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V

(Announcements)

ADMINISTRATIVE PROCEDURES

EUROPEAN PERSONNEL SELECTION OFFICE

NOTICE OF OPEN COMPETITION EPSO/AD/163/09

(2009/C 98 A/01)

The European Personnel Selection Office (EPSO) is organising admission tests and an open competition, based on tests, to constitute a reserve from which to recruit

ADMINISTRATORS (*) (AD 6/AD 9) IN THE FIELD OF DATA PROTECTION

The purpose of this competition is to draw up two reserve lists from which to fill vacant posts with the European Data Protection Supervisor.

Candidates must consult the general rules governing open competitions, published in Official Journal C 47 A of 26 February 2009 and on the EPSO website. The general rules apply as an integral part of the notice of competition and contain provisions on the procedure for competitions and submitting applications.

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- II. DUTIES
- III. ELIGIBILITY
- IV. ADMISSION TESTS
- V. **OPEN COMPETITION**
- VI. RESERVE LIST
- VII. HOW TO APPLY

I. GENERAL BACKGROUND

1. Number of successful candidates by	AD 6 = 12
grade	AD 9 = 5

^(*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.

2. Deadline for on-line applications	2 June 2009 at 12.00 (midday), Brussels time
3. Remarks	The European Personnel Selection Office is also publishing the following parallel open competition: EPSO/AST/90/09 — Assistants (AST 3) in the field of data protection. You may apply for only one of the two competitions and for only one grade, as the tests may be held at the same time. You must make your choice when you apply on-line and you will not be able to change it after the deadline for applications.

II. DUTIES

ADMINISTRATORS (AD 6) IN THE FIELD OF DATA PROTECTION

Candidates are asked to take note of the specific duties in the field covered by this competition, in particular:

Legal channel

Preparation of reports, opinions and decisions with a view to ensuring the application of Regulation (EC) No 45/2001 of the European Parliament and the Council (¹) and of other relevant Community legislation and helping to monitor policy and legislative developments that could have an impact on the protection of personal data.

As regards that part of the duties relating to the application of Regulation (EC) No 45/2001, the posts to be filled may involve the following:

- informing and advising the institutions and bodies on good practice in this area and informing and advising those responsible for processing data and data subjects about their rights and obligations,
- hearing and examining complaints and other requests from data subjects and conducting inquiries in response to complaints or on the official's own initiative,
- preparing or helping to prepare processing notifications to the Data Protection Officer, and contributing
 to or carrying out prior checks by the EDPS on processing operations likely to pose specific risks and
 conducting consultations on the need for such prior checks,
- performing inspection and audit activities.

As regards that part of the duties relating to monitoring policy and legislative developments, the posts to be filled may involve one or more of the following:

- devising, drafting, analysing, interpreting, commenting on, and following up opinions or other Community legislative acts and Union legislation in the field of data protection, and responding to recommendations in this field or formulating recommendations,
- conducting research on national, Community and international legal issues,
- advising the institutions responsible on legislative proposals and general administrative measures relating to the processing of personal data,
- cooperating with the bodies responsible for overseeing data protection under the third pillar of the European Union, in particular with a view to improving the consistency of the Union's data protection regulations and policy,
- performing various tasks in connection with litigation, drafting position statements and representing the institutions in court cases, where necessary, before the Court of Justice, the European Civil Service Tribunal or the Court of First Instance.

These duties may require travel away from headquarters.

Technology channel

Preparation of reports, opinions and decisions with a view to ensuring the application of Regulation (EC) No 45/2001 of the European Parliament and the Council and of other relevant Community legislation and monitoring legislative and technological developments that could have an impact on the protection of personal data.

As regards that part of the duties relating to the application of Regulation (EC) No 45/2001, the posts to be filled may involve the following:

- informing and advising the institutions and bodies on good practice in this area and informing and advising those responsible for processing data and data subjects about their rights and obligations,
- developing and evaluating the security of computer and automated systems,
- performing inspection and audit activities in a complex IT environment,
- hearing and examining complaints concerning the application of new technologies in the institutions and bodies of the European Union and other requests from data subjects and conducting inquiries in response to complaints or on the official's own initiative.

