

NOTICE OF INTERNAL COMPETITION

COM/AD/02/21 (AD5) – Administrators

Deadline for online application: 21/12/2021 at 12.00 (midday), Brussels time

The European Commission ('the Commission') is organising an internal competition ('the competition') based on 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 new members of the civil service as 'administrators' at grade 5 (AD5).

This notice of internal competition and its annexes ('the notice of competition') form the binding legal 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: 65

During the selection procedure, you will be invited to sit several tests in accordance with section IV 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 from the reserve list established following this competition will carry out tasks related to the policies of the Commission, inter alia draft policy analyses, implement projects and programmes, coordinate work across departments and with external stakeholders, support decision-makers and manage human and financial resources.

Please see **ANNEX I** for further information on the typical tasks performed by administrators.

II. AM I ELIGIBLE TO APPLY?

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

1) General conditions

Since this is an internal competition, candidates are presumed to meet the general recruitment conditions referred to in Article 12(2) of the Conditions of Employment of Other Servants (CEOS), 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

a) Function group

On the deadline for submitting online applications, you must be a temporary agent in the AD function group in the Commission.

b) Statutory link and administrative status

You must have spent at least the 12 months before the deadline for submitting online applications as a temporary agent or contract agent in the Commission, of which at least the last 6 months before the deadline for submitting online applications as a temporary agent in the AD function group.

The following administrative statuses 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’ and ‘leave on personal grounds’ within the meaning of Articles 35 *et seq.* of the Staff Regulations.

c) Qualifications and work experience

You must demonstrate a level of education corresponding to completed university studies of at least 3 years, attested by a diploma. In view of the function group required under point 2) a) above, all candidates are presumed to fulfil this condition.

Apart from the experience at the Commission required under point 2) b) above, no **other professional experience is required for this competition.**

III. 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 (minimum B2 level).**

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading and listening) set out in the application form. These abilities reflect those of the Common European Framework of Reference for Languages (<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In this notice of competition, the languages will be referred to as:

Language 1: a language chosen from among any of the 24 official EU languages used for the written summary described in section IV ‘How will I be selected?’, point 4);

Language 2: a language chosen from among English, French or German, used for:

- the application form;
- the computer-based Multiple-Choice Question test on knowledge of EU policies and institutions;
- the written assignment and the oral test, described in section IV ‘How will I be selected?’, points 4) and 5);
- communication with the Secretariat of this competition and with the European Personnel Selection Office (‘EPSO’).

Language 2 must be different from language 1.

Please see **ANNEX II** for more information on the reasons for the choice of the languages for this competition.

IV. HOW WILL I BE SELECTED?

1) Application process

You must complete your application form in the language you have chosen as language 2 (see section III ‘LANGUAGES’).

When completing your application form:

- fill in all the parts of the application form;
- select a language 1 and a language 2. Your **language 1** may be any of the 24 official EU languages and your **language 2** must be chosen from among English, French or German and must be different from your language 1; and
- declare on your honour that you meet all the conditions set out in section II ‘Am I eligible to apply?’.

Once you have validated your application form, 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) Computer-based Multiple Choice Question Test on knowledge of EU policies and institutions

If you validate your application form within the deadline, you will be invited to sit a computer-based multiple choice question (‘MCQ’) **test on the knowledge of EU policies and institutions.**

The test is eliminatory, which means that, in order to proceed to the next phase of the competition, you must obtain **at least the pass mark** indicated in the table below. The mark awarded will not be added to the marks obtained in the subsequent tests or to the calculation of the total score.

All practical information relating to the conduct of the test will be set out in the invitation letter. This test may be taken remotely (online) or in-person, either in one of EPSO’s accredited test centres or in other premises designated by EPSO.

Test	Language	Questions	Duration	Pass mark
MCQ on EU policies and institutions	Language 2	50 questions	75 min	30/50

3) Eligibility checks

For candidates who have obtained the pass mark for the MCQ test described in point 2) above, compliance with the general and specific eligibility conditions set out in section II ‘Am I eligible to apply?’ will be checked based on the information available in Sysper or the supporting documents submitted by the candidates.

Please see **section 3 of ANNEX III** for details on eligibility checks.

4) Written tests

You will be invited to the written tests if:

(i) you meet the general and specific eligibility conditions set out in section 2 ‘Am I eligible to apply?’;

AND

(ii) you have obtained the pass mark for the MCQ test on knowledge of EU policies and institutions.

