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Information and Notices

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I

(Information)

COMMISSION

ECU (*)

6 November 1987

(87/C 298/01)

Currency amount for one unit:

Belgian and Luxembourg franc con.	43,1686	Spanish peseta	138,907
Belgian and Luxembourg franc fin.	43,3653	Portuguese escudo	166,699
German mark	2,06209	United States dollar	1,22926
Dutch guilder	2,31999	Swiss franc	1,69577
Pound sterling	0,690209	Swedish krona	7,43826
Danish krone	7,97729	Norwegian krone	7,81196
French franc	7,01109	Canadian dollar	1,62103
Italian lira	1522,32	Austrian schilling	14,5188
Irish pound	0,775364	Finnish markka	5,07501
Greek drachma	162,263	Japanese yen	166,319
		Australian dollar	1,80376
		New Zealand dollar	1,96525

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.

(*) 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)

(87/C 298/02)

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

Standing invitation to tender	Weekly invitation to tender	
	Date of Commission Decision	Maximum refund
Commission Regulation (EEC) No 2497/87 of 18 August 1987 opening an invitation to tender for the refund for the export of common wheat to countries of zones I, II a), III, IV, V, VI, VII, the German Democratic Republic and the Canary Islands (OJ No L 232, 19. 8. 1987, p. 9)	5. 11. 1987	Tenders rejected
Commission Regulation (EEC) No 1372/87 of 19 May 1987 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, VIII, the German Democratic Republic and the Canary Islands (OJ No L 130, 20. 5. 1987, p. 12)	5. 11. 1987	122,49 ECU/tonne
Commission Regulation (EEC) No 1983/87 of 6 July 1987 on a special intervention measure for barley in Spain (OJ No L 187, 7. 7. 1987, p. 9)	5. 11. 1987	Tenders rejected
Commission Regulation (EEC) No 1705/87 of 18 June 1987 opening an invitation to tender for the refund for the export of custom wheat to countries of zones I, II, III, IV, V, VI, VII, VIII, the German Democratic Republic and the Canary Islands (OJ No L 159, 19. 6. 1987, p. 12)	5. 11. 1987	Tenders rejected
Commission Regulation (EEC) No 2846/87 of 24 September 1987 on an invitation to tender for the refund on export of wholly milled long grain rice to certain third countries (OJ No L 272, 25. 9. 1987, p. 10)	5. 11. 1987	316,00 ECU/tonne

II

(Preparatory Acts)

COMMISSION

Amendment to the proposal for a Council Regulation (EEC) amending Regulation (EEC) No 804/68 on the common organization of the market in milk and milk products ⁽¹⁾

COM(87) 465 final

(Submitted by the Commission to the Council pursuant to the third paragraph of Article 149 of the EEC Treaty on 19 October 1987)

(87/C 298/03)

Amendment under the terms of the second subparagraph of Article 149 of the Treaty to the proposal for a Council Regulation amending Regulation (EEC) No 804/68 on the common organization of the market in milk and milk products (Doc. COM(87) 350 final), in response to the opinion of the European Parliament issued at its sitting of 18 September 1987.

In the second paragraph of Article 1 the words 'may restrict' are replaced by 'making use of this facility shall adopt rules restricting'.

⁽¹⁾ OJ No C 231, 29. 8. 1987, p. 5.

Proposal for a Council Regulation (EEC) laying down the general rules for the supply of food from intervention stocks to designated organizations for distribution to the most deprived persons in the Community

COM(87) 515 final

(Submitted by the Commission to the Council on 21 October 1987)

(87/C 298/04)

THE COUNCIL OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Economic Community, and in particular Article 43 thereof,

Having regard to the proposal from the Commission,

Having regard to the opinion of the European Parliament,

Whereas in the wake of the exceptionally cold winter of 1986/87 the Community applied, during several months in 1987, measures involving the supply of various foods

to charitable organizations for distribution to the most deprived persons in the Community;

Whereas reports from the Member States and from various of the charitable organizations involved in the measures applied for several months in 1987 show that they were of considerable value to the beneficiaries;

Whereas the Community has through its intervention stocks of various agricultural products the potential means to make a significant contribution towards the well-being of its most deprived persons; whereas it is in the Community interest and in line with the objectives of the common agricultural policy, to exploit this potential on a durable basis by introducing appropriate measures; whereas experience gained from the application of the measures applied for several months in 1987 should help

shape any subsequent action of a similar nature; whereas it is appropriate to consolidate in one text the legal basis for the implementation of such measures,

HAS ADOPTED THIS REGULATION:

Article 1

Provision shall be made for goods which are in intervention stocks to be made available to designated organizations for distribution to the most deprived persons in the Community. Such persons shall receive the food free of charge or at a price which in no case is greater than that justified by the costs incurred by the designated organizations in implementing the action. The distribution shall be made in accordance with an annual plan established by the Commission.