As regards that part of the duties relating to monitoring legislative and technological developments, the posts to be filled may involve one or more of the following:

- monitoring developments in Community policy and in information and communication technologies that could have an impact on the protection of personal data,
- advising the institutions responsible on legislative proposals and general administrative measures that could have an impact on the protection of personal data, in particular in the field of new technologies (biometric identification, RFID, etc.),
- contributing to work on the preparatory stages of the European Research Framework Programme and on individual European research and technological development (RTD) projects,
- attending seminars and conferences with a view to identifying future challenges that might come within the ambit of European RTD policy,
- helping advisory committees in connection with the Framework Programme,
- assisting the European institutions in evaluating proposals, in particular where those proposals raise data protection issues,
- promoting and strengthening application of the principle of 'privacy by design' (incorporation of data protection requirements at the earliest possible stage in the life cycle of new technological developments).

ADMINISTRATORS (AD 9) IN THE FIELD OF DATA PROTECTION

The main activity involves duties for the management or coordination of a small team, in particular:

- helping to draw up data protection strategies, objectives and procedures,
- analysing and optimising procedures and workflows within the team in order to achieve the objectives set,
- establishing and monitoring the organisation of the team's work and ensuring the efficient distribution of tasks and responsibilities between members of the team so as to achieve the desired results,
- assessing the extent to which objectives have been met with the help of appropriate indicators, and drafting management reports on the results achieved,
- checking that decisions and operations comply with the rules and official procedures,
- assisting superiors in performance assessment,

 developing the effectiveness and quality of the work of the team by encouraging members to apply their individual skills and by acting as coach.

Besides the main management duties, candidates should note the specific duties related to each field of this competition, in particular:

Legal channel

Preparation of reports, opinions and decisions with a view to ensuring the application of Regulation (EC) No 45/2001 and of other relevant Community legislation and monitoring policy and legislative developments that could have an impact on the protection of personal data.

As regards that part of the duties relating to the application of Regulation (EC) No 45/2001, the posts to be filled may involve the following:

- informing and advising the institutions and bodies on good practice in this area and informing and advising those responsible for processing data and data subjects about their rights and obligations,
- hearing and examining complaints and other requests from data subjects and conducting inquiries in response to complaints or on the official's own initiative,
- preparing or helping to prepare processing notifications to the Data Protection Officer, and contributing
 to or carrying out prior checks by the EDPS on processing operations likely to pose specific risks and
 conducting consultations on the need for such prior checks,
- performing inspection and audit activities.

As regards the part of the duties relating to monitoring policy and legislative developments, the posts to be filled may involve one or more of the following:

- devising, drafting, analysing, interpreting, commenting on, and following up opinions or other Community legislative acts and Union legislation in the field of data protection, and responding to recommendations in this field or formulating recommendations,
- conducting research on national, Community and international legal issues,
- advising the institutions responsible on legislative proposals and general administrative measures relating to the processing of personal data,
- cooperating with the bodies responsible for overseeing data protection under the third pillar of the European Union, in particular with a view to improving the consistency of the Union's data protection regulations and policy,
- performing various tasks in connection with litigation, drafting position statements and representing the institutions in court cases, where necessary, before the Court of Justice, the European Civil Service Tribunal or the Court of First Instance.

These duties may require travel away from headquarters.

Technology channel

Preparation of reports, opinions and decisions with a view to ensuring the application of Regulation (EC) No 45/2001 and of other relevant Community legislation and monitoring legislative and technological developments that could have an impact on the protection of personal data.

