

## V

(Announcements)

## ADMINISTRATIVE PROCEDURES

## EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

## NOTICE OF OPEN COMPETITION

## EPSO/AD/397/21 – ADMINISTRATORS (AD 6) IN THE FIELD OF MARITIME AFFAIRS AND FISHERIES

(2021/C 495 A/01)

***Deadline for application: 11 January 2022 at 12.00 (midday), Brussels time***

## CONTENTS

	Page
1. GENERAL PROVISIONS . . . . .	2
2. WHAT DUTIES CAN I EXPECT TO PERFORM? . . . . .	2
3. AM I ELIGIBLE? . . . . .	2
3.1. General conditions . . . . .	2
3.2. Specific conditions — languages . . . . .	2
3.3. Specific conditions — qualifications and work experience . . . . .	2
4. HOW WILL THE COMPETITION BE ORGANISED? . . . . .	2
4.1. Overview of the competition phases . . . . .	2
4.2. Languages used in this competition . . . . .	3
4.3. Competition phases . . . . .	4
4.3.1. Application . . . . .	4
4.3.2. Eligibility check and the talent screener . . . . .	4
4.3.3. Reasoning tests . . . . .	4
4.3.4. Assessment centre . . . . .	4
4.3.5. Check of supporting documents and establishment of a reserve list . . . . .	5
5. EQUAL OPPORTUNITIES AND REASONABLE ACCOMMODATIONS . . . . .	5
ANNEX I – Typical duties . . . . .	7
ANNEX II – Examples of minimum qualifications . . . . .	8
ANNEX III – The talent screener: selection criteria and procedure . . . . .	17
ANNEX IV – General rules governing open competitions . . . . .	19

## 1. GENERAL PROVISIONS

The European Personnel Selection Office (EPSO) is organising an open competition, based on qualifications and tests, to draw up a reserve list from which mainly the Directorate-General for Maritime Affairs and Fisheries (DG MARE) of the European Commission may recruit new members of the civil service as **'administrators' (function group AD)**.

Number of successful candidates sought: **86**

This Notice of Competition and its annexes form the **binding legal framework** for this selection procedure.

## 2. WHAT DUTIES CAN I EXPECT TO PERFORM?

Annex I describes the typical duties of administrators working in the areas of fisheries, ocean governance and maritime policy and blue economy.

## 3. AM I ELIGIBLE?

Candidates must meet ALL the general and specific eligibility conditions listed below, on the closing date for applications.

### 3.1. General conditions

To be eligible, a candidate must:

- a) enjoy full rights as a citizen of a Member State of the EU;
- b) meet any obligations under national laws on military service;
- c) meet the character requirements for the duties concerned.

### 3.2. Specific conditions — languages

A candidate must have knowledge of **at least two of the 24 official EU languages**: a thorough knowledge (minimum C1 level) of one language and a satisfactory knowledge (minimum B2 level) of another.

The minimum levels indicated above apply to each linguistic ability (speaking, writing, reading and listening) requested in the application form. These abilities reflect those of the Common European Framework of Reference for Languages.

### 3.3. Specific conditions — qualifications and work experience

To be eligible, a candidate must have **either**:

- a) a level of education which corresponds to completed university studies of **at least 4 years**, attested by a diploma followed by at least **3 years' professional experience** directly related to the duties as indicated in Annex I;

**or**

- b) a level of education which corresponds to completed university studies of **at least 3 years**, attested by a diploma followed by at least **4 years' professional experience** directly related to the duties as indicated in Annex I.

Please see ANNEX II for examples of minimum qualifications

## 4. HOW WILL THE COMPETITION BE ORGANISED?

### 4.1. Overview of the competition phases

This competition will be organised in the following successive phases:

- Application (see section 4.3.1 below),
- Eligibility check and talent screener (see section 4.3.2 below),
- Reasoning tests: verbal, numerical and abstract reasoning (see section 4.3.3 below),

- Assessment centre including the following tests: a case study, a competency-based interview and a field-related interview (see section 4.3.4 below),
- Check of supporting documents and establishment of a reserve list (see section 4.3.5 below).

Reasoning tests and the case study may be taken remotely (online) or in-person, either in one of EPSO's accredited test centres or in other premises designated by EPSO. The competency-based interview and the field-related interview will be held remotely.

If the tests are held in-person, EPSO will ensure that the conditions under which candidates sit the tests are in line with the recommendations established by the relevant Public Health Authorities (European Centre for Disease Prevention and Control, other International, European and national authorities).

For the reasoning tests and for the case study, candidates must book an appointment following the instructions received from EPSO. Typically, EPSO will offer several dates for the reasoning tests and one date for the case study, on which candidates can take these tests. The booking and testing periods are limited.

Further details and instructions will be included in the invitation letters to the tests.

#### 4.2. Languages used in this competition

In this competition, the languages will be referred to and used as follows:

- a) '**Language 1**' will be used to complete the application form (including the 'Talent Screener' section) and for the reasoning tests;
- b) '**Language 2**' will be used for the case study, the competency-based interview and for the field-related interview.

Language 1 and language 2 can be selected from among any of the 24 official EU languages. Language 2 shall be different from language 1.