Article 2

The organizations referred to in Article 1 shall be designated by the Member State concerned or, if no such designation is made in that Member State, by the Commission.

Article 3

Goods subject to the provisions of Article 1 shall be released free of charge to the designated organizations. The accounting value of goods so released shall be the intervention price, adjusted by coefficients where necessary to take account of quality differences.

Article 4

The goods made available under the provisions of Article 1 shall be financed by appropriations in the relevant article within the EAGGF guarantee section of the budget of the European Communities. Provision may also be made for this finance to contribute towards costs of transport of produce from intervention centres.

Article 5

The Commission, in accordance with the procedure provided for in Article ... of Regulation (EEC) No, shall adopt the implementing rules for this Regulation.

Article 6

This Regulation shall enter into force on the day of its publication in the *Official Journal of the European Communities*.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Amendment to the proposal for a Council Directive laying down the health rules for fresh meat and the level of the fees to be charged in respect of such meat pursuant to Directive 85/73/ EEC (1)

COM(87) 510 final

(Submitted by the Commission to the Council pursuant to the third paragraph of Article 149 of the EEC Treaty on 22 October 1987)

(87/C 298/05)

On 11 November 1986 the proposal referred to above was presented to the Council by the Commission. For the reasons set out in the Explanatory Memorandum the original proposal is hereby amended as follows:

The second paragraph of Article 2 is replaced by the following:

'In the case of slaughtering by the farmer for his personal consumption, Member States may provide for exceptions to the first paragraph. However, they shall ensure that the meat produced in such a way is not sold for public consumption.'

(1) OJ No C 302, 27. 11. 1986, p. 4.

Proposal for a Council Regulation (Euratom, ECSC, EEC) amending temporarily the Financial Regulation of 21 December 1977 applicable to the general budget of the European Communities⁽¹⁾

COM(87) 511 final

(Submitted by the Commission to the Council on 23 October 1987)

(87/C 298/06)

THE COUNCIL OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Coal and Steel Community and in particular Article 78 (f) thereof,

Having regard to the Treaty establishing the European Economic Community, and in particular Article 209 thereof,

Having regard to the Treaty establishing the European Atomic Energy Community, and in particular Article 183 thereof,

Having regard to the proposal from the Commission,

Having regard to the opinion of the European Parliament,

Having regard to the opinion of the Court of Auditors,

Whereas the conciliation provided for in the Joint Declaration of 4 March 1975 of the European Parliament, the Council and the Commission⁽²⁾ has taken place in a conciliation committee;

Whereas the Financial Regulation⁽³⁾ must reflect the change in the 'advances' mechanism for the EAGGF Guarantee section to a system of 'advances against amounts booked to the account' in line with the amendments made to Council Regulation (EEC) No 729/70⁽⁴⁾, as last amended by Regulation (EEC) No 3796/85⁽⁵⁾,

⁽¹⁾ OJ No C 262, 1. 10. 1987, p. 6.

⁽²⁾ OJ No C 89, 22. 4. 1975, p. 1.

⁽³⁾ OJ No L 356, 31. 12. 1977, p. 1.

⁽⁴⁾ OJ No L 94, 28. 4. 1970, p. 13.

⁽⁵⁾ OJ No L 367, 31. 12. 1985.

HAD ADOPTED THIS REGULATION:

Article 1

The following is added to Article 98 of the Financial Regulation:

'However, during the period of application of Regulation (EEC) No⁽¹⁾ expenditure shall be booked to the accounts for a financial year on the basis of the payments made by the authorities and bodies referred to in Article 4 of Regulation (EEC) No 729/70 during the period from 1 November of the previous year to 31 October of the current year, provided that notification of their commitment and authorization have reached the accounting officer not later than 31 March of the following year.

Expenditure effected in November and December 1987 shall be booked to the accounts:

- for 1987 provided that the payments do not exceed the appropriations authorized by the general budget of the Communities;
- for 1988 where the payments are covered by the funds mobilized by the Member States pursuant to the last subparagraph of Article 4 (2) of Regulation (EEC) No 729/70.

⁽¹⁾ OJ No L...'.

Article 2

This Regulation shall enter into force on the third day following its publication in the *Official Journal of the European Communities*.

