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Information and Notices

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The European University Institute (see inside back cover)

I

(Information)

COMMISSION

ECU ⁽¹⁾

21 March 1986

(86/C 67/01)

Currency amount for one unit:

Belgian and Luxembourg franc con.	44,3551	Spanish peseta	136,103
Belgian and Luxembourg franc fin.	45,0917	Portuguese escudo	142,025
German mark	2,16552	United States dollar	0,962880
Dutch guilder	2,44427	Swiss franc	1,81676
Pound sterling	0,641920	Swedish krona	6,90530
Danish krone	7,99046	Norwegian krone	6,83212
French franc	6,66313	Canadian dollar	1,34967
Italian lira	1474,41	Austrian schilling	15,2135
Irish pound	0,716429	Finnish markka	4,89143
Greek drachma	134,601	Japanese yen	169,467
		Australian dollar	1,34952
		New Zealand dollar	1,79642

The Commission has installed a telex with an automatic answering device which gives the conversion rates in a number of currencies. This service is available every day from 3.30 p.m. until 1 p.m. the following day.

Users of the service should do as follows:

- call telex number Brussels 23789;
- give their own telex code;
- type the code 'cccc' which puts the automatic system into operation resulting in the transmission of the conversion rates of the ECU;
- the transmission should not be interrupted until the end of the message, which is marked by the code 'ffff'.

Note: The Commission also has an automatic telex answering service (No 21791) providing daily data on calculation of monetary compensatory amounts for the purposes of the common agricultural policy.

⁽¹⁾ Council Regulation (EEC) No 3180/78 of 18 December 1978 (OJ No L 379, 30. 12. 1978, p. 1), as amended by Regulation (EEC) No 2626/84 (OJ No L 247, 16. 9. 1984, p. 1).

Council Decision 80/1184/EEC of 18 December 1980 (Convention of Lomé) (OJ No L 349, 23. 12. 1980, p. 34).

Commission Decision No 3334/80/ECSC of 19 December 1980 (OJ No L 349, 23. 12. 1980, p. 27).

Financial Regulation of 16 December 1980 concerning the general budget of the European Communities (OJ No L 345, 20. 12. 1980, p. 23).

Council Regulation (EEC) No 3308/80 of 16 December 1980 (OJ No L 345, 20. 12. 1980, p. 1).

Decision of the Council of Governors of the European Investment Bank of 13 May 1981 (OJ No L 311, 30. 10. 1981, p. 1).

Communication of Decisions under sundry tendering procedures in agriculture (cereals)

(See notice in Official Journal of the European Communities No L 360 of 21 December 1982, page 43)

(86/C 67/02)

Standing invitation to tender	Weekly invitation to tender	
	Date of Commission Decision	Maximum refund
Commission Regulation (EEC) No 1391/85 of 28 May 1985 opening an invitation to tender for the export of common wheat to countries of zones I, II a) III, IV a) and b), V, VI, VII and the German Democratic Republic (OJ No L 140, 29. 5. 1985, p. 10)	20. 3. 1986	Tenders rejected
Commission Regulation (EEC) No 1392/85 of 28 May 1985 opening an invitation to tender for the refund for the export of barley to countries of zones I, II a), III, IV, V, VI, VII a), VII c) and the German Democratic Republic (OJ No L 140, 29. 5. 1985, p. 13)	20. 3. 1986	115,99 ECU/tonne
Commission Regulation (EEC) No 2813/85 of 8 October 1985 on an invitation to tender for the refund on export of wholly milled long grain rice to certain third countries (OJ No L 266, 9. 10. 1985, p. 8)	20. 3. 1986	340,76 ECU/tonne

III

(Notices)

COMMISSION

NOTICE

(86/C 67/03)

The Staff Regulations of the Communities and the Annexes thereto provide that any open competition for the recruitment of staff shall be preceded by a notice of competition published in the *Official Journal of the European Communities*.

