

NOTICE OF INTERNAL COMPETITION

COM/AD5/2023 (AD5) – Administrators

Deadline for applications: 27 November 2023 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 administrators at grade AD5.

This notice of internal competition and its annexes ('the notice of competition') form the legally binding 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: 120

During the selection procedure, you will be invited to sit several tests in accordance with section III of this notice of competition.

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 the following general and specific conditions on the deadline for applications.

1) General conditions

Since this is an internal competition, you are presumed to meet all 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, statutory link, and administrative status

On the deadline for applications, you must:

- i. **be a temporary agent in the AD function group in the Commission; and**
- ii. **have served at least the last 12 consecutive full months prior to the deadline for applications as a temporary agent or contract agent in the Commission; and**

- iii. **have served at least the last 6 consecutive full months prior to the deadline for applications as a temporary agent in the AD function group in the Commission.**

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

Periods of employment spent in agencies or other institutions will not be taken into account. Periods of employment spent in the Commission as an interim agent, a member of the auxiliary or local staff, or as a seconded national expert will not be taken into account either.

b) 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.

Please note that ONLY diplomas that have been awarded in EU Member States¹ or that are the subject of equivalence certificates issued by the authorities of one of these Member States shall be taken into consideration.

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

c) 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 language (minimum B2 level).**

Please note that the minimum levels required above must apply to each linguistic ability (speaking, writing, reading, and listening). These abilities reflect those of the Common European Framework of Reference for Languages

(<https://europa.eu/europass/cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In this notice of competition, you must choose one language (your language 2 in the application form) among English, French or German, to be used for all of the following:

- 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 III ‘How will I be selected?’, points 3) and 4);

¹ Including in the UK for Diplomas awarded before the date of entry into force of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community, i.e., before 31 January 2020.

- communication with the Secretariat of this competition.

Your language for this competition must be English, French or German, and must always be different from the language you have declared as being your “mother tongue” in the application form completed upon your recruitment as temporary agent in the AD function group in the Commission.

In principle, that “mother tongue” should correspond to your main or first language as encoded in Sysper, which will therefore be entered as language 1 in your application form for this competition to be used as a proxy when checking the language requirement of this competition. Should the mother tongue declared in the application form completed upon your recruitment be different from your main or first language as encoded in Sysper, you must inform the Secretariat of the competition thereof and provide a copy of the relevant part of that application form.

Please see ANNEX II for more information on the languages for this competition.

III. HOW WILL I BE SELECTED?

1) Application process

You must complete your application form in the language you have chosen as the language for this competition (see section II point 2) c) ‘LANGUAGES’).

When completing your application form:

- fill in all the parts of the application form;
- select your choice of language 2 for this competition (**English, French or German**).

By validating your application, you declare on your honour that you meet all the conditions set out in section II above.

Once you have validated your application 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) Eligibility checks

The compliance with the general and specific conditions set out in section II ‘Am I eligible to apply?’, will be checked based on the information available in Sysper, or on the supporting documents submitted by the candidates who chose not to consent to access to their Sysper file, for all applications validated within the deadline.

Please see point 1.2 of ANNEX III for details on eligibility checks.

3) Computer-based Multiple Choice Question pre-selection Test on knowledge of EU policies and institutions and written test

If you validate your application within the deadline and are deemed eligible, you will be invited to sit on the same day a computer-based multiple-choice question (‘MCQ’) pre-selection **test on the knowledge of EU policies and institutions and a written test**. All practical information relating to the conduct of these tests will be set out in the invitation letter. These tests shall be organised remotely (online) on your computer or in person.

3.1) The details of the MCQ pre-selection test on the knowledge of EU policies and institutions are the following:

Test	Language	Questions	Duration
MCQ on EU policies and institutions	English, French or German	50 questions	75 min

The Computer-based Multiple Choice Question pre-selection Test will be held in your chosen language 2 for this competition: **English, French or German**.

The mark awarded in the MCQ pre-selection test on the knowledge of EU policies and institutions will not be added to the marks obtained in the subsequent tests, nor to the calculation of the total score.