It shall apply from 1 November 1987.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

Proposal for a Council Regulation (EEC) amending Regulation (EEC) No 1736/75 in respect of the recording of mode of transport in the external trade statistics of the Community

COM(87) 486 final

(Submitted by the Commission to the Council on 26 October 1987)

(87/C 298/07)

THE COUNCIL OF THE EUROPEAN COMMUNITIES,

Having regard to the Treaty establishing the European Economic Community, and in particular Article 235 thereof,

Having regard to the proposal from the Commission,

Having regard to the opinion of the European Parliament,

Whereas it is necessary to update the provisions concerning the mode of transport in Council Regulation (EEC) No 1736/75 of 24 June 1975 on the external trade statistics of the Community and statistics of trade between the Member States⁽¹⁾, as last amended by Regulation (EEC) No 3396/84⁽²⁾;

Whereas Council Regulation (EEC) No 1900/85⁽³⁾ introduces Community export and import declaration forms corresponding to the specimen introduced by Council Regulation (EEC) No 679/85⁽⁴⁾; whereas this specimen provides for the recording of data concerning mode of transport to comply with the relevant measures provided for in the present Regulation; whereas Regulations (EEC) No 679/85 and (EEC) No 1900/85 apply from 1 January 1988; whereas it therefore appears advisable to adopt that date for the extension of the statistical return on Community external trade to cover mode of transport,

HAS ADOPTED THIS REGULATION:

Article 1

Regulation (EEC) No 1736/75 is hereby amended as follows:

1. Article 7 (2) is replaced by the following:

'2. The date from which the data referred to in paragraph 1 (g) and (h) must be indicated shall be determined in accordance with Article 41.'

2. Article 20 is replaced by the following:

'Article 20

1. "Mode of transport" shall be taken to mean, on export, the mode of transport determined by the active means of transport by which the goods are presumed to have left the statistical territory of the Member State which records them among its exports and, on import, the mode of transport determined by the active means of transport by which they enter the statistical territory of the Member State which records them among its imports.

2. For the purposes of this Regulation the modes of transport shall be as follows:

Code	Description
1	Sea
2	Rail
3	Road
4	Air
5	Mail
7	Fixed transport installations
8	Inland waterway
9	Own propulsion

3. If reference is made to one of the modes of transport listed in paragraph 2, codes 1, 2, 3, 4 or 8, it must also be indicated whether the goods are transported in containers within the meaning of Article 15 (3).

4. If reference is made to one of the modes of transport listed in paragraph 2, codes 1, 3, 4 and 8, the nationality of the active means of transport as known on export or on import must also be indicated.'

3. The following subparagraph is added to Article 22 (1):

'From 1 January 1988 the Community and the Member States shall add to these data the information "mode of transport" referred to in Article 7 (1) (j).'

Article 2

This Regulation shall enter into force on 1 January 1988.

This Regulation shall be binding in its entirety and directly applicable in all Member States.

⁽¹⁾ OJ No L 183, 14. 7. 1975, p. 3.

⁽²⁾ OJ No L 314, 4. 12. 1984, p. 10.

⁽³⁾ OJ No L 179, 11. 7. 1985, p. 4.

⁽⁴⁾ OJ No L 79, 21. 3. 1985, p. 7.

III

(Notices)

COMMISSION

NOTICE

(87/C 298/08)

The Staff Regulations of Officials of the European 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 Officials of the European 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 for the performance of his duties.

II. Procedure

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

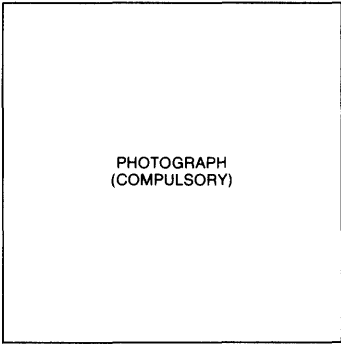
1. Candidates must complete an application form, the terms of which shall be laid down by the appointing authority; they may, where appropriate, be requested to furnish additional documents or particulars.
2. A selection board will be set up for each competition; it will consist of persons nominated 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.



APPLICATION FORM

(to be completed in block capitals using black ink)

1. Surname ('): Forenames:

2. Address: Telephone number:

Street: No
Postal code: Town: Country:

3. Date of birth: 4. Sex: Male Female

5. Present nationality (if dual, indicate both):

6. Are you asking for the age limit to be raised? YES NO
If yes, state why and in respect of what period (exact dates) and attach the supporting documents specified in the notice of competition.

- Looking after one or more young children from to
- from to
- from to
- Compulsory military or other service from to
- Physical handicap
- Official or other servant of the European Communities from to

7. If you have worked or are working as an official or other servant of the European Communities, please give the following information:
Institution: Commission/Council/Parliament/Court of Justice/Economic and Social Committee/Court of Auditors

Administrative position: Official/temporary/auxiliary/member of local staff

Grade: since: Personnel No:

8. Knowledge of languages:
Place the following numbers (1, 2 or 3) in the appropriate box or boxes:
1 — for your mother tongue or main language;
2 — for the second language required by the notice of competition;
3 — for any other languages you know.

