

## **2022/2023 Certification Guide for candidates**

Thank you for your interest in the certification procedure. Since the 2020/2021 procedure, we are using the Apply4EP platform for all applications. Follow the three following steps to apply.

### **1. Check the call for applications on the online platform [Apply4EP](#) and apply by clicking the button at the bottom of the page**

*Note:* Please ensure that you have all the information and supporting documents required before applying. Once your application has been validated, you will not be able to make any changes or add any documents.

### **2. Connect using your Apply4EP login**

*Note:*

- To be able to submit your application, you need an Apply4EP account.
- You may need to create an account, or it may already exist if you previously participated in Parliament's competitions or selection procedures.
- Please note that your Apply4EP profile is linked to an e-mail address. It is advisable to use your nominative European Parliament e-mail address.

### **3. Fill in the online form and upload the supporting documents required: your CV, a motivation letter, and your diplomas and education certificates**

Note that your CV should be in the Europass format (<https://europa.eu/europass/en>).

Also, please bear in mind that the motivation letter will help COPAC assess your writing skills. You can choose to write your motivation letter in English or French **as long as the chosen language is not your main language** ("Main language" as indicated in HRM portal/Streamline). The motivation letter should not exceed 600 words.

The Apply4EP platform supports the upload of documents up to 5 MB per document in the following formats: DOC, DOCX, GIF, JPG, TXT, PDF, PNG, and RTF. It is your responsibility to provide documents of readable quality.

*Note:* Apply4EP does not currently have a save function. Consequently, if you leave the page before you have finalised your application, you will lose the information you have uploaded and you will have to start again. Please make sure that you prepare in advance all the supporting documents to be attached to the application.

### **Note on the respect of the deadline for the submission of applications**

You will not be able to register after the deadline set in the call for applications. You are strongly urged not to wait until the last day before submitting your application. The European Parliament cannot be held responsible for any last-minute technical malfunction, which may be due to the system being overloaded.



Der Generalsekretär

Luxembourg, 28 SEP, 2022

**CERTIFICATION PROCEDURE  
(ARTICLE 45a OF THE STAFF REGULATIONS)**

**2022 PROCEDURE  
CALL FOR APPLICATIONS**

**1. Introduction**

The purpose of the certification procedure is to select officials in function group AST, from grade 5 and above, who are suitable for appointment to a post in function group AD.

The *general implementing provisions relating to the certification procedure* of 26 September 2005 amended by the Bureau on 7 July 2008 (hereinafter referred to as GIP) can be consulted at the following address:

[https://epintranet.in.ep.europa.eu/files/live/sites/epintranet/files/human-resources/rules-rights/rules-in-force/gi-certification-procedure\\_en.pdf](https://epintranet.in.ep.europa.eu/files/live/sites/epintranet/files/human-resources/rules-rights/rules-in-force/gi-certification-procedure_en.pdf)

The certification procedure consists of five stages:

1. determination of the number of officials to be authorised to take part in the training programme and the criteria to be used in classifying applications in order of priority, and publication of a call for applications;
2. consideration of the admissibility of applications and establishment of the list of officials selected to take part in the training programme;
3. participation in the training programme organised by the European School of Administration (EUSA);
4. organisation of written and oral tests and the establishment by the European Personnel Selection Office (EPSO) of the list of officials who have passed those tests;
5. publication of the list of officials who have passed the tests demonstrating that they have successfully taken part in the training programme.

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Pursuant to Article 3(1) of the GIP, after consulting the Joint Certification Procedure Committee (COPAC), the Appointing Authority has:

- (a) decided that **seven (7)** officials will be authorised to take part in the training programme for the certification procedure that will be run by the EUSA in 2023;
- (b) laid down the precise nature, value and weighting of the criteria to be used to classify admissible applications (staff reports from the last three assessment exercises, level of education and training, professional experience acquired in the institutions in the light of service needs).

Admissible applications will be marked according to the following scheme (max. 40 points):

