge

- Structuring prep
- Best resources

03

Written Test

- What is it?
- How to prepare

04

Oral Test

- Oral Presentation
- Interview
- How to prepare



AST3 Internal Competition OVERVIEW

European Commission AST3 Internal Competition Overview



Official source of information
is **ALWAYS** the
Notice of Competition

European Commission AST3 Internal Competition

Overview



2 profiles

- Budget and finance assistants: 40 places
- Coordination assistants: 60 places

Tasks

- complex assistance and support tasks
- Reporting to managers/administrators
- See ANNEX I

Eligibility

- *General*: national of EU Member State
- *Specific*: by application deadline have status as detailed under point II.2.a. AND...

Languages

European Commission AST3 Internal Competition

Specific conditions: Languages



You must have knowledge of at least **2** official EU languages

01

02

Language 1

- thorough knowledge
- minimum C1 level

Language 2

- satisfactory knowledge
- minimum B2 level

Language 2

- must be English, French or German
- must be different from Language 1

European Commission AST3 Internal Competition

Language 2



Language 2 used for:

- Application form
- EU Knowledge test
- Written Test
- Oral Test
- Any communications you may have with the Secretariat of the competition

European Commission AST3 Internal Competition

Selection process



Application

Due on **27 March 2024** at noon
(Brussels time)

Eligibility checks

- Compliance with conditions
- Supporting documents

Tests

- *Pre-selection (same day)*
 - EU Knowledge MCQ
 - Written Test
- *Oral Test*
 - Oral presentation
 - Interview

EU KNOWLEDGE TEST

A stylized graphic of an olive branch, rendered in a dark green color, is positioned behind the main text. The branch features several large, pointed leaves and a thick, angular stem that curves upwards and to the right.

How to structure your EU knowledge preparation

What to study



EU history & decision-making process

- ➔ History of the EU
- ➔ Ordinary Legislative Procedure
- ➔ Special Legislative Procedures
- ➔ Comitology
- ➔ Budgetary procedure



EU Institutions

- ➔ European Commission
- ➔ European Parliament
- ➔ Council of the EU
- ➔ European Council
- ➔ Court of Justice of the EU
- ➔ *European External Action Service

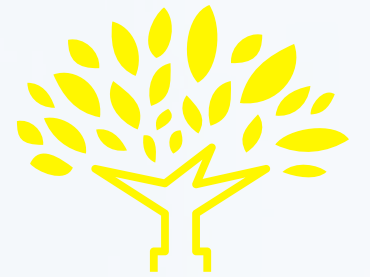


Other institutions and bodies

- ➔ The Committee of the Regions
- ➔ The European Economic and Social Committee
- ➔ The European Central Bank
- ➔ The European Investment Bank
- ➔ The European Court of Auditors
- ➔ The European Ombudsman
- ➔ The European Data Protection Supervisor

How to structure your EU knowledge preparation

What to study: Community agencies (1)



The European Centre for the Development of Vocational Training (**Cedefop**)

The European Foundation for the Improvement of Living and Working Conditions (**EUROFOUND**)

The European Environment Agency (**EEA**)

The European Training Foundation (**ETF**)

The European Monitoring Centre for Drugs & Drug Addiction (**EMCDDA**)

The European Agency for Safety & Health at Work (**EU-OSHA**)

The Translation Centre for the Bodies of the European Union (**CdT**)

The European Union Agency for Fundamental Rights (**FRA**)

The European Network and Information Security Agency (**ENISA**)

The European Border and Coast Guard Agency (**commonly referred to as FRONTEX**)

The European Fisheries Control Agency (**EFCA**)

The European Union Agency for the Space Programme (**EUSPA**)

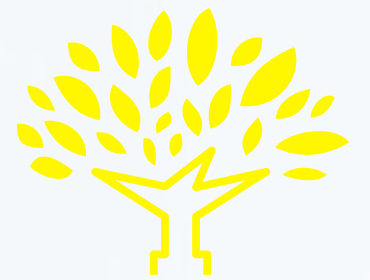
The European Institute for Gender Equality (**EIGE**)

The Body of European Regulators for Electronic Communications (**BEREC**)

The European Union Agency for large-scale IT systems in the area of freedom, security and justice (**eu-LISA**)

How to structure your EU knowledge preparation

What to study: Community agencies (2)



The European Asylum Support Office (**EASO**)