The following table provides an overview of the use of languages:

Competition phase	Tests	Language
Application	—	Language 1
Reasoning tests	Verbal, numerical and abstract reasoning tests	Language 1
Assessment centre	Case study	Language 2
	Competency-based interview	Language 2
	Field-related interview	Language 2

Due to technical reasons and to guarantee consistency across the tests, the interface of IT systems via which tests are administered, will be in English.

In communication between the candidates and EPSO, the following will apply:

- a) in communication — **via the EPSO account or by email** — between EPSO and a candidate who submitted a valid application, EPSO will address the candidate concerned in one of the languages that the candidate declared to have knowledge of at level B2 or higher in 'Ability to read' section in the application form;
- b) in cases where a candidate wishes to notify EPSO about one of the **issues referred to in section 4.2 of the General rules governing open competitions** (see Annex IV to this Notice), the candidate can do so in any of the 24 official EU languages and EPSO will reply to the candidate concerned as specified in point (a) above;
- c) for all other **questions from candidates to EPSO** via the online contact form, a candidate can address EPSO in any of the 24 official EU languages and EPSO will reply to the candidate concerned in one of the languages in which the candidate indicated to be willing to receive a reply.

### 4.3. Competition phases

#### 4.3.1. Application

In order to apply, a candidate needs to have an EPSO account. Candidates who do not yet have an EPSO account, will need to create one. **Only one account may be created for all of a candidate's EPSO applications.**

Candidates must **apply online on the EPSO website** <https://epso.europa.eu/job-opportunities> by:

**11 January 2022 at 12.00 (midday), Brussels time.**

The online application form is available in 24 official EU languages. Candidates should complete their application form in their **language 1**.

By validating their application form, candidates declare on their honour that they meet all the conditions mentioned under the section 'Am I eligible?'. Once the candidates have validated their application form, they will no longer be able to make any changes. It is their responsibility to ensure that they complete and validate their application within the deadline.

Unless instructed otherwise, candidates will have to upload — to their EPSO account — scanned copies of the documents supporting the declarations made in their application form, including in the 'Talent Screener' section. Further details and instructions will be provided by EPSO.

#### 4.3.2. Eligibility check and the talent screener

The eligibility check involves verifying compliance with the eligibility conditions set out in section 3 ('Am I eligible?') of this Notice. This will be done on the basis of candidates' declarations made in their application form.

For the candidates deemed eligible, the Selection Board will carry out selection based on qualifications. To do so, the Selection Board will perform a comparative assessment of the merits of all the eligible candidates based on their answers in the 'Talent Screener' section of the application form. Further details are provided in Annex III to this Notice. As a result of this assessment, the Selection Board will draw up a list of candidates in the order of the overall scores awarded. The candidates with the highest scores will be invited to the reasoning tests.

#### 4.3.3. Reasoning tests

The number of candidates invited to the reasoning tests **will not exceed three times** the number of successful candidates sought.

Candidates who are invited to the reasoning tests will sit verbal, numerical and abstract reasoning tests in a multiple-choice-question format (MCQ tests), organised as follows:

Test	No of questions	Duration	Marking	Pass mark
Verbal reasoning	20	35 minutes	0 to 20	10/20
Numerical reasoning	10	20 minutes	0 to 10	Numerical and abstract reasoning combined: 10/20
Abstract reasoning	10	10 minutes	0 to 10	

Candidates will sit these tests in their **language 1**.

Candidates must obtain at least the pass marks indicated in the table above. The marks obtained in these tests **will not count** towards the final overall mark.

#### 4.3.4. Assessment centre

Candidates who obtain the required **pass marks in the reasoning tests** will be invited to the assessment centre. The aim of the assessment centre is to assess eight general competencies and the field-related competencies of the candidates.

a) **Tests to assess general competencies**

The eight general competencies will be assessed through two tests to be taken in **language 2** of the candidate — a case study and a competency-based interview — as indicated in the following table:

Competency	Test	Marking	Pass mark
1. Analysis and problem-solving	Case study	1 to 10	Combined pass mark: 40/80
2. Communication	Case study	1 to 10	
3. Delivering quality and results	Case study	1 to 10	
4. Learning and development	Competency-based interview	1 to 10	
5. Prioritising and organising	Case study	1 to 10	
6. Resilience	Competency-based interview	1 to 10	
7. Working with others	Competency-based interview	1 to 10	
8. Leadership	Competency-based interview	1 to 10	

Each competency will be marked out of 10. There is no pass mark per competency. However, candidates must reach a pass mark of at least 40/80 in total for all competencies combined.

The marks obtained in these tests **will count** towards the final overall mark.

b) **Field-related interview**

The field-related interview will take place in the candidate's **language 2**. The performance will be marked out of 100. A candidate must obtain at least the pass mark of 50/100.

The marks obtained in the field-related interview **will count** towards the final overall mark.

4.3.5. *Check of supporting documents and establishment of a reserve list*

The Selection Board will check the candidates' supporting documents following the assessment centre phase and before establishing the reserve list. This involves verifying whether the declarations made in the candidates' application form (including in sections 'Education and training', 'Professional experience' and 'Talent Screener') are supported by the documents they have uploaded to their EPSO account.

In order to draw up a reserve list, the Selection Board will check the candidates' files until the number of successful candidates sought is reached. The files of other candidates will not be checked.