The written tests will consist of:

Test	Language	Maximum Duration	Pass mark
A written summary of documents which will be given to you in language 1 .	Language 1	30 min	5/10
A written assignment (e.g., a briefing, letter or note) based on various documents on EU policies and institutions.	Language 2	120 min	18/30

These written tests will assess the competencies required to perform the duties of an administrator in the Commission as mentioned in annex I.

All practical information relating to the conduct of the written tests will be set out in the invitation letter. This test may be taken remotely (online) or in-person, either in one of EPSO’s accredited test centres or in other premises designated by EPSO.

5) Oral test

Only candidates who have obtained the required pass marks in both the written summary and in the written assignment and one of the highest combined marks in those tests, up to a maximum of 3 times the number of successful candidates sought in this competition, will be invited for the oral phase of the competition. Where a number of candidates tie for the last available place, all those candidates will be invited to the oral test.

The oral test is an interview to test your motivation as well as the competencies required to perform the duties of an administrator in the Commission as mentioned in Annex I, and will also include a short oral presentation on a subject related to EU policies and institutions.

The oral test will be held in your **language 2**.

The oral test is marked out of 60. The pass mark is 40/60.

The oral test may be held in EPSO’s premises or online. The practical information relating to the conduct of the oral test will be set out in the invitation letter.

6) Reserve list

The Selection Board will draw up a reserve list up to the number of successful candidates sought from those eligible **candidates who have obtained all the required pass marks, as well as the highest overall marks representing the sum of the marks received in the written summary, the written assignment and the oral test.** Names will be listed alphabetically. Where a number of candidates tie for the last available place, they will all be placed on the reserve list.

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

Inclusion on a reserve list does not confer any right to or guarantee of recruitment.

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.

V. EQUAL OPPORTUNITIES AND SPECIAL ARRANGEMENTS

The Commission endeavours to apply the principle of equal opportunities and ensure that everybody eligible to participate in the competition may do so.

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate it in your application form and let us know the type of reasonable accommodation you need.

You can find more information about equal opportunities and reasonable accommodation in section 5 of ANNEX III to this notice of competition. Please see also EPSO's website for its equal opportunities policy and procedure to request reasonable accommodation (https://epso.europa.eu/how-to-apply/equal-opportunities_en).

VI. WHEN AND WHERE CAN I APPLY?

In order to apply, you first need to create an EPSO account. Please note that you must have only one account for all EPSO applications.

The deadline for submitting your online application is 21/12/2021 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/competition-2021-AD5/Pages/index.aspx?ln=en>

Please see **section 1 of ANNEX III** for further information on how to apply.

ANNEX I

TYPICAL ADMINISTRATOR TASKS

The main tasks of the successful candidates recruited from this competition may vary from one department to another and may include:

- Analyse and draft policies in the fields of EU action;
- Work on policy implementation, draft policy-analysis notes and briefings;
- Assist decision-makers by means of written or oral contributions;
- Contribute to the formulation of economic policies in cooperation with various stakeholders.
- Devise, implement and monitor programmes and action plans;
- Manage relations with the Member States and external interest groups;
- Follow inter-service and inter-institutional coordination and consultation regarding European policies;
- Coordinate working groups set up by the Member States, European institutions and external stakeholders;
- Draft legislative proposals, manage infringement cases, work on judicial proceedings before the Court of Justice;
- Work on disputes, disciplinary procedures involving the Commission's staff or recovery procedures linked to the implementation of the EU budget;
- Coordinate with EU national authorities to improve national legislation;
- Conduct research and analysis to provide legal advice to management;
- Draft contracts, prepare calls for proposals and invitations to tender, and participate in the monitoring of proposals and projects;
- Conduct statistical and economic analyses and formulate new strategies related to financial institutions and markets, economic integration and development, pan-European trade, public finances, structural reforms and the single currency;
- Monitor action plans in the field of economy, monetary policy of the EMU, and Member States' budgetary policies;
- Assist with designing, implementing and monitoring of the Member States' reform programmes, involving administrative, financial and budgetary procedures;
- Contribute to external and internal communication and reporting.
- Manage resources, including staff, finances, and equipment;
- Monitor administrative, financial and budget procedures;
- Prepare budget estimates and draw up annual reports and accounts;
- Manage operational, strategic, social and budgetary risks.
- Perform and report on audits and control.
- Conduct data analysis and data mining.

