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| Notice No | Contents | Page |
|-----------------|--|------|
| | I <i>Information</i> | |
| | | |
| | II <i>Preparatory Acts</i> | |
| | | |
| | III <i>Notices</i> | |
| | European Personnel Selection Office (EPSO) | |
| 2006/C 291 A/01 | Notice of open competitions EPSO/AD/83-84-85/06 to constitute a reserve of Lawyer-linguists (AD7) with main languages Hungarian, Maltese and Slovak. | |
| | These competitions require university graduate level of education and no professional experience | 3 |



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III

(Notices)

EUROPEAN PERSONNEL SELECTION OFFICE (EPSO)

NOTICE OF OPEN COMPETITIONS

(2006/C 291 A/01)

The European Personnel Selection Office (EPSO) is organising open competitions, based on tests and qualifications, to constitute a reserve of:

LAWYER-LINGUISTS (*) (AD7)**HUNGARIAN (HU) EPSO/AD/83/06****MALTESE (MT) EPSO/AD/84/06****SLOVAK (SK) EPSO/AD/85/06**

CONTENTS

- A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)
- B. SUCCESSIVE STAGES OF THE COMPETITION
- C. HOW TO APPLY
- D. GENERAL INFORMATION

ANNEX: Requests for review — Appeal procedures — Complaints to the European Ombudsman

(*) The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

A. DUTIES AND ELIGIBILITY (PROFILE SOUGHT)

Open competitions EPSO/AD/83-84-85/06 are being held to recruit lawyer-linguists who have Hungarian, Maltese or Slovak as their main language.

The purpose of these competitions is to draw up reserve lists from which to fill vacant posts in the institutions of the European Union.

The competitions are divided into two channels: a 'Court of Justice' channel and a 'Parliament, Council, Commission' channel. You may apply for only one of these two channels.

Number of successful candidates by competition and by channel:

| | 'Court of Justice' channel | 'Commission, Council, Parliament' channel |
|--------------------|----------------------------|---|
| EPSO/AD/83/06 — HU | 20 | 8 |
| EPSO/AD/84/06 — MT | 20 | 8 |
| EPSO/AD/85/06 — SK | 20 | 5 |

Your attention is drawn to the fact that the Court of Justice in Luxemburg is the institution which employs the largest number of lawyer-linguists.

EPSO is publishing the following notices of open competition in parallel:

- EPSO/AD/80/06 — Danish-language lawyer-linguists (AD7)
- EPSO/AD/81/06 — English-language lawyer-linguists (AD7)
- EPSO/AD/82/06 — Swedish-language lawyer-linguists (AD7)
- EPSO/AD/83/06 — Hungarian-language lawyer-linguists (AD7)
- EPSO/AD/84/06 — Maltese-language lawyer-linguists (AD7)
- EPSO/AD/85/06 — Slovak-language lawyer-linguists (AD7)

You may apply for only one of these competitions and for only one of the two channels. You must choose when you register online, and you cannot change your choice after the closing date for registration.

To ensure that all general texts relating to the competitions and all communication between candidates and EPSO are clearly understood on both sides, this competition notice, the invitations to the various tests and correspondence between EPSO and candidates will be in English, French and German only.

The language you choose as your second language (see A.II.2(b)), will be the language used for communicating with you.

I. DUTIES

| 'Court of Justice' channel | 'Commission, Council, Parliament' channel |
|--|--|
| <p>Translating legal texts (judgments of the Court of Justice, Court of First Instance and Civil Service Tribunal, opinions of the Advocates-General, written pleadings of the parties, etc.) into the language of the competition from at least two of the other official languages of the European Union and revising such texts; providing legal analysis in cooperation with the Registry and the other departments of the Court of Justice.</p> | <p>Following the legislative procedures, checking the competition-language version of legislative texts (already translated and revised) for linguistic and legal consistency with the other language versions. Checking tht they have been properly drafted and comply with the rules on form and layout.</p> <p>Occasionally translating short legal texts, particularly from English or French.</p> |

The European Union institutions recruit highly qualified lawyers who have the capacity to adapt throughout their career. Candidates must be able to translate often complex legal/legislative texts into the competition language from at least two other languages and/or check such texts. The work will involve use of standard computing and other office-technology tools.