German	English	Danish	Spanish	French	Greek	Italian	Dutch	Portuguese	Other (state which)

9. In which newspaper or periodical did you see the advertisement for this competition?

(1) IMPORTANT: Your application will be registered under this name.
Please use it and quote the number of the competition in all correspondence. Any other name (e.g. maiden name) appearing on diplomas or certificates accompanying this application should be indicated below:

10. Education (attach photocopies of certificates):

A. Primary, secondary, advanced secondary or technical education			
Name and address of establishment (town and country)	Years of study		Certificates and/or diplomas obtained. State official length of course and main subjects
	from	to (¹)	

B. Higher education			
Name and address of university or other establishment (town and country)	Years of study		Degree or diploma obtained. State official length of course and main subjects
	from	to (¹)	

C. Post-graduate education			
Name and address of university or institute (town and country)	Years of study		Diploma or other qualification obtained
	from	to (¹)	

(¹) State the date (month and year) when the qualification was obtained.

11. Published works:

.....

.....

.....

12. Office skills:

	YES	NO	If yes, state speed:
Typing:	<input type="checkbox"/>	<input type="checkbox"/>
Word processing:	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard: AZERTY / QWERTY / QWERTZ / QZERTY / GREEK / HCESAR		

13. Career to date:

Give details of the post(s) you have held hitherto and professional experience acquired.

1. Present or most recent post					2. Previous post				
Dates		length (months)	Gross monthly salary		Dates		length (months)	Gross monthly salary	
from	to		At the beginning	On leaving	from	to		At the beginning	On leaving
...../...../...../...../...../...../...../...../.....
Exact designation of post:					Exact designation of post:				
Name and address of employer:					Name and address of employer:				
Nature of work:					Nature of work:				
Reasons for leaving:					Reasons for leaving:				
Earlier posts									
3. Name and address of employer:									
..... from/...../..... to/...../..... Length (months):									
Nature of work:									
Reasons for leaving:									
4. Name and address of employer:									
..... from/...../..... to/...../..... Length (months):									
Nature of work:									
Reasons for leaving:									

Continue on additional sheets if necessary.

14. Period of notice required to leave your present post:

15. If you had the choice, would you prefer to be posted to:

- Brussels Luxembourg

16. Have you taken part in previous competitions organized by the European Communities? YES NO
If yes, state which

17. Long periods spent abroad (please indicate countries visited, dates and reasons for stay):
.....
.....
.....
.....

18. Interests and skills not connected with work, including social and sports activities:
.....
.....
.....
.....

19. Have you a physical handicap which might pose practical problems during the tests? YES NO
If yes, please give details (to enable the administration to make the necessary arrangements, if it can):
.....
.....

20. Name, address and telephone number of persons who can be contacted should you not be available:

21. Have you ever been convicted or found guilty of any offence by any court? If so, give details:

DECLARATION

I, the undersigned
declare on my word of honour that the information provided above is true and complete. I further declare on my word of honour that:
(i) I am a national of one of the Member States and enjoy my full rights as a citizen;
(ii) I have fulfilled any obligations imposed on me by the laws concerning military service;
(iii) I meet the character requirements for the duties involved.

I undertake to produce on request supporting documents in respect of points (i), (ii) and (iii) above and accept that failure to do so may invalidate this application.

I am willing to undergo the compulsory medical examination to ensure that I am physically fit to perform the duties involved.

Date and signature:

DO NOT FORGET TO SIGN!

