



General implementing provisions on the procedures governing the engagement and the use of contract staff at the ETF

THE GOVERNING BOARD OF ETF,

HAVING regard to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (CEOS), laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68 last amended by Council Regulation (EC, EURATOM) No 31/2005 of 20 December 2004, and in particular to Article 82(6) of the Conditions of Employment of Other Servants,

HAVING regard to Council Regulation (EC) N° 1360/90 of 7 May 1990 establishing the European Training Foundation, and notably article 14 thereof,

HAVING regard to Council Regulation (EC) N° 2063/94 of 27 July 1994 and notably article 14 thereof, modifying the rules governing the personnel of the ETF and submitting the latter to the rules and regulations applicable to the Officials and Other Servants of the European Communities,

AFTER consultation of the Staff Committee of ETF and in agreement with the European Commission pursuant to Article 110 of the Staff Regulations,

WHEREAS:

- (1) Detailed rules on the employment of contract staff are desirable and contract agents should be selected through a transparent and objective procedure.
- (2) The rules contained in these implementing provisions, and in particular those on selection procedures and grading, are without prejudice to Article 2 of the Annex to the CEOS.
- (3) The grading of contract staff in function groups needs to be based on the functions to be exercised by the person concerned. It is therefore essential that detailed job descriptions are established for all functions to be filled with contract staff.
- (4) The agency may only recruit contract staff under Article 3a of the CEOS

HAS ADOPTED THE FOLLOWING PROVISIONS:

General provisions

Article 1

Scope

These rules shall apply to contract staff referred to in Article 3a (CA3a) of the CEOS engaged in the ETF.

Article 2

Minimum qualifications required

In the entity referred to in Article 1 above, Article 82(2) of the CEOS shall be applied as follows:

1. Engagement as a member of the contract staff shall require at least:
 - (a) in function group I, successful completion of compulsory education;
 - (b) in function group II:
 - a post-secondary education attested by a diploma, or
 - a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years. The secondary education diploma giving access to post-secondary education may be replaced by a certificate of adequate professional training of not less than three years on condition that there was no similar professional training giving access to higher education at the time it was issued or,
 - under exceptional circumstances, successful completion of intermediate education plus two years relevant supplementary specialised training plus five years' appropriate professional experience.
 - (c) in function group III:
 - a post-secondary education attested by a diploma, or

- a secondary education attested by a diploma giving access to post-secondary education and appropriate professional experience of three years,
 - under exceptional circumstances, successful completion of intermediate education plus two years relevant supplementary specialised training plus seven years' appropriate professional experience.
- (d) in function group IV:
- completed university studies of at least three years attested by a diploma and appropriate professional experience of at least one year.
2. Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by the authorities in the said Member States shall be taken into consideration.

Article 3
Probationary period

Where a member of the contract staff has to serve a probationary period in accordance with Article 84 of the CEOS, the report referred to in that article shall be established in accordance with the procedure applied for the report referred to in Article 87 of the CEOS.

Article 4
Succession of contracts

1. The authority referred to in Article 6 of the CEOS (hereafter AHCC) may engage as CA3a persons employed as CA3b in an institution only after the latter contract has expired or been terminated.
2. In this case, the contract agent CA3a must comply with the conditions set out in the CEOS and in these provisions, in particular with the conditions concerning the qualifications required, and have undergone a selection procedure as laid down under Article 5 or an equivalent selection procedure undertaken by another Community institution or agency followed by an interview carried out under the provisions of Article 5(1)(c) or 5(2)(d).

Article 5
Selection procedure

The ETF may recruit contract staff CA3a by using, alternatively, one of the selection procedures indicated below:

1. Selection procedure using the European Communities Personnel Selection Office (EPSO) database:

(a). The ETF may recruit contract staff CA3a by using EPSO's database. Candidates validated in the above-mentioned database are the ones that have successfully completed the selection procedure organized by EPSO according to Art. 5(1)(g) of the Commission Decision of 7 April 2004 C(2004)1313 on the procedures governing the engagement and the use of contract staff.

(b). The Recruitment Assessment Board, set up by the agency, shall consist of three or four members.

In case the minimum of three members set up the Recruitment Assessment Board, there should be one member from the Human Resources Unit of the agency, one member from the relevant unit/department and one person designated by the Staff Committee. The member of the Human Resources or the member from the relevant unit/department shall act as chairman. The fourth member, recommended for selection procedures of experts, should be from another unit/department of the agency or from extern.