As regards that part of the duties relating to the application of Regulation (EC) No 45/2001, the posts to be filled may involve the following:

- informing and advising the institutions and bodies on good practice in this area and informing and advising those responsible for processing data and data subjects about their rights and obligations,
- developing and evaluating the security of computer and automated systems,
- performing inspection and audit activities in a complex IT environment,

— hearing and examining complaints concerning the application of new technologies in the institutions and bodies of the European Union and other requests from data subjects and conducting inquiries in response to complaints or on the official's own initiative.

As regards that part of the duties relating to monitoring legislative and technological developments, the posts to be filled may involve one or more of the following:

- monitoring developments in Community policy and in information and communication technologies that could have an impact on the protection of personal data,
- advising the institutions responsible on legislative proposals and general administrative measures that could have an impact on the protection of personal data, in particular in the field of new technologies (biometric identification, RFID, etc.),
- contributing to work on the preparatory stages of the European Research Framework Programme and on individual European research and technological development (RTD) projects,
- attending seminars and conferences with a view to identifying future challenges that might come within the ambit of European RTD policy,
- helping advisory committees in connection with the Framework Programme,
- assisting the European institutions in evaluating proposals, in particular where those proposals raise data protection issues,
- promoting and strengthening application of the principle of 'privacy by design' (incorporation of data protection requirements at the earliest possible stage in the life cycle of new technological developments).

The general profile of candidates sought by the institutions is described in point 1.2 of the general rules governing open competitions.

III. ELIGIBILITY

On the closing date for on-line applications, you must fulfil the following general and specific conditions:

1. GENERAL CONDITIONS:

- (a) you must be a citizen of one of the Member States of the European Union;
- (b) you must enjoy your full rights as a citizen;
- (c) you must have fulfilled any obligations imposed on you by the laws on military service;
- (d) you must meet the character requirements for the duties involved.

2. SPECIFIC CONDITIONS

2.1.	Diploma
Grade AD 6	A level of education which corresponds to completed university studies of at least three years attested by a diploma.
Grade AD 9	
either (a)	A level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more.
or (b)	A level of education which corresponds to completed university studies attested by a diploma, followed by at least one year's appropriate professional experience when the normal period of university education is at least three years. This one year of professional experience cannot be counted towards the professional experience required under 2.2 below.

2.2.	Professional experience
Grade AD 6	Since obtaining the diploma, at least four years' university level professional experience, including at least two years in one of the two channels in the field of data protection (legal or technology).
Grade AD 9	At least 10 years' university level professional experience, including at least five years in one of the two channels in the field of data protection (legal or technology). You must have gained this experience:
either (a)	— since obtaining the qualification required under 2.1.(a)
or (b)	— since obtaining the qualification and professional experience required under 2.1.(b).
2.3.	Knowledge of languages
(a) Language 1	Main language: a thorough knowledge of one of the official languages of the European Union (BG) Bulgarian, (CS) Czech, (DA) Danish, (DE) German, (EL) Greek, (EN) English, (ES) Spanish, (ET) Estonian, (FI) Finnish, (FR) French, (GA) Irish, (HU) Hungarian, (IT) Italian, (LT) Lithuanian, (LV) Latvian, (MT) Maltese, (NL) Dutch, (PL) Polish, (PT) Portuguese, (RO) Romanian, (SK) Slovak, (SL) Slovenian or (SV) Swedish;
and	
(b) Language 2	Second language (must be different from language 1): a satisfactory knowledge of English or French.

IV. ADMISSION TESTS

If, by the deadline for on-line applications, the number of admissible candidates is more than:

Grade AD 6 = 96 Grade AD 9 = 40

admission tests will be organised.

Candidates who, **when submitting their on-line application**, have declared that they fulfil the general and specific conditions listed in section III will be invited to sit the admission tests.

Test (a)

A series of multiple-choice questions to assess your knowledge of the European Union, its institutions, and its policies

This test will be marked out of 10 (pass mark: 5)

Time allowed: +/- 20 minutes.

Test (b)

A series of multiple-choice questions to assess your general ability, in particular your verbal and numerical reasoning skills.