No applications other than those submitted in response to this notice and relating to a specific competition can be accepted. Applications submitted before publication of this notice cannot be taken into consideration.

Applications must be in typescript or, if handwritten, made out in block capitals. Applicants should abide strictly by the instructions given on the application form. Reference should be made to the number of the open competition in the space provided for that purpose.

PROVISIONS COMMON TO THE OPEN COMPETITIONS FOR RECRUITMENT OF STAFF
WHICH ARE ANNOUNCED IN THE OFFICIAL JOURNAL BY THE INSTITUTIONS OF THE
COMMUNITIES

I. General conditions

The Staff Regulations of the Communities provide that to be eligible for appointment to a post in an institution of the European Communities the candidate must satisfy the following requirements:

1. Unless otherwise decided by the Appointing Authority, be a national of one of the Member States of the Communities ⁽¹⁾ and in full enjoyment of his rights as a citizen.
2. Have conformed with any laws applicable to him as regards military service.
3. Be of the necessary good character and repute. Evidence of good character will be assessed by each Member State in accordance with their customary procedures.
4. Have been declared successful in a competition held by the Commission, based either on degrees, diplomas, etc., on tests, or on both.
5. Be of the necessary standard of physical fitness.

⁽¹⁾ The Member States are: Belgium, Denmark, France, the Federal Republic of Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain and the United Kingdom.

6. Possess a perfect command of one of the official languages of the Communities ⁽¹⁾ and a satisfactory knowledge of another official language of the Communities to the extent necessary to the performance of his duties.

II. Procedure

As laid down in the Staff Regulations, the competition will be organized as follows:

1. Candidates must complete an application form, the terms of which shall be laid down by the Appointing Authority; they may, where appropriate, be requested to furnish additional documents or particulars.
2. A Selection Board will be set up for each competition; it will consist of persons nominated by the Appointing Authority and the Staff Committee.
3. The Appointing Authority will draw up a list of the candidates who satisfy the conditions set out in paragraphs 1, 2 and 3 of Section I above, and will forward this to the Selection Board together with the candidates' files.
4. The Selection Board will determine the list of candidates who satisfy the requirements laid down in the competition notice following an examination of their files; and:
 - where the competition is based on tests, all the candidates entered on that list will be admitted to the tests,
 - where the competition is based on degrees or diplomas, the Board, having laid down the criteria pursuant to which it will assess the degrees or diplomas of the candidates, will then examine the degrees or diplomas of those candidates who are entered on that list,
 - where the competition is based on tests and on degrees or diplomas, the Board will select from the list the candidates to be admitted to the tests.
5. On completion of the competition, the Selection Board will establish a list of candidates deemed suitable for the posts to be filled. The list of successful candidates, which wherever possible will comprise twice as many candidates as there are posts to be filled, will be submitted to the Appointing Authority, which will choose therefrom the person(s) it appoints to the vacant post(s).
6. The proceedings of the Selection Board will be secret.

This procedure can also be used for the purpose of establishing a reserve list of suitable candidates from which appointments may be made.

III. Submission of applications

Candidates are requested to send their applications, on the official form provided in this Official Journal, to one of the addresses given in the announcement of the competition. They are also requested to enclose a *curriculum vitae* to supplement, if necessary, the information given in the application form.

⁽¹⁾ The official languages of the Communities are: Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish.

Applications and copies of supporting documents, degree(s) or diploma(s), should be sent preferably by registered post to the address given in the notice of competition.

For the purposes of this application, candidates may not make reference back to any application forms, documents or other information submitted in connection with previous applications.

Each candidate will be informed of the outcome of his application.

IV. Probationary period

Every official, except officials in grades A 1 and A 2, is required to serve a probationary period and can be established only if he has given satisfaction during that period. The probationary period is nine months if the official is appointed to a post in category A, the Language Service or category B; it is six months if he is appointed to a post in another category.

