

Official Journal

of the European Communities

ISSN 0378-6986

C 271

Volume 33

27 October 1990

English edition

Information and Notices

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I

(Information)

COMMISSION

Ecu (*)

26 October 1990

(90/C 271/01)

Currency amount for one ecu:

Belgian and Luxembourg franc	42,4325	Portuguese escudo	181,426
German mark	2,06206	United States dollar	1,36154
Dutch guilder	2,32388	Swiss franc	1,74141
Pound sterling	0,695020	Swedish krona	7,63962
Danish krone	7,86836	Norwegian krone	8,01268
French franc	6,90166	Canadian dollar	1,58565
Italian lira	1543,65	Austrian schilling	14,5059
Irish pound	0,769103	Finnish markka	4,90156
Greek drachma	208,126	Japanese yen	173,869
Spanish peseta	129,170	Australian dollar	1,73556
		New Zealand dollar	2,23204

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 last amended by Regulation (EEC) No 1971/89 (OJ No L 189, 4. 7. 1989, 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)

(90/C 271/02)

(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 1424/90 of 28 May 1990 on a special intervention measure for barley in Spain (OJ No L 137, 30. 5. 1990, p. 8)	25. 10. 1990	ECU 105,95/tonne
Commission Regulation (EEC) No 1425/90 of 28 May 1990 opening an invitation to tender for the refund for the export of barley to countries of zones I, II, III, IV, V, VI, VII, VIII and the Canary Islands (OJ No L 137, 30. 5. 1990, p. 11)	25. 10. 1990	ECU 97,00/tonne
Commission Regulation (EEC) No 1426/90 of 28 May 1990 opening an invitation to tender for the refund for the export of rye to countries of zones I, II, III, IV, V, VI, VII, VIII and the Canary Islands (OJ No L 137, 30. 5. 1990, p. 14)	—	No tenders received
Commission Regulation (EEC) No 1427/90 of 28 May 1990 opening an invitation to tender for the refund for the export of common wheat to countries of zones I, II, III, IV, V, VI, VII, VIII and the Canary Islands (OJ No L 137, 30. 5. 1990, p. 17)	25. 10. 1990	ECU 108,49/tonne
Commission Regulation (EEC) No 1646/90 of 18 June 1990 opening an invitation to tender for the refund for the export of durum wheat to countries of zones I, II, III, IV, V, VI, VII, VIII and the Canary Islands (OJ No L 154, 20. 6. 1990, p. 17)	25. 10. 1990	Tenders rejected
Commission Regulation (EEC) No 2620/90 of 10 September 1990 on an invitation to tender for the refund on export of wholly milled medium grain and long grain A rice to certain third countries (OJ No L 249, 12. 9. 1990, p. 9)	25. 10. 1990	ECU 270,00/tonne
Commission Regulation (EEC) No 2849/90 of 2 October 1990 on an invitation to tender for the refund on export of wholly milled medium grain and long grain A rice to certain third countries (OJ No L 271, 3. 10. 1990, p. 5)	25. 10. 1990	ECU 280,00/tonne

Arrangement in the form of an exchange of letters between the European Economic Community and the International Council for the Exploration of the Sea

(90/C 271/03)

A. Letter from the European Economic Community

Dr E. Anderson, General Secretary
International Council for the Exploration of the Sea (ICES)
Palægade 2-4
DK-1261 Copenhagen
Denmark

Brussels, 27 August 1990

Sir,

By an exchange of letters of 4 May 1987, the International Council for the Exploration of the Sea and the European Economic Community agreed on arrangements for mutual cooperation.

The exchange of letters provides *inter alia* as follows:

- '5. The terms of this agreement shall be reviewed by the two parties three years after it has gone into effect. If they fail to agree new terms, the agreement shall continue on the basis of the existing terms until new terms have been agreed. Either party may withdraw from the agreement at any time subject to giving one year's notice.'

The Community has been satisfied with the arrangements for cooperation and understands that ICES has also found them satisfactory. The Community therefore proposes that the arrangements should continue. It seems desirable, however, to update the above point 5 to read as follows:

- '5. Either party may request a review of this agreement at any time subject to giving six months' notice. If they fail to agree new terms, the agreement shall continue on the basis of the existing terms until new terms have been agreed. Either party may withdraw from the agreement at any time subject to giving one year's notice.'

I should be grateful if you would indicate whether the arrangement of 1987, amended as proposed in this letter, is acceptable to ICES as the basis of continuing cooperation with the Community. It is my understanding that this letter and your reply thereto, together with the exchange of letters of 1987, will constitute the Agreement on Cooperation between the International Council for the Exploration of the Sea and the European Economic Community. The amendment to the arrangements will come into force on the date of your reply to this letter.

For the European Economic Community

Manuel MARÍN

B. Letter from the International Council for the Exploration of the Sea

Copenhagen, 8 October 1990

Sir,

We have the honour to acknowledge receipt of your letter of 27 August 1990 which reads as follows:

'By an exchange of letters of 4 May 1987, the International Council for the Exploration of the Sea and the European Economic Community agreed on arrangements for mutual cooperation.

The exchange of letters provides *inter alia* as follows:

- '5. The terms of this agreement shall be reviewed by the two parties three years after it has gone into effect. If they fail to agree new terms, the agreement shall continue on the basis of the existing terms until new terms have been agreed. Either party may withdraw from the agreement at any time subject to giving one year's notice.'

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I should be grateful if you would indicate whether the arrangement of 1987, amended as proposed in this letter, is acceptable to ICES as the basis of continuing cooperation with the Community. It is my understanding that this letter and your reply thereto, together with the exchange of letters of 1987, will constitute the Agreement on Cooperation between the International Council for the Exploration of the Sea and the European Economic Community. The amendment to the arrangements will come into force on the date of your reply to this letter.'

We have the honour to inform you that the International Council for The Exploration of the Sea is in agreement with the contents of your letter.

For the International Council for the Exploration of the Sea

Jakob JAKOBSSON
President

Emory D. ANDERSON
General Secretary

STATE AID

No 408/90

Spain (Castilla y León)

(Articles 92 to 94 of the Treaty establishing the European Economic Community)

(90/C 271/04)

Commission communication pursuant to Article 93 (2) of the EEC Treaty to other Member States and interested parties concerning aids which Spain has decided to grant in respect of the cultivation of potato varieties intended for the production of starch.

1. By letter of 27 July 1990, recorded as received on 30 July 1990, the Permanent Representative of Spain to the European Communities notified the Commission of the above measure.
2. The aid is in the form of a subsidy (40 %) on the cost of seed for the cultivation of potatoes intended for starch production, to a maximum of Pta 30 000 (approximately ECU 236) per hectare.
3. Articles 92 to 94 of the Treaty are applicable to the production and marketing of potatoes intended for starch production in accordance with Article 1 of Council Regulation (EEC) No 2728/75 of 29 October 1975 ⁽¹⁾.
4. Such measures are to be considered as operating aids not producing a permanent structural improvement in production conditions; they are normally considered to be incompatible with the common market and may not benefit from the derogations provided for in Article 92 (3) of the Treaty.

In addition, this is a type of aid which the Commission has always opposed, for support in the sector must be guaranteed exclusively by the application of measures taken within the framework of the common organization of the market.

The Commission has therefore decided to initiate the procedure provided for in Article 93 (2) of the Treaty in respect of the measure.