ANNEX II

LANGUAGES

The Commission sets out below its reasons for choosing a limited number of official EU languages for the application form, the EU knowledge test, one of the written tests and the oral, and communication with the secretariat of the internal competition and EPSO. 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.

The Judgment of the Court of First Instance of 5 April 2005, *Hendrickx v Council*, case T-376/03, endorsed the limited choice of languages in the context of an internal competition provided that the justification and reasons for this were stated.

Given the nature of this competition and the scope of duties to be performed by the successful candidates, English, French and German were chosen for the application form, the EU knowledge test, one of the written tests and the oral test, and communication with the secretariat of the internal competition and EPSO, because of the need to recruit staff of the highest ability and productivity as well as of the interests of the service.

It is in the interests of the service to have successful candidates capable of communicating effectively within the institution in the course of their everyday work.

Moreover, in view of the profiles sought by the competition, the successful candidates will be performing a variety of duties in a significant number of the Commission's Directorates-General.

In order to carry out their duties, and taking into account the diversity of duties covered by this notice of competition, it is essential for successful candidates to know at least one of the three above-referenced languages since those are the languages they are most likely to use in their work. The restriction of the choice of language to English, French or German is therefore in line with the interests of the service in this competition.

Requiring candidates to choose English, French or German for the competition is also a proportionate means of checking that they possess qualities of the very high standard required in the Commission working environment. Candidates are temporary agents who are familiar with the Commission and who already have at least a satisfactory knowledge of at least one of these three languages.

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

ANNEX III

GENERAL INFORMATION

1. How to apply?

Before applying for the internal competition, please check whether (i) you meet **ALL** the general and specific eligibility conditions under section II ‘Am I eligible to apply?’ and (ii) the information about you in Sysper is correct. You are also invited to complete your electronic CV in Sysper (e-CV).

You must apply online following the instructions given on My IntraComm at the following address: <https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/competition-2021-AD5/Pages/index.aspx?ln=en>

1.1. EPSO Account: You must submit your application through your EPSO account. Please connect or create an account at the following address: <https://europa.eu/epso/application/passport/login.cfm?langsub=ok&lang=en>. Bear in mind that you must have only one EPSO account.

If you have questions concerning your EPSO account, please contact EPSO only via the EPSO website (https://epso.europa.eu/help_en).

1.2. Online application: The link to the online application is on My IntraComm. By clicking on the link, you will be automatically directed to your EPSO account.

1.3. Languages: In your online application, you must indicate your languages 1 and 2. Language 1 may be any of the 24 EU official languages and language 2 must be either English, French or German. Language 2 must always be different from language 1.

1.4. Validation of the application: Once you have filled out your online application, you must validate it. After validation, a message will be sent to your EPSO account with your application number. **You must state your application number in any correspondence.**

It is your responsibility to complete your online application in time. You are strongly advised not to wait until the last few 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. Full application file: If you are invited to the oral test, you must—if requested in the letter inviting you to the test— either bring the paper version of your full application file (signed online application form and copies of supporting documents) on the day of the test or, if the tests are held online, submit the necessary documents to the e-mail address HR-COM-INT-2021-AD5@ec.europa.eu. Further details and instructions will be included in your invitation letter.

2. Communication

2.1. Communication with candidates: Once your application has been registered, you can follow the general progress of the competition at the following address on MyIntraComm: <https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/competition-2021-AD5/Pages/index.aspx?ln=en>

You will receive invitations to the various tests and their results as well as other communication **only via your EPSO account. You should check your EPSO account regularly – at least twice a week.** It is your responsibility to update your EPSO account to reflect any change of your residential address or e-mail.

Unless instructed otherwise in this notice of competition, all correspondence concerning the competition must be conducted through the functional mailbox

HR-COM-INT-2021-AD5@ec.europa.eu

and/or your EPSO account (used solely by EPSO to communicate to the candidates).

For practical, organisational and budgetary reasons, you must communicate with the administration in English, French or German.

In all correspondence, you must state your name as given on your application form, the competition number, and the number received when your application was registered.

2.2. Selection Board: A Selection Board is appointed to select the best candidates in the light of the requirements set out in the competition notice. The board compares the candidates' performance in order to assess their suitability for the duties described in the notice. Its task is not only to evaluate their competencies and aptitudes but also to identify those who are best qualified in terms of merit.