3.2) The written test will consist of:

Test	Language	Maximum Duration	Pass mark
A written assignment (e.g., a briefing, letter or note) based on various documents on EU policies and institutions.	English, French or German	120 min	24/40

This written test will assess the competencies required to perform the duties of an administrator in the Commission as outlined in Annex I.

The written test will be held in your chosen language 2 for this competition: **English, French or German**.

The answers to the written test will be assessed only for candidates who have obtained one of the highest marks in the MCQ pre-selection test on the knowledge of EU policies and institutions, up to a maximum of 4 times the number of successful candidates sought in this competition (plus all the candidates who tie for the last available place).

The mark awarded in written test will be added to that obtained in the oral test for the calculation of the total score.

4) Oral test

Only candidates who have obtained both the required pass mark and one of the highest marks in the written test, up to a maximum of 2 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 includes a short oral presentation on a subject related to EU policies and institutions and an interview to test your motivation, as well as the competencies required to perform the duties of an administrator in the Commission as outlined in Annex I.

The oral test will be held in your chosen language 2 for this competition: **English, French or German**. The selection board may also ask questions in any other of these three languages in which you are proficient in at work according to your application.

The purpose of the oral test is not to assess your knowledge of languages.

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

The mark awarded in the oral test will be added to that obtained in the written test for the calculation of the total score.

The oral test will be held remotely (online). The practical information relating to the conduct of the oral test will be set out in the invitation letter.

5) Reserve list

The Selection Board will draw up a reserve list of 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 test and in 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.

IV. WHEN AND WHERE CAN I APPLY?

The deadline for submitting your application is 27 November 2023 at 12.00 (midday), Brussels time.

Apply online following the instructions on My IntraComm at the following address:
<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD5-internal-competition-2023/Pages/index.aspx>

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:

- Work on policy implementation, draft policy-analysis notes and briefings in the fields of EU action;
- 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 and revise 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 or policy 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;
- Contribute to communication with citizens;
- 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;
- Conduct advisory work;
- Take part in inter-institutional or international negotiations.

ANNEX II

LANGUAGES

The Commission sets out below its reasons for choosing a limited number of official EU languages for the selection based on tests, for the application form and for all communication with the Secretariat of the internal competition. 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.

In relation to this, it should be noted that, in its judgment handed down on 3 March 2021, the General Court confirmed that in the context of a notice of competition reserved to officials and staff employed in an institution, the requirement of knowledge of certain languages may be justified in the light of the internal nature of that competition, as candidates are in a position to understand the reasons for the languages required for the tests, and that the Court is able to review the choice of those languages.²

The languages for the selection based on tests (English, French and German for the purposes of this internal competition) were chosen because the need to recruit staff of the highest ability, productivity, and integrity has to be balanced with the interests of the service, which require that successful candidates be immediately operational and capable of communicating effectively within the institution in the course of their everyday work in languages which have for decades been those most commonly used by officials and other servants of the Union for internal communication.

Requiring candidates to choose one of these languages for certain stages of the competition is a proportionate means of checking that they possess qualities of the very high standard required in the Commission working environment. Candidates are, by definition, temporary agents who are familiar with the Commission and who have an in-depth knowledge of at least one of these three languages. At the same time, the selected method ensures that no candidate will suffer linguistic discrimination, as all candidates, including those whose mother tongue is one of the three in question, will have to write and speak in another of these three languages during the written and oral tests: there will therefore be no competitive advantage for those whose main language is one of these three languages.

Nevertheless, the selection board will be able to ask additional questions in the oral test in languages other than the one selected for the test, to help it evaluate the candidates' abilities with regard to the real professional environment of the Commission. Such questions will be asked in English, French or German, depending on the languages in which the candidate has claimed proficiency at work.

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 EU languages in view of the well-established language usage referred to above and of the languages being used for this competition.

² *Barata v Parliament*, T-723/18, ECLI:EU:T:2021:113, paragraph 114, with further references.