**COMMISSION
OF THE
EUROPEAN COMMUNITIES**

Directorate-General
for Personnel and Administration

Directorate for Personnel

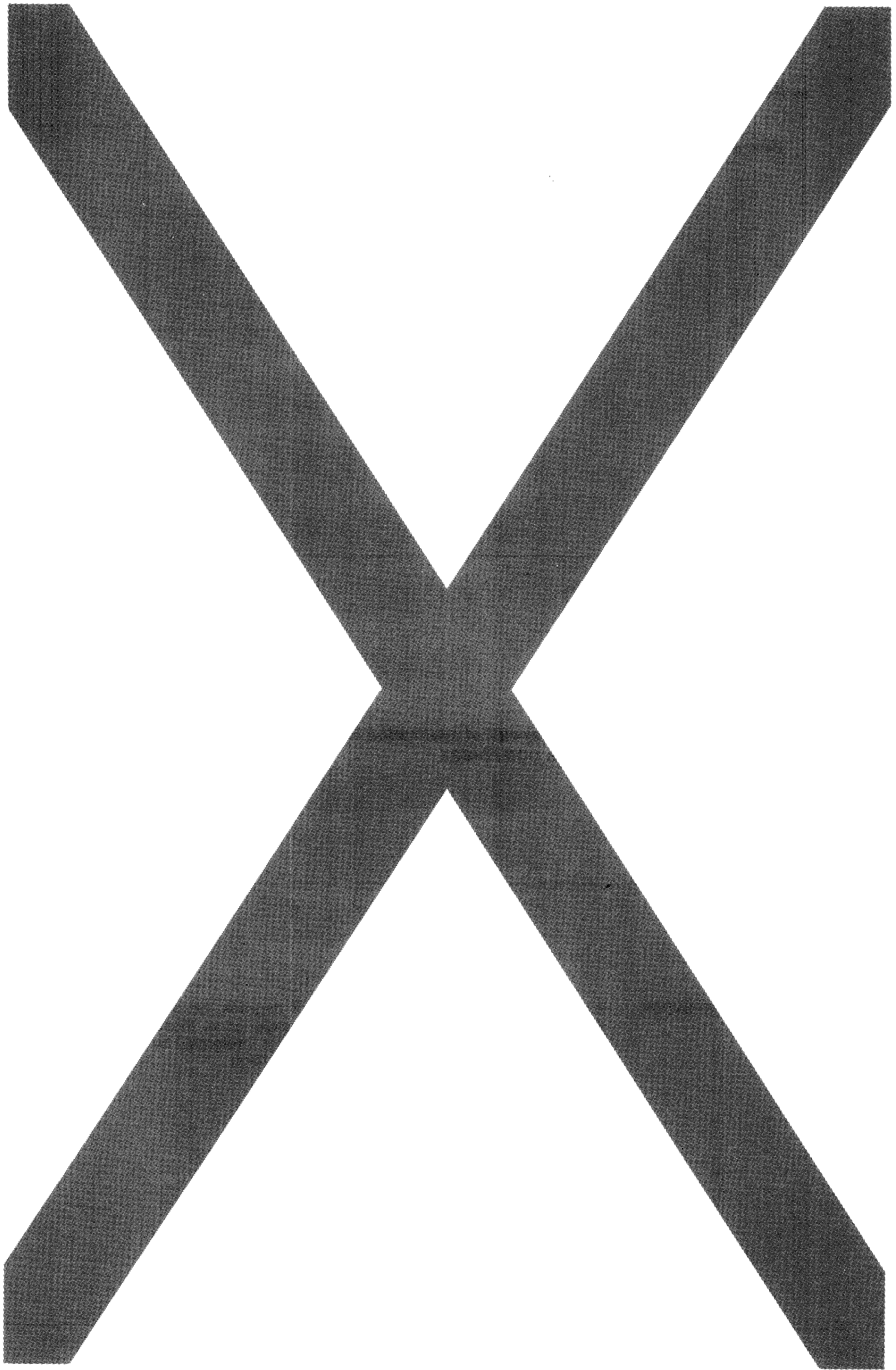
↓ To be completed by the candidate

(Name)
(Address: Street/No)
(Postal code/Town)
(Country)

To be completed by the administration

**Acknowledgment of receipt of application form
for open competition COM/C/583**

REMINDER: If you have not yet submitted copies of degrees, diplomas or other documents relating to qualifications and experience, these should be dispatched by *9 December 1987* at the latest, preferably by registered post. Please quote the number of the competition.



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 11 045 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 4 800 per month;
 - (b) an allowance of Bfrs 6 183 per month for each dependent child;
 - (c) an education allowance equal to the actual education costs incurred, up to Bfrs 5 524 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 ORGANIZED BY THE COMMISSION

PLEASE READ THIS GUIDE VERY CAREFULLY BEFORE YOU FILL IN YOUR APPLICATION FORM

This Official Journal contains the notice with details of the competition in which you are interested and an application form. As you are applying for a post in an international organization, there are a number of things about which you should be especially clear in order both to help those concerned with selection and to avoid disappointment for yourself.

1. Notice of open competition

Please read this notice very carefully and make sure that in your opinion you fulfil all the basic conditions. Conditions such as nationality, age and educational qualifications have to be rigidly enforced and you are therefore wasting your own time and the time of the Commission in completing the form if you do not meet these requirements. Similarly, applications postmarked after the closing date will not be accepted.

2. Categories

All posts in the Commission, whether permanent or temporary, are classified as follows:

Category A:

staff with a university education engaged in administrative and advisory duties, often policy-related;

Language Service (LA):

staff with a university education who work as translators or interpreters; the 'LA' structure corresponds to grades A 3 to A 8 of category A above;

Category B:

staff with at least an advanced secondary education engaged in executive duties (comparable with those performed by an executive officer);

Category C:

staff with a secondary education engaged in clerical duties (comparable with those performed by a clerical officer/clerical assistant); graduates are not eligible for category C posts;

Category D:

staff with a primary education engaged in manual or service duties; those with an advanced secondary education are not eligible for category D posts.

