



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΑΝΑΠΤΥΞΗΣ

ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΕΡΕΥΝΑΣ ΚΑΙ ΤΕΧΝΟΛΟΓΙΑΣ

Διεύθυνση Εποπτείας Ερευνητικών Φορέων

Μεσογείων 14-18

ΤΚ 11510

Πληροφορίες : Αρετή Λύκου

Τηλέφωνο : 2107458240

Fax : 2107715074



ΕΚΕΤΑ

Αριθ. Πρωτοκόλλου

6484

Ημερομηνία

Υπογραφή

Δ/ντης Κ.Δ. & Πρόεδρος Δ.Σ.

Υπεύθυνος-η Μ.Δ.Υ.

Υπεύθυνος-η Μ.Π.Π.

Υπεύθυνος-η Μ.Ο.Υ.

Υπεύθυνος-η Μ.Τ.Υ.

Υπεύθυνος-η Μ.Π.Σ.

Αθήνα, 6/4/09

Αρ. Πρωτ: 5748

Προς : ΕΚΕΦΕ «Δ» Ε.Ι.ΠΑΣΤΕΡ
ΕΚΚΕ ΕΙΒΒΕ «Α. ΦΛΕΜΙΓΚ»
ΕΛΚΕΘΕ ΕΚΕΒΕ «Α. ΦΛΕΜΙΓΚ»
ΕΑΑ ΚΑΠΕ
ΕΙΕ Ε.Κ. «ΑΘΗΝΑ»
ΙΤΕ ΕΚΕΤΑ
ΚΕΤΕΑΘ

Θέμα : «Κατάρτιση εφεδρικού πίνακα πρόσληψης προσωρινού διοικητικού υπαλλήλου στη Μονάδα G02 του Ινστιτούτου για την προστασία και την ασφάλεια του πολίτη στην Ispra Ιταλίας»

Σχετ : Το με αρ. πρωτ. 3846.3/Δ/ΑΣ3109 της Μόνιμης Ελληνικής Αντιπροσωπείας στην Ευρωπαϊκή Ένωση Ο.Μ Οργάνωσης – Διοίκησης»

Σας διαβιβάζουμε το ανωτέρω σχετικό έγγραφο για ενημέρωσή σας.

Η Προϊσταμένη Διεύθυνσης
Εποπτείας Ερευνητικών Φορέων

Πηνελόπη Σπηλιώτη

Εσωτερική Διανομή:
ΦΟΡ (2)

ΜΟΝΙΜΗ ΕΛΛΗΝΙΚΗ ΑΝΤΙΠΡΟΣΩΠΕΙΑ
ΣΤΗΝ ΕΥΡΩΠΑΪΚΗ ΕΝΩΣΗ
Ο.Μ. ΟΡΓΑΝΩΣΗΣ - ΔΙΟΙΚΗΣΗΣ

Βρυξέλλες, 26.03.2009

Α.Π. 3846.3/Δ/ΑΣ 3109

ΕΠΕΙΓΟΝ-ΠΡΟΘΕΣΜΙΑ

ΤΗΛΕΦΩΤΟΤΥΠΙΑ

ΠΡΟΣ ΕΝΕΡΓΕΙΑ :

Αρμόδια : Β. Σκαλιστήρα

ΥΠΟΥΡΓΕΙΟ ΑΝΑΠΤΥΞΗΣ
ΓΕΝ.ΓΡΑΜΜΑΤΕΙΑ ΕΡΕΥΝΑΣ
&ΤΕΧΝΟΛΟΓΙΑΣ
Δ/ση Διεθνούς Συνεργασίας
ΥΠΟΥΡΓΕΙΟ ΕΣΩΤΕΡΙΚΩΝ
ΓΕΝ. ΓΡΑΜΜΑΤΕΙΑ ΔΗΜ. ΔΙΟΙΚΗΣΗΣ &
ΗΛΕΚΤΡΟΝ. ΔΙΑΚΥΒΕΡΝΗΣΗΣ
- Γεν. Δ/ση Κατ/σης Προσωπικού
Δ/ση Εκπ/σης
Τμήμα Μετεκπ/σης και Μελετών