V. Salary and allowances

Remuneration consists of:

1. A basic salary.
2. Subject to the provisions of the Staff Regulations:
 - (a) an expatriation allowance equal to 16 % of the sum of the basic salary plus any family allowances. The expatriation allowance will not be less than Bfrs 10 449 per month;
 - (b) a daily allowance during a given period.
3. Subject to the provisions of the Staff Regulations, family allowances comprising:
 - (a) a household allowance equal to 5 % of the basic salary; this allowance will not be less than Bfrs 4 541 per month;
 - (b) an allowance of Bfrs 5 850 per month for each dependent child;
 - (c) an education allowance equal to the actual education costs incurred, up to Bfrs 5 226 per month for each dependent child.

Officials are covered by a pension scheme, and a health and accident insurance scheme. Their contributions are deducted from their remuneration, as laid down in the Staff Regulations.

The remuneration of officials, less the statutory deductions, is subject to weighting at a rate above, below or equal to 100 %, depending on the cost of living in the various places of employment.

VI. Tax

Remuneration is exempt from national income taxes but is subject to a tax charged by the Communities themselves.

GUIDE TO CANDIDATES TAKING PART IN OPEN COMPETITIONS OF THE COMMISSION

You will find enclosed with this document an Official Journal containing details of the competition in which you are interested and an application form. Because you are applying for a post in an international organization there are a number of things about which you should be especially clear both to help those concerned with selection and to avoid disappointment for yourself.

1. The notice of open competition

Please read this notice very carefully and make sure that in your opinion you fulfil all the minimum conditions laid down in the document. Conditions such as nationality, age and educational qualifications have to be rigidly enforced and you are therefore wasting your time and the time of the Commission in completing the form if you fall outside these requirements. In the same way applications will not be accepted if postmarked after the closing date.

2. Education

As far as educational qualifications are concerned, these will be considered and evaluated, where necessary, by an expert of the educational system of your own country as well as by the Selection Board. Nevertheless, it is most helpful to state clearly the precise dates and stages of your education. Thus, for example — since this is an English language version — care should be taken to separate 'O' level and 'A' level attainment. The 'O' level and 'A' level grades and the dates obtained should be stated and the same thing applies to Scottish certificates and Irish School Leaving certificates. In the case of other courses, ONC/OND etc., it should be clearly indicated whether these were full-time or part-time and the subjects covered. Photocopies of your educational qualifications should be enclosed with your application form. In the case of British or Irish candidates who have followed their education in non-member countries, e.g. candidates educated in USA, Canada, etc., the fullest documentation should be sent to enable an expert evaluation of the certificates concerned.

3. Experience

This part of the application form is one of the most difficult to fill in and, if necessary, you may add a fuller *curriculum vitae* to explain the various kinds of work that you have done. Please note the following points:

- (a) it is necessary for you to put down the month as well as the year in which you started or finished an employment;

- (b) although your application form will be considered by a Selection Board including somebody with a good knowledge of conditions in your country, you should make every effort to explain clearly the kind of work involved. Thus, simply to say 'Executive officer' or 'Clerk' is not sufficient and may lead to your exclusion from the competition on the grounds that there is no evidence that you have the required experience.

Wherever possible you should send a document from a previous employer or from your present employer outlining the kind of work you do and the responsibilities involved. It is understood that in the case of your present employer this is not always possible though employers are generally much more understanding about this than many employees think.

It should be noted that this application form is signed by you as being true and complete and in the event of your being appointed to a post with the Commission it becomes the first part of your personnel file. It is therefore important that nothing is omitted or explained with a wrong emphasis, for example, if you are applying for a competition as a typist you should put down *all* your work experience and not merely your experience as a typist. This may be helpful to you at a later stage of your career. In any case you sign the document as 'true and complete'. You should make sure it is.

By fully filling in your own experience you place the Selection Board in the best possible position to make a judgment whether or not to admit you to or exclude you from a competition.

