

ANNEX I

CONTRACT STAFF SELECTION PROCEDURE

Article 1 – General principles

1. In accordance with Article 82(5) of the CEOS, the Commission may ask EPSO to organise a selection procedure for contract staff.
2. A public call for expressions of interest is published, stating the profiles sought, the function groups corresponding to the various profiles, the selection method and the eligibility criteria. The Joint Committee is consulted where the call for expressions of interest involves the simultaneous engagement of more than 10 contract staff per department for similar profiles and duties.
3. In accordance with Article 82(3)(a) of the CEOS, the call for expressions of interest referred to in paragraph 2 may be opened to nationals of EU candidate countries, and, where justified by the needs of the service, to nationals of non-member countries.

Article 2 – CA 3a selection procedure

1. The selection procedure is organised on the basis of the call for expressions of interest referred to in Article 1.
2. The selection procedure includes the following stages:

- a) Candidates register in an interinstitutional electronic database accessible to all Commission departments. To this end, they fill in an electronic application form.

The application form contains, in particular, information making it possible to assess the qualifications, professional experience, skills and motivation of the candidate.

Candidates may express interest for several profiles and function groups.

Candidates must regularly update their electronic application form.

- b) On the basis of the electronic application form referred to in (a), the Commission department wishing to recruit a member of the contract staff carries out a preselection of the candidates registered in the database who best fit the requirements for the duties to be performed.

The department concerned invites a person appointed by the Staff Committee to attend the preselection of candidates if more than 10 contract staff per department are to be recruited simultaneously for similar profiles and duties.

- c) If they have not yet successfully passed preselection tests as part of another preselection organised on the basis of this Annex for the same profile or for an equivalent or higher function group, the candidates preselected by the department referred to in (b) are required to take selection tests.
- d) The department referred to in (b) invites the candidates who have successfully passed the selection tests referred to in (c) to an interview before a selection board.

The selection board is made up of a chairperson who is not from the department where the CA 3a will perform his or her duties, a member of that department, a member of the human resources unit (or equivalent) which covers the department concerned and a person appointed by the Staff Committee.

Where the post to be filled is in one of the EU delegations, the candidate(s) who passed the tests referred to in (c) will be invited to an interview conducted by the Head of the Delegation (or equivalent), the official who will be the line manager of the contract staff member, the Head of Administration of the Delegation (or equivalent) and a local Staff Representative.

The interview before the selection board will make it possible to assess the suitability of the candidates chosen by the department concerned for the duties to be performed within the department, as well as their language skills.

The selection board draws up the list of successful candidates and sets out its conclusions in a record of the interview.

- e) The department concerned chooses the person whom it wishes to engage from the list of successful candidates drawn up by the selection board and asks the AECE to make an offer of employment to the candidate.
3. The preselected candidates who passed the selection tests referred to in paragraph 2(c) but who have not been engaged following the interview referred to in paragraph 2(d) will have their results recorded in the database referred to in paragraph 2(a).
- Their results in the selection tests will remain valid for the profile and function group concerned, as well as for the lower function groups in the same profile, for the duration and under the terms set out in the call for expressions of interest.
4. Preselected candidates who did not pass the selection tests referred to in paragraph 2(c) may retake the tests for function groups of an equivalent or higher level in that profile only after a minimum period of time set out in the call for expressions of interest.

5. The data in the electronic application form referred to in paragraph 2(a) of a member of the contract staff under contract with an institution will remain accessible in the database also referred to in paragraph 2(a) subject to the regular updating of the electronic application form referred to in paragraph 2(a).
6. By way of derogation from paragraphs 1 to 5, where there is a clearly identified and justified need by a Commission department for special skills and experience, the AECE may authorise the publication of a notice and the organisation of a general selection procedure with a view to recruiting one or more CA 3a.

The selection is carried out on the basis of a profile established by the department concerned, approved by DG HR and published on the EPSO website. The service concerned may also publish the notice on its own website and give it as much publicity as it deems appropriate. The AECE informs the Joint Committee annually of the use made of this provision.

The selection procedure is conducted by a selection board identical to the one referred to in paragraph (2)(d). The board draws up a list of the successful candidates, from which the department concerned chooses the person or persons to be engaged.

At the request of the Commission, EPSO will be invited to provide support in organising and running the selection procedure.

Article 3 – CA 3b selection procedure

The provisions of Article 2 apply *mutatis mutandis* to CA 3b staff, with the exception of:

- the last sentence of Article 2(2)(b);
- the selection board referred to in Article 2(2)(d), which may be made up of a staff member of the department in which the CA 3b will perform his or her duties and a staff member from outside the department, belonging in principle to the human resources unit (or equivalent) which covers the department concerned.

Where the selection tests provided for in Article 2(2)(c) cannot be organised within a timeframe that is compatible with the interest of the service, CA 3b staff may be engaged in accordance with Article 2(6). They then have up to three years after their engagement to pass the above-mentioned tests, failing which the AECE will not renew the contract beyond those three years.