The institutions place particular importance on the ability of candidates to grasp problems of all kinds, often complex in nature, to react rapidly to changing circumstances and to communicate effectively. You will have to show initiative and imagination and be highly motivated. You should be able to work frequently under pressure, both on your own and in a team, and adjust to a multicultural working environment. You will also be expected to develop your professional skills throughout your career.

II. ELIGIBILITY (PROFILE SOUGHT) ⁽¹⁾

The competition is open to candidates who, on the closing date for online registration and submission of the paper application (**4 January 2007**), satisfy the following requirements:

1. Qualifications

EPSO/AD/83/06 — Lawyer-linguists with Hungarian as their main language

You must have successfully completed a full course in Hungarian law at university level and obtained a degree (állam- és jogtudományi diploma).

EPSO/AD/84/06 — Lawyer-linguists with Maltese as their main language

You must have successfully completed a full course in Maltese law at university level and obtained a degree.

EPSO/AD/85/06 — Lawyer-linguists with Slovak as their main language

You must have successfully completed a full course in Slovak law at university level and obtained a degree.

⁽¹⁾ http://europa.eu/epso/on-line-applications/guide_en.htm

2. Knowledge of languages

| 'Court of Justice' channel | 'Commission, Council, Parliament' channel |
|---|---|
| <p>You must satisfy the following three conditions:</p> <p>(a) have a perfect command of your competition language (language 1);</p> <p>(b) have a thorough knowledge of French (language 2);</p> <p>(c) — for competitions EPSO/AD/83/06 (HU) and EPSO/AD/84/06 (MT): have a thorough knowledge of one of the following languages (language 3): Bulgarian, Czech, Danish, Dutch, English, Estonian, Finnish, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish or Swedish; this language must be different from language 1.</p> <p>— for competition EPSO/AD/85/06 (SK): have a thorough knowledge of one of the following languages (language 3): Bulgarian, Danish, Dutch, English, Estonian, Finnish, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovene, Spanish or Swedish.</p> | <p>You must satisfy the following three conditions:</p> <p>(a) have a perfect command of your competition language (language 1);</p> <p>(b) have a thorough knowledge of English or French (language 2);</p> <p>(c) have a thorough knowledge of English, French or German (language 3); this language must be different from language 2.</p> <p>Language 2 or language 3 must be English.</p> <p>(d) Optional tests: For optional test (1), you must choose one of the following languages (language 4): Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish or Swedish; this language must be different from languages 1, 2 and 3.</p> |

Your knowledge of languages must be proven by supporting documents, which should be attached to your application. If you have no such supporting documents, you should explain in detail, on a separate sheet, how you acquired your knowledge of these languages.

You must state on the online registration form ⁽¹⁾ and the paper application (to be printed from the website at the latest by the deadline fixed for electronic registration – 12 noon) which languages you have chosen for each of the different tests. Your choice of language may not be changed after the closing date. Please note that any change before the closing date must be done both online and on the paper application form (see C). Should there be any difference between the information given on your online registration form and on your paper application form, EPSO will consider the paper application to be definitive.

The oral test will be held in English, French or German. Candidates should indicate their choice under language 5 on the online registration form.

3. General conditions

Candidates must:

- have citizenship of one of the Member States of the European Union,
- be entitled to full rights as a citizen,
- have fulfilled any obligations imposed on you by the laws on military service,
- meet the character requirements for the duties involved.

⁽¹⁾ For practical reasons this form is available in English, French or German only.