(c). The Recruitment Assessment Board shall invite for interview the candidates that are considered to be the most suitable ones, on the basis of the job description, from among the list of applicants already validated by EPSO. Minutes of Recruitment Assessment Board meetings shall be drawn up setting out the reasons for its analysis.

(d). Candidates shall be informed of the outcome of the interview.

2. Selection procedure carried out by the ETF:

(a). The ETF shall launch the recruitment procedure by advertising vacancy notices specifying the criteria concerning general and specific competencies and key qualifications required.

(b). The Recruitment Assessment Board as mentioned in Article 5 (1) b of this decision shall evaluate applications and select those matching best the profile and qualifications required as per the vacancy notice.

(c). The ETF shall organize written tests for the selected applicants on the basis of the job description as stated in the vacancy notice. The written tests shall be drafted in accordance with the level and profile of the position advertised. The written tests shall consist of the following components:

- general aptitudes and language abilities to the extent necessary for the performance of their duties,
- knowledge on European integration and the institutions,
- specific competencies with reference to the profile referred to in the vacancy.

The above-mentioned components can be combined. Specific practical skills such as typing, driving, and the like, will be tested through practical tests.

(d) The Recruitment Assessment Board shall invite for interview and written tests the selected applicants as per point (b). Any decision concerning the applicants shall be recorded in writing, setting out the reasons for its analysis.

(e) The ETF shall establish a list of successful candidates on the basis of the above mentioned selection procedure. This list will be valid up to 12 months from the date of the establishment of the list and may be extended by decision of the Authority empowered to conclude contracts of employment.

(f) Candidates shall be informed of the outcome of the interview.

3. In accordance with Article 82 (5) of the CEOS, EPSO shall, at the request of the ETF, provide assistance to the selection procedure as mentioned in paragraph 2 with a view to the selection of contract staff, in particular by:

- advertising on its Website vacancy notices of the ETF,
- giving the ETF access to the list established by EPSO on candidates identified on the basis of the evaluation referred to in Article 5 (1)(e) of the Commission Decision of 7 April 2004 C(2004) 1313 on the procedure governing the engagement and the use of contract staff followed by the selection procedure indicated in (2) (c) and (d) above,
- providing and/or organising written tests for the ETF's selection procedure.

4. Where the interest of the service so requires and/or where no suitable candidates are available from the EPSO database, the Human Resources Unit, at the request of the unit/department concerned, may grant an exemption from the procedure of paragraph 1 and 2 above for the recruitment of a member of the contract staff in function group IV. In that case the procedure for the selection of the contract staff shall follow the same procedure as required for the selection procedures for temporary agents. In this specific case, written tests are not mandatory.

5. In case there is no established list or in case of negative result of the screening of candidates of an established list of successful candidates and should the engagement of a member of the contract staff for replacement purposes be required either very quickly or for a short-term replacement, the following procedure shall apply:

(a). The ETF shall launch the recruitment procedure by advertising vacancy notices on the website of the agency for at least two weeks and optional an additional publication in a local newspaper by specifying the criteria concerning general and specific competencies and key qualifications required.

(b). A Recruitment Assessment Board shall evaluate the applications and select those matching best the profile and qualifications required as per vacancy notice.

(c). The Recruitment Assessment Board shall invite for interview the selected applicants as per point (b). The interview shall cover: an analysis of the language abilities, personal and professional competences of each applicant. On the basis of the results of the interviews the Recruitment Assessment Board will make its analysis in writing by setting out the reasons for any position taken. For function groups I and II, practical tests on general aptitudes/skills such as typing or else are to be organized.

(d) The Recruitment Assessment Board shall consist of at least three members: one member from the Human Resources Unit of the agency, one from the relevant unit/department, and/or one from another unit/department of the agency or from extern, and one designated by the Staff Committee.

(e) Candidates shall be informed of the outcome of the interview.

(f) Contracts concluded following the procedure of this paragraph for a quick replacement shall not exceed six months or the maximum length of the single leave covered by Articles 42, 42a, 42b and Title IV "working conditions" of the Staff Regulations. Both types of contracts may only be renewed for another fixed term or for an indefinite duration if the CA3a has passed a selection procedure pursuant to paragraph 1, 2 or 3 of the present article.