3. Education

Educational qualifications will be considered and assessed, where necessary, by someone with an expert knowledge of your country's education system as well as by the selection board. But it will still help considerably if you give the precise dates and details of the different stages of your education. Thus, for example, care should be taken to indicate both 'O' level and 'A' level, and first degree and postgraduate qualifications, separately. The type of degree and the period during which you studied for it should be specified. In the case of any other courses, you should indicate clearly whether these were full-time or part-time and the subjects covered.

If possible, photocopies of your examination certificates should be enclosed with your application form. If this is not possible, you should mention this when filling in your application form and take steps to obtain them rapidly. *In any event, these copies must be sent in before the closing date for the submission of applications.* Candidates who have been educated in non-member countries, such as the USA or Canada, should provide as much detailed documentation as possible to enable expert assessment of the certificates concerned.

4. 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 you have done. Please note the following points:

- (a) you should put down the month as well as the year in which you took up or left a post;
- (b) although your application form will be examined by a selection board which will include somebody with a good background knowledge of your country, you should make every effort to explain clearly the kind of work involved; thus, simply to say 'administrative officer' or 'manager' *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 statement from previous employers or from your present employer outlining the kind of work you did or do and the responsibilities involved. It is understood that in the case of your present employer this may not be possible although employers are generally much more understanding about this than many employees think. By providing full details of your experience, you place the selection board in the best possible position to decide whether or not to admit you to the competition.

It should be noted that *you have to sign a declaration at the end of the application form that the information provided is true and complete*, and that in the event of your being appointed to a post with the Commission it will become the first part of your personal file. It is therefore important that nothing is omitted or given the wrong emphasis.

Competitions are sometimes organized for candidates of a particular language. It is very difficult for candidates, even those who consider themselves bilingual, to succeed in a competition which is not in their mother tongue. Such candidates are best advised to decide what their principal language is and to apply only for competitions for candidates of that language.

5. Procedure after the submission of applications

The safe arrival of your application form will be acknowledged. Then, when all the application forms have been examined by the selection board, you will receive a letter either informing you that you have been admitted to the tests and giving you details of the date and place or informing you that you have not been admitted to the tests and explaining why.

6. Common causes of misunderstanding

The selection board takes a considerable amount of time and trouble to establish clear criteria for admission and exclusion and to examine each application form. Normally, when candidates appeal against its decisions, reconsideration of their application shows that they have misunderstood some of the basic conditions for admission to the competition.

- Professional experience is counted *only* from the time the candidate reached the educational level required. Thus, for 'A' grade competitions, for which a university degree is required, experience, as far as the institutions are concerned, will be counted only from the time when the degree was obtained.
- The educational level required for admission to competitions is not always the same as that required by national civil services; the Commission's requirements are set out in the competition notice.
- The notice of competition published in the Official Journal has to cover the education systems of the different member countries and cannot therefore be geared to the subtleties of an individual system. If you are in doubt as to whether you are sufficiently qualified, you are advised to look at the press advertisement, which will usually give a clearer indication of the level required, or to contact the Commission direct.

7. Competitions based on qualifications and tests — examination of qualifications

Candidates' attention is drawn to the meaning of the phrase 'competition based on qualifications'. These 'qualifications' should not be confused with the basic conditions for admission to the competition itself. Candidates *must* fulfil the conditions set out in the notice of competition in order to be admitted to the competition. The 'qualifications', however, are additional to these conditions e.g. certificates or diplomas above the level required, a broader spectrum of work experience or very specialized work experience, published works etc, all of which allow the selection board to make a comparative

assessment of the candidates' achievements. In other words, candidates who satisfy the basic conditions will gain admission to the competition but only those with the best portfolio of additional 'qualifications' will be invited to sit the tests.

8. Written tests

Candidates admitted will normally be invited to take part in a written test either in their own country, or in Brussels, or in some other convenient part of the European Community, depending on the availability of examination rooms and the place of origin of candidates. Full details are given to candidates invited to attend. A contribution is made towards the travelling costs of candidates who have to travel further than 100 km to the examination centre.

The written examinations take place simultaneously for all candidates in all languages. Candidates obviously have the right to take the examination in their mother tongue provided it is one of the official Community languages, i.e. Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish.

Although a university degree in any discipline will gain admission to Category A competitions, candidates should note that the written and oral tests presuppose a thorough knowledge of the area(s) described in the competition notice (Section I — Nature of Duties). The technical knowledge required to pass the tests should not therefore be underestimated.

9. Marking of the written tests and invitations to attend for interview

Some tests are marked by computer, others by senior members of the Commission staff of the same mother tongue as the candidate or by external experts. Each test is marked by two examiners. The selection board examines the marks awarded for the written tests and will arbitrate where there are significant differences between the marks awarded by the different examiners. Candidates' papers are identified by number only and there is no possibility of a candidate's identity being known at this stage. After the selection board has considered the results of the written tests, the successful candidates will be invited to attend for interview.