Competitions are sometimes published for candidates of a particular language. It is very difficult for a candidate, even one who considers himself bilingual, to succeed in a competition which is not in his 'mother tongue'. Such candidates are best advised to decide which their principal language is and to limit their applications to competitions for that language.

4. Procedure after applying

The safe arrival of your application form will be acknowledged. Then, when all the application forms have been considered by the Selection Board, you will receive a letter indicating *either* that you have been admitted to the tests giving you details of the date and place of the tests *or* explaining that you have been excluded from the competition for a reason or reasons quoted.

Often the Selection Board takes a considerable amount of time and trouble to examine each application form and to define clearly the limits of admissibility and exclusion and normally when candidates appeal against the decisions of the Selection Board a re-examination of their dossier shows that they have misunderstood some of the basic conditions for admission to the competition.

COMMISSION

Directorate-General for
Personnel and Administration

Directorate for Personnel

Recruitment Division
rue de la Loi 200
B-1049 Brussels

APPLICATION FORM

All questions must be answered. Where appropriate, please put 'none'. Do not leave blanks or put dashes. To be filled in by typewriter or in block letters using BLACK ink.

1. Surname: _____ Forenames (in full): _____ Maiden name, if applicable: _____

.....
.....

2. Address for correspondence:
Number | Street | Town | Postal code | Telephone number

.....

3. Permanent address:
Number | Street | Town | Postal code | Telephone number

.....

4. Place of birth: _____ Date of birth: _____ Nationality at birth: _____

.....

Present nationality (if dual, indicate both):

.....

5. Sex (put a cross X in the appropriate square): 6. Marital status (put a cross X in the appropriate square):

MALE	FEMALE	SINGLE	MARRIED	WIDOWED	DIVORCED	SEPARATED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Have you any dependants? YES NO

If so, please provide the following details:

Name	Age	Relationship	Name	Age	Relationship

8. Military service — state which service and give rank, official number and dates of service:

.....

9. Names, addresses and occupations of parents:

10. Name, address and occupation of husband/wife:

(To be filled in by typewriter or in block letters using BLACK ink.)

Please attach recent passport photograph here
(max. size 5 cm × 5 cm)

11. Are any of your relatives by blood or marriage employed at the institutions of the European Communities?

YES NO

If so, please state surname, forename, relationship and post held:

.....

12. Education (please give full details in the appropriate spaces below):

(A) Higher education (University or equivalent education):

Name and address of establishment	Years of study		Diplomas or degrees obtained and class of degree	Main subjects studied
	from	to		
.....				
.....				
.....				
.....				

(B) Education since the age of 12 (e.g. secondary education, other education, technical training as apprentice, or equivalent training, to be specified under 'category'):

Name and address of establishment	Category	Years of study		Diplomas or certificates obtained
		from	to	
.....				
.....				
.....				

13. Important works published by you (indicate, in the first instance, works with a bearing on the post for which you are applying; add an extra sheet if necessary):

.....

14. Knowledge of languages (place a tick in the appropriate column(s)):

See point III.B.3 of the notice of open competition

Mother tongue	READING			WRITING			SPEAKING		
	Very good	Good	Fair	Very good	Good	Fair	Very good	Good	Fair
Danish									
Dutch									
English									
French									
German									
Greek (modern)									
Italian									
Portuguese									
Spanish									
Other languages									

15. Knowledge of typing and shorthand (please indicate number of words or syllables per minute):

	Danish	Dutch	English	French	German	Greek (modern)	Italian	Portuguese	Spanish
Typing									
Shorthand									
Stenotyping									

Keyboard normally used:

(To be filled in by typewriter or in block letters using BLACK ink.)

17. Nature of post applied for:

18. Would you prefer to be posted to:

- 1) Brussels
- 2) Luxembourg
- 3) Other places, in Community countries (1) other than your own, where the Commission has departments.

19. Time spent abroad (excluding brief visits). Please indicate dates, countries visited and purpose of stay:

20. Do you have a physical handicap which might pose practical problems during the tests? YES NO
If so, please provide details on a separate sheet (2).