The reserve list will therefore only include the names of those eligible candidates who have obtained all pass marks as well as the highest overall marks, out of 180, following the assessment-centre phase.

Names will be listed alphabetically. The reserve list will be made available to the recruiting services.

The competency passports of successful candidates, containing qualitative feedback from the Selection Board, will be made available to the recruiting services and to the successful candidates concerned.

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

5. **EQUAL OPPORTUNITIES AND REASONABLE ACCOMMODATIONS**

EPSO endeavours to apply equal opportunities policy to all candidates.

If you have a disability or a medical condition that may affect your ability to sit the tests, please indicate this in your application form and follow the procedure to request reasonable accommodations as described in the General rules annexed to this Notice (See Annex IV, under section 1.3. Equal opportunities and reasonable accommodations). Having examined your request as well as the relevant supporting documents, EPSO may grant reasonable accommodation where deemed necessary.

Discover more about EPSO's equal opportunities policy and how to request reasonable accommodations on the EPSO website.

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## ANNEX I

**TYPICAL DUTIES**

The successful candidates will contribute to policy development and implementation in the following policy areas:

- a) The Common Fisheries Policy;
- b) Ocean governance, including law of the sea;
- c) Maritime policies. This encompasses all industries and sectors related to oceans, seas and coasts, whether they are based in the marine environment (for example shipping, fisheries, energy generation) or on land (for example ports, shipyards, land-based aquaculture and algae production, coastal tourism).

The functions and duties in these three areas may include:

- 1. developing EU policy and legislation, including carrying out preparatory analyses and consulting stakeholders;
- 2. international and inter-institutional negotiation, representation and inter-institutional coordination;
- 3. coordinating EU positions on international ocean governance issues, including dialogues with third countries on fisheries legislation;
- 4. coordinating within the European Commission, with the European External Action Service (EEAS), with Member States and relevant EU bodies on aspects relating to maritime security and surveillance;
- 5. coordinating within the European Commission, with Member States, third countries and relevant institutions and stakeholders for the implementation of the new approach on sustainable blue economy, including sectoral approaches in fields such as renewable energy, aquaculture, transport, regional development, research and innovation;
- 6. negotiating, monitoring and following up bilateral and multilateral agreements;
- 7. implementing, monitoring and evaluating existing legislation;
- 8. performing socioeconomic, legal and/or scientific analyses;
- 9. providing policy perspectives and advice;
- 10. conducting communication and advocacy work with stakeholders;
- 11. planning, preparing, carrying out, leading and following-up on audits, verifications and inspections of fisheries in EU Member States and/or third countries;
- 12. liaising with scientific bodies, scientific committees and scientific institutes in the field of fisheries and/or ocean governance and translating scientific, technical and socioeconomic analyses into appropriate conservation measures;
- 13. taking part in Commission working groups, EU committees, Advisory Councils, meetings with EU institutions, international organisations and for a;
- 14. drafting briefings, speeches and speaking notes in the relevant policy areas.

End of ANNEX I, [click here to return to main text](#)

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**EXAMPLES OF MINIMUM QUALIFICATIONS PER MEMBER STATE AND THE UNITED KINGDOM AND PER GRADE CORRESPONDING, IN PRINCIPLE, TO THOSE REQUIRED BY THE NOTICES OF COMPETITION**

Please click [here](#) for an easy-to-read version of these examples

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Belgique — België — Belgien	Certificat de l'enseignement secondaire supérieur (CESS)/Diploma secundair onderwijs  Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/Getuigschrift van hoger secundair onderwijs  Diplôme d'enseignement professionnel/Getuigschrift van het beroepssecundair onderwijs	Candidature/Kandidaat Graduat/Gegradueerde Bachelor/Professioneel gerichte Bachelor	Bachelor académique (180 crédits) Academisch gerichte Bachelor (180 ECTS)	Licence/Licentiaat Master Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Gediplomeerde in de Voortgezette Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS) Agrégation/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal diploma
България	Диплома за завършено средно образование	Специалист по ...		Диплома за висше образование Бакалавър Магистър
Česko	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DiS.)	Diplom o ukončení bakalářského studia (Bakalář)	Diplom o ukončení vysokoškolského studia Magistr Doktor



COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Danmark	Bevis for: Studentereksamen Højere Forberedelseksamen (HF) Højere Handelseksamen (HHX) Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)	Bachelorgrad (BA eller BS) Professionsbachelorgrad Diplomingeniør	Kandidatgrad/Candidatus Master/Magistergrad (mag.art) Licenciatgrad ph.d.-grad
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis der Fachhochschulreife		Fachhochschulabschluss Bachelor	Hochschulabschluss/ Fachhochschulabschluss/Master Magister Artium/Magistra Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus Lõputunnistus kutsekeskhariduse omandamise kohta	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (< 160 ainepunkti)	Rakenduskõrghariduse diplom Bakalaureusekraad (160 ainepunkti) Magistrikraad Arstikraad Hambaarstikraad Loomaarstikraad Filosoofiadoktor Doktorikraad (120–160 ainepunkti)

