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## Information and Notices

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## I

(Information)

## COMMISSION

ECU (\*)

6 September 1983

Currency amount for one unit:

Belgian and Luxembourg franc con.	45,7876	United States dollar	0,851863
Belgian and Luxembourg franc fin.	46,0517	Swiss franc	1,85093
German mark	2,27660	Spanish peseta	129,100
Dutch guilder	2,54664	Swedish krona	6,71523
Pound sterling	0,567152	Norwegian krone	6,35234
Danish krone	8,18427	Canadian dollar	1,04813
French franc	6,85494	Portuguese escudo	105,844
Italian lira	1359,15	Austrian schilling	16,0065
Irish pound	0,723758	Finnish markka	4,87138
Greek drachma	78,8314	Japanese yen	209,132
		Australian dollar	0,970010
		New Zealand dollar	1,30895

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 EUA;
- 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).  
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).

**Recapitulation of current tenders, published in the *Supplement to the Official Journal of the European Communities*, financed by the European Economic Community under the European Development Fund (EDF) or the European Communities budget**

(week: 30 August to 3 September 1983)

Invitation to tender No	Number and date of 'S' Journal	Country	Subjects	Final date for submission of bids
1998	S 164, 30. 8. 1983	Zaire	ZR-Kinshasa: fertilizers	14. 11. 1983
1999	S 165, 31. 8. 1983	Jamaica	JM-Kingston: video recording and editing equipment	28. 10. 1983
2000	S 165, 31. 8. 1983	Zimbabwe	ZW-Harare: building construction	28. 11. 1983
2001	S 168, 3. 9. 1983	Jamaica	JM-Kingston: radio communications equipment	4. 11. 1983
2002	S 168, 3. 9. 1983	Jamaica	JM-Kingston: various supplies	4. 11. 1983
2003	S 168, 3. 9. 1983	Jamaica	JM-Kingston: vehicles	4. 11. 1983

**DECISION No 117****of 7 July 1982****concerning the conditions for implementing Article 50 (1) (a) of Council Regulation (EEC) No 574/72 of 21 March 1972**

THE ADMINISTRATIVE COMMISSION OF THE EUROPEAN COMMUNITIES ON SOCIAL SECURITY FOR MIGRANT WORKERS,

Having regard to Article 81 (a) of Council Regulation (EEC) No 1408/71 of 14 June 1971, under which it is made responsible for dealing with all administrative questions arising from Regulation (EEC) No 1408/71 and subsequent Regulations,

Having regard to Article 81 (d) of Regulation (EEC) No 1408/71, under the terms of which it is required to foster and develop cooperation between Member States with a view to expediting the award of benefits due under the provisions of that Regulation,

Having regard to Article 50 (2) of Council Regulation (EEC) No 574/72 of 21 March 1972, under which it shall fix the methods for implementing Article 50 (1) of the Regulation,

Having regard to Article 2 (1) of Regulation (EEC) No 574/72, under which it shall draw up models of certificates, certified statements, declarations, applications and other documents necessary for the application of the Regulations,

Whereas it is appropriate to specify the conditions for the implementation of Article 50 (1) (a) of Regulation (EEC) No 574/72 and to lay down model forms for the implementation of the Article;

Whereas in some Member States the institutions concerned, for technical reasons, are not yet in a position to implement all of the provisions of Article 50 (1) (a) of Regulation (EEC) No 574/72;

Whereas, in order to complete and update Decision No 103 of 29 May 1975, it is appropriate that certain amendments to that Decision be made,

HAS DECIDED AS FOLLOWS:

1. In each Member State there shall be collected information relating to the identity of the migrant worker, the name of the registering institution in another Member State, the insurance number issued by that institution and any other information which may simplify and expedite the award of the pension.
2. When registering a worker in a Member State of which he is not a national, the registering institution shall forward the information required under paragraph 1 (on form E 501) to the body designated by the competent authority of that State.

That body shall then forward this information, also using form E 501, to the body designated by the competent authority of the Member State of which the worker concerned is a national.

- 2.1. In the event of amendments to the identification data of a worker, form E 551 should be used.
- 2.2. For the purpose of this Decision the designated body shall be:

*Belgium:*

Office national des pensions pour travailleurs salariés (ONPTS) Rijksdienst voor werknemerspensioenen (RWP) (national pension office for employed persons), Bruxelles.