ANNEX III

GENERAL INFORMATION

The provisions of these general rules apply unless the notice of competition states otherwise.

1 HOW TO APPLY?

Before applying for the internal competition, please check:

- (i) whether you meet the general conditions, and **ALL** the specific conditions under section II ‘AM I ELIGIBLE TO APPLY?’ and
- (ii) whether the information about your career and languages in Sysper is correct.

You must apply following the instruction given on My IntraComm at the following address:
<https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD5-internal-competition-2023/Pages/index.aspx>

The deadline for submitting your application is 27 November 2023 at 12.00 (midday), Brussels time.

If you have questions concerning the technical aspects of your application, please contact the secretariat of the internal competition only via the functional mailbox: HR-COM-2023-AD5@ec.europa.eu.

1.1 Online application

The link to the application form is on My IntraComm <https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD5-internal-competition-2023/Pages/index.aspx>. By clicking on the link, you will be automatically directed to the application form.

1.2 Eligibility checks

Before inviting you to sit the tests, the Selection Board will verify fulfilment of the general and specific conditions in one of the following ways:

- a) You agree to give the Selection Board and the Secretariat of the internal competition access to the relevant information in Sysper by selecting the appropriate mention in the application form. In that case:
 - i. either the information available is sufficient to show that you meet all the eligibility conditions laid down, and you will not have to send any supporting documents at the stage of eligibility checks; or
 - ii. the information available is deemed by the Selection Board to be insufficient or not show that you meet all the eligibility conditions laid down in Section II. In this case, you must submit the additional documents to HR-COM-2023-AD5@ec.europa.eu, by the deadline set by the Selection Board, failing which you will not be admitted to participate in the competition.

- b) You do not agree to give the Selection Board and the Secretariat of the internal competition access to the relevant information in Sysper by selecting the appropriate mention in the application form.

In this case, you must submit the necessary documents to HR-COM-2023-AD5@ec.europa.eu, **at the latest on the deadline for applications**, failing which you will not be admitted to participate in the competition. If those documents are deemed by the Selection Board to be insufficient or to not show that you meet all the eligibility conditions laid down in Section II, you must submit any additional documents requested to HR-COM-2023-AD5@ec.europa.eu by the deadline set by the Selection Board, failing which you will not be admitted to participate in the competition.

1.3 Languages

In your application, you must indicate your mother tongue as declared in the form completed upon recruitment as AD temporary agent. The language you choose for this competition - to be mentioned as language 2 - must be either English, French or German, and must always be different from the mother tongue declared in the form completed upon recruitment as temporary agent.

1.4 Validation of the application

Once you have filled out your application, you must validate it. After validation, you will receive an application number. **You must state your application number in any correspondence relating to this competition.**

It is your responsibility to complete your application on time. You are strongly advised not to wait until the last 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 Equal opportunities and special arrangements

Should you encounter any accessibility issues when completing your online application, or should you require more information as regards technical aspects, please contact the Secretariat of the internal competition: HR-COM-2023-AD5@ec.europa.eu.

If you have a disability or a medical condition that may hinder your ability to sit the tests, you must indicate this in your application form and send to HR-ACCESSIBILITY-COMPETITIONS-SELECTIONS@ec.europa.eu any information on the type of special adjustments you need.

Please note that you will have to send a certificate from your national authority or a medical certificate to HR-ACCESSIBILITY-COMPETITIONS-SELECTIONS@ec.europa.eu in order for your request to be taken into consideration. Your supporting documents will be examined, so that reasonable accommodation can be made where required.

If a disability or condition develops after you have validated your application, you must inform the Secretariat as soon as possible, sending the required certificates to HR-ACCESSIBILITY-COMPETITIONS-SELECTIONS@ec.europa.eu.

2. BY WHOM WILL I BE ASSESSED?

2.1 Selection Board

A Selection Board is appointed to select the best candidates in the light of the requirements set out in the competition notice.

For certain tests, the Selection Board may be assisted by one or more examiners serving in an advisory capacity.