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Éire/Ireland	Ardteistiméireacht, Grád D3, I 5 ábhar/Leaving Certificate Grade D3 in 5 subjects  Gairmchlár na hArdteistiméireachta (GCAT)/Leaving Certificate Vocational Programme (LCVP)	Teastas Náisiúnta/National Certificate Gnáthchéim bhaitisiléara/Ordinary bachelor degree  Diplóma náisiúnta (ND, Dip.)/National diploma (ND, Dip.)  Ardteastas (120 ECTS)/Higher Certificate (120 ECTS)	Céim onóracha bhaitisiléara (3 bliana/ 180 ECTS) (BA, B.Sc, B.Eng)/Honours bachelor degree (3 years/180 ECTS) (BA, B.Sc, B.Eng)	Céim onóracha bhaitisiléara (4 bliana/ 240 ECTS)/Honours bachelor degree (4 years/240 ECTS)  Céim ollscoile/University degree  Céim mháistir (60-120 ECTS)/Master's degree (60-120 ECTS)  Dochtúireacht/Doctorate
Ελλάδα	Απολυτήριο Γενικού Λυκείου Απολυτήριο Κλασικού Λυκείου  Απολυτήριο Τεχνικού Επαγγελματικού Λυκείου  Απολυτήριο Ενιαίου Πολυκλαδικού Λυκείου  Απολυτήριο Ενιαίου Λυκείου  Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου	Δίπλωμα επαγγελματικής κατάρτισης (IEK)		Πτυχίο ΑΕΙ (πανεπιστημίου, πολυτεχνείου, ΤΕΙ)  Μεταπτυχιακό Δίπλωμα Ειδικευσης (2ος κύκλος)  Διδακτορικό Δίπλωμα (3ος κύκλος)
España	Bachillerato + Curso de Orientación Universitaria (COU)  Bachillerato  BUP  Diploma de Técnico especialista	FP grado superior (Técnico superior)	Diplomado/Ingeniero técnico	Licenciatura  Máster  Ingeniero  Título de Doctor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
France	Baccalauréat Diplôme d'accès aux études universitaires (DAEU) Brevet de technicien	Diplôme d'études universitaires générales (DEUG) Brevet de technicien supérieur (BTS) Diplôme universitaire de technologie (DUT) Diplôme d'études universitaires scientifiques et techniques (DEUST)	Licence	Maîtrise Maîtrise des sciences et techniques (MST), maîtrise des sciences de gestion (MSG), diplôme d'études supérieures techniques (DEST), diplôme de recherche technologique (DRT), diplôme d'études supérieures spécialisées (DESS), diplôme d'études approfondies (DEA), master 1, master 2 professionnel, master 2 recherche Diplôme des grandes écoles Diplôme d'ingénieur Doctorat
Hrvatska	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Stručni pristupnik/pristupnica	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica)	Baccalaureus/Baccalaurea (sveučilišni prvostupnik/prvostupnica) Stručni specijalist Magistar struke Magistar inženjer/magistrica inženjerka (mag. ing) Doktor struke Doktor umjetnosti
Italia	Diploma di maturità (vecchio ordinamento) Perito ragioniere Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	Diploma universitario (DU) Certificato di specializzazione tecnica superiore Attestato di competenza (4 semestri)	Diploma di laurea — L (breve)	Diploma di laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato di ricerca (DR)

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
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Κύπρος	Απολυτήριο	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the latter accreditation is compulsory) Higher Diploma		Πανεπιστημιακό Πτυχίο/Bachelor Master Doctorat
Latvija	Atestāts par vispārējo vidējo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību	Bakalaura diploms (min. 120 kredītpunktu)	Bakalaura diploms (160 kredītpunktu) Profesionālā bakalaura diploms Maģistra diploms Profesionālā maģistra diploms Doktora grāds
Lietuva	Brandos atestatas	Aukštojo mokslo diplomas Aukštesniojo mokslo diplomas	Profesinio bakalauro diplomas Aukštojo mokslo diplomas	Aukštojo mokslo diplomas Bakalauro diplomas Magistro diplomas Daktaro diplomas Meno licenciato diplomas
Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS Brevet de maîtrise Brevet de technicien supérieur Diplôme de premier cycle universitaire (DPCU) Diplôme universitaire de technologie (DUT)	Bachelor Diplôme d'ingénieur technicien	Master Diplôme d'ingénieur industriel DESS en droit européen