21. Have you taken part in competitive examinations of the European Communities before? YES NO

22. Decorations and titles:

23. Social activities and sports:

24. Particular abilities or interests:

25. References: Please give the names and addresses of three persons, not related to you, who know your qualifications and can give a character reference:

FULL NAME	FULL ADDRESS (Telephone number if known)	OCCUPATION (specify)

26. Have you ever been convicted or found guilty of any offence by any Court?

I, the undersigned, declare on my word of honour that the information provided above is, to my knowledge, true and complete.

I declare on my word of honour that:

- 1. I enjoy my full rights as a citizen; and
- 2. I have fulfilled the obligations imposed on me by the laws concerning military service.

I undertake to submit, as soon as requested, any documents concerning marital status or documents in support of the above statements and declarations (3).

I realize that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application.

I am willing to undergo the prescribed medical examination prior to any appointment.

27. How were you informed of this open competition?
If you read about it in the national press, please state the name of the newspaper

.....
(Date)

.....
(Signature)

(1) These countries are: Belgium, Denmark, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain, United Kingdom.

(2) The sole purpose of this question is to enable the administration to take the necessary practical measures, if possible.

(3) The only documents required (photocopies will suffice) at the same time as this application form are your examination certificates and, where appropriate, references proving your professional experience and the certificates necessary to justify a request for an extension to the age limit.

**COMMISSION
OF THE
EUROPEAN COMMUNITIES**

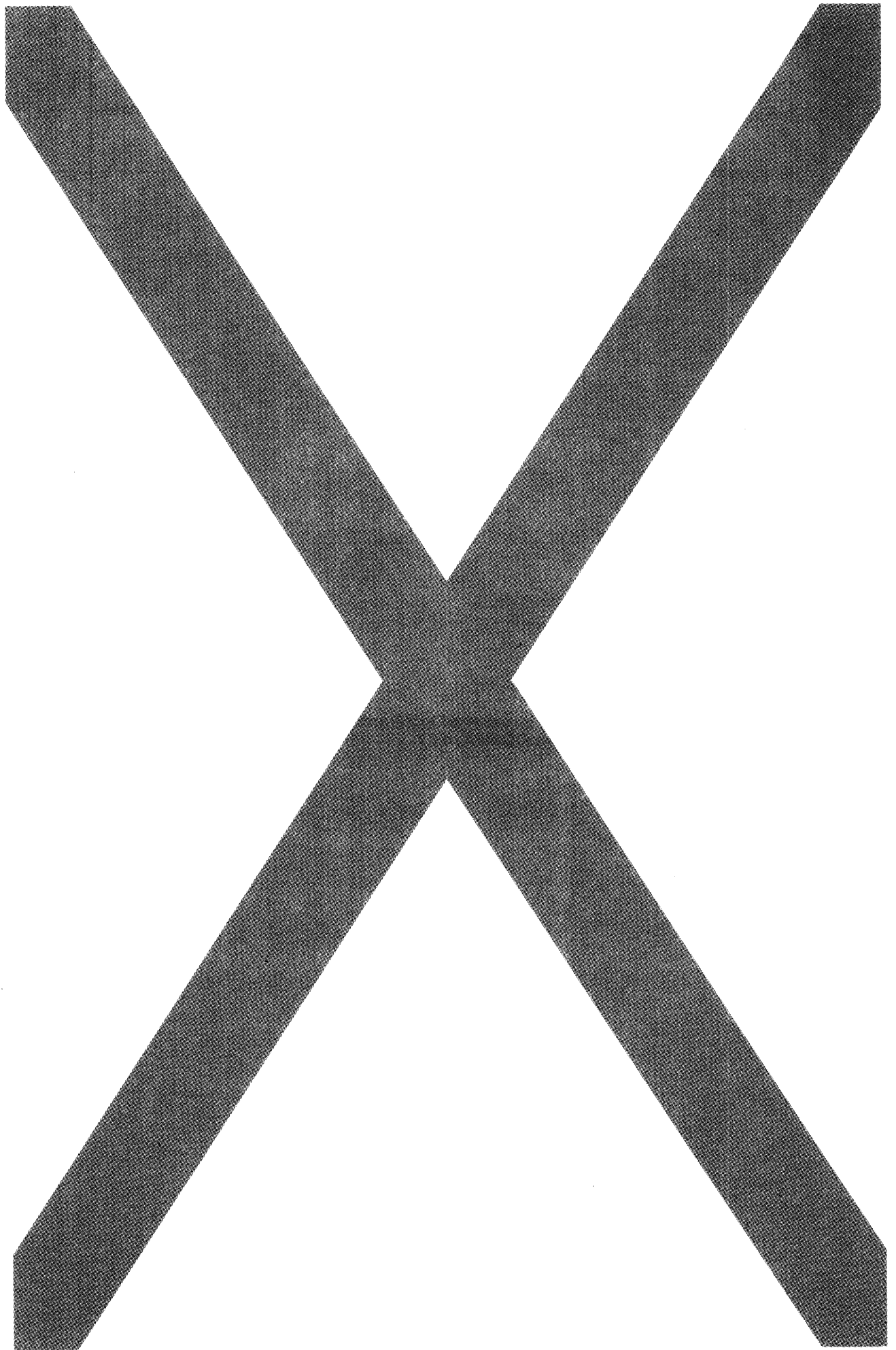
Directorate-General
for Personnel and Administration