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

Time allowed: +/- 50 minutes.

No penalty for incorrect answers

You will take the admission tests in your second language.

If, by the deadline for on-line applications, the number of admissible candidates is equal to or fewer than:

Grade AD 6 = 96 Grade AD 9 = 40

no admission tests will be held.

V. OPEN COMPETITION

1. WRITTEN TESTS

A. Candidates invited

WITH ADMISSION TESTS	WITHOUT ADMISSION TESTS
The candidates who obtain the highest aggregate marks in the admission tests and a pass mark in each (2) (for numbers, see below) and who, in the light of the information given in their on-line application, fulfil the general and specific conditions listed in section III.	All the candidates who, in the light of the information given in their on-line application, fulfil the general and specific conditions listed in section III.
Grade AD 6 = 60 Grade AD 9 = 25	

B. Tests

1. Nature, allowed	marking	and	time	 (a) A test on a subject of your choice in the field of the competition, designed to test: — your knowledge, — your ability to understand, analyse and summarise, — your drafting ability. 0-40 (pass mark: 20) Time allowed (indicative figure): 2 hours. (b) Drafting a brief memo in your main language setting out the arguments and conclusions of written test (a). This is designed to test your command of your main language in terms of both drafting and presentation. 0-10 (pass mark: 8) Time allowed (indicative figure): 30 minutes
2. Language				Test (a): language 2 Test (b): language 1

2. ORAL TEST

A. Candidates admitted	The candidates who obtain the highest aggregate marks in the written tests and a pass mark in each (2) (for numbers, see below) and who, in the light of the supporting documents included in their full application file , fulfil the general and specific conditions listed in section III. Grade AD 6 = 24 Grade AD 9 = 10
B. Test	
Nature, marking and time allowed	Interview with the selection board to enable it to complete its assessment of: — your suitability to perform the duties described in section II, — your specialist knowledge in the field of the competition, — your knowledge of the European Union and its institutions and policies, — and your motivation and your ability to adjust to working as a European civil servant in a multicultural environment. 0-50 (pass mark: 25) Time allowed: +/- 45 minutes
2. Language	The interview will be conducted in your second language but your knowledge of your first language will also be assessed.
3. Place	The oral test will normally be held in Brussels.

⁽²⁾ Where a number of candidates tie for the last available place, they will all be taken into consideration by the selection board.

VI. RESERVE LISTS

1. Candidates included	The selection board will place on the reserve lists the names of the candidates with the highest aggregate marks in the written and oral tests and a pass mark in each (2) (see section 1.1).
2. Classification	The list for each grade will be drawn up by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.

VII. HOW TO APPLY		
1. On-line application	You must apply on-line, following the procedure explained on the website of the European Personnel Selection Office. Deadline: 2 June 2009 at 12.00 (midday), Brussels time	
2. Submitting your complete application file	If you are selected under section V.1.A, you will be invited, via your EPSO account, to print out a copy of your on-line application form, sign it and send it together with the relevant supporting documents to the following address: European Personnel Selection Office (EPSO) C 80 Open competition EPSO/AD/163/09 1049 Brussels BELGIUM Procedure: See point 2.4 of the general rules governing open competitions. Deadline: You will be informed of the deadline via your EPSO account, in the letter inviting you to submit a complete application file.	

⁽²⁾ Where a number of candidates tie for the last available place, they will all be taken into consideration by the selection board.

NOTICE OF OPEN COMPETITION EPSO/AST/90/09

(2009/C 98 A/02)

The European Personnel Selection Office (EPSO) is organising admission tests and an open competition, based on tests, to constitute a reserve from which to recruit

ASSISTANTS (*) (AST 3) IN THE FIELD OF DATA PROTECTION

The purpose of this competition is to draw up a reserve list from which to fill vacant posts with the European Data Protection Supervisor.

Candidates must consult the general rules governing open competitions, published in Official Journal C 47 A of 26 February 2009 and on the EPSO website. The general rules apply as an integral part of the notice of competition and contain provisions on the procedure for competitions and submitting applications.