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
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Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai érettségi-képesítő bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Programme)	Főiskolai oklevél Alapfokozat (Bachelor degree 180 credits)	Egyetemi oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including Systems of Knowledge with overall grade A-C) + Passes in the Secondary Education Certificate examination at Grade 5 2 A Levels (passes A-C) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Nederland	Diploma VWO Diploma staatsexamen (2 diploma's) Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)	Bachelor (WO) HBO bachelor degree Baccalaureus of «Ingenieur»	HBO/WO Master's degree Doctoraal examen/Doctoraat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Österreich	Matura/Reifeprüfung Reife- und Diplomprüfung Berufsreifeprüfung	Kollegdiplom/Akademiediplom	Fachhochschuldiplom/ Bakkalaureus/Bakkalaurea	Universitätsdiplom Fachhochschuldiplom Magister/Magistra Master Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Dokortitel
Polska	Świadectwo dojrzałości Świadectwo ukończenia liceum ogólnokształcącego	Dyplom ukończenia kolegium nauczycielskiego Świadectwo ukończenia szkoły policealnej	Licencjat/Inżynier	Magister/Magister inżynier Dyplom doktora
Portugal	Diploma de Ensino Secundário Certificado de Habilitações do Ensino Secundário		Bacharel Licenciado	Licenciado Mestre Doutorado
România	Diplomă de bacalaureat	Diplomă de absolvire (colegiu universitar) Învățământ preuniversitar	Diplomă de licență	Diplomă de licență Diplomă de inginer Diplomă de urbanist Diplomă de master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
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Slovenija	Maturitetno spričevalo (spričevalo o poklicni maturi) (spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma Magisterij Specializacija Doktorat
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister/Inžinier ArtD.
Suomi/Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus – Studentexamen eller grundskola + treårig yrkesinriktad utbildning  Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto – Yrkesexamen på institutnivå	Kandidaatin tutkinto – Kandidatexamen/ Ammattikorkeakoulututkinto – Yrkehögskoleexamen (min. 120 opintoviikkoa – studieveckor)	Maisterin tutkinto – Masterexamen/ Ammattikorkeakoulututkinto – Yrkehögskoleexamen (min. 160 opintoviikkoa – studieveckor)  Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen – antingen 4 år eller 2 år efter licentiatexamen  Lisensiaatti/Licentiat

COUNTRY	AST-SC 1 to AST-SC 6 AST 1 to AST 7	AST 3 to AST 11	AD 5 to AD 16	
	Secondary education (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University-level education (lasting at least 3 years)	University-level education (4 years or more)
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)	Högskoleexamen (80 poäng) Högskoleexamen, 2 år, 120 högskolepoäng Yrkeshögskoleexamen/ Kvalificerad yrkeshögskoleexamen, 1–3 år	Kandidatexamen (akademisk examen omfattande minst 120 poäng, varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Meriter på grundnivå: Kandidatexamen, 3 år, 180 högskolepoäng (Bachelor)	Magisterexamen (akademisk examen omfattande minst 160 poäng, varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) — Licentiatexamen — Doktorsexamen Meriter på avancerad nivå: — Magisterexamen, 1 år, 60 högskolepoäng — Masterexamen, 2 år, 120 högskolepoäng Meriter på forskarnivå: — Licentiatexamen, 2 år, 120 högskolepoäng — Doktorsexamen, 4 år, 240 högskolepoäng
United Kingdom	General Certificate of Education Advanced level — 2 passes or equivalent (grades A to E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, A level (VCE A level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) National Vocational Qualifications (NVQ) Scottish Vocational Qualifications (SVQ) level 4	(Honours) Bachelor degree NB: Master's degree in Scotland	Honours Bachelor degree Master's degree (MA, MB, MEng, MPhil, MSc) Doctorate
	<b>NOTE:</b> UK diplomas awarded in 2020 (until 31 December 2020) are accepted without an equivalence. UK diplomas awarded as from 1 January 2021 must be accompanied by an equivalence issued by a competent authority of an EU Member State.			

End of ANNEX II, [click here to return to main text](#)



## ANNEX III

## THE TALENT SCREENER: SELECTION CRITERIA AND PROCEDURE

**A. Selection criteria for the talent-screener phase**

The following selection criteria will be applied by the Selection Board at the talent-screener phase of the competition:

1. professional experience in the area of fisheries and marine science (e.g., data collection and analysis, scientific research, developing scientific advice);
2. professional experience in the area of fisheries management (e.g., conservation measures, fishing gear, technical measures, management plans or measures);
3. professional experience with socioeconomic analysis in the areas of fisheries, ocean governance or maritime policy and blue economy;
4. professional experience working with monitoring, control, surveillance or inspection of activities at sea and in ports;
5. professional experience with international negotiations and representation in the area of fisheries, ocean governance or maritime policy and blue economy (including at bilateral or multilateral levels);
6. professional experience contributing to development of policy, initiatives, or legislation (including stakeholder consultations, impact assessments, providing policy perspectives, drafting legal texts, inter-institutional relations) in the area of fisheries, ocean governance or maritime policy and blue economy;
7. professional experience in legal analysis and interpretation in the area of fisheries, ocean governance or maritime policy and blue economy;
8. professional experience in the implementation of policies (management of programmes, projects, studies, implementation of legislation and other policy initiatives) in the area of fisheries, ocean governance or maritime policy and blue economy;
9. one or more university diplomas in a specialised and relevant field, such as biology, fisheries science or management, marine science or management, environmental science or management, or oceanography.

**B. Procedure****B.1. Determination of the order in which the applications will be assessed**

1. When completing the 'Professional Experience' section of their application, for each entry the candidates will have to indicate the percentage of time devoted to one or more 'task(s)' from a given list that mirrors the selection criteria 1-8 listed in section A above. This will allow calculating the overall length of experience (in days) on a particular task.
2. The Selection Board will assign to each task and to each Talent Screener question (see paragraph 1 in section B.2 below) a weighting that reflects their relative importance (1 to 3).
3. The overall number of days devoted to a particular task (see paragraph 1 above) will then be multiplied by the weighting attributed to that task by the Selection Board. This will produce — for each candidate — a score per task as well as the aggregate score for all the tasks.
4. A ranking will be drawn up in descending order of the candidates' aggregate scores.
5. The scores and the ranking established in accordance with this section, will not be taken into account for the purposes of deciding which candidates can proceed to the next phase of the competition. The decision, on which candidates to invite to the next phase of the competition, is taken by the Selection Board exclusively on the basis of the weighted scores awarded in accordance with section B.2.