10. Oral tests

The interview is carried out in the candidate's mother tongue and supplementary information about it is sent out to the candidates beforehand. 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 as a rule the selection board will briefly check this ability at the interview stage, this would normally not be a stumbling block for somebody who has a basic knowledge of the language (corresponding to 'O' level) and has possibly brushed it up by attending conversation classes.

11. Knowledge of languages

Many potential candidates are put off by the idea of having to work in a foreign language. While it is true that much of the day-to-day work in the Commission in Brussels and Luxembourg is done in French or English, it should be pointed out that intensive language courses are available for new recruits and that a reasonable level of competence can usually be attained in quite a short time.

12. Equal opportunities

The Commission is an equal opportunities employer and particularly welcomes applications from female candidates for posts where women are currently under-represented. Great care is taken to avoid any form of discrimination and interview boards normally include officials of both sexes as do internal Commission promotion boards.

13. Checklist

Before sending in your application form, please make sure that:

- you have signed the back page of the application form
- you have attached photocopies of examination certificates
- you have indicated your choice of second Community language
- you have attached the necessary documents if you are asking for the age limit to be raised
- your application is clear and complete

NOTICE OF OPEN COMPETITION COM/C/583

(87/C 298/09)

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

CLERICAL ASSISTANT
(male or female)

in the career bracket covering grades 5 and 4 of category C. Recruitment will be to grade 5.

I. NATURE OF DUTIES

The work, to be carried out under supervision, will include:

- selecting video, film and soundtape sequences for storage in the media centre/video, film and sound archives for subsequent use by radio and television stations,
- searching for, selecting and time-coding video, film and soundtape sequences for radio and television programmes about the Community,
- preparing shot lists and technical descriptions of film, video and radio material,
- preparing and monitoring orders for technical work contracted out to film and video laboratories,
- controlling and checking audiovisual material,
- producing, updating and consulting the index of audiovisual material and a radio, television and film catalogue.

Place of employment: Brussels.

II. ELIGIBILITY

The competition is open to candidates who 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 ⁽¹⁾.

B. SPECIAL CONDITIONS

1. Age limit:

Candidates must have been born before 9 December 1969 and after 9 December 1951.

The age limit may be raised in the following cases:

- (a) For candidates, who have performed compulsory military service or any other form of compulsory service the age limit is raised by the length of service performed; additional periods of voluntary service will not be taken into consideration. Any request for the age limit to be raised must be accompanied by a certificate issued by the appropriate military or other authorities, stating the dates when the candidate began and completed compulsory service.
- (b) 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 who was living with them and dependent on them the age limit may be raised by one year for each child, up to a maximum of three years. Any request for the age limit to be raised must be accompanied by the birth certificate of each child and an attestation giving the exact dates when the candidate was out of paid employment and the reasons.
- (c) For candidates who have a physical handicap compatible with the duties to be performed officially recognized by the appropriate authority the age limit is raised by three years. Any request for the age limit to be raised must be accompanied by a certificate issued by the appropriate authority attesting that its holder is handicapped.

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 the necessary supporting document(s).

2. Certificates, diplomas and experience:

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

- (a) have completed a course of secondary education and obtained a certificate or diploma (the selection board will allow for differences between education systems);

the following are not eligible:

- (i) candidates who have completed a course of university education and obtained a degree or diploma;
- (ii) candidates who are in the final year of such a course;

⁽¹⁾ The general conditions referred to at A are specified in the notice preceding this notice of competition.

- (b) have at least two years' experience in an archives unit working in the production of film and television news material;
- (c) have a knowledge of the different systems and techniques used in film, video and radio and a basic knowledge of film, video and soundtape editing, in particular the use of a cutting table and a video editing unit.

3. Knowledge of languages:

Candidates must have a thorough knowledge of one official Community language (Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish) and a satisfactory knowledge of a second official Community language.

C. SPECIFIC CONDITIONS APPLICABLE TO OFFICIALS AND OTHER SERVANTS OF THE EUROPEAN COMMUNITIES

The upper age limit does not apply to candidates who, on any date between publication of this Official Journal and 9 December 1987, will have been serving continuously as an official or other servant of the European Communities for at least one year.

The competition is open to candidates who do not satisfy the special conditions at B.2(b) but have been serving as an official or other servant of the European Communities in category D for at least two years (i.e. since 9 December 1985), and have completed a course of secondary education and obtained a final certificate or diploma (the selection board will allow for differences between education systems).

Officials or other servants of the European Communities without the above certificate or diploma are also eligible provided they have been serving in category D for at least six years (i.e. since 9 December 1981).

For the purpose of calculating this two- or six-year period, only time spent in the administrative statuses referred to at (a) and (b) of Article 35 of the Staff Regulations will be taken into consideration.