- Denmark:* Sikringsstyrelsen (national social security office), København.
- France:* Caisse nationale d'assurance-vieillesse des travailleurs salariés (CNAVTS) (national old-age insurance fund for employed persons), Paris.
- Germany:* Verband Deutscher Rentenversicherungsträger — Datenstelle der deutschen Rentenversicherung (VDR — DSRV) (data processing centre of the German pension insurance bodies), Würzburg.
- Greece:* Idryma Koinonikon Asfaliseon (IKA) (social security institution), Athens.
- Ireland:* Department of Social Welfare, Dublin.
- Italy:* Istituto Nazionale della Previdenza Sociale (INPS) (national social welfare institution), Roma.
- Luxembourg:* Centre d'informatique, d'affiliation et de perception des cotisations, commun aux institutions de sécurité sociale (joint centre for data processing, insurance registration and collection of contributions of the social security institutions), Luxembourg.
- Netherlands:* Sociale Verzekeringsbank (social insurance bank), Amsterdam.
- United Kingdom:* Department of Health and Social Security, Records Branch, Newcastle upon Tyne.
3. The designated body, in the Member State of which the worker is a national, on receipt of form E 501 shall forward form E 502 to the institution which sent form E 501, indicating in particular the registration number assigned to the insured person in that Member State.
  - 3.1. Each designated body shall collect together forms E 501, E 502 and E 551 and send them in one batch to the other designated bodies, at intervals of not more than one year.
  4. Information on stateless persons and refugees shall be sent to the designated body of the Member State to whose legislation they were first subject.
  5. Having consulted the Administrative Commission the competent authority of a Member State may decide that the information required under paragraph 1 above should be forwarded by the registering institution directly to the designated body of the Member State of which the worker concerned is a national.
  6. Any other method of communicating the same information may be substituted for forms E 501, E 502 and E 551 (models of which are annexed) with the agreement of the institutions concerned.
  7. The institutions of Denmark and the Netherlands will not forward form E 501 to other Member States. Form E 501 should be sent to the designated bodies in Denmark and the Netherlands, however, though they are not required to remit form E 502.
  8. This Decision, which replaces Decision No 103 of 29 May 1975, shall be published in the *Official Journal of the European Communities*. It shall apply with effect from 1 January 1983.

*The Chairman  
of the Administrative Commission*

A. TRIER

**EUROPEAN COMMUNITIES**  
**Social Security Regulations**

**E 501**

Sending country <sup>(2)</sup>

Date of issue <sup>(1)</sup>

Type of communication <sup>(3)</sup>

**NOTIFICATION OF REGISTRATION OF THE WORKER**

(Reg. 574/72: Art. 50.1.a)

**1** Institution to which the form is addressed <sup>(4)</sup>

**1.1** Country <sup>(2)</sup> .....

**2** Insurance numbers

**2.1** In receiving country <sup>(5)</sup> .....

**2.2** In sending country .....

**3** Names and sex

**3.1** Surname <sup>(6)</sup> .....

**3.2** Surname at birth <sup>(6)</sup> .....

**3.3** Forenames <sup>(7)</sup> .....

**3.4** Previous names <sup>(8)</sup> .....

**3.5** Sex <sup>(9)</sup> .....

**3.6** Father's surname and forenames <sup>(10)</sup> .....

**3.7** Mother's surname and forenames <sup>(10)</sup> .....

**4** Details of birth and nationality

**4.1** Date of birth <sup>(11)</sup> .....

**4.2** Place of birth <sup>(12)</sup> .....

**4.3** Province or department <sup>(13)</sup> .....

**4.4** Country <sup>(14)</sup> .....

**4.5** Nationality <sup>(15)</sup> .....

**5** Address <sup>(16)</sup>

.....  
 .....  
 .....  
 .....  
 .....

**6** Remarks <sup>(17)</sup>

.....

E 501

**INSTRUCTIONS**

Three cases for the use of form E 501 may arise:

- ordinary cases,
- retrospective cases,
- reversal of circuit.

These can be distinguished by using the 'Type of communication' codes (see note 3).

**Ordinary cases**

In the case of migrant workers registered after 1 January 1976 in a Member State of which they are not nationals, the institution with which they register should complete form E 501 and send it to the designated body of that State. The latter body should forward it to the designated body of the Member State of which the worker is a national.

**Retrospective cases**

In the case of migrant workers registered before 1 January 1976 in a Member State of which they are not nationals, the institution with which they registered should complete form E 501 and send it to the designated body of that State. The latter body should forward it to the designated body of the Member State of which the worker is a national.

**Reversal of circuit**

The institution which detects that one of its nationals has been employed in another Member State before 1 January 1976 should complete form E 501 and send it to the designated body of its State. The latter body should forward it to the designated body of the Member State in which the insured person has been previously employed.