B. SUCCESSIVE STAGES OF THE COMPETITION

1. Admission to the competition

- (a) The appointing authority will draw up a list of candidates who meet the requirements set out at A.II.3 above and send it to the chair of the selection board, together with their application files.
- (b) After examining the files, the selection board will draw up a list of those who meet the requirements set out at A.II.1 and 2 and can therefore be admitted to the competition.

2. Selection on the basis of qualifications

After setting the criteria it will use, the selection board scrutinises the qualifications of all the candidates admitted to the competition and decides who will be admitted to the tests.

This selection is made by the board on the basis of the supporting documents provided by candidates on the closing date for applications and the information in their curriculum vitae (see section C 2).

You should therefore include in your file a copy of all the supporting documents the selection board requires to enable it to examine your application.

3. Compulsory written tests — marking

| 'Court of Justice' channel | 'Commission, Council, Parliament' channel |
|---|---|
| <p>(a) Translation into your competition language (language 1), <i>without a dictionary</i>, of a legal text in French. This test will be marked out of 40 (pass mark: 20). Time allowed: two and a half hours.</p> <p>(b) Translation into your competition language (language 1), <i>without a dictionary</i>, of a legal text in the language (language 3) you chose from those listed at A.II.2(c). This test will be marked out of 40 (pass mark: 20). Time allowed: two and a half hours.</p> <p>Test (b) will be marked only if you obtain the pass mark for test (a).</p> | <p>(a) Translation into your competition language (language 1), <i>without a dictionary</i>, of a legal text in the language (language 2) you chose from those listed at A.II.2(b). This test will be marked out of 40 (pass mark: 20). Time allowed: two and a half hours.</p> <p>(b) Translation into your competition language (language 1), <i>without a dictionary</i>, of a legal text in the language (language 3) you chose from those listed at A.II.2(c). This test will be marked out of 40 (pass mark: 20). Time allowed: two and a half hours. English must be chosen for one of those two tests. Test (b) will be marked only if you obtain the pass mark for test (a).</p> <p>(c) Revision of a legal text translated into your competition language from the language you chose for compulsory written test (a) (language 2). This test will be marked out of 30. Time allowed: one and a half hours. Test (c) will be marked only if you obtain the pass mark for tests (a) and (b).</p> |

4. Compulsory oral test — marking

If you obtain the pass mark (where applicable) for the compulsory written tests, you will be admitted to the oral test.

Interview with the selection board in English, French or German (language 5) to enable it to assess:

- your general and legal knowledge; at this point, the board may take into account knowledge of languages other than those used in the written tests; legal knowledge will be tested in language 1,
- your motivation and ability to work as a European civil servant in a multicultural environment.

This test will be marked out of 30 (pass mark: 15)

5. Optional tests

‘Commission, Council, Parliament’ channel

The purpose of the optional tests is to enable you to demonstrate the full range of your language knowledge. The marks you obtain will not affect the composition or the ranking of the reserve list. The aim is to help the institutions make the best use of the list when recruiting from it. **You may ask to sit one or more of the following tests:**

1. Translation into your competition language (language 1), with a (non-electronic) dictionary, of a legal text in the language (language 4) you chose from those listed at A.II.2(d).

This test will be marked out of 20.

Time allowed: one hour.

2. Translation into the language you chose for compulsory written test (a) (language 2), with a (non-electronic) dictionary, of a legal text in your competition language (language 1).

This test will be marked out of 20.

Time allowed: one hour.

3. Essay, in your competition language (language 1), on a subject you choose from a number of general subjects in areas relevant to the European Union.

This test will be marked out of 20.

Time allowed: one hour.

These tests may be held at the same time as the compulsory tests, but will be marked only for candidates placed on the reserve list.

6. Date and place of the tests

The written tests will be held simultaneously for all candidates at one or more centres in the European Union.

The date for the tests, to be set by EPSO, cannot be changed at the candidates' request. Candidates will be informed of the date and place in the letter inviting them to attend the tests (via their EPSO profile).

In principle, oral tests will be held in Brussels or Luxembourg.