ΘΕΜΑ: Προκήρυξη θέσεως προσωρινού/
συμβασιούχου υπαλλήλου στο Κοινό
Κέντρο Ερευνών (JRC) στην Ispra Ιταλίας

ΠΑΡΑΛΗΠΤΕΣ ΠΡΟΣ ΕΝΗΜΕΡΩΣΗ :

ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ
- Γρ. Υφυπουργού κ. Βαληνάκη
- Γρ. κ.Γ.Γεν.Δ/ντή
- Γραφείο Προώθησης Ελληνικών
Υποψηφιοτήτων σε Διεθνείς
Οργανισμούς

ΥΠΟΥΡΓΕΙΟ ΑΝΑΠΤΥΞΗΣ
- Γρ.κ.Υπουργού
ΓΕΝ.ΓΡΑΜΜΑΤΕΙΑ ΕΡΕΥΝΑΣ
&ΤΕΧΝΟΛΟΓΙΑΣ
- Γρ.κ.Γεν.Γραμματέα

Σας γνωρίζουμε ότι το Κοινό Ευρωπαϊκό Κέντρο Ερευνών (JRC) , μας γνωστοποίησε με επιστολή την προκήρυξη ΤΑ/JRC/IPSC/09, για την κατάρτιση εφεδρικού πίνακα πρόσληψης προσωρινού διοικητικού υπαλλήλου στη Μονάδα G02 (Υποστήριξης στην Εξωτερική Ασφάλεια) του Ινστιτούτου για την Προστασία και την Ασφάλεια του Πολίτη στην Ispra Ιταλίας. Η διάρκεια της σύμβασης είναι τετραετής με δυνατότητα ανανέωσης δύο ακόμη ετών και βαθμολογική κατάταξη AD 8.

Οι ενδιαφερόμενοι πρέπει να στείλουν την αίτησή τους (σχέδιο επισυνάπτεται) συνοδευόμενη από επιστολή έως την 14^η Απριλίου 2009 στην ακόλουθη ηλεκτρονική δ/ση : JRC-RECRUITMENT-IPSC@ec.europa.eu

Παρακαλούμε για την ενημέρωση τυχόν ενδιαφερομένων.

ΚΑΣΚΑΡΕΛΗΣ

ΣΥΝ: 16 σελίδες

TA /JRC/IPSC/09

SELECTION OF TEMPORARY STAFF FOR THE JOINT RESEARCH CENTRE

The Commission is organising a selection procedure to fill one administrator post in the Joint Research Centre, Directorate G (Institute for the Protection and Security of the Citizen), Unit G02 (Support to External Security), in Ispra (Italy).

GENERAL CONDITIONS

Candidates must satisfy the requirements set out in Article 12 of the Conditions of Employment of Other Servants of the European Communities¹, which include being a national of a Member State of the European Union; or must be nationals of one of the following states : Albania, Croatia, the Former Yugoslav Republic of Macedonia (FYROM), Montenegro, Serbia, Turkey, Norway, Iceland, Liechtenstein, Switzerland, Israel by application of Article 12, point 2 (a) of the Conditions of Employment of Other Servants of the European Communities and by exception authorized by the authority authorized to conclude the contract.

The engagement of a candidate who is not national of a Member State of the European Union will be subject to the prior authorization of the authority authorized to conclude the contract as well as to specific security screening.

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 or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

TYPE AND DURATION OF CONTRACT

The successful candidate may be offered a temporary contract under point (d) of Article 2 of the Conditions of Employment of Other Servants of the European Communities in accordance with the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff². The duration of the contract may not exceed four years, with the possibility of renewal for a maximum of two years.

The maximum duration of the contract will also take account of the relevant provisions in the April 2004 Commission Decision on the maximum duration of recourse to non-permanent staff (six years over a twelve-year period)³.