**NOTES**

- (<sup>1</sup>) It is for the sending institution to decide the format of this data.
- (<sup>2</sup>) Symbol of the country to which the sending institution belongs: B = Belgium; DK = Denmark; D = Germany; GR = Greece; F = France; IRL = Ireland; I = Italy; L = Luxembourg; NL = Netherlands; GB = United Kingdom.
- (<sup>3</sup>) Type of communication: ordinary case = 00; retrospective case = 50; reversal of circuit = 60.
- (<sup>4</sup>) The institution to which the form is addressed is one of the designated bodies listed in Decision No 117. However, once the forms have been collected and sent with a dispatch note, it is sufficient to indicate the symbol of the receiving country.
- (<sup>5</sup>) This information is required for Danish nationals (give Danish CPR number and, if appropriate, ATP number), Greek nationals (state insurance number and code number of the receiving institution) and United Kingdom nationals.  
It is also desirable for all the other Member States.
- (<sup>6</sup>) For surname please state usual surname or surname acquired by marriage.  
The surname at birth must always be given; if same as current surname, put '*idem*'.  
Explanations such as 'known as ...' or 'also known as ...' and all prefixes to surnames must be written in full in the proper order.
- (<sup>7</sup>) Give all forenames in the proper order.
- (<sup>8</sup>) Previous names should be stated particularly in the case of adoption or where by-names have become current.  
Explanations such as 'known as ...' or 'also known as ...' must be written in full and in the proper order.
- (<sup>9</sup>) M for male and F for female.
- (<sup>10</sup>) This information is required for French nationals born outside metropolitan France.
- (<sup>11</sup>) The day and the month should be shown by two digits each and the year by four digits (example: 1 August 1921 = 01. 08. 1921).
- (<sup>12</sup>) For French towns comprising several arrondissements, please give the number of the arrondissement (example: Paris 14).
- (<sup>13</sup>) This information must be provided in the case of insured persons of French or Italian nationality.  
Here the territorial division in which the place of birth is located should be stated, e.g. in the case of France if the commune of birth is Lille, the department of birth should be given as 'Nord' followed by the area code if known to the insured person, in this case: 59; the complete entry should read: 'Nord 59'. In the case of Italy, if the commune of birth is Rimini, the province of birth should be given as Forlì.
- (<sup>14</sup>) Symbol of the insured person's country of birth abbreviated as in the international motor vehicle registration code.
- (<sup>15</sup>) Symbol of the insured person's country of nationality abbreviated as in the international motor vehicle registration code.
- (<sup>16</sup>) The insured person's present address written in accordance with the usage of the country of residence.
- (<sup>17</sup>) This section is reserved for miscellaneous comments (the last address in Denmark or in the Netherlands should be entered here).

EUROPEAN COMMUNITIES  
Social Security Regulations

E 502

Date of issue <sup>(1)</sup>Sending country <sup>(2)</sup>Type of communication <sup>(3)</sup>

REPLY TO THE NOTIFICATION OF REGISTRATION OF THE WORKER

(Reg. 574/72: Art. 50.1.a)

1 Country to which the form is addressed <sup>(4)</sup>

1.1 Country <sup>(2)</sup> .....

2 Insurance numbers <sup>(5)</sup>

2.1 at receiving institution .....

2.2 at sending institution .....

3 Names and sex

3.1 Current surname <sup>(6)</sup> .....

3.2 Surname at birth <sup>(6)</sup> .....

3.3 Forenames <sup>(7)</sup> .....

3.4 Previous names <sup>(8)</sup> .....

3.5 Sex <sup>(9)</sup> .....

3.6 Father's surname and forenames <sup>(10)</sup> .....

3.7 Mother's surname and forenames <sup>(10)</sup> .....

4 Details of birth and nationality

4.1 Date of birth <sup>(11)</sup> .....

4.2 Place of birth <sup>(12)</sup> .....

4.3 Province or department <sup>(13)</sup> .....

4.4 Country <sup>(14)</sup> .....

4.5 Nationality <sup>(15)</sup> .....

5 Address <sup>(16)</sup>

6 Remarks <sup>(17)</sup>

**INSTRUCTIONS**

Three cases for the use of form E 502 may arise, according to the type of form to which it replies:

- ordinary cases,
- retrospective cases,
- reversal of circuit.

These can be distinguished by using the "Type of communication" codes (see note 3).

**Ordinary cases**

The designated body of the Member State of nationality should complete form E 502 on receipt of form E 501 for a migrant worker insured after 1 January 1976 and forward it to the institution from which it received the latter form.

**Retrospective cases**

The designated body of the Member State of nationality should complete form E 502 on receipt of form E 501 for a migrant worker insured before 1 January 1976 and forward it to the institution from which it received the latter form.

**Reversal of circuit**

The designated body of the Member State, in which the insured person was previously employed, should complete form E 502 on receipt of form E 501 and forward it to the institution of the Member State of nationality from which it received the latter form.