7. Reserve lists

The selection board will draw up the reserve list for each competition and for each channel by merit group (maximum four groups), with the names in each merit group listed in alphabetical order, of the candidates (see section A, number of successful candidates) who obtained a pass mark (where applicable) in each of the compulsory written tests and the oral test, and the highest overall scores ⁽¹⁾ in these tests.

The reserve lists and the date on which they expire will be published ⁽²⁾ in the *Official Journal of the European Union* and on the EPSO website ⁽³⁾.

⁽¹⁾ Where several candidates with identical marks qualify for the last place, they will all be placed on the reserve list.

⁽²⁾ Successful candidates may explicitly ask for their names not to be published.

⁽³⁾ <http://www.europa.eu/epso>.

C. HOW TO APPLY

Please also refer to the Guide for Applicants ⁽¹⁾, which can be found on the EPSO website ⁽²⁾. It contains detailed instructions to help you submit your application correctly.

Your application will be rejected if, by the closing date, you have not:

— registered online;

AND

— sent the full paper application by registered post.

The closing date for registration is **4 January 2007**. Online registration will not be possible after 12 noon (Brussels time) on that day.

1. Creating an EPSO profile/online registration

Before registering, you should carefully check whether you meet all the eligibility criteria.

If you want to apply, you must register via the Internet by going to the EPSO website ⁽²⁾ and following the instructions there concerning the various stages of the procedure.

It is your responsibility to complete your online registration in time ⁽³⁾. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to the online registration being terminated before you complete it, thereby obliging you to repeat the whole process. Once the deadline for registration has passed, you will not be able to register.

On completion of your online registration, you will receive on screen a registration number which you must note — this will be your reference number in all matters concerning your application. Receipt of this number means that the registration process is finished; it is confirmation that we have registered the data you entered.

If you do not receive a number, your application has not been registered!

Please note that you must have an e-mail address. This will be used to identify you. The information you have to enter in your registration includes your choice of languages (see A.II.2), and details of the qualifications required for admission to the competition (qualification, name of issuing establishment and date obtained).

Once you have registered online, you can use the EPSO website ⁽²⁾ (click on 'Ongoing competitions') to follow the progress of the competition.

If you have a disability that prevents you from registering online, you may request — preferably by fax — a paper version of the form ⁽⁴⁾, which you should fill in, sign and return by registered mail, postmarked no later than the closing date for registration. All subsequent communication between EPSO and you will be by post.

You must enclose with your registration form a certificate attesting your disability, issued by a recognised body. You should also set out on a separate sheet of paper any special arrangements you think are needed to make it easier for you to take part in the tests.

⁽¹⁾ http://europa.eu/epso/on-line-applications/guide_en.htm

⁽²⁾ <http://www.europa.eu/epso>.

⁽³⁾ No later than 12 noon (Brussels time) on **4 January 2007**.

⁽⁴⁾ Write to EPSO — Info-recruitment — CORT 80 4/11 — B-1049 Brussels — Fax : (32-2) 295 74 88.

2. Full application

In addition to registering online, you must print out and complete the full application form on the EPSO website ⁽¹⁾ and send it to EPSO by the closing date ⁽²⁾.

Documents to enclose with the application form

Your application must give full details of your citizenship, studies, training, traineeships, research and language knowledge. You should also enclose the following documents:

- a detailed curriculum vitae,
- copy of a document proving your citizenship (e.g. your passport, etc.),
- copy of degree/attestation of successful completion of studies,
- documents explaining how your language knowledge was acquired,
- copy of any document that could help the selection board to assess your profile,
- a numbered index of the above documents.

All documents must be accompanied by a translation in English, French or German, which you may do yourself.

A CURRICULUM VITAE IS NOT A SUPPORTING DOCUMENT.

You should send only uncertified photocopies of the above documents. Print-outs of web pages and/or references to websites will not be treated as documents for the purposes of this requirement.