¹ http://ec.europa.eu/civil_service/docs/toc100_en.pdf

² http://europa.eu/epso/documents/decision_new_policy_for_at_en.pdf

³ http://europa.eu/epso/documents/regle_des_six_ans_en.pdf

**PLACE OF EMPLOYMENT
LEVEL**

Ispra (Italy)

AD8 (as an indication, basic monthly starting salary of EUR 6.069,10 to 6.324,13)⁴**NATURE OF DUTIES**

In line with the JRC mission, the aim of the Institute for the Protection and Security of the Citizen (IPSC) is to provide research results and to support EU policy-makers in their effort towards global security and towards the protection of European citizens from accidents, deliberate attacks, fraud and illegal actions against EU policies. The IPSC's Support to External Security Unit provides support to EU policies linked to global stability and crisis management. The Unit is developing techniques and algorithms for the exploitation of massive datasets including open source and very high resolution optical and radar satellite data. The Unit is also developing and testing collaborative crisis management technologies and numerical models. The Unit is testing the application of these algorithms, technologies and models in pragmatic solutions to enhance Community decision-making in crisis management (from risk reduction and preparedness to early warning and response). Typical types of crises addressed by the Unit include: humanitarian natural disasters, public health crises, terrorist threats, conflict and political crises.

The successful candidate will be carrying out R+D in the Unit's Open Source Text Information Mining and Analysis group. The main duties of the successful candidate are as follows:

- Researching, Developing and Testing techniques applicable to massive structured and unstructured datasets, including multi-lingual ones for efficient, automatic, information text mining, for pattern recognition, and extraction.
- Researching, Designing, Developing and Testing statistically based techniques for detection of variations in the extracted information.
- Designing, Developing and Testing advanced solutions for better exploration of information harvested by the Group's information mining engine, EMM
- Implementing these information text mining and extraction as well as statistically based techniques and information exploration solutions in the Continental Early Warning System (CEWS) primarily, and the Medical Health Intelligence System (MEDISYS) secondly.
- Contribute to scientific publications authored by the Open Source Text Information Mining and Analysis group.
- Manage and supervise tasks of the team linked to the CEWS project
- Interact regularly with the Conflict Management Division of the African Union in relation to the CEWS project, paying particular attention to their requirements and feedback.

The candidate will also perform the following scientific and technical duties:

⁴ http://europa.eu/epso/documents/decision_on_classification_en.pdf

- Design and develop statistical methods to detect significant variations in the reporting on selected issues relevant to the CEWS project
- Develop, implement and integrate software tools to support this analysis particularly in relation to the CEWS project
- Provide general JAVA programming support to the EMM product family, including its Medical Intelligence System, MediSys.
- Develop, implement and maintain advanced User Interface products to allow better exploration of the information harvested by EMM.
- Author technical papers and software documentation.

QUALIFICATIONS

A level of education which corresponds to a completed cycle of university studies attested by a diploma in the field(s) of computer science when the normal period of university education is four years or more

or;

A level of education which corresponds to a completed cycle of university studies attested by a diploma in the field(s) of computer science and appropriate professional experience of at least one year when the normal period of university education is at least three years in the requested field(s). This professional experience will be part of the diploma and will not be taken into account in the required number of years of professional experience.

EXPERIENCE

By the deadline for submission of applications, and in addition to the qualifications required above, candidates must have at least 9 years of full time professional experience gained after obtaining the diploma required for admission to the selection procedure in web application development, data visualisation, user interface development, and interaction with customers. The candidate will need in depth knowledge of advanced techniques for open source texting information mining and analysis. Experience with handling and analyzing massive datasets is an advantage. Experience with conflict early warning and public health crisis early warning is an asset.

Knowledge of the following is essential:

- Programming languages: Java, Javascript/Ajax;
- Interfaces, protocols, standards: HTTP (Hypertext Transfer Protocol), Hypertext Markup Language (HTML), Extensible Markup Language (XML)
- Web technologies: Java, Java Server Pages
- Servlet Container (preferably Tomcat)
- Javascript/Ajax
-

LANGUAGES

Under point (e) of Article 12(2) of the Conditions of Employment of Other Servants candidates must have a thorough knowledge of one of the Community languages and a satisfactory knowledge of another of the Community languages.