**NOTES**

- (<sup>1</sup>) It is for the sending institution to decide the format of this item.
- (<sup>2</sup>) Symbol of the country to which the sending institution belongs: B = Belgium; DK = Denmark; D = Germany; GR = Greece; F = France; IRL = Ireland; I = Italy; L = Luxembourg; NL = Netherlands; GB = United Kingdom.
- (<sup>3</sup>) Type of communication:  
 ordinary case = codes 01 to 06;  
 retrospective case = codes 51 to 56;  
 reversal of circuit = codes 61 to 66.
- Please specify the code of the processing mode applied to the corresponding E 501 form:
- Codes 01-51-61: *identification without divergencies*  
 No discrepancies were found between the data provided on form E 501 and those recorded in the national master file. The insurance number is given.
- Codes 02-52-62: *identification with divergencies*  
 Slight discrepancies were detected between the information provided on form E 501 and the data held in the national master file. The insurance number is given. The data held in the master file are specified in paragraphs 3 to 5.
- Codes 03-53-63: *identification impossible (homonymy)*  
 Several insured persons recorded in the national master file may correspond to the insured person named in the form E 501. The insurance number is not given.
- Codes 04-54-64: *identification impossible (forms cannot be processed)*  
 It appears that the data shown in the form E 501 cannot be processed owing to illegibility or because the prescribed formatting rules were not adhered to.  
 The insurance number is not given.
- Codes 05-55-65: *identification impossible (parents' names not entered)*  
 Several insured persons recorded in the national master file have the same identity as the person named on the form E 501, but they cannot be distinguished because no parents' names are provided.  
 The insurance number is not given.
- Codes 06-56-66: *identification impossible (implausible data)*  
 It appears that the data shown in the form E 501 are implausible: a check is indispensable.  
 The insurance number is not given.
- (<sup>4</sup>) The institution to which the form is addressed is one of the designated bodies listed in Decision No 117. However, once the forms have been collected and sent with a dispatch note, it is sufficient to indicate, where appropriate, the symbol of the receiving country.
- (<sup>5</sup>) Insurance numbers:  
 — at the receiving institution,  
 — at the sending institution.
- This information is required where the insured person is registered or identified with or without divergencies.

Secretariat  
Personnel Division

P.O.B. 1601  
Luxembourg

Please put a cross against the post(s) selected; candidates who fail to fill in this section may be eliminated.

Notice of recruitment No PE/15/S  
Clerical officer — London Information Office

Notice of recruitment No PE/16/S  
Skilled employee — London Information Office

## APPLICATION FORM

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

1. Surname: \_\_\_\_\_ Forenames (underline usual forename) \_\_\_\_\_ Maiden name, if applicable: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Permanent address: \_\_\_\_\_ Telephone number: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Address for correspondence (when different from 2): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Nationality at birth: \_\_\_\_\_  
 \_\_\_\_\_  
 Present nationality (if dual, indicate both): \_\_\_\_\_  
 \_\_\_\_\_
5. Sex (put a cross x in the appropriate box):  
 MALE ☐ FEMALE ☐
6. Marital status (put a cross x in the appropriate box):  
 SINGLE ☐ MARRIED ☐ WIDOWED ☐ DIVORCED ☐ SEPARATED ☐
7. Have you any dependants?  
 YES ☐ NO ☐

If so, please provide the following details:

Name	Age	Relationship	Name	Age	Relationship

8. Military service (and rank): \_\_\_\_\_
9. Address of parents: \_\_\_\_\_
10. Occupation of spouse: \_\_\_\_\_

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

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

Yes ☐ No ☐

If so, please state name, first name, relationship and post held:

.....

.....

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

- A. Education since the age of 14 (e.g. secondary education, other education, technical training as apprentice or equivalent training, to be specified under 'category'):

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

- B. Higher education (university or equivalent education):

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

- C. Post-graduate studies:

University or institution	Years of study		Degrees or diplomas obtained
	from	to	
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

13. Works published (particularly those with a bearing on the post for which you are applying. (Use extra sheet if necessary)):

.....

.....

.....

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

	Mother tongue	READING			WRITING			SPEAKING		
		Very good	Good	Fair	Very good	Good	Fair	Very good	Good	Fair
Danish	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Dutch	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
English	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
French	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
German	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Modern Greek	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Italian	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
Other languages	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....

Compulsory test: ..... / Optional test(s): .....

\_\_\_\_\_  
Secretariat  
Personnel Division

\_\_\_\_\_  
PO Box 1601  
Luxembourg

To be completed by the candidate

Name: .....

Address: .....

.....