5. The Commission also informs the Spanish Government that it has decided to give notice to the Governments of the other Member States by sending them a copy of this letter, and to parties concerned other than Member States by publishing a communication in the *Official Journal of the European Communities*, to submit their comments on its position.
6. The Commission hereby gives the other Member States and other parties concerned notice to submit their comments on the measure in question within four weeks from the date of publication of this notice to:

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

⁽¹⁾ OJ No L 281, 1. 11. 1975, p. 17.

III

(Notices)

COMMISSION

**Guide to candidates taking part in interinstitutional competitions or in open competitions
organized by the Commission**

(90/C 271/05)

A. INTRODUCTION

B. NOTICE OF COMPETITION AND APPLICATION FORM

1. Main conditions
2. Knowledge of languages
3. Education and diplomas
4. Experience
5. Signing of application form

C. COMPETITION PROCEDURE

1. Organization
2. General procedure
3. Procedure after submission of applications
4. Written tests
5. Content of written tests
6. Marking of written tests and admission to oral test
7. Oral test
8. List of suitable candidates and reserve list
9. Preparation for open competitions

D. CAREER PROGRESSION AND WORKING CONDITIONS

1. Categories of post
2. Remuneration and other special conditions
3. Address of Commission's Recruitment Unit

A. INTRODUCTION

1. This guide is intended for candidates taking part in open competitions for posts at the Commission or one of the other institutions of the European Communities. In the same Official Journal you will also find the notice with details of the competition in which you are interested and an application form.

If the idea of working in an international and multicultural environment appeals to you and you have decided to enter an open competition, you should first read the guide carefully. It tells you:

- how to complete the application form correctly,
- how competitions are organized,
- what kinds of job are available and what working conditions are like in the Community institutions.

However, the sole aim of the guide is to provide information. The only text binding on the selection board throughout its proceedings is the notice of competition.

2. The Commission, like the other institutions, is an equal opportunities employer and particularly welcomes applications from women. It takes great care to avoid any form of discrimination both during the recruitment procedure and when making internal appointments.

The use of the masculine form to describe candidates or the types of work and function in this guide is only used to make it easier to read.

— nationality (⁽¹⁾),

— age,

— education, and

— experience.

These conditions have to be strictly enforced by the selection board when deciding whether or not candidates are to be admitted to the competition.

- (b) Candidates must use the application form for the appropriate competition contained in the Official Journal. Since this is the basic document used by selection boards when they decide which candidates to admit to the competition, it needs to be filled in extremely carefully.

- (c) Applications postmarked after the closing date will be rejected by the selection board. No appeal against the board's decision will be considered.

- (d) Candidates are urged to make sure that they provide an address where they can be contacted during the competition and which is complete and accurate. Any change of address must be communicated to the selection board in order to ensure the safe arrival of information about the competition.

2. Knowledge of languages

- (a) All candidates for a post in a Community institution must have a thorough knowledge of one of the official Community languages (Danish, Dutch, English, French, German, Greek, Italian, Portuguese and Spanish) and a satisfactory knowledge of a second official language.

B. NOTICE OF COMPETITION AND APPLICATION FORM

Please read the notice of competition carefully before completing your application form

1. Basic conditions

- (a) You must check carefully to make sure that you fulfil all the basic conditions for admission set out in the notice of competition, notably:

⁽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.

Candidates take the written tests in their main Community language (this may or may not be their mother tongue). There is also a special written test designed to assess knowledge of the second language chosen.

- (b) Some competitions, such as those for translators, interpreters and secretaries, are 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 main language. Candidates for such competitions are therefore advised to decide what their main language is and not to apply for competitions that particularly specify another language.
- (c) The written tests for competitions for LA translator and interpreter posts differ in number and content from those for competitions for category A posts as they are specifically designed to assess knowledge of languages. Candidates should study the relevant notice of competition carefully.

3. Education and diplomas

- (a) As the notice of competition published in the Official Journal is addressed to nationals of the 12 Member States, it has to cover the different education systems at all levels and cannot therefore be geared to the subtleties of an individual system.
- (b) Candidates educated in non-member countries should provide a certificate of national equivalence, issued by the Member State of which they are nationals, for diplomas and certificates obtained outside the Community to enable the selection board to assess the level of their studies.
- (c) Educational qualifications will be checked and assessed by the selection board and, where necessary, by persons with an expert knowledge of your country's education system.

It is very important that you give the precise dates and details of the different stages and levels of your education on your application form.

In the case of technical or vocational training and specialist or refresher training, you should specify whether the course was full-time or part-time, what subjects were covered and how long the course lasted.

- (d) Photocopies of the diplomas or certificates required for admission to the competition must be enclosed with your application form.

Candidates who fail to submit copies of their diplomas or certificates will not be admitted to the competition.

4. Experience

- (a) Two years' experience is required for many competitions. This part of the application form should be filled in extremely carefully.
- (b) You should specify the month as well as the year when you took up or left a post, describe your duties, and explain clearly the kind of work and responsibilities involved. Simply to say 'administrative officer' or 'manager' is not sufficient and may result in exclusion from the competition on the grounds that there is no evidence that you have the required experience.

It is in your interest to provide full details of the posts you have held. If necessary, you should attach additional sheets to your application.

- (c) Professional experience is counted only from the time the candidate obtained the certificate or diploma required for admission to the competition. Thus any experience gained prior to this will not be counted by the selection board.

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.

- (d) Since further training courses leading to a certificate or diploma and duly attested periods of specialist or refresher training count as professional experience, full supporting documentation must be provided.

The exact dates (day, month, year) when each period began and ended must be specified.

Without this information, the selection board will be unable to determine how much experience to credit you with.

- (e) Photocopies of statements from previous employers and from your present employer confirming your experience must be enclosed with your application form.

If, for reasons of confidentiality, you are unable to provide a statement from your present employer, you may send a photocopy of your contract or of your first and your latest payslips instead.

Candidates who fail to provide the necessary supporting documents in respect of their professional experience will not be admitted to the competition.

- (f) Candidates who can show that they are unable (by reason of prolonged absence abroad, for instance) to enclose photocopies of the documents referred to at B.3 and/or B.4 with their application form may submit them later, provided that they supply the relevant evidence in writing at the time of application and that they then send the photocopies as soon as possible — and not later than the date of the written tests.

5. Signing of application form

- (a) It is compulsory to sign the completed application form. So once you have filled in your application form, do not forget to sign it. Remember, too, that in signing you are declaring that the information provided is true and complete.
- (b) In exceptional circumstances, you may designate someone to sign the application form on your behalf. In this event, you should send a handwritten statement to the selection board as soon as possible (and before the written tests take place) notifying it of the name of the person who has signed the form on your behalf.

An unsigned application form will be considered null and void. Candidates who fail to sign their application form will therefore be excluded from the competition.

C. COMPETITION PROCEDURE

1. Organization

- (a) Competitions organized by the Commission of the European Communities always bear the reference COM/X/N: the letter 'X' corresponds to one of the four letters (A, B, C and D) designating the different categories of officials listed in the Staff Regulations of officials of the European Communities; the letter 'N' represents the competition number.
- (b) Competitions bearing the reference EUR/X/N are interinstitutional competitions, i.e. competitions organized jointly by the Commission of the European Communities and one or more of the other Community institutions. These competitions are run by the Commission.
- (c) In the case of competitions run by the Commission, candidates will be dealing throughout exclusively with the Commission's Recruitment Unit, to which any queries should be addressed. The address and telephone number of the Recruitment Unit appear at the end of this guide.