The European Medicines Agency (**EMA**)

The European Food Safety Authority (**EFSA**)

The European Maritime Safety Agency (**EMSA**)

The European Chemicals Agency (**ECHA**)

The European Centre for Disease Prevention and Control (**ECDC**)

The European Railway Agency (**ERA**)

The European Union Intellectual Property Office (**EUIPO**)

The Community Plant Variety Office (**CPVO**)

The European Aviation Safety Agency (**EASA**)

The Agency for the Cooperation of Energy Regulators (**ACER**)

The European Securities and Markets Authority (**ESMA**)

The European Insurance and Occupational Pensions Authority (**EIOPA**)

The Single Resolution Board (**SRB**)

The EURATOM Supply Agency (**ESA**)

The European Banking Authority (**EBA**)

How to structure your EU knowledge preparation

What to study



Common Foreign and Security Policy agencies



The European Defense Agency (**EDA**)



The European Union Institute for Security Studies (**EUISS**)



The European Union Satellite Centre (**SatCen**)

EUROPEAN UNION
SATELLITE CENTRE
Analysis for decision making

Police and Judicial Cooperation in Criminal Matters agencies



The European Union Agency for Law Enforcement Training (**The European Police College or CEPOL**)



The European Union Agency for Law Enforcement Cooperation (**EUROPOL**)



The European Union Agency for Criminal Justice Cooperation (**EUROJUST**)

Common Foreign and Security Policy agencies



The European Education and Culture Executive Agency: **EACEA**



The European Research Council Executive Agency: **ERCEA**



The European Innovation Council and Small and Medium-sized Enterprises Executive Agency: **EISMEA**



The European Health and Digital Executive Agency: **HaDEA**



The European Research Executive Agency: **REA**



The European Climate, Infrastructure and Environment Executive Agency: **CINEA**

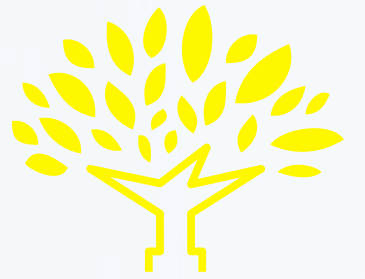
How to structure your EU knowledge preparation

What to study: EU Policies



Best resources to use

Quick-impact list



Official EU sources:



- The websites of the EU Institutions, agencies and bodies (including press releases)
- EU glossary and fact sheets
- The EP Research Center & Legislative Observatory
- Eur-Lex for European Union Law

Reliable training sources



- EU training (eutraining.eu)
- eucourse.eu

Best resources to use

eucourse.eu



The screenshot displays the eucourse.eu website interface. At the top left, it says 'EU Training'. On the right, there are links for 'All Products', 'Sign In', and a blue button 'Get started now'. The main heading is 'EU Decision-making & Institutions', with a subtext 'Written by experts, available to everyone.' Below this are two buttons: 'Buy €149,00' and 'Free Preview'. On the left side, there is a course content list under the heading 'Course content':