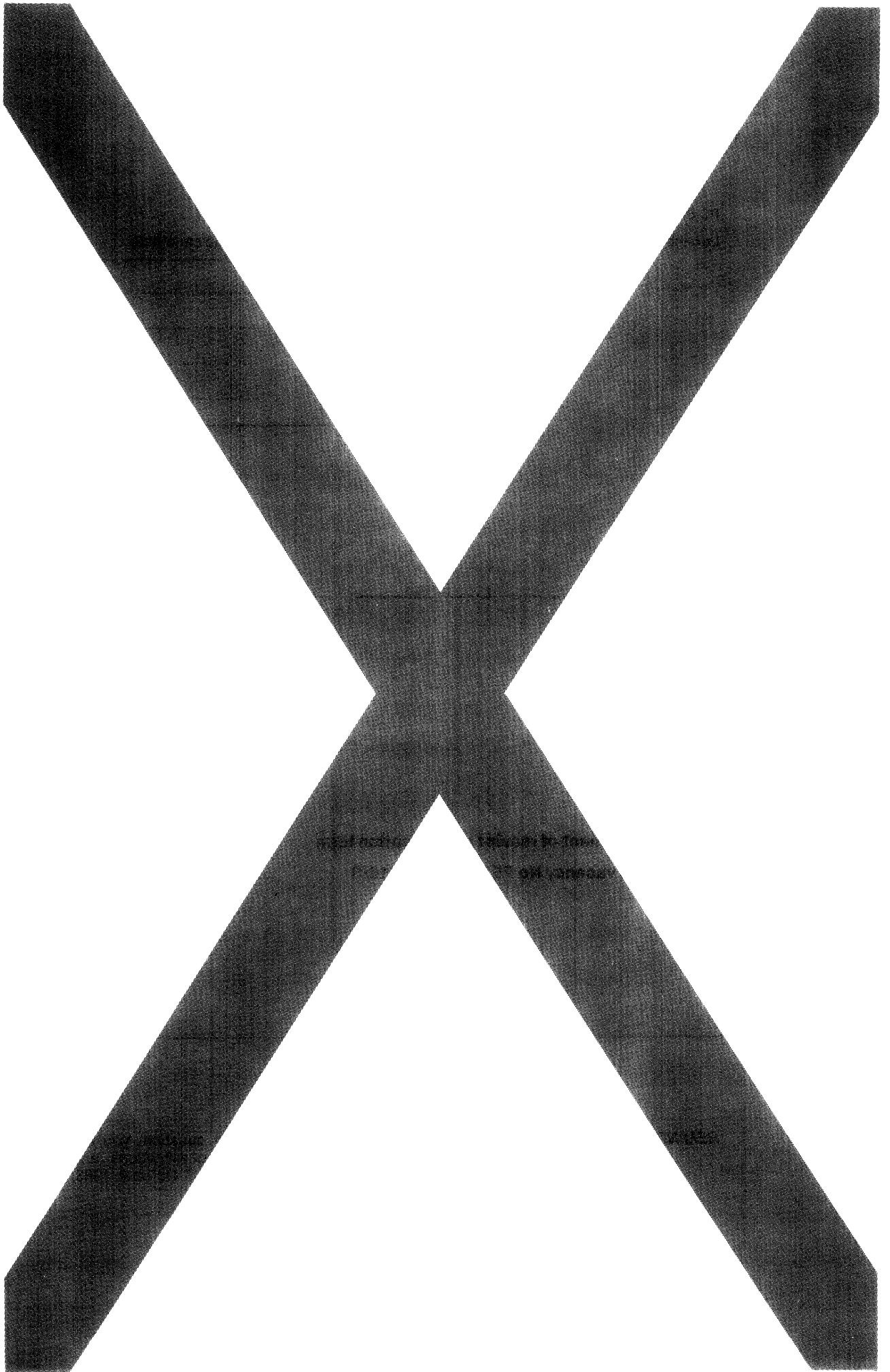
.....

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**Acknowledgement of receipt of application form  
for notice of vacancy No PE/15/S or PE/16/S**

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**REMINDER:** If you have not already forwarded the documents in question, you are reminded that documentary evidence of academic qualifications and professional experience should reach us not later than 7 October 1983, preferably by registered letter.



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

15. Typing and shorthand (words, syllables or strokes per minute):

	Danish	Dutch	English	French	German	Modern Greek	Italian
Typing							
Shorthand							
Stenotyping							

Type of machine used: electric.

Keyboard normally used: AZERTY — QWERTZ — QWERTY — QZERTY (underline as appropriate).

16. PREVIOUS POSTS: Starting with your present post, indicate in reverse chronological order all the posts you have held continuously in the past 10 years and any other experience acquired outside this period which you think might be useful in assessing your employment record. Use one frame for each post, and additional sheets if necessary.

1 Present or most recent employment			
Dates		Net monthly salary	
From	To	On starting	On leaving
Exact designation of your post:			
Name and address of employer:			
Nature of work:			
Notice required:			
May we ask for a reference from your employer at this stage? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Reasons for leaving:			

2			
Dates		Net monthly salary	
From	To	On starting	On leaving
Exact designation of your post:			
Name and address of employer:			
Nature of work:			
Reasons for leaving:			

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

3.	From	To
Reasons for leaving:		
4.	From	To
Reasons for leaving:		

17. Time spent abroad otherwise than on brief visits (years, countries visited, purpose of visit):  
.....  
.....
18. Have you taken part in any competitive examination for a post with the European Communities before? YES ☐ NO ☐
19. Social activities and sports:  
.....
20. Please state how you learned about the competition:  
— in the press: .....  
— in the Official Journal: .....  
— any other means: .....
21. Have you ever been found guilty of any offence by a court or tribunal?  
(If so, give details)  
.....  
.....

I, the undersigned, do solemnly declare that the information contained in this form is to the best of my knowledge correct and complete.

I further do solemnly declare that:

(1) I am a national of one of the Member States and enjoy my full rights as a citizen of the same,

(2) I have complied with the provisions of all military recruitment laws applicable to me.

I undertake to provide, when requested, the supporting documents with regard to the above two points.

I understand that any misstatement or omission, even if unintentional, may lead to the rejection of my application.

I agree to undergo the medical examination which is mandatory before any appointment.