Directorate for Personnel

↓ To be completed by the candidate

(Name)
(Address)
(Postal code/Town)
(Country)

**Acknowledgement of receipt of application form
for open competition: COM/A/477**



5. Common causes of misunderstanding

- Professional experience is counted starting from the first job obtained after obtaining the educational level required. Thus, at the B level (English language version) where two 'A' levels are required, if a candidate has already obtained one 'A' level and obtains another 'A' level by private study some time later, the work experience, as far as the institutions are concerned, will only begin from the point in time at which a second 'A' level is obtained. Analogous decisions are taken for University Degrees, 'O' levels, etc.
- The educational level required for admission to the competitions is not always similar to that required by the national Civil Services. Thus, for example, where an executive class of the British Civil Service will sometimes accept ONC or OND, the administration will normally only do so if accompanied by one 'A' level.
- The notice of open competition in the *Official Journal of the European Communities* is a document which has to cover the educational systems of the different member countries and cannot therefore cover precisely all the subtleties of all the national systems. In case of doubt about whether a candidate's educational qualifications are sufficient, it is recommended either to look at the press advertisement which will usually indicate more clearly the level required or to contact directly the Commission.

6. Written tests

Candidates admitted will normally be invited to take part in a written test either in their own country, in Brussels or in some other convenient part of the European Communities depending on the availability of examination rooms and the place of origin of candidates. Full details are given to candidates called to these tests.

The written examinations take place simultaneously for all nationalities in all languages. A candidate has, of course, the right to take the examination in his/her mother tongue provided this is a working language of the Communities, i.e. Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish.

7. Correction of the written tests and invitations to the Interview Board

Some tests are marked by computer, others are given to senior members of the Commission of the same mother tongue as the candidate or to external experts and a double and separate correction is carried out.

There is a double and separate marking of the *specific* tests by assessors of the same mother tongue as the candidate or by someone with an advanced knowledge of the language and, of course, of the subject matter.

8. Oral tests

The Selection Board will then examine the marks given and will arbitrate where there are significant differences between correctors. Candidates' papers are identified only by numbers and there is no possibility of a candidate being identified at this stage. After the Selection Board has considered the results of the written tests a smaller proportion of candidates is invited, where applicable, to an Interview Board. Interviews are held in the mother tongue of the candidate and a separate explanatory guide is sent out to the candidates concerned. It is perhaps worth stressing that no candidate should hesitate to apply because of lack of confidence about linguistic ability. While it is true that there is normally an oral language test at the Interview Board stage, this would normally not be a stumbling block for somebody who has a basic knowledge of a language, corresponding to 'O' and 'A' level and who has prepared him/herself by conversation classes to refresh his/her knowledge of the language.