2. General procedure

The Staff Regulations provide for three different types of competition:

competitions based on tests (this is the general rule); competitions based on qualifications and tests (for certain posts only); and competitions based solely on qualifications (this is very much the exception).

The competition procedure is as follows:

- (a) candidates must use the official application form. It is essential that they provide the supporting documents and any necessary information by the deadline specified in the notice of competition;
- (b) a selection board is set up for each competition; it consists of members designated by the appointing authority and by the Staff Committee;
- (c) the proceedings of the selection board are secret;
- (d) the appointing authority draws up a list of candidates satisfying the general conditions laid down in the Staff Regulations and sends it to the selection board with the candidates' files;
- (e) after considering the files, the selection board draws up a list of candidates who meet the conditions set out in the notice of competition:
 - for competitions based on tests, all candidates on the list are admitted to the tests,
 - for competitions based on qualifications and tests, the selection board decides which candidates on the list by virtue of their qualifications are to be admitted to the tests,
 - for competitions based on qualifications, the selection board establishes the criteria on which it will examine the qualifications of candidates on the list and examines the qualifications of those candidates accordingly;
- (f) on completion of its proceedings, the selection board draws up a list of candidates deemed suitable for the posts to be filled;
- (g) the whole competition procedure should be completed within 12 months of the closing date for the submission of applications.

3. Procedure after the submission of applications

- (a) The safe arrival of your application form will be acknowledged by the Commission's Recruitment Unit. This acknowledgement does not necessarily mean that you will be admitted to the competition.
- (b) When it has examined all the application forms, the selection board will inform candidates by letter whether or not they have been admitted to the competition. This may take up to three months from the closing date for the submission of applications.
- (c) In the letter stating that they have been admitted to the competition, candidates will be given an indication of when the tests are likely to be held.

This letter will be followed by an invitation to attend the tests, specifying the actual date and place.

- (d) Candidates not admitted to the tests will be told why.

Candidates who feel that a mistake has been made regarding eligibility have 30 days from the date postmarked on the letter stating that they have been excluded from the competition in which to ask for their application to be re-considered.

The selection board will then reconsider the application and decide whether the complaint is justified.

4. Written tests

- (a) Written tests are normally held in the different Member States and candidates are invited to attend either in their country of origin or in

their country of residence. Sometimes, however, the tests are held only in Brussels or in some other convenient place.

- (b) Candidates are given full details of the date, time and place of the tests in the letter inviting them to attend. Nonetheless, candidates who, shortly before the provisional date indicated in the letter informing them that they have been admitted to the tests, have not received an official invitation (there can be long postal delays!) are advised to contact the Commission's Recruitment Unit straight away.

- (c) A flat-rate contribution is made towards the travelling expenses of candidates who have to travel further than 100 kilometres (one way) to the examination centre.

- (d) The written tests take place simultaneously for all candidates in all languages following the procedure set out in this guide.

- (e) Irrespective of the type of diploma or certificate required for admission to a given competition, candidates should note that the written and oral tests presuppose a thorough knowledge of the area(s) described in the notice of competition (Section I. Nature of duties). The specialized knowledge needed to pass the tests should not therefore be underestimated.

5. Content of written tests

- (a) Candidates first have to take an eliminatory test, which normally comprises a series of multiple-choice questions to assess:

- specialized knowledge of the field(s) covered by the competition and knowledge of the European Community and current affairs, particularly in Europe,

- logical reasoning ability (numerical, symbolic and spatial, etc.),

- knowledge of a second Community language (chosen by the candidate and specified on his/her application form).

- (b) The second written test usually consists of an essay paper and a practical test or a case study to assess competence and suitability for duties in the field(s) covered by the competition. This is the normal pattern for competitions for category A posts.

The written tests in competitions for category B, C and D posts vary depending on the nature of the duties. Candidates should therefore study the relevant section in the notice of competition carefully.

- (c) Candidates for LA (translator or interpreter) posts have to sit special language tests. They too should study the relevant section in the notice of competition carefully.

6. Marking of written tests and admission to oral test

- (a) Replies to multiple-choice questions are optically scanned by computer. Anonymity is therefore ensured.

- (b) The second test is marked only in the case of candidates who have passed the eliminatory test.

This test, which relates to the field(s) covered by the competition, is marked by two independent experts, whose main language is the same as that of the candidate.

The selection board then considers the marks awarded by each examiner and decides on the final mark.

- (c) Candidates' papers have no name on them and are identified only by a secret number allocated by computer. There is therefore no possibility of candidates being identified by the examiners.

- (d) After the selection board has considered the results of the second written test, the successful candidates are invited to attend for interview.

7. Oral test

- (a) Candidates are given details of the date, time and place of the oral test in the letter inviting them to attend. Oral tests are normally held in Brussels. Travel and subsistence expenses will be reimbursed on a case-by-case basis in accordance with the Commission's financial rules.
- (b) The test consists of an interview with the selection board lasting around 45 minutes. Most of the interview will be conducted in the candidate's main language and simultaneous interpretation is available if necessary.

Normally, by way of introduction, the candidate will be asked to give a brief outline of his/her curriculum vitae.

The purpose of the oral test is to assess, firstly, the candidate's knowledge of the Community and of current affairs and, secondly, the specialized knowledge needed for the duties and category of post covered by the competition.

Where the competition covers several fields, the oral test will focus on the field selected by the candidate in his/her application.

- (c) During the test, the selection board will also assess knowledge of other Community languages by asking the candidate to reply to questions in a language or languages other than his/her main language.

8. List of suitable candidates and reserve list

- (a) Once the selection board has completed its deliberations on the results of the tests, it draws up a list of candidates successful in the competition and deemed suitable for the posts to be filled. In accordance with the Staff Regu-

lations every attempt is made to ensure that the number of candidates on the list exceeds the number of posts available.

- (b) The list of suitable candidates is then submitted to the appointing authority for approval, at which point it becomes the 'reserve list'.

Candidates should note that inclusion on the reserve list does not necessarily lead to appointment.

The reserve list is, in fact, simply a list of candidates successful in the competition who may be invited for a further interview with heads of department at the Commission or any other institution interested in recruiting them. Selection at this stage will depend on requirements, the availability of posts commensurate with the qualifications of the successful candidates, and the need to recruit on the broadest possible geographical basis.

A definite job offer may be made after these interviews.

However, in view of budgetary and operational constraints, successful candidates should note that up to a year may elapse between being placed on the reserve list and receiving a definite job offer.

Successful candidates who wish further information on the status of the reserve list may contact the Careers Directorate of the Commission's Directorate-General for Personnel and Administration.

- (c) In the case of interinstitutional competitions, i.e. a competition organized jointly by the Commission and one of the other Community institutions, a single reserve list is drawn up and successful candidates may receive job offers from the Commission or any of the other institutions involved.

- (d) Before appointment, a check will be carried out to ensure that candidates chosen by the Directorates-General:

— are nationals of one of the Member States of the Community and enjoy their full rights as citizens,

— have fulfilled any obligations imposed on them by the laws concerning military service in the country of which they are nationals,

— meet the character requirements for the duties involved,

— have produced the originals of their diplomas or certificates.