To meet the needs of the service, a good knowledge of English (understanding, written and spoken) is required.

MISCELLANEOUS

In view of the nature of the duties to be performed, successful candidates will be required to undergo the security clearance procedure.

CONDUCT OF THE PROCEDURE

There will be three separate, successive stages of the procedure:

1. Pre-selection

The selection committee, composed in accordance with Article 2(c) of the Commission Decision of 28 April 2004 on a new policy for the engagement and employment of temporary staff⁵, will carry out a pre-selection based on the qualifications and professional experience described in the application form and the motivation letter.

2. Admission

The pre-selected candidates must provide the official supporting documents confirming the information given in their application form, i.e.:

- copy of a document proving citizenship (identity card or passport);
- copy of the diploma(s) or certificate(s) of the required level of education;
- employment certificates proving the length of professional experience. These documents must clearly show the start and end date and continuity of each of the periods of professional experience to be counted for this selection procedure. For this purpose candidates should ideally produce employment certificates from their former employers and current employer. Failing this, copies of the following documents, for example, will be accepted: employment contracts, accompanied by the first and last pay slips and the final monthly pay slip for each intermediate year in the case of a contract of more than one year, official letters or acts of appointment, accompanied by the final salary slip, employment records, tax declarations.

Final acceptance of the application is subject to presentation of the requisite supporting documents. If these documents are not received by the deadline stipulated, the application will be deemed void.

If candidates are in any doubt about the nature or validity of the documents to be presented they should contact the secretary of the selection committee at least ten

⁵ http://europa.eu/epso/documents/decision_new_policy_for_at_en.pdf

working days before the deadline expires, via the functional mailbox at the following address JRC-RECRUITMENT-IPSC@ec.europa.eu. The aim is to enable them to produce a complete and acceptable dossier by the deadline.

The successful candidate who is to be offered a job will, at a later date, be required to produce the originals of all the requisite documents for the purpose of certification.

3. Selection

Candidates who have successfully completed the admission stage will be invited for an interview in order to be assessed and compared objectively and impartially on the basis of their qualifications, professional experience and knowledge of languages, as set out in this notice.

The list of aptitude will be valid maximum two years. The validity of the list may be extended. The closing of the list will be published on the EPSO website as well as on the Intranet of the Commission.

APPLICATIONS

Completed application form (in English, French or German), accompanied by a motivation letter, must be sent to the following address:

JRC-RECRUITMENT-IPSC@ec.europa.eu

Candidates are requested to send their applications in a single e-mail in .zip or .pdf format in order not to overload the functional mailbox. The Commission reserves the right to put in place a computer tool that will automatically remove all messages of more than 1 MB.

Candidates should use the same functional mailbox for all correspondence with the selection committee and for any request for information.

The closing date for the submission of applications is 14 April 2009.

For your information, please note that the Commission has launched an internal database to collect spontaneous applications. If you are interested in being considered for other selection procedures (including for other types of contracts) you may submit your curriculum vitae via "EU CV Online":
http://www.ec.europa.eu/civil_service/job/cvonline/index_en.htm



EUROPEAN COMMISSION

APPLICATION FORM
SELECTION OF TEMPORARY STAFF

Selection No. (This number should be quoted in all correspondence.)
e.g. COM/TA/reference DG/07/... or ... T/reference DG/07 (as mentioned in the Selection Notice)

YOU MUST FILL IN THE APPLICATION FORM COMPLETELY. FAILURE TO DO THIS MAY RESULT IN YOUR APPLICATION BEING REJECTED.

1. SURNAME

MAIDEN NAME (IF APPLICABLE)

FORENAMES

2. ADDRESS (PLEASE ADVISE OF ANY CHANGES AS SOON AS E-MAIL POSSIBLE)

TEL. WORK

TEL. HOME

MOBILE TEL.

NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED SHOULD YOU BE UNAVAILABLE

3. PLACE AND COUNTRY OF BIRTH:

DATE OF BIRTH
(DD/MM/YY)

PRESENT NATIONALITY (IF DUAL, INDICATE BOTH)

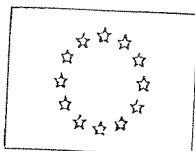
4. GENDER

M

☐

F

☐



EUROPEAN COMMISSION

APPLICATION FORM
SELECTION OF TEMPORARY STAFF

<p>Selection No. (This number should be quoted in all correspondence.) e.g. COM/TA/reference DG/07/ ... or ... T/reference DG/07 (as mentioned in the Selection Notice)</p>	
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YOU MUST FILL IN THE APPLICATION FORM COMPLETELY. FAILURE TO DO THIS MAY RESULT IN YOUR APPLICATION BEING REJECTED.

1. SURNAME MAIDEN NAME (IF APPLICABLE) FORENAMES

2. ADDRESS (PLEASE ADVISE OF ANY CHANGES AS SOON AS E-MAIL POSSIBLE)

TEL. WORK

TEL. HOME

MOBILE TEL.

NAME AND TELEPHONE NUMBER OF PERSON TO BE CONTACTED SHOULD YOU BE UNAVAILABLE

3. PLACE AND COUNTRY OF BIRTH:

DATE OF BIRTH
(DD/MM/YY)

PRESENT NATIONALITY (IF DUAL, INDICATE BOTH)

4. GENDER

M

☐

F

☐

5. KNOWLEDGE OF LANGUAGES

FIRST LANGUAGE

LANGUAGES	2(*) :				3(*) :				4(*) :				5(*) :			
	READ	WRITE	UNDERSTAND	SPEAK	READ	WRITE	UNDERSTAND	SPEAK	READ	WRITE	UNDERSTAND	SPEAK	READ	WRITE	UNDERSTAND	SPEAK
EXCELLENT																
VERY GOOD																
GOOD																
Satisfactory																
BASIC																

* Please indicate the name of the language

OTHER LANGUAGES:

6. EDUCATION

PLEASE PROVIDE DETAILS OF ALL EDUCATIONAL ESTABLISHMENTS ATTENDED FROM SECONDARY SCHOOL ONWARDS (LOWER SECONDARY, HIGHER SECONDARY, FURTHER EDUCATION, INCLUDING TECHNICAL OR PROFESSIONAL TRAINING, HIGHER OR UNIVERSITY EDUCATION). CONCERNING POST-SECONDARY EDUCATION PLEASE ALSO MENTION INTERMEDIATE DIPLOMAS (I.E. DEUG, CANDIDATURE, VORDIPLOM).

PLEASE INDICATE WHETHER THE DIPLOMA(S) YOU OBTAINED CORRESPOND TO A COMPLETE CYCLE IN YOUR COUNTRY.

A. SECONDARY, TECHNICAL, PROFESSIONAL AND HIGHER (NON-UNIVERSITY) EDUCATION (PLEASE COMPLETE THIS SECTION ONLY WHEN YOU APPLY FOR A SELECTION FOR FUNCTION GROUP A5T)

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

B. UNIVERSITY EDUCATION

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

C. GENERAL, SPECIALIST AND FURTHER TRAINING

NAME AND LOCATION OF ESTABLISHMENT (TOWN, COUNTRY)	CERTIFICATE OR DIPLOMA OBTAINED	DATE YOU OBTAINED THE DIPLOMA (DAY, MONTH, YEAR)	COMPLETE CYCLE OF STUDIES YES/NO	NORMAL LENGTH OF COMPLETE CYCLE

7. PROFESSIONAL EXPERIENCE

INDICATE, IN CHRONOLOGICAL ORDER STARTING WITH YOUR PRESENT POST, ALL THE POSTS WHICH YOU HAVE HELD AND THE TASKS YOU PERFORMED.

MENTION ANY PERIODS WHEN YOU INTERRUPTED YOUR PROFESSIONAL ACTIVITY, GIVING REASONS (E.G. CAREER BREAK, CHANGE IN OCCUPATION RATE, ETC.).