- (<sup>6</sup>) For surname please state usual surname or surname acquired by marriage.  
The surname at birth must always be given; if same as current surname, put '*idem*'.  
Explanations such as 'known as ...' or 'also known as ...' and all prefixes to surnames must be written in full in the proper order.
- (<sup>7</sup>) Give all forenames in the proper order.
- (<sup>8</sup>) Previous names should be stated particularly in the case of adoption or where by-names have become current.  
Explanations such as 'known as ...' or 'also known as ...' must be written in full in the proper order.
- (<sup>9</sup>) M for male and F for female.
- (<sup>10</sup>) This information is required for French nationals born outside metropolitan France.
- (<sup>11</sup>) The day and the month should be shown by two digits each and the year by four digits (example: 1 August 1921 = 01. 08. 1921).
- (<sup>12</sup>) For French towns comprising several arrondissements, please give the number of the arrondissement (example: Paris 14).
- (<sup>13</sup>) This information must be provided in the case of French or Italian nationals. Here, the territorial division in which the place of birth is located should be stated, e.g. in the case of France if the commune of birth is Lille, the department of birth should be shown as 'Nord' followed by the area code if known to the insured person, in this case: 59; the complete entry should read: 'Nord 59'. In the case of Italy, if the commune of birth is Rimini, the province of birth should be given as Forli.
- (<sup>14</sup>) Symbol of the insured person's country of birth abbreviated as in the international motor vehicle registration code.
- (<sup>15</sup>) Symbol of the insured person's country of nationality abbreviated as in the international motor vehicle registration code.
- (<sup>16</sup>) The insured person's present address written in accordance with the usage of the country of residence.
- (<sup>17</sup>) This section is reserved for miscellaneous comments.

EUROPEAN COMMUNITIES  
Social Security Regulations

E 551

Sending country <sup>(2)</sup>Date of issue <sup>(1)</sup>Type of communication <sup>(3)</sup>

NOTICE OF AMENDMENT TO THE WORKER'S IDENTIFICATION DATA

(Reg. 574/72: Art. 50.1.a)

1	Institution to which the form is addressed <sup>(4)</sup>		
1.1	Country <sup>(2)</sup> .....		
2	Insurance numbers	Original data	Amended data
2.1	At receiving institution <sup>(5)</sup>	.....	.....
2.2	At sending institution	.....	.....
3	Names and sex		
3.1	Current surname <sup>(6)</sup>	.....	.....
3.2	Surname at birth <sup>(6)</sup>	.....	.....
3.3	Forenames <sup>(7)</sup>	.....	.....
3.4	Previous names <sup>(8)</sup>	.....	.....
3.5	Sex <sup>(9)</sup>	.....	.....
4	Birth — Nationality — Death		
4.1	Date of birth <sup>(10)</sup>	.....	.....
4.2	Place of birth <sup>(11)</sup>	.....	.....
4.3	Province or department <sup>(12)</sup>	.....	.....
4.4	Country <sup>(13)</sup>	.....	.....
4.5	Nationality <sup>(14)</sup>	.....	.....
4.6	Date of death <sup>(15)</sup>	.....	.....
5	Remarks <sup>(16)</sup>		
		.....	.....
		.....	.....
		.....	.....
		.....	.....
		.....	.....

E 551

## INSTRUCTIONS

The institution amending the data relating to an insured person who has been identified or registered in other Member States through the exchange of forms E 501 and E 502 should complete form E 551 and forward it to the designated body of its State.

This designated body should proceed as follows:

- where the insured person is a national of that State, the designated body should forward form E 551 to the designated body of each Member State in which the insured person has worked;
- where the insured person is a national of another Member State, the designated body should forward form E 551 to the designated body of the country of nationality which should, if necessary, issue an identical form to the other Member States in which the insured person has worked.