In addition, the Selection Board decides on the difficulty of the tests and approves their subject matter based on proposals made by EPSO.

The names of the Selection 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/competition-2021-AD5/Pages/index.aspx?ln=en>

It is strictly forbidden to make any contact with the members of the Selection Board, either directly or indirectly. Any breach of this rule will disqualify you from the competition.

2.3. Requests for information: Candidates in selection procedures have a right of access to certain information concerning them directly and individually, as described below. Accordingly, if you so request, you can receive additional information relating to your participation in the competition. You should send any request for information to the secretariat of the internal competition via the functional mailbox

HR-COM-INT-2021-AD5@ec.europa.eu

no later than one month after you are notified of your results. A response will be sent to you within one month of receipt of the request. Requests will be dealt with taking account of the confidential nature of the Selection Board proceedings under the Staff Regulations (Annex III, Article 6).

3. Eligibility checks

The general and specific eligibility conditions will be checked before candidates are invited to the written tests. If you do not fulfil one of these conditions, you will be eliminated from the competition.

The information you have given concerning the eligibility conditions in section II ‘Am I eligible to apply?’ will be verified as follows:

a) **You agree to give the secretariat and the Selection Board of the internal competition access to the relevant information in Sysper to check your eligibility by indicating their consent in the relevant section of the application form.** In that case, there are two possibilities:

- i. the information available is sufficient to show that you meet all the eligibility conditions laid down and corroborates the information you have provided in your application form. In that case, you will not have to provide any supporting documents; or
- ii. the information available is insufficient or does not show that you meet all the eligibility conditions laid down or does not corroborate the information you have provided in your application form. In that case, you will be asked to provide additional documents that you must submit to the e-mail address below within the deadline set by the secretariat of the internal competition and the Selection Board, failing which you will be disqualified.

Secretariat of the internal competition: HR-COM-INT-2021-AD5@ec.europa.eu

b) **You do not agree to give the secretariat and the Selection Board of the internal competition access to the relevant information in Sysper to check your eligibility.** In that case, you must submit the necessary documents to the e-mail address below within the deadline for submitting the online application, failing which you will be disqualified:

HR-COM-INT-2021-AD5@ec.europa.eu

If, at any stage in the procedure, it is found that the information you have provided concerning your eligibility is incorrect, you will be disqualified from the competition.

4. Protection of personal data

Candidates’ 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39–98).’

The Data Protection Record ‘Selection, by internal competitions, of permanent staff for the European Commission’ (DPR-EC-05309) issued under the above regulation sets out the details of the data processing and can be found at <https://ec.europa.eu/dpo-register/detail/DPR-EC-05309.1>.

The privacy statement on personal data protection within the framework of an internal competition is set out in ANNEX IV.

5. Equal opportunities and reasonable accommodation

If you have a disability or a medical condition that may hinder your ability to sit the tests, please say so in your application form and let us know the type of reasonable accommodation you need. If a disability or condition develops after you have validated your application, you must inform EPSO as soon as possible.

Please note that you will have to send a certificate from your national authority or a medical certificate to EPSO in order for your request to be considered. Your supporting documents will be examined so that reasonable accommodation can be made where required.

Should you encounter any accessibility issues, or should you require more information, please contact the EPSO-accessibility team by:

- e-mail: EPSO-accessibility@ec.europa.eu

- post:

[European Personnel Selection Office (EPSO)
EPSO Accessibility
L107 02/DCS
1049 Brussels
BELGIUM]

Please clearly label the correspondence as ‘**EPSO Accessibility**’, stating your **name**, the **number of the competition**, and your **application number**.

6. Appeal procedures

Since the Staff Regulations apply to both the eligibility and the selection phases, the confidentiality requirement laid down in Annex III to the Staff Regulations applies throughout. If, at any stage in the selection procedure, candidates consider that their interests have been prejudiced by a particular decision, the following actions are available:

6.1. Technical issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, **please inform EPSO only** via the EPSO website (https://epso.europa.eu/contact_en) so that we can investigate the issue and, if necessary, take corrective measures.

In all correspondence, please state your **name** (as given in your EPSO account), your **application number** and the **reference number of the selection procedure**.