Also the candidate must be willing to undergo the compulsory medical examination to establish that the standard of physical fitness necessary to perform the duties can be met.

9. Preparation for open competitions

- (a) Logical reasoning test (multiple-choice): there are a number of helpful publications on the market.
- (b) Knowledge of the history of the European Community and the working and activities of its institutions (multiple-choice and oral test): special Commission publications on the Community may be obtained from Commission Offices in the Member States.
- (c) Specialized knowledge (multiple-choice and second written test): candidates should have a thorough knowledge of their subject. They may find it helpful to refer to the relevant sections in the notice of competition ('Nature of duties', 'Nature of tests', etc.).
- (d) Since recruitment procedures vary from one Member State to another and candidates may have experience of different selection methods, this guide contains an Annex with representative examples of papers set at previous competitions. The object of the exercise is to give candidates a clearer idea of the type of tests involved in competitions for posts with the Community institutions.

D. CAREER PROGRESSION AND WORKING CONDITIONS

1. Categories of post

All posts in the Commission and other Community institutions, whether permanent or temporary, are classified as follows:

(a) *Category A*

Staff who have completed a course of university education and obtained a degree or diploma, engaged in administrative, supervisory and advisory duties in the areas of Community activity.

Category A runs from grade A 8 up to A 4 and is divided into three career brackets: A 8 (Assistant Administrator), A 7/6 (Administrator), and A 5/4 (Principal Administrator).

Category A also comprises grades A 3, A 2 and A 1 corresponding to Head of Division (Unit), Director and Director-General respectively.

Language Service (LA)

Staff who have completed a course of university education and obtained a degree or diploma, working as translators or interpreters; the LA structure corresponds to grades A 8 to A 3 of category A above.

The Language Service comprises three career brackets: LA 8 (Assistant Translator, Assistant Interpreter), LA 7/6 (Translator/Interpreter), and LA 5/4 (Head of Translation or Interpretation Unit, Reviser, Principal Translator, Principal Interpreter).

Grade LA 3 corresponds to Head of Translation or Interpretation Division (Head of Unit).

NB:

The linguistic duties specified above require a perfect command of mother tongue or main language and a thorough knowledge of at least two other official Community languages.

(b) *Category B*

Staff who have completed a course of advanced secondary education and obtained a final certificate or diploma, engaged in executive duties (comparable with those performed by an executive officer).

Category B runs from grade B 5 up to B 1 and comprises three career brackets: B 5/4 (Administrative Assistant, Technical Assistant, Secretarial Assistant), B 3/2 (Senior Administrative Assistant, Senior Technical Assistant, Senior Secretarial Assistant), and B 1 (Principal Administrative Assistant).

officials in Category A, the Language Service and Category B, and six months for other officials.

2. Remuneration and other special conditions

(c) *Category C*

Staff who have completed a course of secondary education and/or a course of vocational education at secondary level and obtained a certificate or diploma, engaged in clerical duties (comparable with those performed by a secretary, filing clerk, technician, etc).

Category C runs from grade C 5 up to C 1 and comprises three career brackets: C 5/4 (Clerical Assistant, Typist), C 3/2 (Clerical Officer, Secretary/Typist), and C 1 (Executive Secretary, Principal Secretary, Principal Clerical Officer).

NB:

Graduates, and students registered for the final year of a full university course, are not eligible for competitions for Category C posts.

(d) *Category D*

Staff who have completed the basic course of 'compulsory' and/or vocational education and obtained a certificate or diploma, engaged in manual or service duties (messenger, driver, workshop staff, etc.).

Category D runs from grade D 4 up to D 1 and comprises three career brackets: D 4 (Unskilled Employee, Unskilled Worker), D 3/2 (Skilled Employee, Skilled Worker), and D 1 (Head of Unit).

NB:

Those who have completed a course of advanced secondary education and obtained a certificate or diploma are not eligible for competitions for Category D posts.

(a) *Salary*

The basic monthly salary for the career bracket covered by the competition is given in the notice of competition. The basic salary varies according to step classification on recruitment.

(b) *Allowances*

In addition to basic salary, the person appointed will receive the allowances to which he/she is entitled under the Staff Regulations. These may include the following:

1. daily subsistence allowance (payable for a limited period);
2. expatriation allowance or foreign residence allowance equivalent to 16 % and 4 % of basic salary respectively;

and the following family allowances:

1. household allowance equivalent to 5 % of basic salary;
2. monthly dependent child allowance;
3. education allowance equal to actual education costs incurred, with a monthly ceiling, for each dependent child.

(c) *Deductions*

Certain compulsory deduction (sickness and accident insurance, pension contributions, crisis levy, etc.) are made from remuneration.

(d) *Taxes*

The remuneration of officials of the European Communities is subject to a Community tax deducted at source. The proceeds of the tax are paid into the Community budget, reducing

- (e) Officials other than those in grades A 1 and A 2 serve a probationary period, which must be satisfactorily completed before they can be established. The period is nine months for

the financial contribution of the Member States accordingly. Under Article 13 (2) of the Protocol on the Privileges and Immunities of the European Communities, remuneration is consequently exempt from national tax.

(e) *Social environment*

There are European Schools at most of the main places of activity of the Community institutions, providing primary and secondary education up to the level of the European Baccalaureate. The Schools, which have nine sections, one for each of the main teaching languages, are recognized by all 12 Member States. There are also crèches for children under school age.

3. Address of the Commission's Recruitment Unit

- (a) All correspondence should be sent to the following address:

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

- (b) Further information may be obtained by telephone or direct from the:

Recruitment Information Office,
41, rue de la Science,
B-1040 Brussels;

Tel. (02) 235 56 62 — (02) 235 28 49 —
(02) 235 32 37.
Fax: (02) 236 43 02.

The Recruitment Information Office is open
from 9 a.m. to 12.30 p.m. on working days.

ANNEX

Below are some examples of questions used in previous competitions ⁽¹⁾:

I. TEST (a)

Eliminatory test comprising multiple-choice questions to assess the candidate's specialized knowledge

1.1. Customs

1.2. Indirect taxation

1.1. Customs

1. Third-country goods intended for display or demonstration at a fair or exhibition held in the Community are usually accompanied by a:

A — T1 document

B — Community movement carnet

C — ATA carnet

D — TIR carnet.

2. A T2L document

A — accompanies goods from new Member States moving under the Community transit procedure.

B — accompanies goods dispatched to new Member States moving under the Community transit procedure.

C — replaces a lost or stolen T2 document.

D — certifies that goods not moving under the Community transit procedure are in free circulation.

3. Goods arriving in the Community from a third country

A — must be the subject of a summary declaration to customs within 12 hours of arrival.

B — must be the subject of a summary declaration to customs within 24 hours of arrival.

C — must be the subject of a complete declaration to customs within 12 hours of arrival.

D — must be the subject of a complete declaration to customs within 24 hours of arrival.

4. If third-country goods stored in a customs warehouse are stolen:

A — a customs debt is incurred as if the goods had been entered for free circulation.

B — a customs debt based on a reduced value is incurred.

C — a customs debt based on the full value plus a percentage of that amount is incurred.

D — no customs debt is incurred.

⁽¹⁾ The field 'indirect taxation' does not occur in previous competitions.

APPLICATION FORM

(to be completed in capital letters using black ink)

PHOTO

COM/B/716
☐ 1. Customs
☐ 2. Indirect taxation

Mark with a cross the field chosen
CANDIDATES MAY SELECT ONLY ONE FIELD

Before filling in your application form please read carefully the guide to candidates preceding the notice of competition.