## NOTES

- (<sup>1</sup>) This information is for the use of the sending institution. In the case of successive amendments concerning an insured person, within one and the same message, this information must make it possible to discern clearly the order in which the amendments are to be made.
- (<sup>2</sup>) Symbol of the country to which the institution belongs: B = Belgium; DK = Denmark; D = Germany; GR = Greece; F = France; IRL = Ireland; I = Italy; L = Luxembourg; NL = Netherlands; GB = United Kingdom.
- (<sup>3</sup>) Type of communication: enter in the box the code relating to the type of amendment:  
Code 10: *Amendment to insurance number*;  
Code 11: *Amendment to other data*;  
Code 12: *Amendment to insurance number and to other data*;  
Code 19: *Cancellation of earlier exchange*.
- (<sup>4</sup>) The institution to which the form is addressed is one of the designated bodies listed in Decision No 117. However, once the forms have been collected and sent with a dispatch note, it is sufficient to indicate the symbol of the receiving country.
- (<sup>5</sup>) Give the number written on the form E 502. This information may not be amended by the sending country.
- (<sup>6</sup>) For surname please state usual surname or surname acquired by marriage;  
The surname at birth must always be given; if same as current surname, put '*idem*'.  
Explanations such as 'known as ...' or 'also known as ...' and all prefixes to surnames must be written in full and in the proper order.
- (<sup>7</sup>) Give all forenames in the proper order.
- (<sup>8</sup>) Previous names should be stated particularly in the case of adoption or where by-names have become current. Explanations such as 'known as ...' or 'also known as ...' must be written in full in the proper order.
- (<sup>9</sup>) M for male and F for female.
- (<sup>10</sup>) The day and the month should be shown by two digits each and the year by four digits (example: 1 August 1921 = 01. 08. 1921).
- (<sup>11</sup>) For French towns comprising several arrondissements, please give the number of the arrondissement (example: Paris 14).
- (<sup>12</sup>) This information must be provided in the case of French or Italian nationals.  
Here, the territorial division in which the place of birth is located should be stated, e.g. in the case of France if the commune of birth is Lille, the department of birth should be shown as 'Nord' followed by the department code if known to the insured person, in this case: 59; the complete entry should read: 'Nord 59'. In the case of Italy, if the commune of birth is Rimini, the province of birth should be given as Forlì.
- (<sup>13</sup>) Symbol of the insured person's country of birth abbreviated as in the international motor vehicle registration code.
- (<sup>14</sup>) The symbol of the insured person's country of nationality abbreviated as in the international motor vehicle registration code.
- (<sup>15</sup>) The day and the month should be shown by two digits and the year by four digits.  
When communicating the date of death, the data must be entered in the second column (amended data). The corresponding heading of the first column remains blank.  
In the case of a correction to the date of death, the erroneous date of death should appear in the first column and the corrected date of death in the second column.
- (<sup>16</sup>) This section is reserved for miscellaneous comments (the last address in Denmark or in the Netherlands should be entered here).

## III

(Notices)

## EUROPEAN PARLIAMENT

## NOTICE OF RECRUITMENT No PE/15/S

The European Parliament intends to recruit, pursuant to Article 29 (2) of the Staff Regulations applicable to officials of the European Communities, a

## CLERICAL OFFICER

(male or female)

in the career bracket covering grades 3 and 2 of category C for its London Information Office. The appointment will be made at grade C 3.

## DUTIES

Official responsible for performing clerical duties of an administrative and technical nature, in particular:

- manning the switchboard and answering enquiries,
- operating a telex and a telecopier,
- various secretarial duties.

These duties call for experience and judgement.

## QUALIFICATIONS AND EXPERIENCE REQUIRED

Candidates must have:

- secondary education as evidenced by a certificate, or equivalent professional experience,
- experience in operating a small switchboard, a telex and a telecopier,
- ability to answer general enquiries on the European Parliament,
- ability to type in English,
- thorough knowledge of English and good knowledge of a second official language of the European Community; a knowledge of other languages is desirable.

*N.B.:* The following candidates will not be admitted:

- candidates who have completed a university course as evidenced by a diploma,
- candidates in the final year of a university course.

*Place of employment:* London.

This post may involve a certain amount of travelling, particularly to Strasbourg, Brussels or Luxembourg.

## OTHER CONDITIONS OF ELIGIBILITY

Candidates must also be:

- nationals of one of the Member States of the European Community. Candidates should note that no exemptions will be granted on the grounds of nationality
- aged not less than 20 (born before 8 October 1963) and not more than 35 (born after 6 October 1947).

The age limit:

- does not apply:
  - (a) to any candidate who, in the four years preceding the closing date for applications, has been an official or other servant of one of the institutions of the European Community for a total of at least 12 months;
  - (b) to any candidate who was an official of one of the institutions of the European Community for at least four years and who gave up his/her duties voluntarily;
- will be raised in the following two cases:
  - (c) for candidates who gave up all professional activities and refrained from submitting an application prior to reaching the above-mentioned age limit in order to take care of a child aged under 16 years and living under the same roof; in this case, the age limit will be increased by three years *for each child* up to a maximum of six years;
  - (d) for candidates who have completed their compulsory military service or other compulsory service required by their country of origin; in this case, the abovementioned age limit will be increased by the duration of the service completed. However, periods of service completed voluntarily in excess of the compulsory military service will not be taken into consideration.

In order to benefit from these exemptions, candidates are asked to enclose one of the following documents with their application form:

for (a) and (b): a certificate from the institution of the European Community giving the dates on which service began and ended;

for (c): the child's/children's birth certificate(s);

for (d): a certificate issued by the relevant military authorities giving the dates on which compulsory military service began and ended.

The general and specific knowledge of the candidates chosen by the Selection Board will be tested.

*Note:* No correspondence concerning additional information on this notice of recruitment will be entered into.

#### **SALARY:**

The basic monthly salary will be between Bfrs 56 993 or £ 698,03 (grade C 3, step 1) and Bfrs 61 489 or £ 753,09 (grade C 3, step 3) depending on the candidate's training and specific professional experience. It will be supplemented, where appropriate, by the payments and allowances set out in the Staff Regulations applicable to officials of the European Communities. The current weighting factor for London is 106,7.

For example, after compulsory deductions (pension, sickness and accident insurance and Community tax), the net salary of an unmarried official without dependants will be about £ 628 in grade C 3, step 1.