If the problem occurs at an EPSO accredited test centre or during remote testing:

- alert the invigilators immediately so that a solution can be sought at the centre itself. Also, ask them to record your complaint in writing,

AND

- contact EPSO no later than **3 calendar days** after your tests, via the EPSO website (https://epso.europa.eu/contact_en), with a brief description of the problem.

For **problems occurring outside test centres** (e.g. issues with test booking, or technical issues during remote testing before you are connected to an invigilator), please follow the instructions in your EPSO account and on EPSO's website and contact EPSO immediately via the EPSO website (https://epso.europa.eu/contact_en).

For issues with your application, contact EPSO immediately and in any case before the deadline for online application via the EPSO website (https://epso.europa.eu/contact_en). **Queries sent less than 5 working days before the deadline for online applications might not be answered before the deadline.**

6.2. Errors in the computer-based multiple-choice question (MCQ) test on knowledge of EU policies and institutions

The MCQ database is subject to an in-depth quality control by the Selection Board.

If you believe that an error in one or more of the MCQs made it impossible or difficult for you to answer correctly, you are entitled to ask for the question(s) to be reviewed by the Selection Board (under the 'neutralisation' procedure).

Under this procedure, the Selection Board may decide to cancel the question containing the error and to redistribute the points among the remaining questions of the test. Only those candidates who received that question will be affected by the recalculation. The marking of the tests remains as indicated in this notice of competition.

Arrangements for complaints about the MCQ test are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** (https://epso.europa.eu/contact_en),
- **language:** in the language 2 you chose for the competition,
- **deadline:** within **3 calendar days** of the date of your computer-based tests,
- **additional information:** describe the subject matter (content) of the question(s) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

Requests received after the deadline or that do not clearly describe the contested question(s) and alleged error(s) will not be taken into account.

In particular, complaints merely pointing out alleged issues of translation, and which do not clearly specify the problem, will not be taken into account.

6.3. Request for review (for matters not covered by sections 6.1 and 6.2):

Within **5 working days** of the date when a letter informing you of any decision is sent to you, you can send a request for review in the form of a letter by e-mail stating your case (**please include the competition number, your name and application number in the title**) to the functional mailbox of the competition:

HR-COM-INT-2021-AD5@ec.europa.eu

The secretariat of the internal competition will send the request for review to the Selection Board. You will be sent a reply as soon as possible.

6.4. Appeal procedures: You can lodge a complaint under Article 90(2) of the Staff Regulations. You should send only one copy in one of the following ways:

- by e-mail, preferably in pdf format, to functional mailbox HR MAIL E.2 (HR-MAIL-E2@ec.europa.eu) (SECEM encrypted emails are accepted), or
- by post to the following address:

[European Commission
L107 20/DCS
1049 Brussels
BELGIUM]

The three-month period to appeal (see Staff Regulations <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20140101:EN:PDF>) starts to run from the time you are notified of the act allegedly prejudicing your interests.

Please note that the Appointing Authority does not have the right to change the decisions of a Selection Board. 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 that govern their proceedings have clearly been infringed.

You can 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
Boulevard Konrad Adenauer
L-2925 Luxembourg

6.5. Complaint to the European Ombudsman: Like all citizens of the European Union, you can make a complaint to the:

European Ombudsman
1 avenue du President Robert Schuman – BP 403
F-67001 Strasbourg Cedex

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, 4.5.1994).

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the General Court under Article 270 of the Treaty on the Functioning of the European Union. Please note also that, under Article 2(4) of the 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.

7. 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, 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 to recruitment for certain posts, to submit themselves to security clearance procedure according to 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.

8. Disqualification

You may be disqualified at any stage in the selection procedure if the Appointing Authority or EPSO finds that you have:

- created more than one EPSO account;
- not met the eligibility requirements;
- made false or unsupported declarations;
- have not complied with the terms and conditions for the tests organised remotely;
- cheated during the tests;
- not declared in your application form the languages required in this competition, or have not declared the minimum levels required for those languages;
- attempted to contact a member of the Selection Board of the competition in an unauthorised manner;
- failed to inform the secretariat of the internal competition via the functional mailbox of a possible conflict of interest with a member of the Selection Board;
- submitted your application in a language other than that/those specified in this Notice of internal Competition (allowances may be made regarding the use of another language for proper nouns, official titles and job titles as indicated in the supporting documents or labels/titles of diplomas);
- signed or written a distinctive mark on anonymously marked written or practical tests.