1. Surname ('): Forenames:
2. Address for correspondence ('): Telephone No:
- Street: No:
Postal code: Town: Country:
3. Place and date of birth:
4. Sex: ☐ Male ☐ Female
5. Present nationality (if dual, indicate both):
6. If you think you qualify for the age limit to be raised (see II.B.1 of the notice of competition) state why and, where appropriate, indicate the exact dates of the period(s) to be taken into consideration:
- (a) looking after one or more children:
(b) compulsory military or other service:
(c) physical handicap:
The supporting documents specified in the notice of competition must be attached.
7. If you have worked or are working as an official or other servant of the European Communities, please give the following information::
- Institution:
Date of entry into service:
Administrative position:
Present category and grade:
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; this will be examined as part of the written tests;
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:

(2) As candidates admitted to the tests are notified by letter, the selection board should be informed of any change of address.

10. Education (attach photocopies of certificates or diplomas)

[illegible]

11. General, specialist and further training courses

[illegible]

12. Office skills

YES NO If yes, state speed:
 Typing: ☐ ☐
 Word processing: ☐ ☐ If yes, what type?
 Keyboard: AZERTY / QWERTY / QWERTZ / QZERTY / GREEK / HCESAR

**COMMISSION
OF THE
EUROPEAN COMMUNITIES**

Directorate-General
for Personnel and Administration

Personnel Directorate
Recruitment Unit

↓ To be completed by the candidate

Surname and name

Address: Street/No

Postal code/Town

Country

Field chosen:

To be completed by the administration

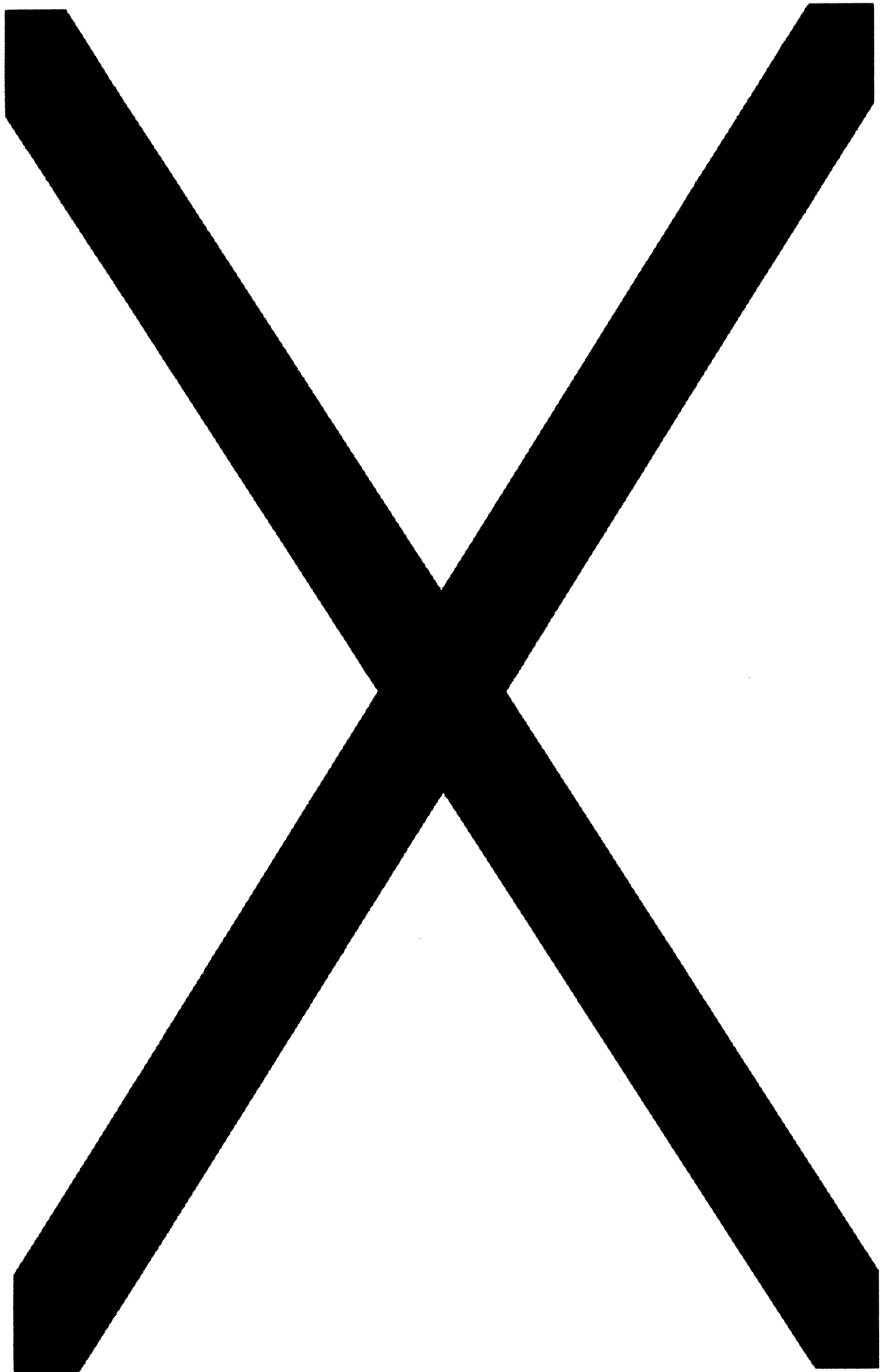
Acknowledgement of application form for open competition COM/B/716

NB:

This acknowledgement does not necessarily mean that you will be admitted to the competition.

You will be notified in writing of the decision on your application as soon as possible. However, in view of the number of applications, you may have to wait up to a month or more.

Please do not telephone during this period as it will not be possible to provide any information.



- Give details of the post(s) you have held hitherto and attach photocopies of supporting documents.

1. Present or most recent post					2. Previous post				
Dates		Length (months)	Gross monthly salary		Dates		Length (months)	Gross monthly salary	
from day/ month/ year	to day/ month/ year		On starting	Current or on leaving	from day/ month/ year	to day/ month/ year		On starting	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 wanting to leave or 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. Long periods spent abroad (please indicate countries visited, dates and reasons for stay):

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

17. 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):

18. Name, address and telephone number of persons who can be contacted should you not be available:
19. 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 (i), (ii) and (iii) above and accept that failure to do so may invalidate my application.

I am also aware of the fact that my application will be turned down if I fail to submit photocopies of the following documents:

- diploma(s) or certificate(s) required for admission to the competition,
- contract(s), statement(s) of employment or payslips, as appropriate (point B.4. of the Guide),
- certificate(s) in support of a request for the age limit to be raised (point 6).

