
Decision n°:	2006/02A
Subject:	DECISION OF THE DIRECTOR OF THE EUMC CONCERNING THE RECRUITMENT PROCEDURES OF THE CENTRE
Person responsible:	Constantinos Manolopoulos – Head of Administration
Status:	FINAL

HAVING REGARD to the Council Regulation (EC) No 1035/97 of 2 June 1997 establishing a European Monitoring Centre on Racism and Xenophobia (EUMC);

HAVING REGARD to the Conditions of Employment of other servants of the European Communities as last amended by Regulation (EC, Euratom) No 723/2004;

HAVING REGARD to the opinion of the Staff Committee;

IT IS DECIDED THAT:

A. DEFINITIONS

1. By 'Centre' is meant the European Monitoring Centre on Racism and Xenophobia.
2. By 'agents of the Centre' is meant:
 - Temporary agents
 - Contract agents
3. By 'external candidates' are meant candidates who are not, on the closing date for applications, agents of the Centre as defined above.
4. By 'vacancy' is meant any post, which is vacant.
5. By 'selection board' is meant the committee in charge of the tasks indicated in article 7 of the present decision.
6. By 'relatives' are meant the family relatives up to the second degree (children, brother, sister), marital relatives and persons living as marital relatives, including persons of the same gender.
7. By 'management' is meant the Director and the Heads of Units.

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B. PRINCIPLES

Article 1

Recruitment shall be directed to securing for the Centre the services of agents of the highest standard of professionalism, skills and integrity, recruited from among nationals of Member States of the European Union.

Agents shall be selected without reference to age, race, political, philosophical or religious beliefs, disability, sex or sexual orientation. While preserving the overarching principle of selection on merit, EUMC aims to establish appropriate geographical balance within the workforce.

Article 2

An agent may be appointed only on condition that he/she fulfils the conditions of engagement set out in Article 12 for Temporary Agents and Article 82 for Contract Agents in the Conditions of Employment of Other Servants of the European Communities.

Article 3

Administration maintains a list of posts, which states the category and grade of the post and where it is in the organization chart and states the grade and step of the agent occupying it or indicates if the post is vacant.

C. PROCEDURES

Article 4

Details of the vacancy notice are drawn up by the Head of Unit, where the vacancy is situated, and endorsed by the Head of Administration.

The publication must specify:

- the category or the grade of the vacancy
- the type of duties and tasks involved
- all compulsory requirements for eligibility of candidates
- where appropriate, the core expertise and skills required
- where appropriate, the aspects which will be considered as assets
- the closing date for applications (with a minimum of 20 working days from the date of publication of the vacancy notice and in duly justified cases 10 working days).

The vacancy notice should also mention that the Centre has the right, on the basis of the overall information given in the CVs, to draw up a short list of candidates to be invited for interview.

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Article 5

Candidates shall provide the Centre with a curriculum vitae and a letter of motivation. Candidates will be invited to send their applications by email.

Candidates may be required subsequently to provide Administration with additional documents or information.

Article 6

The Director shall appoint for each selection procedure a selection board. The appointment shall take place the day of the publication of the vacancy note.

The role of the selection board is to:

- determine which candidates fulfil the requirements detailed in the notice
- create a short list of candidates to be invited to an interview according to the provisions of article 4
- decide on suitability of candidates for the post based on their qualifications and experience as well as on their performance at interview and/or in written/practical tests
- make recommendations on the candidate(s) to be chosen.

The selection board will consist of a Chairman (usually the Head of Unit concerned or someone delegated by it), a member from the Unit concerned, a member from another Unit, a member of Administration. The Staff Committee will be invited to nominate a member of staff as their representative in the selection board. The representative of Administration will also support the committee as facilitator and secretary. The Director has the right to nominate an external expert to act as a member of the selection board.

Article 7

Candidates invited for interviews will be asked by the selection board whether they are related to any agent employed in the Centre. Similarly, agents of the Centre must inform Administration when they know that a relative applies for a vacancy.

In no case may agents of the Centre take part in any way in the recruitment procedure of a relative or of any other external person who they happen to know to whatever degree or for whatever reason without declaring it beforehand. Members of the selection board will be asked explicitly if they know or are related to external candidates whose applications are considered by the board.

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Article 8

At the first place the Administration checks the fulfilment of all formal requirements. Failure to comply with one of the formal requirements will result in a disqualification of the applicant concerned. Then the selection board decides from among the eligible applicants those who are to be invited to attend an interview. The selection board may request to check the disqualified applicants.

Preferably, no later than 15 working days after the deadline to submit applications, applicants invited for an interview shall be informed of this decision in writing. The invitation will be send out by Administration.

Candidates selected for an interview must accept the invitation to the interview within a reasonable timescale (10 working days).

Article 9

All the interviews shall be carried out by the selection board, preferably no later than 20 working days after the decision of the board on the list of candidates to be interviewed.

Candidates invited for interview will be asked questions predefined by the selection board and designed to assess their suitability for the post. Where appropriate, they will be asked to undergo written or practical tests.

Article 10

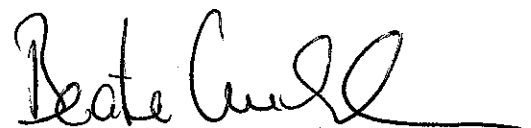
The representative of Administration shall prepare a Procès Verbal (PV) and a justification of choice on the outcome of the interviews listing the candidates in alphabetical order and draw up a reserve list of suitable candidates.

The PV shall be approved and signed by all members of the selection board. It will be kept by Administration.

If no candidate is considerable suitable after interview, the selection board will decide whether to continue the procedure with the candidates in reserve or to re-launch the procedure.

Article 11

The proceedings of the selection board are strictly confidential. No information on the proceedings shall be communicated outside the board by the members of the selection board. No information on the outcome shall be communicated until a reserve list is drawn up and until the chosen candidate has accepted the job offer.



Beate Winkler
Director