

The logo features a stylized leaf with a light blue to green gradient, positioned on the left side. The leaf has several blue stars scattered across its surface. The text 'FFPE' is prominently displayed in the center in a bold, blue, sans-serif font. Below it, the text 'Syndicat indépendant' is written in a smaller, blue, sans-serif font. The background is white with a light blue curved shape in the top right corner.

FFPE

Syndicat indépendant

The background features a light blue and green color scheme with several blue stars scattered across the top and bottom. A stylized green plant with two leaves is positioned at the bottom center. The text is centered and underlined.

TIPS AND TRICKS TO FULLFIL YOU APPEAL FOR A REQUEST FOR A PROMOTION

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+ overview for the Reclassification of CA 3a (equivalent info)

WHO IS ELIGIBLE FOR A PROMOTION

Officials/agents may be promoted if they satisfy all of the following conditions:

- by 31 December of the year of the promotion exercise, at the latest, they have achieved **the minimum seniority in grade required by Article 45(1)** of the Staff Regulations,
- at the time of the launch of the promotion exercise pursuant to Article 2(2), **they occupy a post** which corresponds to one of the types of post set out in Annex I, Section A, or in Article 30(1) or Article 31(1) of Annex XIII to the Staff Regulations **for the grade to which they may be promoted,**
- they **have demonstrated** before their first promotion after recruitment **the ability to work in a third language** among those referred to in Article 55(1) of the Treaty on European Union²,
- they are **in active employment, on parental or family leave, on leave for military service or seconded in the interests of the service** on the date on which the promotion decisions are adopted by the appointing authority, and
- their **appraisal reports have become final** in application of the general provisions for implementing Article 43 of the Staff Regulations, if a report was required under the terms of those provisions. In cases where an appraisal report has not been finalised as a result of a delay for which the jobholder cannot be held responsible, the jobholder shall nevertheless take part in the promotion procedure on the basis of other valid information replacing the staff report and may therefore be promoted. other valid information replacing the staff report and may therefore be promoted.

1) Always to refer to the criterias of the GIPs of article 45 (COMMISSION DECISION of 16.12.2013 laying down general provisions for implementing Article 45 of the Staff Regulations – C(2013) 8968 final):

- **Article 4 – Basis of the promotion procedure**

1. The promotion procedure shall be based on the consideration of the comparative merits of the officials eligible for promotion. The secure electronic system used to administer the exercise shall contain the information required for this comparative examination. For the purposes of the examination, the appointing authority shall take into account, in particular:

- (a) **reports on the officials drawn up since their last promotion** or, failing that, since their recruitment, and in particular staff reports drawn up in accordance with the general provisions for implementing Article 43 of the Staff Regulations;
- (b) **the use by the officials in the execution of their duties** of languages other than the language for which they produced evidence of thorough knowledge in accordance with Article 28(f) of the Staff Regulations, and
- (c) **the level of responsibilities** exercised by them.

2. If officials eligible for promotion have equal merit based on the three factors referred to in paragraph 1, the appointing authority may give subsidiary consideration to other factors.

Like: Age, retirement, certification, speed of career, other...

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2) Always introduce your appeal as regards to the information received by the AIPN to check your Sysper file.

- Based on the appraisal reports since my last promotion to the grade **xxxx** in **yyyy**, I have shown (very) high performance. However, after nearly **X** years in the same grade my name is not included in the recently published list of promotion proposals. Therefore, I hereby file this appeal to ask for a fair comparison of my merits among officials eligible for promotion in the same grade as mine taking into account my performances, competencies, languages and merits over time.
- My seniority in the grade **XX** is **YY** years since 1 January **XXXX**. Hence, I would like to underline in this regard especially my excellent appraisal reports, responsibilities, variety of tasks and high commitment to the job as well as my presence during the COVID period being critical staff as my unit was working on the COVID matters.

3) Introduce also a brief explanation of your 'parcours' since your last promotion or your entry into service.