### B.2. *Selection of candidates through the Talent Screener*

1. When completing the 'Talent Screener' section of the application form, all candidates must answer the same set of questions and provide the information requested. These questions will be based on the selection criteria listed in section A above. The selection based on qualifications will be carried out using solely the information provided in the 'Talent Screener' section. Candidates must include all the relevant information in their answers in the 'Talent Screener' section, even if the same information was already included in other sections of their application form.
2. The Selection Board will proceed — in a descending order of the ranking established according to section B.1 — to the assessment of the candidates' answers in the 'Talent Screener' section of the application.
3. The Selection Board will examine the Talent Screener answers of all the candidates and will award 0 to 4 points to each answer. These points will then be multiplied by the weighting set by the Selection Board for each Talent Screener question (see section B.1, paragraph 2 above). Finally, the weighted points, for each Talent Screener question, will be added to give an overall score.
4. The Selection Board will draw up a list of candidates in the order of the overall scores awarded according to paragraph 3.
5. The candidates with the highest scores will be invited to the next phase of the competition.

End of ANNEX III, [click here](#) to return to main text

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## ANNEX IV

## GENERAL RULES GOVERNING OPEN COMPETITIONS

## GENERAL INFORMATION

Any reference, in the framework of selection procedures organised by EPSO, to a person of a specific gender must be deemed also to constitute a reference to a person of any other gender.

Where candidates tie for the last available place at any stage of the competition, they will all go through to the next stage of the competition. Any re-admitted candidates following a successful appeal will also be invited to the next stage.

Where candidates tie for the last available place on the reserve list, they will all be included on the reserve list. Any re-admitted candidates following a successful appeal at this stage of the procedure will also be added to the reserve list.

## 1. WHO CAN APPLY?

## 1.1. General and specific conditions

The general and specific conditions (including knowledge of languages) for each field or profile are indicated in the section 'Am I eligible?'.

Specific conditions regarding qualifications, professional experience and knowledge of languages vary depending on the profile requested. In your application, you should include as much information as possible regarding your qualifications and professional experience (where required) as described in the section 'Am I eligible?' of this Notice **that is relevant to the duties**.

- (a) **Diplomas and/or certificates:** Diplomas, whether issued in EU or non-EU countries, must be recognised by an official EU Member State body, e.g. an EU Member State's education ministry. The Selection Board will allow for differences between education systems.

For post-secondary education and technical, professional or specialist training, indicate the subjects covered, the duration and whether it was full-time, part-time or an evening class.

- (b) **Professional experience** (if required) will be taken into account only if it is relevant to the required duties and:

- constitutes genuine and effective work,
- is remunerated,
- involves a subordinate relationship or the supply of a service, and
- subject to the following conditions:
  - **voluntary work:** if remunerated and involving similar weekly hours and duration to a regular job,
  - **traineeships:** if remunerated,
  - **compulsory military service:** completed before or after the required diploma for a period not exceeding the statutory duration in your Member State,
  - **maternity/paternity/adoption leave:** if covered by an employment contract,
  - **doctorate:** for a maximum of 3 years, provided the doctorate was actually obtained, and whether or not the work was remunerated, and
  - **part-time work:** calculated *pro rata* on the basis of the number of hours worked, e.g. half-time for 6 months would count as 3 months.

### 1.2. Supporting documents

At different steps of the selection procedure, you will need to provide an official document proving your citizenship (e.g. passport or identity card) which must be valid on the closing date of your application (closing date of the first part of your application in the case of a 2-part application scenario).

All periods of professional activity must be covered by originals or certified photocopies of:

- **documents from former and current employer(s)** stating the nature and level of duties performed, and start and end dates, with the official header and stamp of the company, and the name and signature of the person in charge, or
- **employment contract(s) and first and last pay slips**, with a detailed description of the duties performed,
- (for non-salaried work, e.g. self-employed, liberal professions) **invoices or order forms** detailing the work performed or any other relevant official supporting documents,
- (for conference interpreters where professional experience is required) documents attesting **the number of days**, and **languages interpreted** from and into, relating specifically to conference interpreting.

In general, no supporting documents are required to prove your knowledge of languages, except for some linguist or specialist profiles.

You may be asked for additional information or documents at any stage of the procedure. EPSO will inform you of what supporting documents you need to provide and when.

### 1.3. Equal opportunities and reasonable accommodations

If you have a disability or a medical condition that may hinder your ability to sit the tests, please indicate this 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 using the information indicated below.

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 taken into consideration. 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:

— email ([EPSO-accessibility@ec.europa.eu](mailto:EPSO-accessibility@ec.europa.eu)), or

— post:

European Personnel Selection Office (EPSO)  
EPSO Accessibility  
L107 02/DCS  
1049 Bruxelles/Brussel  
BELGIQUE/BELGIË

## 2. BY WHOM WILL I BE ASSESSED?

A Selection Board is appointed to compare candidates and select the best ones on the basis of their competencies, aptitudes and qualifications in the light of the requirements set out in this Notice of Competition. Its members also decide on the difficulty of the competition tests and approve their content on the basis of proposals made by EPSO.