The Selection Board decides on the difficulty of the competition tests and approves their content, assesses the candidates' compliance with the general and specific eligibility conditions, compares candidates' merits, and selects the best candidates to perform the duties of a civil servant in the light of the provisions of this ~~the~~ notice of competition.

The proceedings of the Selection Board are secret.

The work of the Selection Board is facilitated by the Secretariat of the internal competition.

2.2 Conflicts of interests

The names of the Board members are published on My IntraComm at the following address: <https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD5-internal-competition-2023/Pages/selection-board.aspx>

Candidates, Selection Board members, and the Secretariat of the internal competition are required to declare any conflict of interest that might arise, for example, in cases of a family or a hierarchical link.

A situation that may constitute a conflict of interests must be declared to the secretariat via HR-COM-2023-AD5@ec.europa.eu, as soon the person concerned becomes aware of it. Each such case will be evaluated individually, and appropriate measures will be taken.

To ensure the Selection Board's independence, except in expressly authorised cases, it is strictly forbidden for candidates or anyone outside the Board to attempt to contact any of its members on any matter related to the competition or the Board's proceedings.

Candidates who wish to state their case to the Selection Board must do so in writing, sending this correspondence to HR-COM-2023-AD5@ec.europa.eu.

A breach of any of the rules mentioned above could result in a disciplinary action against a Selection Board member or the secretariat staff member and/or will lead to a disqualification of a candidate from the competition.

All correspondence concerning this competition must be conducted via the functional mailbox of its Secretariat: HR-COM-2023-AD5@ec.europa.eu.

3. DISQUALIFICATION

You may be disqualified at any stage of the competition if the Appointing Authority finds that you have:

- made false declarations in the application or declarations unsupported by the appropriate documents;

- failed sit one or more of your tests;
- failed to comply with the terms and conditions for testing, specified in the instructions and information made available to candidates;
- cheated or attempted to cheat during the tests, recorded online tests or attempted to manipulate the fair conduct of tests, or compromised the integrity of the competition process in any other way;
- not declared in your application form the languages required in this competition;
- submitted an application in a language other than that/those specified in the notice of competition;
- contacted or attempted to contact a member of the Selection Board of the competition in an unauthorised manner;
- failed to inform the Secretariat via the functional mailbox of a potential conflict of interest with a Selection Board member or with a staff member of the Secretariat;
- signed or written a distinctive mark on anonymously marked written tests.

Candidates for recruitment by the EU institutions must show the highest possible integrity. In addition to disqualification, fraud or attempted fraud may render you liable to disciplinary proceedings and compromise your eligibility for future selection procedures. The Secretariat of the competition may communicate to the relevant Commission services, for investigation, any suspicious case of fraud or attempt of fraud.

4. COMMUNICATION

4.1 Communication with the Secretariat of the internal competition

For practical and organisational reasons, you must communicate with the administration in English, French or German. **In all communication, you must state your name as given on your application form, the competition number, and the number received when your application was registered.**

Candidates must check the competition dedicated page on My IntraComm regularly and the emails received to their Commission email address to keep track of their progress during the competition. If a candidate cannot do this due to a technical problem or due to the fact that they are no longer working within the Commission, they must notify the Secretariat immediately to HR-COM-2023-AD5@ec.europa.eu.

The Secretariat of this internal competition reserves the right not to reply to messages whereby candidates seek information that is already clearly stated in this Notice of Competition, its annexes or on the My IntraComm page dedicated to this competition, including under ‘frequently asked questions’.

The Commission applies the principles of the Code of Good Administrative Behaviour <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX%3A02000Q3614-20111116&from=EN#page=13> (as published in the Official Journal). Accordingly, the Secretariat of this internal competition reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

4.2 Access to information

As a candidate, you have a specific right of access to certain information concerning yourself directly and individually, granted in the light of the obligation to state reasons.