NATURE AND DESCRIPTION OF TASKS ¹ (OR PERIODS WHEN YOU INTERRUPTED YOUR PROFESSIONAL ACTIVITY)	NAME AND ADDRESS OF EMPLOYER (OR REASON FOR INTERRUPTION)	OCCUPATION RATE ²	FROM (DAY, MONTH, YEAR)	TO (DAY, MONTH, YEAR)

¹ Where necessary enclose a job description, if you have one.

² E.g. full-time, part-time ...

8. INFORMATION TECHNOLOGY AND OFFICE SKILLS

TOOLS	WORD	EXCEL	POWERPOINT	ACCESS	FRONT PAGE	OUTLOOK	INTERNET	OTHER
EXCELLENT								
VERY GOOD								
GOOD								
SATISFACTORY								
BASIC								

9. CRIMINAL CONVICTIONS⁵

A) DO YOU HAVE ANY CRIMINAL CONVICTIONS? IF SO, PLEASE GIVE DETAILS BELOW⁴:

	OFFENCE	FACTS OF THE CASE	DATE	APPEAL PENDING YES/NO
1.				
2.				
3.				

3) ARE YOU CURRENTLY THE SUBJECT OF ANY LEGAL ACTION? IF SO, ON WHAT CHARGES?

- 1.
- 2.
- 3.

This information will not result in the candidates being excluded from the selection procedure: it is intended to enable the Authority Responsible for Concluding Contracts of Employment to assess whether or not these candidates, if placed on the reserve list, would meet the character requirements for the duties involved (see Article 12(2)(c) of the Conditions of Employment of other Servants of the European Communities); <http://www.cc.cec/statut/en/tit22.htm>.

NB. You do not have to mention spent convictions.

10. DISCIPLINARY MEASURES⁵A) HAVE YOU BEEN THE SUBJECT OF ANY DISCIPLINARY MEASURES? IF SO, PLEASE GIVE DETAILS BELOW⁶:

	DISCIPLINARY MEASURE	FACTS OF THE CASE	DATE	APPEAL PENDING YES/NO
1.				
2.				
3.				

11. DO YOU HAVE A PHYSICAL DISABILITY REQUIRING SPECIAL ARRANGEMENTS TO BE MADE AT THE TESTS?
YES ☐No ☐

IF SO, PLEASE GIVE DETAILS AND INDICATE THE NATURE OF THE SPECIAL ARRANGEMENTS YOU CONSIDER NECESSARY.

⁵ This information will not result in the candidates being excluded from the selection procedure: it is intended to enable the Authority Responsible for Concluding Contracts of Employment to assess whether or not these candidates, if placed on the reserve list, would meet the character requirements for the duties involved (see Article 12(2)(c) of the Conditions of Employment of other Servants of the European Communities); <http://www.cc.cec/statut/en/tit22.htm>.

⁶ NB. You do not have to mention spent disciplinary proceedings.

DECLARATION

I, THE UNDERSIGNED, DECLARE THAT:

A) I HAVE FULFILLED ANY OBLIGATIONS IMPOSED ON ME BY THE LAWS CONCERNING MILITARY SERVICE.

B) THE INFORMATION PROVIDED ABOVE AND IN THE ANNEXES IS TRUE AND COMPLETE.

I AM AWARE THAT I WILL BE EXPECTED AT A LATER STAGE, TO PRODUCE SUPPORTING DOCUMENTS CONFIRMING THE INFORMATION GIVEN IN MY APPLICATION.

I AM AWARE THAT ANY FALSE STATEMENT MAY INVALIDATE MY APPLICATION AND/OR, WHERE APPROPRIATE, RESULT IN THE CANCELLATION OF THE CONTRACT, PURSUANT TO ARTICLE 50 OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS OF THE EUROPEAN COMMUNITIES⁷.

(DATE)

(NAME)

<http://www.cc.cec/statut/en/tit22.htm>.