To ensure the Selection Board's independence, it is strictly forbidden for candidates or anyone outside the board to attempt to contact any of its members, except in the context of tests which require direct interaction between the candidates and the board.

Candidates who wish to state their case or assert their rights must do so in writing, addressing their correspondence intended for a Selection Board to EPSO, which will pass it on to the board. Any direct or indirect intervention by candidates that does not comply with these procedures is forbidden and may result in disqualification from the competition.

The existence of a family relationship or a hierarchical link between a candidate and a Selection Board member, in particular, gives rise to a conflict of interest. Selection Boards are asked to declare any such situations to EPSO immediately when they become aware of them. EPSO will evaluate each case individually and take the appropriate measures. The non-respect of the above mentioned rules could make Selection Board members liable to disciplinary action and result in disqualification from the competition for candidates (see section 4.4).

The names of the Selection Board members are published on the EPSO website ([www.eu-careers.eu](http://www.eu-careers.eu)) before the beginning of the assessment centre/phase.

### 3. COMMUNICATION

#### 3.1. Communication with EPSO

You should consult your EPSO account **at least twice a week** to keep track of your progress during the competition. If you are prevented from doing so because of a technical problem on EPSO's side, you must notify EPSO immediately and exclusively via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)).

EPSO reserves the right not to supply information that is already clearly stated in this Notice of competition, its annexes or on the EPSO website, including under 'frequently asked questions'.

In all correspondence relating to an application, please mention your **name** as given in your EPSO account, your **application number** and the **reference number of the selection procedure**.

EPSO reserves the right to cease any improper (i.e. repetitive, abusive and/or irrelevant) correspondence.

#### 3.2. Access to information

Candidates have specific rights of access to certain information concerning them individually, granted in the light of the obligation to state reasons, in order to allow for an appeal against rejection decisions.

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 open competition and legislation on public access to documents may not confer on them rights broader than those specified in this section.

##### 3.2.1. Automatic disclosure

You will **automatically receive** the following information via your EPSO account after each stage of the selection process organised for a given competition:

- **MCQ tests:** your results and a grid with your answers and the correct answers by reference number/letter. Access to **the text of the questions and answers is explicitly excluded**,
- **eligibility:** whether you were admitted; if not, the eligibility conditions that were not met,
- **Talent Screener:** your results and a grid with the question weightings, the points awarded for your answers and your total score,
- **preliminary tests:** your results,
- **intermediate tests:** your results if you are not amongst the candidates invited to the next phase,

- **assessment centre/phase**: if you are not disqualified, your competency passport showing your overall marks for each competency and the Selection Board's comment providing quantitative and qualitative feedback on your performance at the assessment centre/phase.

As a rule, EPSO does not communicate to candidates any source texts or test assignments, as these are intended for re-use in future competitions. For certain tests, however, it may exceptionally publish the source texts or assignments on its website if:

- the tests have been completed,
- the results have been established and communicated to candidates, and
- the source texts/assignments are not intended for reuse in future competitions.

### 3.2.2. Information on request

You may request an **uncorrected** copy of your answers in written tests where the content is **not intended for reuse** in future competitions. This explicitly excludes answers to e-tray exercises and case studies.

Your corrected answer papers and the details of the marking, in particular, are covered by the secrecy of Selection Board proceedings and **will not be disclosed**.

EPSO endeavours 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.

Any requests for information should be submitted via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)) within 10 calendar days of the day your results were published in your EPSO account.

## 4. COMPLAINTS AND ISSUES

### 4.1. 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 EPSO, exclusively** via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)).

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

**If the problem occurs at a test centre** or during remote testing, please:

- alert the invigilators immediately so that a solution can be investigated. In any case, 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/help\\_en](https://epso.europa.eu/help_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/help\\_en](https://epso.europa.eu/help_en)).

For issues with your application, you must contact EPSO immediately and in any case before the deadline for applications via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)). Queries sent less than 5 working days before the deadline for applications might not be answered before the deadline.

### 4.2. Internal review procedures

#### 4.2.1. Error in the computer-based multiple-choice questions (MCQs)

The MCQ database is subject to permanent in-depth quality control by EPSO and Selection Boards.

If you believe that an error in one or more of the MCQs affected your ability to answer, 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 the relevant sections of this Notice of Competition.

Arrangements for complaints about the MCQ tests are as follows:

- **procedure:** please contact EPSO **only via the EPSO website** ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)),
- **deadline:** within **3 calendar** days of the date of your computer-based tests,
- **additional information:** describe what the question was about (content) in order to identify the question(s) concerned, and explain the nature of the alleged error as clearly as possible.

**Complaints received after the deadline or that do not clearly describe the contested question(s) and alleged error 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.

**The same review procedure applies with regard to errors in the e-tray exercise.**

#### 4.2.2. Requests for review

You can request a review of any **decision** taken by the Selection Board or EPSO that establishes your results and/or determines whether you can proceed to the next stage of the competition or are excluded.