This obligation to state reasons must be balanced with the confidentiality of the Selection Board proceedings, which ensures the Boards' independence and the objectivity of the selection. Due to confidentiality, attitudes adopted by members of Selection Boards regarding the individual or comparative assessments of candidates cannot be disclosed. These access rights are specific to candidates in an internal competition and legislation on public access to documents may not confer on them rights broader than those specified in this section.

Requests will be dealt with taking account of the confidential nature of the Selection Board proceedings under the Staff Regulations (Annex III, Article 6). The Selection Board will endeavour to make as much information available to candidates as possible, in accordance with the obligation to state reasons, the confidential nature of Selection Board proceedings and the rules on the protection of personal data. All requests for information will be evaluated in light of these obligations.

Accordingly, if you so request, you can be given additional information relating to your participation in the competition. You should send any request for information in writing to the Secretariat of the internal competition via the functional mailbox: HR-COM-2023-AD5@ec.europa.eu **no later than one month after you are notified of your results for a specific selection stage of this competition, as regards information pertaining to that stage.**

4.2.1 Disclosure of information

You will receive the following information after each stage of the selection process:

- eligibility: whether you were admitted; if not, the eligibility conditions that were not met;
- MCQ tests: your results and a grid with your answers by reference number/letter. Access to the text of the questions and answers is explicitly excluded;
- written tests: your results;
- oral tests: your results

As a rule, the Selection Board does not communicate to candidates any source texts or test assignments, as these may be intended for re-use in future competitions. For certain tests, however, it may exceptionally publish the source texts or source information on the tests on My IntraComm.

4.2.2 Specific information on the written test

You may request an uncorrected copy of your answers in the written test. Your corrected answer papers and the details of the marking of tests, in particular, are covered by the secrecy of Selection Board proceedings and will not be disclosed.

Any request under this section should be submitted via email to HR-COM-2023-AD5@ec.europa.eu within 5 working days of the date of notification of your results.

4.3 Protection of personal data

Your personal data is 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.

For more information, please refer to: <https://myintracomm.ec.europa.eu/staff/EN/talent-management/recruitment/competitions/internal-competition/AD5-internal-competition-2023/Pages/index.aspx>

5. QUERIES, COMPLAINTS AND OTHER ISSUES

If at any stage in this selection procedure you consider that a particular decision was detrimental to your interests, you can take one of the following actions, as appropriate.

You are encouraged to submit your queries, requests, and complaints in English, French or German, so as to allow for faster assistance and/or replies.

5.1 Technical and organisational issues

If, at any stage of the selection procedure, you encounter a serious technical or organisational problem, in order to allow us to investigate the issue and take corrective measures, please inform the Secretariat of the internal competition, within 3 calendar days and **exclusively via the functional mailbox**: HR-COM-2023-AD5@ec.europa.eu.

For technical issues at the application stage, you must contact the Secretariat of the internal competition immediately and in any case before the deadline for applications, via the functional mailbox: HR-COM-2023-AD5@ec.europa.eu.

Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

If the problem occurs during remote testing (e.g. issues with access to testing platform, or any technical issues during remote testing), you must follow the instructions given in the invitation to that test and in particular:

- alert the invigilators or the contact service mentioned in your invitation immediately so that a solution can be investigated during the test itself. In any case, ask them to record your complaint in writing;

and

- contact the Secretariat of the internal competition no later than 3 calendar days after your tests via the functional mailbox: HR-COM-2023-AD5@ec.europa.eu with a brief description of the problem.

5.2 Complaints about MCQ test questions

If you have reasons to believe that an error in one or more of the questions/items in the multiple-choice-question (MCQ) test affected your ability to answer, you may ask for the question(s) concerned to be reviewed.

The Selection Board may decide to ‘neutralise’ the question(s) containing the error, *i.e.* cancel the question(s) concerned and redistribute the points initially allocated to that/those question(s) among the remaining questions of the test. The marking of the tests (including the pass mark) remains as indicated in the relevant sections of the notice of competition.