Furthermore, if you fail to book or sit one or more of your tests, you will be considered as having withdrawn your participation in the competition.

Candidates for recruitment by the EU institutions or agencies must show the highest possible integrity. Fraud or attempted fraud may render you liable to penalty and compromise your eligibility for future selection procedures.

ANNEX IV



EUROPEAN COMMISSION

PROTECTION OF YOUR PERSONAL DATA

This privacy statement provides information about the processing and the protection of your personal data.

Processing operation: Selection, by internal competitions, of permanent staff for the European Commission

Data Controller: Directorate-General for Human Resources and Security, HR.DDG.B.1, "Selection, Recruitment & End of Service"

Record reference: DPR-EC-05309.1

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1. Introduction

The European Commission (hereafter ‘the Commission’) is committed to protect your personal data and to respect your privacy. The Commission collects and further processes personal data pursuant to [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).

This privacy statement explains the reason for the processing of your personal data, the way we collect, handle and ensure protection of all personal data provided, how that information is used and what rights you have in relation to your personal data. It also specifies the contact details of the responsible Data Controller with whom you may exercise your rights, the Data Protection Officer and the European Data Protection Supervisor.

The information in relation to processing operation Selection, by internal competitions, of permanent staff for the European Commission undertaken by the Directorate-General for Human Resources and Security HR.DDG.B.1 “Selection, Recruitment & End of Service” is presented below.

2. Why and how do we process your personal data?

The Directorate-General for Human Resources and Security HR.DDG.B.1 “Selection, Recruitment & End of Service” collects and uses your personal information for the following purposes:

- the organisation of internal competitions pursuant to Articles 29, 30 and Annex III of the Staff Regulations of Officials of the European Union, as well as Article 82 of the Conditions of Employment of Other Servants of the European Union, in order to select staff with a view to their recruitment as officials by the European Commission,
- the management of the administrative aspects of registration and the successive stages of the competitions,
- the management and monitoring of the use of the reserve lists.

Following the publication of the notice of competition, candidates must submit their application file online after having created an EPSO account on EPSO’s secure electronic platform via the EPSO secure electronic platform.

The application file contains the following personal data categories:

- personal data allowing identification of the candidate (family name, first name, name at birth, date and place of birth, gender, number and validity date of identification document, national number, email address),
- information provided by the candidate to allow practical organisation of admission tests and all other tests (address, postcode, city, country, telephone numbers, languages for correspondence),
- information provided by the candidate concerning special needs,
- information provided by the candidate to allow appreciation of his/her eligibility against the admission criteria fixed by the notice of competition (citizenships, languages, diploma/training: year awarded, title, name of the awarding body, professional experience),
- motivation of candidate in applying for the competition.

For each internal competition, in the selection procedure phase, the Selection Board processes the candidate’s file composed of the application, the results obtained by the candidates at the different stages of the competition, and data concerning the assessment of candidates’ qualifications, skills and competencies.

For internal competitions, with selection based on qualifications (Talent Screener), in order to allow the selection board to carry out an objective assessment of the comparative merits of all candidates in a structured way, candidates of the internal competition must answer the same set of questions in

the 'Talent Screener' section of the application form. Selection based on qualifications will be made by the Selection Board solely on the basis of the candidates' answers.

For internal competitions that include computer-based tests and/or assessment centres, subsets of candidates' personal data may also be processed through IT applications owned and/or operated by EPSO's subcontractors acting as data processors, according to the rules and within the limits established by the applicable framework contracts (see EPSO DPR-EC-01159, Selection, by competition, of permanent staff for the European institutions or for Community bodies, offices and agencies). In the case of computer-based tests, the examination centre transmits the results to EPSO which in turn establishes the list of candidates having obtained the minimum required score tests as defined in the notice, the Selection Board shall validate the results and approve the list.

The Selection Board finalises and approves the reserve list and transmits it to EPSO and HR.DDG.B.1.

Files of the successful candidates are then made available by EPSO in the Recruiter Portal, the files include the following information:

- Candidate ID
- Nationality
- Date of Birth
- Address, Email and phone
- Curriculum Vitae (if provided by the candidate)
- Competency passport
- Information about the competitions and selections in which the laureate has been successful
- Information on the laureate availability

The Recruiter Portal is used to manage reserve lists of successful candidates; it is accessible to Human resources managers (i.e. for the Commission: DG HR, AMCs, HR Business Correspondents, recruiting Managers) and other staff of the institution who have been granted access within the framework of a recruitment procedure (to search for and select successful candidates in view of their recruitment).