III. ADMISSION TO THE COMPETITION AND WRITTEN TESTS

(see point 7 of guide)

(a) Admission to the competition

The appointing authority will draw up a list of candidates satisfying the conditions at II.A and send it

with the candidates' files to the chairman of the selection board.

After considering the files, the selection board will draw up a list of candidates who meet the conditions at II.B or II.C and are therefore to be admitted to the competition.

Each candidate will be informed whether or not he/she has been admitted to the competition.

(b) Admission to written tests

The selection board will establish the criteria on which it will examine candidates' qualifications. On the basis of these criteria, it will examine the qualifications of candidates admitted to the competition and decide on the number to be admitted to the written tests in the light of the number of posts likely to be filled.

Each candidate will be informed whether or not he/she has been admitted to the tests.

(c) Checking of supporting documents

Before candidates are admitted to the competition and tests, their qualifications will be checked to ensure that they correspond to the conditions specified in the notice of competition.

The check will be based on the information provided by candidates on their application form; candidates are accordingly requested to complete these forms with the utmost accuracy.

Should the selection board discover at a later stage in the procedure that the information provided does not tally with the supporting documents, the candidate will be disqualified.

IV. RECONSIDERATION OF APPLICATIONS

Any candidate who feels that a mistake has been made regarding eligibility may ask to have his/her application reconsidered. Within 30 days of the date postmarked on the letter stating that he/she has been excluded from the competition, the candidate should 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, rue de la Loi 200, B-1049 Brussels.

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

V. NATURE OF WRITTEN TESTS — TIME ALLOWED — MARKING

1. Nature of written tests:

- (a) A test to assess the candidate's general knowledge and specialized knowledge of the field covered by the competition.
- (b) A test comprising a series of multiple choice questions to assess the candidate's knowledge of his/her second language.

2. Time allowed:

The time allowed for the written test will be fixed by the selection board and notified to candidates in the letter inviting them to attend.

3. Marking:

Test 1 (a) will be marked out of 60 (pass mark 36)

Test 1 (b) will be marked out of 10.

Test 1 (b) will be marked only in the case of candidates admitted to the oral test.

VI. ADMISSION TO ORAL TEST — NATURE OF TEST — MARKING

1. Admission to oral test:

Candidates who obtain at least 36 marks in written test 1 (a) will be admitted to the oral test.

Each candidate will be informed whether or not he/she has been admitted.

2. Nature of test:

Interview with the selection board for the purpose of assessing, in the light of the information contained in the candidate's file, his/her general knowledge, knowledge of languages (on the basis of the results obtained in written test 1 (b)) and suitability for the duties described at I above.

3. Marking:

The test will be marked out of 40 (pass mark: 24).

VII. LIST OF SUITABLE CANDIDATES

Candidates who obtain an aggregate of at least 60 marks in the written and oral tests, including not less than 24 marks in the oral test, will be placed on the list of suitable candidates.

VIII. SALARY

(See notice)

The basic starting salary for the career bracket covered by the competition ranges from Bfrs 54 688 (C 5/1) to Bfrs 55 620 (C 5/3) per month.

By way of example, the monthly net earnings of an unmarried official with no dependants, in receipt of expatriation allowance will be approximately Bfrs 62 500 for the first step in grade C 5.

IX. APPLICATIONS

Before completing the application form, candidates are asked to read the notice and the guide preceding this notice of competition.

The application form contained in this issue of the *Official Journal of the European Communities* should be duly completed and signed by the candidate.

Photocopies of documents showing that candidates satisfy the conditions of eligibility at II.B or II.C must be attached so that the selection board can check that they correspond to the information provided on the application form.

The application form, together with the photocopies of supporting documents, should be sent, preferably by registered post, to the following address:

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

It must be postmarked not later than 9 December 1987.

Applications from officials and other servants of the European Communities may also be handed in, not later than 16.00 hours, on 9 December 1987 to the:

— Recruitment Division,
Commission of the European Communities,
Brussels, or the

— Personnel Division,
Commission of the European Communities,
Luxembourg, or the

— administrative office of the Ispra, Karlsruhe, Geel or Petten Establishment of the Joint Research Centre;

in which case a receipt must be obtained.

The deadlines specified above do not apply to officials or other servants of the European Communities 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 16.00 hours (Brussels time) on 9 December 1987 that they intend to submit an application.

Neither application forms nor supporting documents will be returned.

Candidates who are offered a post will subsequently be asked to produce the originals of examination certificates

or certificates from employers so that copies can be authenticated.

Candidates who fail to submit a signed application form and all the supporting documents by the appropriate deadline will not be admitted to the competition unless they can give a valid reason for the delay.

To facilitate the administrative work of the selection board, candidates are asked to use the name given on the application form and quote the competition reference in all correspondence or diploma submissions.