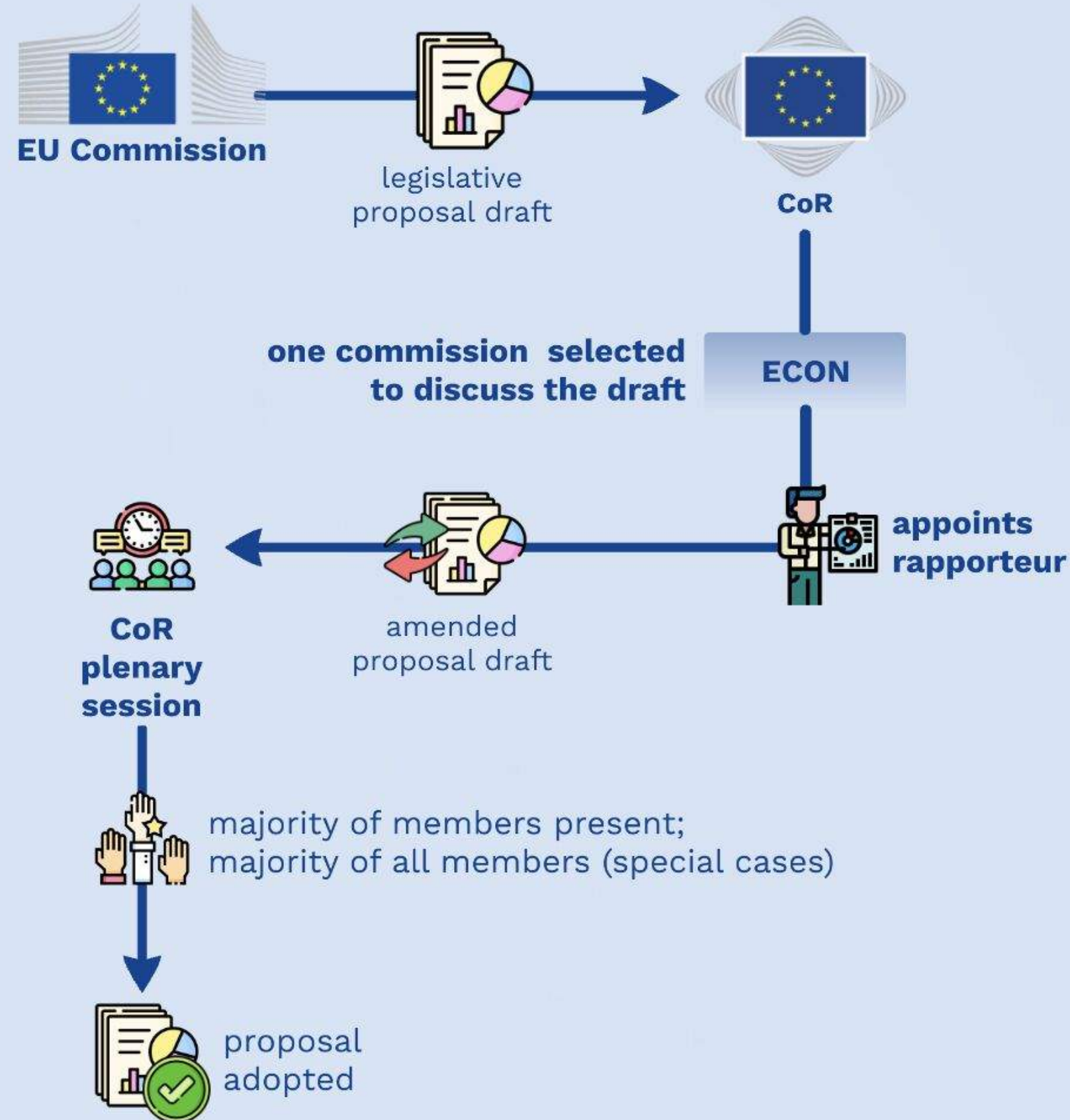
- 1. History of the EU
- 2. Legislative procedures of the EU: Ordinary legislative procedure
- 3. Legislative procedures of the EU: Special legislative procedures

At the bottom left, there is a link 'Questions? Check our FAQ'. On the right side, there is a diagram illustrating the 'Better Regulation' approach. The diagram shows a flow: 'designs, drafts, and finalizes' leads to 'draft delegated act', which then leads to 'legally, can adopt it immediately'. A feedback loop shows 'citizens, other stakeholders' providing input, which leads to 'consult the experts again', which then leads to 'update draft', which feeds back into the 'designs, drafts, and finalizes' stage. A '4 weeks' timeline is indicated. A 'Contact' button is visible at the bottom right of the diagram area.



CoR

CoR decision-making process



WRITTEN TEST

Written Test

What to expect



Written assignment (report, minutes, letter or note)



English, French or German



Documents relating to EU policies, institutions, procedures



Prioritisation, time management



120 minutes, pass mark 26 out of 50



Assessing competencies required to complete duties

Briefing / Report / Note to the file

Action plan / Work plan

Press release / Press note / Speaking points

Expected main audience

Internal

Internal/external

External

Approximate tone/ language

Formal, to the point, professional
• Can include technical information.
• more leeway to include some in-house jargon.
Keyword: Accuracy

Formal, to the point, professional
• Should not be too technical/detailed.
Keyword: Efficiency

“Write for dummies”
• simple, concise style, no jargon or technical details.
• The main message should be extremely clear.
Keyword: Clarity

Purpose/ content

Inform hierarchy
• Information should cover the most important points the hierarchy needs to be aware of.
If requested: provide recommendations.

Outline steps of action / work ahead.
• Info included should be action-oriented
• e.g. milestones, priorities, requirements
If requested: can include relevant recommendations and deadlines/time references if available.