Date and signature:

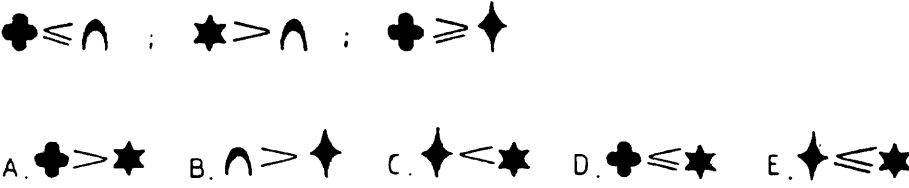
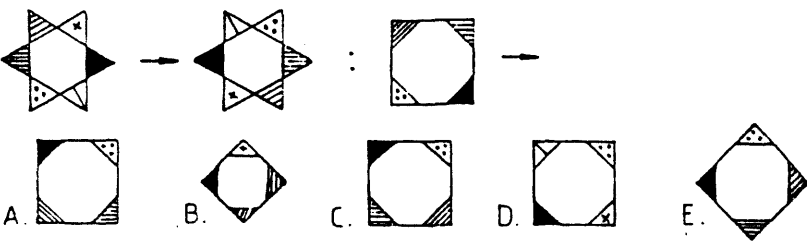
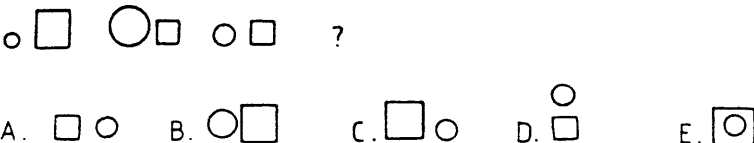
DO NOT FORGET TO SIGN!

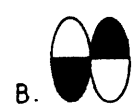
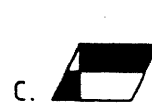
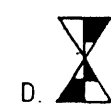
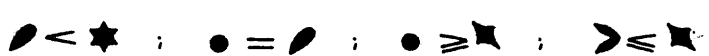
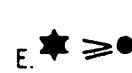
-
5. When goods are released from a customs warehouse, their value for customs purposes
- A — includes the cost of storing them.
 - B — includes the cost of storing them plus any maintenance costs.
 - C — includes a percentage of the cost of storing them.
 - D — includes no storage or maintenance costs.
6. A declaration for free circulation that does not contain the tariff heading of the goods
- A — may not be accepted by customs.
 - B — may be accepted for goods worth not more than ECU 250.
 - C — may be accepted if the declarant is known to be honest.
 - D — may be accepted if security is given to cover any duty that may be due.
7. An 'authorized consignor' may
- A — put goods under the Community transit procedure without first presenting them to customs.
 - B — put goods subject to quota under the Community transit procedure.
 - C — put goods not in free circulation under the Community transit procedure.
 - D — dispatch goods to another Member State without using the Community transit procedure.
8. When Community goods are reimported after outward processing:
- A — the duty that would theoretically be payable on the temporarily exported goods is deducted from the duty payable on the imported goods.
 - B — full duty is payable on the imported goods.
 - C — duty is payable on the value added in the third country.
 - D — no duty is payable.
9. A specific duty is:
- A — applicable only to agricultural goods.
 - B — applicable only to goods eligible for preferential tariff treatment.
 - C — a duty expressed as a specific amount of money per unit of goods.
 - D — a duty expressed as a percentage of the value of goods.
10. When goods moving under the Community transit procedure cross an intermediate frontier, the transporter must hand over:
- A — a flat-rate guarantee voucher
 - B — an INF-2
 - C — a T5
 - D — none of these.

-
11. When goods imported from a third country are dispatched from one Member State to another for consumption there:
- A — any duty paid is refunded.
 - B — a percentage of the duty paid is refunded.
 - C — a document is issued giving the right to a refund of duty when the goods arrive at destination.
 - D — no duty may be refunded.
12. In a customs union the Member States agree to abolish customs duties:
- A — on all imports of goods originating in other Member States.
 - B — on all goods either originating in other Member States or on which import formalities have been completed and duties paid in other Member States.
 - C — on all goods originating in other Member States or having undergone a certain level of processing in other Member States.
 - D — on all goods coming from other Member States.
13. In a free trade area the Member States agree to abolish customs duties:
- A — on all imports of goods originating in other Member States.
 - B — on all goods either originating in other Member States or on which import formalities have been completed and duties paid in other Member States.
 - C — on all goods originating in other Member States or having undergone a certain level of processing in other Member States.
 - D — on all goods coming from other Member States.
14. The customs duties collected by the Member States:
- A — accrue to national revenues.
 - B — are paid entirely to the Community's own resources.
 - C — are paid to the Community's own resources after deduction of 10 % for the costs of administration.
 - D — are shared equally between the Member States and the Community.
15. Agricultural levies are intended:
- A — to reduce the price of imports of agricultural products into the Community.
 - B — to equalize prices prevailing outside the Community with those prevailing inside the Community.
 - C — to encourage exports of agricultural products.
 - D — to compensate for currency fluctuations between Member States.

II. TEST (b)

Eliminatory test comprising multiple-choice questions to assess the candidate's reasoning ability

1.	1 368 342 114 ? A. 38 B. 57 C. 58 D. 87 E. 228
2.	
3.	
4.	$4 \rightarrow 22$: $1/5 \rightarrow$ A. $6/7$ B. $7/9$ C. $11/10$ D. $11/5$ E. $11/9$
5.	Excavations close by the ancient monument of Stonehenge show that the temple was built on a site used by two earlier primitive civilizations. It is thought to have been erected between 1500 and 1400 BC. Which of the statements below follows logically from the above description? A. The two earlier civilizations used the temple as a meeting place. B. Two earlier temples had been built on the same site. C. The earlier of the two previous civilizations was using the site before 1400 BC. D. Stonehenge was built by a primitive civilization known as the Druids. E. The remains of three temples had been reconstructed on the site.
6.	

7.	Christine, Henry, Charles, Marilyn, Edward and George are all seated side by side at a round table, forming an unbroken circle. Charles is sitting to the right of Marilyn, who has Christine on her left. Henry is to the right of Edward, who has Charles on his left. Who is sitting to the right of George?	A. Christine B. Charles C. Marilyn D. Henry E. Edward
8.	 Which of the figures below cannot be obtained by joining the above dots? A.  B.  C.  D.  E. 	
9.	$\frac{1}{4} \rightarrow 25$: $12\frac{1}{2} \rightarrow$	A. 312,5 B. 100 C. $\frac{25}{2}$ D. 1 250 E. 1 000
10.	 ? A.  B.  C.  D.  E. 	
11.	How many halves equal $\frac{9}{16}$?	A. $\frac{1}{2}$ B. $\frac{1}{8}$ C. $\frac{1}{6}$ D. $\frac{12}{8}$ E. $1\frac{1}{2}$
12.	 A.  B.  C.  D.  E. 	
13.	8 5 6 24 12 9 10 40 20 ? ?	A. 10-11 B. 17-18 C. 17-60 D. 21-61 E. 23-24
14.	 The two figures above have something in common. Only one of the figures below shares that same feature. Which one? A.  B.  C.  D.  E. 	
15.	0,6 2,4 7,2 14,4 ?	A. 14,4 B. 29,6 C. 16,8 D. 28,8 E. 21,6

III. TEST (d) ⁽¹⁾

Essay paper comprising a series of questions on alternative topics chosen by the candidates, covering the following options:

1.1. Customs

1.2. Indirect taxation ⁽²⁾.

1.1. Customs

1. What are the principal consequences for the customs services of the Member States when a new Member State joins the Community?
2. In your opinion, what are the main obstacles to the completion of the Community's internal market, especially as regards the work of the customs service? Please illustrate your answer with examples.
3. What role is played by the customs services of the Member States in helping to carry out Community policies and rules in fields other than customs?