#### **APPLICATIONS**

Candidates should complete and sign the application form contained in this issue of the *Official Journal of the European Communities* and return it, together with documentary evidence of their education, professional training and experience, to the:

European Parliament,  
Recruitment Section,  
Boîte postale 1601,  
Luxembourg.

*Note:* Application forms which are not signed will not be taken into consideration.

Applications should be sent, preferably by registered post, not later than midnight on 7 October 1983, as evidenced by the postmark.

### **NOTICE OF RECRUITMENT No PE/16/S**

The European Parliament intends to recruit, pursuant to Article 29 (2) of the Staff Regulations applicable to officials of the European Communities, a

**SKILLED EMPLOYEE (caretaker)**  
(male or female)

in the career bracket covering grades 3 and 2 of category D for its London Information Office. The appointment will be made at grade D 3.

#### **DUTIES**

Official responsible for:

- receiving visitors,
- taking charge of the premises,
- checking on the cleaning and heating,
- general maintenance duties,
- handling incoming mail.

#### **QUALIFICATIONS AND EXPERIENCE REQUIRED**

Candidates must have:

- experience of work similar to that described under 'Duties';

— thorough knowledge of English and elementary knowledge of a second official language of the European Community.

*Note:* Candidates who have completed a course of secondary education (A level) or beyond, or who have an equivalent professional qualification, will not be admitted.

*Place of employment:* London.

This post may involve a certain amount of travelling, particularly to Strasbourg, Brussels or Luxembourg.

#### **OTHER CONDITIONS OF ELIGIBILITY**

Candidates must also be:

- nationals of one of the Member States of the European Community. Candidates should note that no exemptions will be granted on the grounds of nationality
- aged not less than 20 (born before 8 October 1963) and not more than 35 (born after 6 October 1947).

The age limit:

— does not apply:

- (a) to any candidate who, in the four years preceding the closing date for applications, has been an official or other servant of one of the institutions of the European Community for a total of at least 12 months;
- (b) to any candidate who was an official of one of the institutions of the European Community for at least four years and who gave up his/her duties voluntarily;

— will be raised in the following two cases:

- (c) for candidates who gave up all professional activities and refrained from submitting an application prior to reaching the above-mentioned age limit in order to take care of a child aged under 16 years and living under the same roof; in this case, the age limit will be increased by three years *for each child* up to a maximum of six years;
- (d) for candidates who have completed their compulsory military service or other compulsory service required by their country of origin; in this case, the abovementioned age limit will be increased by the duration of the service completed. However, periods of service completed voluntarily in excess of the compulsory military service will not be taken into consideration.

In order to benefit from these exemptions, candidates are asked to enclose one of the following documents with their application form:

for (a) and (b): a certificate from the institution of the European Community giving the dates on which service began and ended;

for (c): the child's/children's birth certificate(s);

for (d): a certificate issued by the relevant military authorities giving the dates on which compulsory military service began and ended.

The general and specific knowledge of the candidates chosen by the Selection Board will be tested.

*Note:* No correspondence concerning additional information on this notice of recruitment will be entered into.

#### *SALARY*

The basic monthly salary will be between Bfrs 45 418 or £ 556,26 (grade D 3, step 1) and Bfrs 49 358 or £ 604,52 (grade D 3, step 3) depending on the candidate's training and specific professional experience. It will be supplemented, where appropriate, by the payments and allowances set out in the Staff Regulations applicable to officials of the European Communities. The current weighting factor for London is 106,7.

For example, after compulsory deductions (pension, sickness and accident insurance and Community tax), the net salary of an unmarried official without dependants will be about £ 506 in grade D 3, step 1.

#### *APPLICATIONS*

Candidates should complete and sign the application form contained in this issue of the *Official Journal of the European Communities* and return it, together with documentary evidence of their education, professional training and experience, to the:

European Parliament,  
Recruitment Section,  
Boîte postale 1601,  
Luxembourg.

*Note:* Application forms which are not signed will not be taken into consideration.

Applications should be sent, preferably by registered post, not later than midnight on 7 October 1983, as evidenced by the postmark.

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Emile NOËL

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Emile Noël was born in Istanbul in 1922 and has French nationality. He entered the École Normale Supérieure in 1941, and holds university degrees in physics and mathematics. His European career started early. He served as Secretary to the Political Affairs Committee of the Consultative Assembly of the Council of Europe from 1949 to 1952. He was appointed Director of the Secretariat of the Constitutional Committee of the *ad hoc* Assembly charged with producing a blueprint for a European Political Community in 1952. He became Chef de cabinet to Guy Mollet, then President of the Consultative Committee of the Council of Europe, in 1954. When Guy Mollet became Prime Minister of France in 1956, Emile Noël went with him, first as Chef de cabinet, later as Deputy Director of his Private Office. Emile Noël was appointed Executive Secretary of the EEC Commission in 1958. Following the merger of the three executives (ECSC, EEC, EAEC) in 1967, he became Secretary-General of the Commission of the European Communities (popularly known as the European Commission).

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