CONTENTS

- I. GENERAL BACKGROUND
- II. **DUTIES**
- III. ELIGIBILITY
- IV. ADMISSION TESTS
- V. OPEN COMPETITION
- VI. RESERVE LIST
- VII. HOW TO APPLY

I. GENERAL BACKGROUND

1. Number of successful candidates	8	
2. Deadline for on-line applications	2 June 2009 at 12.00 (midday), Brussels time	
3. Remarks	The European Personnel Selection Office is also publishing the following parallel open competition: EPSO/AD/163/09 — Administrators (AD 6/AD 9) in the field of data protection. You may apply for only one of the two competitions, as the tests may be held at the same time. You must make your choice when you apply online and you will not be able to change it after the deadline for applications.	

II. DUTIES

The specific duties in the field covered by this competition consist mainly in helping to prepare reports, opinions, and decisions with a view to ensuring the application of Regulation (EC) No 45/2001 of the European Parliament and the Council (1) and of other relevant Community legislation and helping to monitor policy, legislative, and technological developments that could have an impact on the protection of personal data.

In particular, the posts to be filled may involve the following duties:

providing assistance with activities aimed at informing and advising the institutions and bodies on good
practice in this area and at informing and advising those responsible for processing data and data
subjects about their rights and obligations,

^(*) Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.

⁽¹⁾ OJ L 8, 12.1.2001, p. 1.

- providing assistance with hearing and examining complaints and other requests from data subjects and conducting inquiries in response to complaints or on the official's own initiative,
- helping to prepare processing notifications to the Data Protection Officer, and helping with or carrying out prior checks by the EDPS on processing operations likely to pose specific risks and conducting consultations on the need for such prior checks,
- assisting in devising, drafting and analysing opinions or other Community legislative acts and Union legislation in the field of data protection,
- helping to conduct research on national, Community and international legal issues,
- assisting with inspection and audit activities,
- keeping electronic registers and files and circulating the appropriate documentation at the request of other team members.

These duties may require travel away from headquarters.

The general profile of candidates sought by the institutions is described in point 1.2 of the general rules governing open competitions.

III. ELIGIBILITY

On the closing date for on-line applications, you must fulfil the following general and specific conditions:

1. GENERAL CONDITIONS

- (a) You must be a citizen of one of the Member States of the European Union.
- (b) You must enjoy your full rights as a citizen.
- (c) You must have fulfilled any obligations imposed on you by the laws on military service.
- (d) You must meet the character requirements for the duties involved.

2. SPECIFIC CONDITIONS

2.1.	Diploma	
either (a)	— Post-secondary education attested by a diploma	
or (b)	 Secondary education attested by a diploma giving access to post-secondary education, followed by at least three years' professional experience. These three years of professional experience cannot be counted towards the profes- sional experience required under 2.2 below. 	
2.2.	Professional experience	
	At least three years' professional experience, including at least two years in the field of data protection. You must have gained this experience:	
either (a)	— since obtaining the qualification required under 2.1.(a)	
or (b)	— since obtaining the qualification and professional experience required under 2.1.(b).	

2.3.	Knowledge of languages
(a) Language 1	Main language: a thorough knowledge of one of the official languages of the European Union: (BG) Bulgarian, (CS) Czech, (DA) Danish, (DE) German, (EL) Greek, (EN) English, (ES) Spanish, (ET) Estonian, (FI) Finnish, (FR) French, (GA) Irish, (HU) Hungarian, (IT) Italian, (LT) Lithuanian, (LV) Latvian, (MT) Maltese, (NL) Dutch, (PL) Polish, (PT) Portuguese, (RO) Romanian, (SK) Slovak, (SL) Slovenian or (SV) Swedish;
and	
(b) Language 2	Second language (must be different from language 1): a satisfactory knowledge of English or French.