When completing your application form, you may not refer to any previous applications submitted or other documents enclosed with such applications. None of the documents enclosed with your application will be returned.

Signing and sending the form

It is your responsibility to make sure that your application form, duly completed, SIGNED and accompanied by all the supporting documents, is sent in time ⁽²⁾ (the postmark will serve as proof of the date of sending) by registered post to the following address:

European Personnel Selection Office (EPSO)
CORT 80
Open competition EPSO/AD/././06 (indicate the number of the competition chosen)
B-1049 Brussels

You will automatically be disqualified if:

- you have not completed your online registration after the deadline ⁽³⁾,
- you have posted your application after the closing date ⁽²⁾,
- you have not completed and/or signed the application form (original signature required),

⁽¹⁾ <http://www.europa.eu/epso>.

⁽²⁾ Postmarked no later than **4 January 2007**.

⁽³⁾ No later than 12 noon (Brussels time) on **4 January 2007**.

- you do not satisfy all the requirements for admission,
- you have not sent all the supporting documents by the deadline ⁽¹⁾.

3. **Invitations to the tests**

Details of when and where you must attend the written and oral tests will be available **only** on the EPSO website ⁽²⁾. You can access it by entering the user name and password you specified when registering online. You are responsible for updating any change, via your EPSO profile, in your postal or e-mail address.

You are also responsible for consulting your EPSO profile to keep track of the progress of the competition and to check the information relevant to your application at every stage. If you find that you cannot do this, it is your responsibility to notify EPSO immediately by e-mail ⁽³⁾.

If possible, you will be asked to sit the written tests at the test centre considered closest to the address given at the time of your online registration. For organisational reasons you will not be able to switch to another venue unless you can prove that you have changed residence and have informed EPSO of this at least three weeks before the date scheduled for the written tests.

4. **Reserve lists**

The names of the successful candidates (see B.7) will be entered on the reserve lists.

5. If, at any stage in the procedure, it is established that the information on your online registration form or official application form is incorrect, you will be disqualified from the competition.
6. To facilitate the administrative work, you are asked to give your full name as entered on your application AND to quote the NUMBER OF THE COMPETITION and the reference number you received when your online registration was accepted, in all correspondence.

⁽¹⁾ Postmarked no later than **4 January 2007**.

⁽²⁾ <http://www.europa.eu/epso>.

⁽³⁾ E-mail address: epso-AD-...-06@ec.europa.eu (indicate the number of the competition chosen).

D. GENERAL INFORMATION

1. Equal opportunities

The European Union institutions apply a policy of equal opportunities and accept applications without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

2. Selection board

A selection board is appointed for each channel of a competition. It is made up of representatives of the administration and of the institutions' staff committee. The names of its members will be published on the EPSO website ⁽¹⁾ approximately two weeks before the written tests.

You are strictly forbidden to make any contact with the members of the selection board, either directly or indirectly. It is up to the selection board to decide whether candidates infringing this rule are to be disqualified.

EPSO is responsible for all communication with candidates until the competition is completed.

3. Approximate timetable

Depending on the total number of candidates, the competition will take approximately one year from start to finish, beginning on the final date for registration, and ending on the date the final results are known.

Full details will be available on the EPSO website ⁽¹⁾.

4. Requests from candidates for access to information concerning them

Candidates involved in selection procedures have a special right of access to certain information concerning them directly and individually, subject to the conditions described below. EPSO may accordingly provide candidates who so request with supplementary information relating to their participation in the competition. Candidates should send any requests for information in writing to EPSO within a month of being notified of their results in the competition. EPSO will reply within a month of receiving the request. Requests will be dealt with in such a manner as to take account of the secret nature of the proceedings of selection boards provided for by the Staff Regulations (Annex III, Article 6) and to conform to the rules on the protection of individuals with regard to the processing of personal data. Examples of the type of information which may be supplied are given in the Guide for Applicants (see III.2).