NOTICE OF OPEN COMPETITION COM/A/477

(86/C 67/04)

The Commission of the European Communities is organizing an open competition, based on qualifications and tests, to fill a vacant post for a

HEAD OF DIVISION

in grade 3 of category A.

The competition is open to candidates of either sex, the Commissions' policy being to ensure equal opportunities for men and women in all posts.

Place of employment: Luxembourg.

I. NATURE OF DUTIES:

Head of Division.

To carry out administrative and advisory duties, namely:

- To direct and organize the work of the Inspections Division, in the Euratom Safeguards Directorate (XVII-F-1) which is responsible for:
 - supervising and coordinating the planning and carrying out of inspection,
 - supervising the recording and processing of information gathered during inspections, and supervising and following up inspection reports,
 - supervising the preparation of specific monitoring arrangements and standard forms for the various types of installation,
 - negotiating with national and international bodies,
- To carry out inspections pursuant to Chapter VII of the Euratom Treaty.

II. SALARY:

The basic starting salary ranges from Bfrs 220 554 (A 3/1) to Bfrs 260 472 (A 3/4) per month: step classification will depend on the successful candidate's professional experience.

In addition to basic salary, the person appointed will receive the allowances to which he/she is entitled under the Staff Regulations of Officials of the European Communities as set out in the notice preceding this notice of competition. Remuneration is subject to Community tax and to the deductions provided for by the Staff Regulations, but exempt from national tax.

By way of example, the monthly net earnings of an unmarried official with no dependants, in receipt of expatriation allowance, will be approximately Bfrs 180 765 for the first step in grade A 3.

Where appropriate, a daily subsistence allowance will be payable for a given period as laid down in Article 10 of Annex VII to the Staff Regulations; this is currently Bfrs 1 772 or Bfrs 1 218 for the first 15 days and Bfrs 834 or Bfrs 699 from the 16th day onwards.

III. ELIGIBILITY:

The competition is open to candidates of either sex who prove that they satisfy the following requirements:

A. GENERAL CONDITIONS:

As laid down in Article 28(a), (b) and (c) of the Staff Regulations of Officials of the European Communities.

B. SPECIAL CONDITIONS:

1. *Age limit:*

Candidates must have been born after 22 March 1936.

The age limit does not apply to candidates who, on any date between publication of this Official Journal and 22 April 1986, will have been serving continuously as an official or other servant of the European Communities for at least one year.

The age limit will be raised:

- (a) for candidates who at any time have been out of paid employment for at least one year in order to look after a young child living with them; in this case the age limit is raised by one year for each child, up to a maximum of three years;
- (b) for candidates who have performed compulsory military service or any other form of service required by their country of origin; in this case the age limit is raised by the length of service performed; additional periods of voluntary service will not be taken into consideration;
- (c) for candidates who have a physical handicap officially recognized by the appropriate national authority; in this case the age limit is raised by three years.

The age limit may not be raised by more than five years altogether. Requests for the age limit to be raised will not be considered unless accompanied by supporting documents, viz:

in the case of (a):

the birth certificate of each child,

in the case of (b):

a certificate issued by the appropriate military or other authorities, stating the dates when the candidate began and completed compulsory service,

in the case of (c):

a certificate issued by the appropriate national authority attesting that its holder is handicapped.

2. Certificates, diplomas and experience:

By the closing date for the submission of applications, candidates must:

- (a) have completed a course of university education and obtained a degree (the selection board will allow for differences between education systems in the Member States);
- (b) have at least 15 years' experience since leaving university, at least several years of which must be relevant to the duties described at I; they must also have a thorough knowledge of the nuclear cycle and of the management of nuclear materials, a knowledge of safeguards, and the proven ability to manage a large administrative unit;
- (c) have a thorough knowledge of one Community language and a satisfactory knowledge of a second Community language.