To introduce a complaint about MCQ test question(s), you should:

- (a) contact the Secretariat via the functional mailbox: HR-COM-2023-AD5@ec.europa.eu within 3 calendar days counting from the day following that on which you took the test in question,
- (b) describe the question(s) concerned as accurately as possible, and
- (c) explain the nature of the alleged error(s).

Complaints submitted after the deadline or complaints which do not clearly describe the contested question(s) and/or alleged error(s) will not be taken into account. In particular, complaints merely pointing out alleged issues of translation, without specifying the problem, will not be taken into account.

5.3 Requests for review

Within 5 working days of the date on which you are informed of the decision of the Selection Board related to a specific stage of this competition, you may send a letter requesting a review, indicating clearly the decision you wish to have reviewed and stating the grounds for your request by email to the functional mailbox: HR-COM-2023-AD5@ec.europa.eu.

The Secretariat of the internal competition will send the request for review to the Selection Board, who will examine it and inform you of its decision as soon as possible. Requests received after the deadline will not be taken into account.

In all correspondence, you must quote your name as given on your application form and the competition number.

You can request a review of any decision taken by the Selection Board which establishes your results in a specific stage of this competition, determines whether or not you can proceed to the next phase of the competition, or affects your legal status as a candidate in another way. However, no request for review is possible in relation to the decision concerning the MCQ test results.

Requests for review of any decision taken by the Selection Board may be based on alleged material irregularities in the competition process, and/or non-compliance - by the Selection Board or by the Secretariat - with the Staff Regulations, the notice of competition and/or with the case law. In other words, you must be able to demonstrate that specific manifest errors of assessment were made or that procedural breaches have occurred when such decision was taken.

The simple fact that you may disagree with the evaluation by the Selection Board of your performance in a test or of your qualifications and/or experience is not sufficient to claim that the Selection Board made an error of assessment. The Selection Board enjoys a wide margin of discretion in making value judgements about candidates' performance, qualifications, and experience.

5.4 Appeal procedures

5.4.1 Administrative complaints under Article 90(2) of the Staff Regulations

As a candidate, you may lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union. You should send only one copy of the complaint:

- by email, preferably as a PDF file, to the functional mailbox HR MAIL F.6 (HR-MAIL-F6@ec.europa.eu); (for candidates working in the Commission at the time of

the complaint, only Secem encrypted emails are accepted).

The **three-month time limit for lodging a complaint** laid down in Article 90(2) of the Staff Regulations of Officials of the European Union begins on the day of notification of the act adversely affecting the complainant.

Administrative complaints received after the deadline set in Article 90(2) of the Staff Regulations will be considered inadmissible.

The purpose of the administrative complaint's procedure is to verify if the legal framework and procedural rules of the competition have been respected. You should note that the Appointing Authority cannot overturn a value judgment made by a Selection Board and has no legal powers to change the substance of a Selection Board's decision.

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 which govern their proceedings have clearly been infringed.

5.4.2 Judicial appeals

As a candidate, you may 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. Please consult the website of the General Court (<http://curia.europa.eu/jcms/>) for more information.

5.4.3 Complaint to the European Ombudsman

You may lodge a complaint with the European Ombudsman by email (eo@ombudsman.europa.eu), fax or post (1 avenue du Président Robert Schuman - BP 403 - F-67001 Strasbourg Cedex), as all EU citizens are entitled to do 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 of 4 May 1994, p.15). Please consult the website of the European Ombudsman ([Home | European Ombudsman \(europa.eu\) for more information](http://www.ombudsman.europa.eu)).

Please note that complaints lodged with the Ombudsman have no suspensive effect on the time limit for bringing appeals in court or launching administrative proceedings. Please note also that, under Article 2(4) of the Decision on the regulations and 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 (including the complaints procedure set out in Article 90(2) of the Staff Regulations of Officials of the European Union).

6. 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 information³, 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.

³ Commission Decision (EU, Euratom) 2015/444 of 13 March 2015, OJ L 72, 17.03.2015, p. 53.

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 for recruitment for certain posts, to submit themselves to the security clearance procedure provided for in 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.