ANNEX

REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINT TO THE EUROPÉAN OMBUDSMAN

Since the Staff Regulations apply to both the admission phase and the selection, please note that all the proceedings of the selection Committee are covered by the confidentiality laid down in Annex III of the Staff Regulations. If at any stage in either part of the selection process you consider that your interests have been prejudiced by a particular decision, you can take the following action:

☐ Request for review

JRC-RECRUITMENT-IPSC@ec.europa.eu

DG JRC will forward your request to the Chairman of the Selection Committee where it comes within the board's remit. You will be sent a reply as soon as possible.

☐ Appeal

You can lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Communities. One single copy of the complaint should be sent by one of the following ways:

- by e-mail, preferably in .pdf format, to the operational mailbox ADMIN MAIL B2 (admin-mail-b2@ec.europa.eu) or
- by fax (no 32-2-295.00.39) or
- by post, to the office address SC11 4/57 or
- handed in at the office address SC11 4/57 (from 09.00 to 12.00 and from 14.00 to 17.00).

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Council Regulation n° 723/2004 of 22 March 2004, 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 Committee. The Court has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless rules which govern the proceedings of selection committees have clearly been infringed.

☐ Complaint to the European Ombudsman

Like all citizens of the European 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, published in the 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 Civil Service Tribunal under Article 236 of the Treaty establishing the European Community. Please note also that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative actions in place at the bodies concerned.



EUROPEAN COMMISSION
 DIRECTORATE-GENERAL
 PERSONNEL AND ADMINISTRATION
 Directorate A - Staff and careers
 Officials and external staff – administrative procedures

Brussels

ADMIN.A4

Subject: Information on the protection of personal data under a temporary staff selection procedure

Personal data supplied by candidates under this selection procedure are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 (http://eur-lex.europa.eu/smartapi/cgi/sga_doc?smartapi!celexapi!prod!CELEXnumdoc&lg=en&numdoc=32001R0045&model=guicheti). Articles 11 and 12 of the Regulation require the Officials and External Staff – Administrative Procedures Unit of the Directorate-General for Personnel and Administration to provide candidates with the following information.

Identity of the controller: Mr Jacky MARTEAU, Head of Unit ADMIN.A.4 "Officials and external staff – administrative procedures".

Purposes of the processing operation: to help the Directorates-General organise a selection procedure for temporary staff to constitute a reserve list of candidate(s) best matching the profile set out in the selection notice. Individual information is given to each candidate on the various stages of the selection process.

Recipients of the data: the Directorate-General which requested the organisation of the selection procedure.

Right of access to, and right to rectify, the data: candidates can send an email with a copy of an identity document to ADMIN.A.4 (ADMIN-A4-SELECTIONS-RESERVE-LISTS@ec.europa.eu) to indicate any changes to their personal data. If they wish, candidates can obtain a copy of their personal data as recorded by ADMIN.A.4 by sending an email with a copy of an identity document to the above functional mailbox.

Data concerned:

- Personal data (e.g. data enabling candidates to be identified and contacted): surname, first name, date of birth, gender, nationality, home address, email address, name and phone number of a contact person to be used if the candidate is unavailable.
- Information supplied by candidates under the selection procedure to assess whether they comply with the profile sought in the selection notice (application, curriculum vitae and supporting documents, in particular diplomas and professional experience).
- Individual information given to each candidate on the various stages of the selection process.

Legal basis:

- Conditions of Employment of Other Servants of the European Communities, laid down by Regulation (EEC, Euratom, ECSC) No 259/68 of the Council as last amended by Regulation (EC, Euratom) No 23/2005.
- Commission Decision C(2004) 1597 of 28 April 2004 on a new policy for the engagement and use of temporary agents.

Date of launch of the processing operation: date on which the application is submitted.

Length of time the data are kept: the files on successful applicants are kept by Unit ADMIN A.4 until they are recruited by the Commission. As soon as they are recruited, the selection files are destroyed and replaced by personal files. Where successful applicants are not recruited, their selection files are kept by Unit ADMIN A 4 until a decision is taken to close the reserve list.

All other selection files are kept for five years and then destroyed.

Candidates may at any time have recourse to the European Data Protection Supervisor (edps@edps.europa.eu).