Article 6
Duration of contracts

1. CA3a may be engaged under their first contract for a fixed period of at least three months and not more than five years.
2. The renewal of a contract in function groups II, III and IV shall be for another fixed period of at least three months and not more than five years. A second renewal without interruption leading to an indefinite-duration contract may only be granted if the first two contracts covered a total period of at least five years.
3. The first three renewals of the contract in function group I shall be for fixed periods of at least three months and not more than five years, the fourth renewal, in accordance with Article 85(2) of the CEOS, shall be for an indefinite period. However,

- where a total duration of ten years of service would be exceeded, already a previous renewal shall be for an indefinite period, in accordance with Article 85(2) of the CEOS;
 - a fourth renewal without interruption may only be granted if the first four contracts covered a total period of at least five years.
4. In order to be taken into consideration with a view to the award of an indefinite duration contract, the contracts concerned must follow each other uninterruptedly. A gap of six months or more between two contracts shall be regarded as an interruption.
5. Where a contract as CA3a in function group I has been renewed three times without a further renewal being granted, any new engagement under such a contract shall be measured over a 12-year reference period.

Article 7
Grading of CA3a

1. CA3a shall be engaged:
- (a) in function group I: in grade 1;
 - (b) in function group II:
 - in grade 4 if the person has professional experience of up to seven years;
 - in grade 5 if the person has professional experience of more than seven years;
 - (c) in function group III:
 - in grade 8 if the person has professional experience of up to seven years;
 - in grade 9 if the person has professional experience of more than seven years;
 - in grade 10 if the person has professional experience of more than fifteen years;
 - (d) in function group IV:
 - in grade 13 if the person has professional experience of up to seven years;
 - in grade 14 if the person has professional experience of more than seven years;

- in grade 16 if the person has professional experience of more than twenty years.
- 2. The AHCC may decide to grant the grade immediately above the one determined in paragraph 1 if the function to be filled corresponds to a competency profile where due to the labour market conditions this measure is necessary to ensure a sufficient number and quality of applications. These profiles shall be determined by decision of the Head of Human Resources/Administration and communicated to the units/departments.
- 3. In order to be taken into account professional experience must have been acquired in an activity corresponding at least to the level of qualification required for the access to the function group and having a link with one of the institution's sectors of activity. It shall be taken into account from the date on which the person fulfils the minimum qualifications for engagement set out in Article 2 (including, where applicable, any professional experience required by that Article).
- 4. In the case of a doctorate/PhD the actual duration of the studies shall be taken into account, subject to an upper limit of three years. In the case of other qualifications the statutory duration of the studies shall be taken into account.
- 5. Military service and equivalent civilian service shall be regarded as professional experience.
- 6. For grading purposes, part-time work shall be taken into account in proportion to the stated percentage in relation to full-time work.

In the case of freelance translators the extent of the professional experience shall, subject to the period devoted to this activity, be calculated on the basis of the number of pages translated.

- 7. No period may be counted more than once.
- 8. Where CA3a are engaged in another institution/agency without interruption as defined in Article 6(4) as contract staff under the same type of contract the following shall apply:
 - a. If hired to perform duties within the same function group the member of the contract staff shall retain the grade, step and seniority acquired in his or her grade and step;
 - b. If hired to perform duties in a higher function group the member of the contract staff shall be placed in the most favourable grade resulting from:
 - the application of the provisions under paragraphs 1 to 7 above, including the requirement that professional experience must have

been acquired at least at the level of the function group concerned, and

- the application of the rule laid down in Article 86(2) of the CEOS that the basic salary is to be maintained, choosing the grade that, taking into account the steps, constitutes the lowest grade possible.
- c. If the person is hired to perform duties in a lower function group, paragraphs 1 to 7 above shall apply.

Transitional and final provisions

Article 8

Possibility of engaging staff during the transition period

1. The contracts concluded before 07 June 2006 may only be renewed if the member of staff has successfully completed one of the selection procedures pursuant to Article 5.
2. The written tests mentioned in Article 5 (2)(c) of these rules can be replaced by oral tests up to 1 May 2007 or any later until such a time as EPSO can provide them according to Article 4 (2) (c).

Article 9

Entry into force

These rules shall enter into force on 07 June 2006.

Done in Turin, 06 June 2006



Odile Quintin
Chair of the Governing Board