IV. ADMISSION TESTS

If, by the deadline for on-line applications, the number of admissible candidates is more than:

or admissible cultificates is more than.

admission tests will be organised.

Grade AST 3 = 64

Candidates who, **when submitting their on-line application**, have declared that they fulfil the general and specific

conditions listed in section III will be invited to sit the admission tests.

Test (a)

A series of multiple-choice questions to assess your knowledge of the European Union, its institutions, and its policies

This test will be marked out of 10 (pass mark: 5)

Time allowed: +/- 20 minutes.

Test (b)

A series of multiple-choice questions to assess your general ability, in particular your verbal and numerical reasoning skills.

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

Time allowed: +/- 50 minutes.

No penalty for incorrect answers

You will take the admission tests in your second language.

If, by the deadline for on-line applications, the number of admissible candidates is equal to or fewer than:

Grade AST 3 = 64

no admission tests will be held.

V. OPEN COMPETITION

1. WRITTEN TESTS

A. Candidates invited

WITH ADMISSION TESTS	WITHOUT ADMISSION TESTS
The 40 candidates who obtain the highest aggregate marks in the admission tests and a pass mark in each (*) and who, in the light of the information given in their on-line application, fulfil the general and specific conditions listed in section III.	tion given in their on-line application fulfil the

⁽²⁾ Where a number of candidates tie for the last available place, they will all be taken into consideration by the selection board.

1. Nature, allowed	marking	and	time	 (a) A test on a subject of your choice in the field of the competition, designed to test: — your knowledge, — your ability to understand, analyse and summarise, — your drafting ability. 0-40 (pass mark: 20) Time allowed (indicative figure): 2 hours. (b) Drafting a brief memo in your main language setting out the arguments and conclusions of written test (a). This is designed to test your command of your main language in terms of both drafting and presentation. 0-10 (pass mark: 8) Time allowed (indicative figure): 30 minutes
2. Language				Test (a): language 2 Test (b): language 1

2. ORAL TEST

A. Candidates admitted	The 16 candidates who obtain the highest aggregate marks in the written tests and a pass mark in each (²) and who, in the light of the supporting documents included in their full application file, fulfil the general and specific conditions listed in section III.	
B. Test		
Nature, marking and time allowed	Interview with the selection board to enable it to complete its assessment of: — your suitability to perform the duties described in section II, — your specialist knowledge in the field of the competition, — your knowledge of the European Union and its institutions and policies, — and your motivation and your ability to adjust to working as a European civil servant in a multicultural environment. 0-50 (pass mark: 25) Time allowed: +/- 30 minutes	
2. Language	The interview will be conducted in your second language but your knowledge of your first language will also be assessed.	
3. Place	The oral test will normally be held in Brussels.	

VI. RESERVE LIST

1. Candidates included	The selection board will place on the reserve list the names of the candidates with the highest aggregate marks in the written and oral tests and a pass mark in each (2) (see section I.1).
2. Classification	The list will be drawn up by merit group (maximum of four groups) and names will be listed in alphabetical order within each group.

⁽²⁾ Where a number of candidates tie for the last available place, they will all be taken into consideration by the selection board.

VII. HOW TO APPLY

1. On-line applications	You must apply on-line, following the procedure explained on the website of the European Personnel Selection Office. Deadline: 2 June 2009 at 12.00 (midday), Brussels time
2. Submitting your complete application file	If you are selected under section V.1.A, you will be invited, via your EPSO account, to print out a copy of your on-line application form, sign it and send it together with the relevant supporting documents to the following address:
	European Personnel Selection Office (EPSO) C 80 Open competition EPSO/AST/90/09 1049 Brussels BELGIUM
	Procedures : See point 2.4 of the general rules governing open competitions. Deadline: You will be informed of the deadline via your EPSO account, in the letter inviting you to submit a complete application file.

REVIEW OF 'COMPETITION' C A OJS

Please find below the list of C A published during the present year. Unless otherwise indicated, OJs are published in all language versions.

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