⁽¹⁾ Test (c) has been newly introduced and therefore no examples of this type of test exist.

⁽²⁾ The field 'Indirect taxation' does not occur in previous competitions.

NOTICE OF OPEN COMPETITION COM/B/716

The Commission of the European Communities is organizing an open competition, based on tests, to constitute a reserve of

ADMINISTRATIVE ASSISTANTS
(male or female)

As a rough guide, the number of posts likely to be filled from this reserve is estimated at 25.

The Commission and the Court of Auditors of the European Community are jointly organizing open competition EUR/B/21 based on tests to constitute a reserve of administrative assistants covering grades 5 and 4 of category B. Candidates may not apply for both competitions EUR/B/21 and COM/B/716 (the test will, in any case, be held at the same time) or submit more than one application form. If they do, they will be disqualified.

The Commission is an equal opportunities employer and particularly welcomes applications from women.

The closing date for the submission of applications is 7 December 1990.

I. NATURE OF DUTIES

Executive duties, under supervision, in one of the following fields (detailed job descriptions are set out in the Annex):

1. Customs
2. Indirect taxation.

Candidates must specify the field chosen (one only) on the application form contained in this issue of the Official Journal. Candidates who do not comply with this instruction will be disqualified.

II. ELIGIBILITY FOR ADMISSION TO COMPETITION

The competition is open to candidates who, on the closing date for the submission of applications, satisfy the following requirements:

A. GENERAL CONDITIONS

Article 28 of the Staff Regulations of Officials of the European Communities provides that candidates must:

- be nationals of one of the Member States of the Communities and enjoy full citizen's rights;
- have fulfilled any obligations imposed on them by the laws concerning military service;
- meet the character requirements for the duties involved.

B. SPECIAL CONDITIONS

1. Age limit

Candidates must have been born after 7 December 1954.

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 date 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 dependent child under compulsory school age or certified as suffering from a severe mental or physical handicap, 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 a statement giving the exact dates when the candidate was out of paid employment and the reasons.
- (c) For candidates with an officially recognized physical handicap, 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 and diplomas required*

Candidates must have completed a course of advanced secondary education and obtained a final certificate or diploma. The selection board will allow for differences between education systems. (see guide B.3)

3. *Experience required*

Candidates must have at least two years' experience since obtaining the certificate or diploma referred to at B.2, at a level equivalent to the duties described at I above and relevant to these duties.

Details of this experience should be given on the application form.

Duly attested periods of specialist or refresher training, or further training courses, relevant to the duties described at I above will also count as experience; in the case of further training courses, candidates must have obtained a diploma of a level at least equivalent to that required for admission to the competition. (see guide B.4)

Details of this experience should be given on the application form.

4. *Knowledge of languages*

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

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

1. The age limit does not apply to candidates who, on any date between publication of this Official Journal and the closing date for the submission of applications, will have been serving continuously as officials or other servants of the European Communities for at least one year.
2. The experience referred to at B.3 is not required in the case of candidates who, by the closing date for the submission of applications, will have been serving as officials and other servants of the European Communities in category C for at least two years and have completed a course of advanced secondary education and obtained a final certificate or diploma. The selection board will allow for differences between education systems.
3. The certificate or diploma referred to at B.2 is not required in the case of officials and other servants of the European Communities who, by the closing

date for the submission of applications, will have been serving in category C for at least seven years.

4. For the purpose of calculating this two- or seven-year period, only time spent in active employment, on secondment and/or on leave for military service (points (a), (b) and (e) of Article 35 of the Staff Regulations) will be taken into consideration; time spent on leave on personal grounds or in non-active status will not be included.

III. ADMISSION TO COMPETITION AND TESTS

1. The appointing authority will draw up a list of candidates satisfying the general conditions and send it with the candidates' files to the chairman of the selection board.
2. After considering the files, the selection board will draw up a list of candidates who meet the special and/or specific conditions and are therefore to be admitted to the tests.
3. Before candidates are admitted to the 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 and on the accompanying supporting documents. Candidates are accordingly requested to complete their applications with the utmost care.
4. Candidates who fail to submit the signed compulsory application form and all the supporting documents by the appropriate deadline will not be admitted to the competition (see guide B.3, 4 and 5).
5. Each candidate will be informed by letter whether or not he/she has been admitted to the competition and tests.
6. Should the selection board discover at a later stage in the procedure that the information on the application form is incorrect or 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 calendar days of the date post-marked 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 Unit, (COM/B/716), at the following address:

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

giving the reasons why he/she feels a mistake has been made.

The selection board will then reconsider the application within 30 days of the date postmarked on the letter requesting reconsideration. Candidates will be notified of the selection board's decision as promptly as possible.

V. NATURE OF WRITTEN TESTS — TIME ALLOWED — MARKING

1. Nature of written tests

Eliminatory tests

- (a) A test comprising two series of multiple-choice questions to assess the candidate's specialized knowledge in his/her chosen field and his/her knowledge of the European Community and current events particularly in Europe (at least 40 questions divided among the different topics).
- (b) A test comprising a series of multiple-choice questions to assess the candidate's reasoning ability (at least 30 questions).
- (c) A test comprising a series of multiple-choice questions to assess the candidate's knowledge of a second Community language chosen by the candidate and specified on his/her application form (at least 30 questions).

Other written test

- (d) An essay paper comprising a series of questions on subjects related to the field chosen by the candidate (the candidate will have a choice).

2. Time allowed

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

3. Marking

Tests will be marked as follows:

Eliminatory tests

- (a) out of 20 (pass mark: 10)
- (b) out of 10 (pass mark: 5)

(c) out of 10 (pass mark: 5)

Other written test

(d) out of 40 (pass mark: 20)

Tests (a), (b) and (c) will be marked first. Test (d) will be marked only in the case of candidates who obtain pass marks in tests (a), (b) and (c).

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

1. Admission to oral test

Candidates who obtain at least 24 marks in written test (d) will be admitted to the oral test.

Each candidate will be informed by letter whether or not he/she has been admitted to the oral test.

2. Nature of test

Interview with the selection board to enable it to complete its assessment of the candidate's suitability for the duties described in the chosen field at I above. The interview will focus on general knowledge, specialized knowledge, knowledge of languages, and knowledge of Community institutions and policies.

3. Marking

The oral test will be marked out of 60 (pass mark: 30).

VII. LIST OF SUITABLE CANDIDATES

Candidates who obtain an aggregate of at least 60 marks for the written test (d) and the oral test, with a pass mark in each test, will be placed on the list of suitable candidates.

Each candidate will be informed by letter whether or not he/she has been placed on the list.

The list will be valid until 31 December 1992 unless extended, in which case candidates on the list will be duly notified.

Candidates placed on the list will be eligible for appointment, as required by the Commission.

If the needs of the service or the nature of the post should so require, candidates may be offered a temporary contract; in this case, their names will remain on the list.

VIII. CONDITIONS ON RECRUITMENT

Category and grade

The reserve of Administrative Assistants is for the career bracket covering grades 5 and 4 of category B. Recruitment will be to grade B 5.

Place of employment

Brussels, Luxembourg or any other place of Commission activity.

Salary

(See guide)

The basic starting salary for the career bracket covered by the competition ranges from Bfrs 86 751 (B 5/1) to Bfrs 94 073 (B 5/3) per month.

IX. APPLICATIONS

Before completing the application form, candidates are asked to read the guide contained in this issue of the Official Journal.