Inform external stakeholders and/or the general public
• Messages appropriate for a general audience/specific stakeholder group, e.g. What would they be interested in?
Generally does not include recommendations.

General information

Briefing note
• succinct document highlighting important details about a certain topic and/or for a specific purpose
• Helps recipient achieve a certain outcome such as a successful meeting or negotiation.
• Often used to inform the hierarchy.
Report
• Piece of ‘business’ (i.e. non-fiction) writing
• Gives an overview of the facts around a specific topic, issue, or incident.
• The audience can be internal or external depending on the purpose of the specific paper.

Action plan
• Outlines main steps that must be taken to achieve a particular objective.
• Plus, it can offer brief context to action required.
Work plan
• Presents the work priorities and actions to be completed,
• Often w/specified time frame, with a view to the organisation’s objectives.
• Can be linked to info about timing/resources.

Press release
• Summary of newsworthy item (e.g. new policy, new development in legislation, or major progress step)
• Does not normally go into much technical detail, mainly focuses on “what is new”.
You may also be asked to provide **press notes/input for a press release**
• Meaning input/content for someone else (e.g. press office) to create press release.
• The audience in this case is both the press office (needs to understand the message) and the general audience (the message should be adapted to them).

Written Test

How to prepare



Practise!

- EU Training **Written Test Simulation**
- Add an **Evaluation**
- Peer support, P2P mock exams



[Case Study Webinar](#) (pre-2023)



EU knowledge helps



COM style guide / Clear writing toolbox helpful



Plan your time management

Best resources to use

EU Knowledge Test practice + Written Test simulations

	SINGLE QUESTIONS	BASIC -5%	PR
	€0	€62.00	
EU Knowledge 1 language available	— 0 + €0.20 / question	100 questions	
Written Test 1 language available Non-EPSO competitions (120 minutes), evaluation not included	— 0 + €45.00 / full test	1 full test	
Evaluation & Feedback A sample solution will be sent with the completed evaluation. Evaluation turnaround is up to 5 business days after the date submitted. *Due to high volume during written test exams periods, turnaround may take longer.	— 0 + €79.00 / evaluation	-	
	Add to Cart	Add to Cart	



ORAL TEST

Oral Test

What to expect



ORAL PRESENTATION

- Related to your field
- Possibly topics to choose from
- Prep time: can take notes
- Q&A with the assessors after
- *Very limited time*: quick preparation, short presentation

INTERVIEW

≠ job interview

- NoC gives important clues!
- **Motivation** -> What are the assessors looking for?
- **Competencies** -> Do you have the skills and abilities needed?

**Based on feedback from candidates*

Oral Test

How to prepare: Useful for both parts



Presentation skills

- time keeping
- speaking speed
- speaking style

- Know your field
- Know the competencies
 - ask around if you're not sure

Study the
Notice of
Competition!



Tip: record yourself and evaluate

Best resources to use

Oral Test Webinar



How to Succeed in the Commission Oral Test | Internal Competitions



Trainer: András Baneth

Description

Are you preparing for the European Commission's Internal Competitions?

Join EU Training's experts as they take a deep dive into the most important components of the test. How do you prepare for a presentation with such limited time? How do you present your ideas effectively? Get out the answers to these and many more questions during this comprehensive and insightful webinar.

Topics Covered

- Overview of the European Commission's Internal Competitions
- Brief overview of the Talent Screener, the EU Knowledge Test, and the Written Test and how to prepare for them
- In-depth Oral Test analysis

Best resources to use

Classroom Training and Personal Coaching



Oral Presentation Simulation | EC
Internal Comp | T-12:30

[MORE INFO](#)

Platform Zoom
Time zone
Europe/Brussels

14 Mar 2024
12:30 - 14:30



Ticiana Tucci

Interview Simulation | EC Internal
Comp | M-12:30

[MORE INFO](#)

Platform Zoom
Time zone
Europe/Brussels

19 Mar 2024
12:30 - 14:30



Malene
Bresson

Mastering the EU Commission's
Internal Competition Oral Test | IN-
PERSON Classroom Training | J-
14:30

[MORE INFO](#)

Ambiorix Center
Brussels, Belgium 
[Get location](#)

21 Mar 2024
14:30 - 18:30



Jan De Sutter



Thank you for watching

Best of luck on your exams!



Contact us with any questions:
support@eutraining.eu