| Criteria  | (%)  | Maximum points | Points breakdown   |
|---|------|----------------|--|
| <p><b>Three most recent staff reports, i.e. for years 2019, 2020 and 2021<sup>1</sup></b><br/>(Article 4(2)(a) of the GIP for certification)</p>  | 45%  | 18             | <p><b>maximum of 2 points</b> for each of the reports depending on the appraisal of the officials' performance for the year in question</p> <p><b>maximum of 4 points</b> for each report explicitly referring to performance of actual AD-level duties</p>  |
| <p><b>Professional experience acquired in the institutions</b><br/>(Article 4(2)(c) of the GIP for certification)</p> <p><b>a) length of experience:</b><br/>at AST level or above</p> <p><b>b) nature of experience:</b> oral and written communication, use of multiple skills, adaptability, management duties, level of responsibility, duties performed above and beyond normal duties</p>   | 45%  | 18             | <p><b>1 point per year</b><br/>taking into account a maximum of 6 years following the 6 years of seniority required to be admitted to the procedure</p> <p><b>maximum of 2 points</b> for each of the six criteria mentioned herein, on the basis of the last five staff reports, if available<sup>2</sup>.</p>  |
| <p><b>Level of education and training</b><br/>(Article 4(2)(b) of the GIP for certification)</p> <p>Possible combination:<br/>(e) can be added to (a), (b) or (c)</p> <p>N.B.</p> <p>1. (a), (b), (c) and (d) cannot be combined with each other; therefore, if, for instance, several qualifications have been obtained during a course, only the highest qualification can be taken into consideration for the awarding of points. If an additional qualification has been obtained on another course, one point may, if necessary, be awarded under (e).</p> <p>2. (e) can only be awarded once; if it is awarded, only a single point can be given.</p> | 10 % | 4              | <p>(a) <b>1 point</b> for a post-secondary education qualification granting access to the AST function group<sup>3</sup></p> <p>(b) <b>2 points</b> for a qualification certifying successful completion of university studies of at least three years, granting access to the AD function group grade 5<sup>3</sup></p> <p>(c) <b>3 points</b> for a qualification certifying successful completion of university studies of at least four years, granting access to the AD function group grade 7<sup>3</sup></p> <p>(d) <b>4 points</b> for a qualification certifying successful completion of 3rd cycle of postgraduate university studies, i.e. for a higher qualification than the one in paragraph (c)<sup>3</sup></p> <p>(e) <b>1 point</b> for a course of at least a year given by a university or professional body, leading to a qualification recognised by a Member State<sup>3</sup></p> |

**This call for applications is intended to enable the Appointing Authority to identify and select the seven officials who will be authorised to participate in the training programme in 2023.**

<sup>1</sup> If one or more staff reports conclude that an official's performance is 'unsatisfactory', his or her application will automatically be excluded from the draft list of officials selected to take part in the training programme.

<sup>2</sup> In case of unavailability of the last five staff reports, the total of the points obtained for x staff reports, x being less than 5, is converted proportionally to a total corresponding to five staff reports.

<sup>3</sup> In order for points to be awarded under (a), (b), (c), (d) or (e), a qualification must be officially recognised by a Member State. Should there be any doubt over the official recognition of a qualification by a Member State, the competent national authority will be consulted. A qualification obtained in a country that is not a member of the European Union must first be approved by the competent authority of a Member State. A copy of the decision by this authority must be attached to the application.

## **2. Who may apply?**

**Officials in function group AST, in grade 5 and above**, who have been appointed to a permanent post in Parliament's Secretariat in accordance with Article 1a of the Staff Regulations and who, on the date of publication of this call for applications, hold one of the following administrative statuses referred to in Article 35 of the Staff Regulations – active employment, secondment in the interests of the service, parental or family leave, or leave for military service – may apply for certification.

However, the following categories of officials may not apply for certification:

- (a) officials who are to be automatically retired, pursuant to Article 52 of the Staff Regulations, during the year concerned or the following year;
- (b) officials in respect of whom a decision has been taken that their service should be terminated pursuant to Article 47 of the Staff Regulations;
- (c) officials who have been granted an invalidity allowance pursuant to Article 78 of the Staff Regulations.

Applicants should note the importance of having an adequate command of at least one of the languages in which the training programme and tests will be held in (French and English). No one is authorised to take part in the training programme or to take the tests in his or her main language as indicated in the HRM portal (Streamline).

## **3. Which applications are admissible?**

Applications are admissible from officials:

- (a) whose administrative status is as specified above, and who **on 31 December 2021** (cf. Article 4(1)(b) of the GIP) had **at least six years' seniority in function group AST<sup>4</sup>** (taking account of seniority acquired as a temporary staff member, provided that there has been no interruption between the periods of employment in that capacity and the periods of employment as an official);

and

- (b) whose three of the last five staff reports certify that they have the potential required to carry out the duties of Administrator (cf. Articles 4(1)(a) of the GIP).

The box relating to assessment of the official's potential to perform the duties of the AD function group must therefore have been ticked by the assessors in, at least, three of the staff reports for the years 2017, 2018, 2019, 2020 and 2021.

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<sup>4</sup> For the period before 1 May 2006 the following periods of seniority will be taken into consideration: seniority acquired in categories B, C and D before 1 May 2004 and seniority acquired in categories B\*, C\* and D\* between 1 May 2004 and 30 April 2006.