Requests for review may be based on:

- a material irregularity in the competition process, and/or
- non-compliance, by the Selection Board or EPSO, with the Staff Regulations, the Notice of Competition, its annexes and/or case law.

Please note that you are not allowed to challenge the validity of the Selection Board's assessment of the quality of your performance in a test or the relevance of your qualifications and professional experience. This assessment is a value judgment made by the board and your disagreement with the board's evaluation of your tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

Arrangements for requests for review are as follows:

- **procedure:** please contact EPSO only via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)),
- **deadline:** within **10 calendar days** of the date on which the contested decision was published in your EPSO account,
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

**Requests received after the deadline will not be taken into account.**

You will receive an acknowledgment of receipt within 15 working days. The body which took the contested decision (either the Selection Board or EPSO) will analyse and decide on your request and you will receive a reasoned reply as soon as possible.

***If the outcome is positive, you will be re-entered in the selection process at the stage at which you were excluded,*** regardless of how far the competition has progressed in the meantime.

#### 4.3. Other forms of contestation

##### 4.3.1. Administrative complaints

As a candidate in an open competition, you have the right to address an administrative complaint to the Director of EPSO acting as the appointing authority.

You may submit a complaint against a decision, or lack thereof, that directly and immediately affects your legal status as a candidate, only if the rules governing the selection procedure have clearly been infringed. ***The Director of EPSO cannot overturn a value judgment made by a Selection Board*** (see section 4.2.2).

Arrangements for administrative complaints are as follows:

- **procedure:** please contact EPSO only via the EPSO website ([https://epso.europa.eu/help\\_en](https://epso.europa.eu/help_en)),
- **deadline:** within **3 months** of notification of the contested decision or of the date by which a decision should have been made,
- **additional information:** indicate clearly the decision you wish to contest and on what grounds.

***Complaints received after the deadline will not be taken into account.***

##### 4.3.2. Judicial appeals

As a candidate in an open competition, you have the right to submit a judicial appeal to the General Court, under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations.

Note that appeals against decisions taken by EPSO rather than by the Selection Board will not be admissible before the General Court unless an administrative complaint under Article 90(2) of the Staff Regulations has first been made (see section 4.3.1). In particular, this is the case with the decisions concerning the general eligibility criteria, which are taken by EPSO not the Selection Board.

Arrangements for judicial appeals are as follows:

- **procedure:** please consult the website of the General Court (<https://curia.europa.eu/jcms/>).

##### 4.3.3. European Ombudsman

All EU citizens and residents can make a complaint to the European Ombudsman.

***Before you submit a complaint to the Ombudsman, you must first make the appropriate administrative approaches to the institutions and bodies concerned*** (see sections 4.1-4.3).

Making a complaint to the Ombudsman does not extend the deadlines for lodging administrative complaints or judicial appeals.

Arrangements for complaints to the Ombudsman are as follows:

- **procedure:** please consult the website of the European Ombudsman (<https://www.ombudsman.europa.eu/>).

#### 4.4. Disqualification from the selection procedure

You may be disqualified at any stage in a selection procedure if EPSO finds that you:

- have created more than one EPSO account,
- have applied to incompatible fields or profiles,
- do not meet all the eligibility conditions,
- made false declarations or declarations unsupported by the appropriate documents,
- have not complied with the terms and conditions for the tests organised remotely,



- have failed to book or sit one or more of your tests,
- have cheated during the tests,
- did not declare in your application form the languages required in this Notice of Competition, or did not declare the minimum level(s) required for those languages,
- attempted to contact a member of the Selection Board in an unauthorised manner,
- failed to inform EPSO of a possible conflict of interest with a Selection Board member,
- submitted your application in a language other than that/those specified in this Notice of 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), and/or
- signed or wrote a distinctive mark on anonymously marked written or practical tests.

Furthermore, if you did not participate in the connectivity trial but subsequently took part in remote tests and experience connectivity issues, EPSO reserves the right not to reschedule your test.

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

## 5. SECURITY CLEARANCE FOR RECRUITMENT IN THE EUROPEAN COMMISSION

In accordance with Article 10(2) of Commission Decision (EU, Euratom) 2015/444 <sup>(1)</sup>, all European Commission staff handling sensitive and classified information requiring a high degree of confidentiality ('EU classified' information) must have the appropriate level of security authorisation ('EU SECRET').

Consequently, successful candidates in a competition may be asked, as a prerequisite for recruitment to certain posts in the European Commission, to submit themselves to the security clearance procedure laid down in the Decision. Such a prerequisite will be clearly indicated in the vacancy notice for the post concerned. Successful candidates shall be prepared to undergo the clearance procedure which is carried out by the national competent authority in the Member State of their nationality. Applicants are advised to inform themselves about the procedure before applying to this competition.

## 6. DATA PROTECTION

Your personal data is processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council <sup>(2)</sup>.

See also the specific privacy statement on personal data protection within the framework of an open competition <sup>(3)</sup>.

End of ANNEX IV, click here to return to main text

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<sup>(1)</sup> Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

<sup>(2)</sup> 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).

<sup>(3)</sup> [https://epso.europa.eu/content/specific-privacy-statement-personal-data-protection-within-framework-open-competition\\_en](https://epso.europa.eu/content/specific-privacy-statement-personal-data-protection-within-framework-open-competition_en)