5. Requests for review — Appeal procedures — Complaints to the European Ombudsman

See Annex.

6. Recruitment

If you are placed on the reserve list, you will be eligible for appointment as a probationary official, as and when required by the European institutions, in Luxembourg, Brussels or any other place of activity.

If you are placed on the reserve list and offered a post, you will subsequently be asked to produce the originals of all the requisite documents, such as diplomas, certificates and statements of employment, of which you have sent photocopies.

Recruitment will depend on posts and funds becoming available.

⁽¹⁾ <http://www.europa.eu/epso>.

Depending on the nature of the post, candidates on the reserve list may be offered a temporary contract; in this case, their names will remain on the reserve list.

Article 29(1)(b) of the Staff Regulations refers to the possibility for officials to request a transfer to another institution or agency. However, in the interests of the service, during their first three years of service newly recruited officials may be transferred only in exceptional and duly justified cases. Any such transfer is subject to the agreement of both the institution or agency that originally recruited the official and the institution or agency that received the transfer request.

7. Retirement

You should note that the retirement age for officials is laid down in the Staff Regulations as follows:

- either automatically at the age of 65 years;
- or, at the official's own request, at the age of 63 or where the official is between 55 and 63 and satisfies the requirements laid down in the Staff Regulations for the immediate payment of a pension;
- exceptionally, at the official's own request and where it is considered to be in the interest of the service, at not later than the age of 67.

8. Grade

Lawyer-linguists will be recruited from the reserve list to grade AD7.

9. Remuneration

Basic monthly salary as at **1 January 2006**:

grade **AD7**, first step: **EUR 5 020,47**

10. Protection of personal data

As the body responsible for organising the competition, EPSO will ensure that candidates' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. This applies in particular to the confidentiality and security of such data. (*Official Journal of the European Communities* L 8 of 12 January 2001).

ANNEX

REQUESTS FOR REVIEW — APPEAL PROCEDURES - COMPLAINTS TO THE EUROPEAN OMBUDSMAN

If, at any stage of the competition, you consider that your interests have been prejudiced by a particular decision, you can take the following action:

— Request for a review

Within 20 calendar days of the letter informing you of the decision being posted online, send a letter stating your case to:

European Personnel Selection Office (EPSO)
CORT 80
Open competition EPSO/AD/./06 (indicate the number of the competition chosen)
B-1049 Brussels

EPSO will forward your request to the chair of the selection board where it comes within the board's remit. You will be sent a reply as soon as possible.

— Appeal

— You can bring a case before:

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 Luxembourg

under Article 236 of the EC Treaty and Article 91 of the Staff Regulations of Officials of the European Communities,

— or you can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities, at the following address:

European Personnel Selection Office (EPSO) (indicate the number of the competition chosen)
CORT 80
Open competition EPSO/AD/./06
B-1049 Brussels

The time limits for initiating these two types of procedure (see Staff Regulations, as amended by Council Regulation (EC) No 723/2004 of 22 March 2004 and published in *Official Journal of the European Union* L 124 of 27 April 2004 – <http://europa.eu/eur-lex>) start to run from the time you are notified of the act allegedly prejudicing your interests.

You should note that the appointing authority does not have the power to amend the decisions of a selection board. The Court has consistently held that the wide discretion enjoyed by selection boards is not subject to review by the Court unless the rules governing their proceedings have clearly been infringed.

— Complaints to the European Ombudsman

Like all citizens of the Union, you can make a complaint to:

European Ombudsman
1 avenue du Président Robert Schuman — BP 403
F-67001 Strasbourg Cedex

under Article 195(1) of the Treaty establishing the European Community and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the Staff Regulations and the general conditions governing the performance of the Ombudsman's duties, as published in *Official Journal of the European Communities* L 113 of 4 May 1994.

You should note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging appeals with the Court of First Instance under Article 236 of the EC Treaty. Please also note that, under Article 2(4) of the abovementioned general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the bodies concerned.