3. On what legal ground(s) do we process your personal data

We process your personal data, because:

- a) *The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Union institution or body.*
- b) *The processing is necessary for compliance with a legal obligation to which the controller is subject.*
- c) *The data subject has given consent to the processing of his or her personal data for one or more specific purposes.*

The data processing is necessary for the performance of a task carried out in the public interest on the basis of the Treaties, namely the selection and recruitment of staff. The following Union laws are the basis for such processing:

- Articles 29, 30 and Annex III of the Staff Regulations, Article 82 of the Conditions of Employment of Other Servants of the European Union.
- Decision N°2002/620/EC of the European Parliament, the Council, the European Commission, the Court of Justice, the Court of Auditors, the European Economic and Social Committee, the Committee of the Regions and the European Ombudsman of 25 July 2002 establishing the European Communities Personnel Selection Office.
- Decision N° 2002/621/EC of the Secretaries-General of the European Parliament, the Council and the European Commission, the Registrar of the Court of Justice, the Secretaries-General of the

Court of Auditors, the European Economic and Social Committee, the Committee of the Regions, and the Representative of the European Ombudsman of 25 July 2002 on the organisation and operation of the European Communities Personnel Selection Office.

The candidate to an internal competition may provide data concerning health to substantiate a request for special accommodation, the processing of such data falls under Article 10(1) of Regulation (EU) 2018/1725 applies which shall be prohibited unless any of the reasons under Article 10(2) applies.

The reasons under Article 10(2) allowing the processing of data concerning health are the following:

- The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law insofar as it is authorised by Union law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

4. Which personal data do we collect and further process?

In order to carry out this processing operation the Data Controller, i.e. the Directorate-General for Human Resources and Security, HR.DDG.B.1, "Selection, Recruitment & End of Service" collects and processes the following categories of personal data:

- Personal data allowing identification of the candidates: first name(s), family name(s) currently used, family name(s) at birth, staff number, date of birth, gender, citizenship(s), main language, type and number of identification document, copy of identification document with all personal data contained therein, national identification number, e-mail address, competition application number, secret identification number attributed for the purpose of anonymous marking of tests, "eligibility number" used for identification in the context of computer-based testing.
- Personal data required to check if the candidates meet the specific eligibility conditions (administrative status): administrative status, function group, and grade.
- Personal data related to the use of the candidates' EPSO Account: personal user ID number, username/login, password, log of user visits.
- Personal data of candidates required to enable contact and the practical organisation of tests: address, postcode, city, country, telephone number(s), languages of correspondence, languages of testing; data provided by candidates concerning special needs (in particular, indication of medical conditions and/or disability); data concerning family, social and professional relationships that might constitute conflict of interest.
- Personal data of candidates required to allow evaluation in light of the eligibility and/or selection criteria fixed by the notice of competition, and to assess motivation: educational background, details of professional experience, expertise and technical skills, knowledge of languages. Results obtained by the candidates at the different stages of the competition, and data concerning the assessment of candidates' qualifications, skills and competencies (scores and comments of the selection board).

Personal data relating to health provided by the candidates to substantiate a request for special accommodation are accessible only to members of EPSO's Special Needs Team.

The provision of personal data is mandatory to meet the recruitment requirements of the Staff Regulations of Officials. Failure to communicate your personal data may result in your non-admission to the pre-selection and selection phases.

5. How long do we keep your personal data?

The Data Controller, i.e. the Directorate-General for Human Resources and Security, HR.DDG.B.1, “Selection, Recruitment & End of Service” only keeps your personal data for the time necessary to fulfil the purpose of collection or further processing.

Namely, for individual files of candidates eliminated from the competition, the files are kept for 2 years from the date on which the candidate is excluded from a given competitions; for individual files of candidates included on the reserve list of a given competition, the files are kept for 2 years from the date of the closure of the reserve list; personal data of candidates provided in the framework of an application for a specific competition which was not validated on time are kept for one year from the closing date of the application period for the competition; all background files documenting the organisation of competitions are kept for 10 years from the date the closure of the reserve list. These retention periods comply with section 12.3.4 of the Annex to the Common Commission-level Retention List for European Commission Files.