#### **4. How is the list of the seven officials selected to participate in the training programme drawn up?**

1. The Appointing Authority establishes a draft list of officials whose applications have been deemed admissible, classified in order of priority on the basis of the points awarded according to the marking scheme, and informs candidates of their score.
2. Candidates may ask for a review, setting out their reasons, by e-mail to the mailbox for the procedure: [PERS-Certification@europarl.europa.eu](mailto:PERS-Certification@europarl.europa.eu) within 10 calendar days of the date on which the e-mail informing them of the decision was sent. A reply will be sent to them as soon as possible.
3. The Appointing Authority transmits to each Directorate-General (DG)<sup>5</sup> a list of officials that are posted therein and that are among the 28 highest-ranked applicants in the draft list (including any applicants whose score after the request for review is equal or above the score of the 28<sup>th</sup> candidate). DGs are allocated 6 points each, which they may award to a maximum of two candidates (4 points for their first preference and 2 points for their second preference). The award of points is not obligatory. Attribution of points must correspond to the service needs and the reasons for doing so must be clearly set out. The points awarded by the DGs are added to the points awarded under 4.1 above, thus, amending the initial ranking.
4. The COPAC invites candidates with the highest scores to a written test and an interview. During the written test and the interview, the COPAC evaluates candidates on their potential to become Administrators. That evaluation will be based on whether the candidates have sufficient:
  - (a) motivation (as expressed in the motivation letter and demonstrated during the interview);
  - (b) presentation skills (clarity, concision);
  - (c) oral language skills in the language they would use for the certification training and exams (English or French);
  - (d) written language skills in the language they would use for the certification training and exams (English or French) as they appear from the motivation letter and the written test.
5. On the basis of the outcome of the written tests and the interviews, the COPAC transmits to the Appointing Authority its opinion on which seven of the highest-ranked candidates fulfil the above criteria.
6. The Appointing Authority decides on the officials to be selected to follow the training programme and informs all candidates of the outcome by sending them their rank and scores for the 2022 procedure.
7. After dealing with any appeals made under Article 4(5) of the GIP, the Appointing Authority adopts and publishes the definitive list of officials authorised to take part in the certification training programme to be held in 2023.

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<sup>5</sup> Names of officials not assigned to a particular Directorate-General will be transmitted to the Head of Cabinet of the Secretary-General.

## **5. How to apply?**

Officials who consider that they fulfil the above conditions should apply by completing the application form via the specific section of the Apply4EP platform reserved for European Parliament staff ([https://apply4ep.gestmax.eu/employee/search/index/lang/en\\_US](https://apply4ep.gestmax.eu/employee/search/index/lang/en_US)). The closing date for applications is

**14 OCT. 2022**

**17.00 Luxembourg time on**

Applications received after the deadline will not be accepted.

### **Please note:**

1. You are strongly advised not to wait until the last day before applying. The European Parliament cannot be held responsible for any last minute technical problems caused by the system being overloaded.
2. Applications sent by email, internal mail, by post or handed in personally will not be taken into consideration and will be rejected.
3. The Directorate-General for Personnel will use its databases to verify:
  - the candidates' administrative status on the date of publication of the call for applications;
  - the candidates' seniority in the European Institutions;
  - that candidates' performance was described as satisfactory in their staff reports for 2019, 2020 and 2021;
  - that the official's potential to perform the duties of the AD function group has been confirmed in three of the staff reports for the years 2017, 2018, 2019, 2020 and 2021.
4. The Directorate-General for Personnel will assess the nature of the professional experience acquired by the candidates within the institutions (see marking scheme for admissible applications in point 1 above) on the basis of the candidates' last five staff reports and will use its databases for that purpose. In case of unavailability of the last five staff reports, the total of the points obtained for x staff reports will be converted proportionally to a total corresponding to five staff reports.
5. A diploma or certificate obtained in a country that is not a member of the European Union must first be approved by the competent authority of a Member State and a copy of the decision by that authority must be attached to the application.
6. The Directorate-General for Personnel will consult the competent national authority should there be any doubt as to the official recognition of a qualification by a Member State.
7. If any supporting documents in their personal files are needed, candidates may download them from their electronic personal file in the HRM Portal (Streamline).
8. A curriculum vitae is not regarded as a supporting document (e.g. to prove the award of a diploma).
9. Candidates' files, with the added information from the Directorate-General for Personnel's databases, are communicated to the COPAC. According to Article 45a, paragraph 2, of the Staff Regulations, the COPAC may hear officials who have applied to take part in the certification procedure and representatives of the Appointing Authority.

10. Applicants must keep their personal information and contact details up-to-date in the 'My account' section on the Apply4EP platform.
11. The application files will be kept for three years from the date of publication of this call for applications or, if appropriate, until all appeal procedures have been exhausted, including actions before the Court of Justice.

## **6. Appeals**

In addition to the appeals procedure specific to the certification procedure (Article 4(5) of the GIP), applicants who consider that a decision has been taken which adversely affects them may use the appeals procedures provided for by the Staff Regulations or, subsequently, lodge a complaint with the European Ombudsman.

Applicants may consult their application files on request. They may at any time refer a matter to the European Data Protection Supervisor<sup>6</sup>.

## **7. Equal opportunities**

The European Parliament is an equal opportunities employer and accepts applications without discrimination on any grounds, such as gender, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.



Klaus WELLE

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<sup>6</sup> Cf. Chapter III of 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.