IV. ADMISSION TO TEST:

The selection board will draw up a list of candidates who meet the conditions at III B and are therefore to be admitted to the competition. It may then establish the criteria on which it will examine candidates' qualifications. On the basis of these criteria, the selection board will examine the qualifications of candidates admitted to the competition and select those to be admitted to the test.

V. NATURE OF ORAL TEST:

Interview with the selection board to assess, in the light of the information contained in the candidate's file, his/her general knowledge, knowledge of languages and suitability for the duties described at I.

The test will be marked out of 20 (pass mark: 10).

VI. LIST OF SUITABLE CANDIDATES:

Candidates who obtain at least 10 marks in the oral test will be placed on the list of suitable candidates.

Candidates will be informed individually of the decisions of the selection board.

VII. APPLICATIONS:

Please refer to the notice preceding this notice of competition.

The application form contained in this issue of the *Official Journal of the European Communities* together with the supporting documents should be sent, preferably by registered post, to the following address:

Commission of the European Communities,
Recruitment Division,
200 rue de la Loi,
B-1049 Brussels.

It must be postmarked no later than 22 April 1986.

Applications may also be handed in, not later than 18.00 hours (Brussels time) on 22 April 1986, to the:

- Recruitment Division,
Commission of the European Communities,
Brussels, or the
- Personnel Division,
Commission of the European Communities,
Luxembourg;

in which case a receipt must be obtained.

Candidates' attention is drawn to the fact that they must submit all supporting documents showing that they fulfil the conditions of eligibility at III B in the form of photocopies of certificates and diplomas and, where possible, certificate from employers.

Candidates selected will subsequently be asked to produce the originals so that the copies can be authenticated.

The above deadlines do not apply to officials or other servants working in an information office or external delegation on condition that the Recruitment Division (Brussels) is notified by a telex bearing a date and time not later than 18.00 hours (Brussels time) on 22 April 1986 that they intend to submit an application.

VIII. RECONSIDERATION OF APPLICATIONS:

Any candidate who feels that a mistake has been made may ask to have his/her application reconsidered. Within 20 days of the date postmarked on the letter giving reasons for exclusion from the competition, the candidate may, after having carefully reread the notice of competition, send a letter quoting the number of the competition to the chairman of the selection board, care of the Recruitment Division, at the following address:

Commission of the European Communities,
200 rue de la Loi,
B-1049 Brussels.

The selection board will reconsider the application, taking the candidate's comments and any supporting documents into account, within 30 days of the date postmarked on the letter requesting reconsideration.

**MICROCOMPUTERS IN THE ADMINISTRATION AND MANAGEMENT
PROCESSES IN SMALLER BUSINESS**

The emerging experience in EEC countries

Over the past few years we have seen the beginnings of the spread of use of microcomputers in offices in smaller companies throughout the European Economic Community. For the first time, advanced computer technology is becoming an integral part of the office in small organizations.

This report analyses and summarizes the decisions made, and approaches followed, by over one hundred and fifty small companies in Denmark, Greece and Ireland.

182 pp.

CB-44-85-800-EN-C

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Price (excluding VAT) in Luxembourg:

BFR 640	IRL 10,40	UKL 8,60	DKR 117	DRA 1 575	USD 12
DM 32,50	FF 98	LIT 21 700	HFL 37	PTA 2 140	ESC 1 820

ACP—EEC COUNCIL OF MINISTERS

SECOND ACP—EEC CONVENTION OF LOMÉ

(signed on 31 October 1979)

TEXTS RELATING TO AGRICULTURAL AND RURAL COOPERATION

Volume I 1. 1. 1983-31. 12. 1983
Acts of the ACP—EEC Council of Ministers
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