6. How do we protect and safeguard your personal data?

All personal data in electronic format (e-mails, documents, databases, uploaded batches of data, etc.) are stored either on the servers of the European Commission or of EPSO's contractors in charge of the practical organisation of certain tests. All processing operations are carried out pursuant to the [Commission Decision \(EU, Euratom\) 2017/46](#) of 10 January 2017 on the security of communication and information systems in the European Commission.

The Commission’s contractors are bound by a specific contractual clause for any processing operations of your data on behalf of the Commission, and by the confidentiality obligations deriving from the transposition of the General Data Protection Regulation in the EU Member States ([‘GDPR’ Regulation \(EU\) 2016/679](#))

In order to protect your personal data, the Commission has put in place a number of technical and organisational measures in place. Technical measures include appropriate actions to address online security, risk of data loss, alteration of data or unauthorised access, taking into consideration the risk presented by the processing and the nature of the personal data being processed. Organisational measures include restricting access to the personal data solely to authorised persons with a legitimate need to know for the purposes of this processing operation.

7. Who has access to your personal data and to whom is it disclosed?

Access to your personal data is provided to the Commission staff responsible for carrying out this processing operation (Unit HR.B1 and EPSO staff) and to authorised staff according to the “need to know” principle. Such staff abide by statutory, and when required, additional confidentiality agreements.

Furthermore:

- Within the EU institutions and bodies, Human resources management staff (i.e. for the Commission: DG HR, HR Business Correspondents), recruiting Managers and other staff of the institution who have been granted access within the framework of a recruitment procedure to search for and select successful candidates in view of their recruitment have to access the Recruiter Portal to search and select successful candidates in view of their recruitment.
- EU Courts, Legal services of the appointing authority concerned: In case of an administrative request or complaint under Article 90 § 1 or 2 of the Staff Regulations, and/or a judicial action before the EU Courts. OLAF, IDOC, IAS and the Court of Auditors: Upon request, and limited to what is

necessary for official investigations or for audit purposes. European ombudsman: Upon request, and limited to what is necessary for official investigations and enquiries.

- EPSO's contractors in charge of the practical organisation of certain tests: Data provided to the contractors is limited in time and scope, only to cater for the specific purpose of identifying candidates at the test centre and administering the correct test variant.

The information we collect will not be given to any third party, except to the extent and for the purpose we may be required to do so by law.

8. What are your rights and how can you exercise them?

You have specific rights as a 'data subject' under Chapter III (Articles 14-25) of Regulation (EU) 2018/1725, in particular the right to access, rectify or erase your personal data and the right to restrict the processing of your personal data. Where applicable, you also have the right to object to the processing or the right to data portability.

You have consented to provide your personal data to *the Directorate-General for Human Resources and Security HR.DDG.B.1 "Selection, Recruitment & End of Service"* for the present processing operation. You can withdraw your consent at any time by notifying the Data Controller. The withdrawal will not affect the lawfulness of the processing carried out before you have withdrawn the consent.

You can exercise your rights by contacting the Data Controller, or in case of conflict the Data Protection Officer. If necessary, you can also address the European Data Protection Supervisor. Their contact information is given under Heading 9 below.

Where you wish to exercise your rights in the context of one or several specific processing operations, please provide their description (i.e. their Record reference(s) as specified under Heading 10 below) in your request.

9. Contact information

- The Data Controller

If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, please feel free to contact the Data Controller, unit HR.DDG.B.1 (HR-B1-GDPR@ec.europa.eu).

- The Data Protection Officer (DPO) of the Commission

You may contact the Data Protection Officer (DATA-PROTECTION-OFFICER@ec.europa.eu) with regard to issues related to the processing of your personal data under Regulation (EU) 2018/1725.

- The European Data Protection Supervisor (EDPS)

You have the right to have recourse (i.e. you can lodge a complaint) to the European Data Protection Supervisor (edps@edps.europa.eu) if you consider that your rights under Regulation (EU) 2018/1725 have been infringed as a result of the processing of your personal data by the Data Controller.

10. Where to find more detailed information?

The Commission Data Protection Officer (DPO) publishes the register of all processing operations on personal data by the Commission, which have been documented and notified to him. You may access the register via the following link: <http://ec.europa.eu/dpo-register>.

This specific processing operation has been included in the DPO's public register with the following Record reference: DPR-EC-05309