1. The obligatory application form accompanying this notice of competition should be duly completed and signed by the candidate. Photocopies of documents showing that candidates satisfy the special conditions, or the specific conditions applicable to officials and other servants of the European Communities, must be attached so that the selection board can check that they correspond to the information provided on the application form.
2. 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 Unit — SC-41 — COM/B/716,
200, rue de la Loi,
B-1049 Brussels.

It must be postmarked not later than 7 December 1990.

3. Applications from officials or other servants of the European Communities may also be handed in, not later than 16.00 hours on 7 December 1990, to:

— Recruitment Unit — COM/B/716,
Commission of the European Communities,
Brussels, or

— Personnel Unit — COM/B/716,
Commission of the European Communities,
Luxembourg, or

— Administrative Office of the Joint Research
Centre at Ispra, Karlsruhe, Geel or Petten —
COM/B/716;

in which case a receipt must be obtained.

4. Applications sent in by officials and other servants of the European Communities working in Commission Offices in the Member States or in external delegations may be postmarked up to 10 working days after the official closing date on condition that candidates notify the Recruitment Unit (Brussels) by a telex or telefax bearing a date and time not later than 16.00 hours (Brussels time) on 7 December 1990 that they intend to submit an application.

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

Neither application forms nor supporting documents will be returned.

6. Candidates who are placed on the reserve list and offered a post will subsequently be asked to produce the originals of diplomas, examination certificates and certificates from employers so that copies can be authenticated.

ANNEX

Duties include one or more of the tasks listed below, by way of example, for each of the fields covered by the competition.

1. Customs

- assisting administrative staff responsible for drafting tariff documents or customs legislation,
- preparing and servicing committee meetings,
- preparing and producing draft legal texts on customs matters,
- administering files and drafting summary records and reports,
- possibly managing an application or data-base domain or using computerized management systems in the customs field.

2. Indirect taxation

- helping the administrators concerned to prepare proposals connected with indirect taxation (VAT, excise duty);
 - preparing and acting as secretary for committee meetings,
 - preparing and finalizing draft legislation on indirect taxation and the elimination of tax frontiers,
 - managing files and writing minutes and reports,
 - scrutinizing national rules and regulations for compatibility with Community provisions on indirect taxation.
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EUROPEAN ECONOMIC INTEREST GROUPING

Notices published pursuant to Council Regulation (EEC) No 2137/85 of 25 July 1985 ⁽¹⁾ —
Formation

(90/C 271/06)

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| <p>1. Name of grouping: Midi-Pyrénées transports et logistique.</p> <p>2. Date of registration of grouping: 4 September 1990.</p> <p>3. Place of registration of grouping: Toulouse.</p> <p>Member State: France.</p> <p>Place: Toulouse.</p> | <p>4. Registration number of grouping: RCS 87 C 13 C 337 772 966.</p> <p>5. Publication:</p> <p>Full title of publication: <i>Bulletin officiel des annonces civiles et commerciales</i>. 434 B.</p> <p>Name and address of publisher: Bulletin officiel des annonces civiles et commerciales.</p> <p>Date of publication: 4 September 1990.</p> |
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| <p>1. Name of grouping: Consulegis European Joined Consulting EWIV.</p> <p>2. Date of registration of grouping: 5 July 1990.</p> <p>3. Place of registration of grouping: D-1000 Berlin 19.</p> <p>Member State: Federal Republic of Germany.</p> <p>Place: D-1000 Berlin 19.</p> <p>4. Registration number of grouping: 90 HRA 227 12.</p> <p>5. Publication:</p> <p>Full title of publication: <i>Bundesanzeiger</i>.</p> | <p>Name and address of publisher: Bundesanzeiger Verlagsgesellschaft mbH, D-5000 Köln 1.</p> <p>Date of publication: 4 August 1990.</p> <p>Full title of publication: <i>Der Tagesspiegel</i>.</p> <p>Name and address of publisher: Verlag der Tagesspiegel GmbH, D-1000 Berlin 30.</p> <p>Date of publication: 12 July 1990.</p> <p>Full title of publication: <i>Berliner Morgenpost</i>.</p> <p>Name and address of publisher: Ullstein Verlag GmbH & Co. KG, D-1000 Berlin 61.</p> <p>Date of publication: 12 July 1990.</p> |
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| <p>1. Name of grouping: Address Code Systems EESV.</p> <p>2. Date of registration of grouping: 6 September 1990.</p> <p>3. Place of registration of grouping: Amsterdam.</p> <p>Member State: Netherlands.</p> <p>Place: De Ruyterkade 5, NL-1013 AA Amsterdam.</p> <p>4. Registration number of grouping: 222680.</p> | <p>5. Publication:</p> <p>Full title of publication: <i>Nederlandse Staatscourant</i>.</p> <p>Name and address of publisher: NV SDU, Postbus 20014, NL-2500 GA 's-Gravenhage.</p> <p>Date of publication: 24 September 1990.</p> |
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| <p>1. Name of grouping: Tankceu EESV.</p> <p>2. Date of registration of grouping: 17 September 1990.</p> <p>3. Place of registration of grouping: Rotterdam.</p> <p>Member State: Netherlands.</p> <p>Place: Beursplein 37, NL-3011 AA Rotterdam.</p> <p>4. Registration number of grouping: 184575.</p> | <p>5. Publication:</p> <p>Full title of publication: <i>Nederlandse Staatscourant</i>.</p> <p>Name and address of publisher: NV SDU, Postbus 20014, NL-2500 GA 's-Gravenhage.</p> <p>Date of publication: 25 September 1990.</p> |
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⁽¹⁾ OJ No L 199, 31. 7. 1985, p. 1.

1. Name of grouping: ICP GmbH Business Cooperation Services — EWIV Inter Cooperation Partners.
2. Date of registration of grouping: 4 October 1989.
3. Place of registration of grouping: Nordrhein-Westfalen.
Member State: Federal Republic of Germany.
Place: D-4040 Neuss.
4. Registration number of grouping: 57 HRA 4561.
5. Publication:

Full title of publication: *Bundesanzeiger*.

Name and address of publisher: Bundesanzeiger Verlagsges. mbH, Postfach 10 80 06, D-5000 Köln 1.

Date of publication: 3 November 1989.

Full title of publication: *Neuss-Grevenbroicher-Zeitung*.

Name and address of publisher: Neusser Zeitungsverlag GmbH, Postfach 10 11 52, D-4040 Neuss 1.

Date of publication: 10 October 1989.

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1. Name of grouping: Format-Organization.
 2. Date of registration of grouping: 22 March 1990.
 3. Place of registration of grouping: RCS Lyons.
Member State: France.
Place: Lyons.
 4. Registration number of grouping: C 353 852 064.

5. Publication:

Full title of publication: *Bulletin officiel des annonces civiles et commerciales*.

Name and address of publisher: Bulletin officiel des annonces civiles et commerciales.

Date of publication: 7 June 1990.

CORRIGENDA**Corrigendum to the consolidated list of the natural mineral waters recognized by the Member States***(Official Journal of the European Communities No C 186 of 27 July 1990)*

(90/C 271/07)

On page 32, in the table, seventh line:

for:

'Stratton Hills		Stratton Hills		Church Stretton, Salop',
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read:

'Stretton Hills		Stretton Hills		Church Stretton, Salop'.
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