- From **xx/xx/xxxx** until **xx/xx/xxxx**, I worked as **yyyy** in DG **XX**. On **xx/xx/xxxx**, I went to work for **DG YY** where I was offered a new job as **xyzw** in unit **XX**. I joined the Team of **YYYY** and was introduced to the team's tasks by online training only because of the ongoing full-time teleworking pattern. Within the team, I carried out my duties within the deadline and respecting the objectives set to me by fulfilling them all and even exceeding (**how you did that...in a few words**).
- I started to work for the European Commission in September **XXXX** as **xyzw**. Since January **XXXX** to end of June **XXXX**, after the departure of the assistant of the Director, I have replaced her in her job. Then I joined DG **XX** in **XXXX** and worked there since then.
- En **XXXX** et **XXXX** j'étais assistant/responsable de programmes et coordinateur du processus de prise de décisions pour les programmes gérés par la Direction **XX**. En **XXXX** j'ai pris le poste de coordonnateur législatif de la DG **XX** et de la DG **XX** (travail partagé entre moi et ma collègue).

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4) Extract the most valuable comments of your reports since your last promotion.

Regarding the criteria's indicated in the GIP's of the article 45 my reports since last promotion, my responsibilities, and the use of languages I do fulfil these criteria's in the most appealing way to be proposed for promotion.

As regarding my reports:

For **my level of responsibilities** and variety of tasks : Please refer to any responsibilities that can be : e.g. ***management of staff and teams, financial matters, policy development*** etc. that are exercised by you in connection with the positions you hold.

If you are performing ***tasks in the interest of the institution***, it could also receive particular attention by the JWG, notably ***activities supporting important internal policies***.

Also very useful to extract from your reports the specific qualification phrases that read your qualities of execution of your work during the particular year and for every year since your last promotion or entry into service.

You should do **it for every report** you have (all years) to increase the perception of the quality of your work during the time, even the increase of the quality or responsibilities during the years.

5) HOW TO CONCLUDE YOUR APPEAL (Standard Phrase).

- In view of the elements presented above, I therefore ask the Joint Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45, with a view to promote me in XXXX.
- I therefore ask the Joint Promotion Committee to check for consistency and equity of the exercise in my case and to ensure the respect of the criteria for promotion with a view to including me in the promotion list for XXXX.

6) WHAT ARE THE POSSIBILITIES FOR PROMOTIONS IN APPEAL

The promotion possibilities are calculated on the basis of the Annex IB rates applied to the population of the previous year (n-1), leading to a maximum number per grade. These promotion possibilities are subsequently distributed to the DGs according to their eligible populations, while also taking into account the seniority of jobholders in their grades.

- The DGs will receive 95% of the promotion possibilities.
- The Joint Promotion Committees will receive 5% of remaining quotas.

EVOLUTION OF QUOTAS FOR PROMOTION IN APPEAL DURING THE YEARS

Promotion exercise 2021
Appeal phase - AST and SC function groups - data 13/07/2021

Grades	Number of files	Appeals	Exceptional requests	Quota JPC (5%)
AST10	23	23	6	2
AST08	31	30	3	9
AST07	64	62	6	12
AST06	77	77	2	15
AST05	105	104	3	16
AST04	52	51	1	16
AST03	21	21	3	8
AST02	1	1	0	1
AST01	9	9	7	8
AST04/D		0	0	1
Total AST	383	378	31	88
SC03	11	11	4	1
SC02	50	45	21	2
SC01	39	33	20	2
Total SC	100	89	45	5
Grand total	483	467	76	93

Promotion exercise 2021
Appeal phase - AD function group - data of 13/07/2021

Grades	Number of files	Appeals	Exceptional requests	Quota JPC (5%)
AD13	77	73	10	7
AD12	8	8	0	6
AD11	54	54	4	13
AD10	79	78	3	15
AD09	109	109	2	22
AD08	76	76	6	27
AD07	73	72	2	28
AD06	40	40	2	16
AD05	15	15	1	10
Grand total	531	525	30	144

Promotion exercise 2022
Appeal phase - AST and SC function groups - data extracted on 11/07/2022

Grades	Number of files	Appeals	Exceptional requests	Quota JPC (5%)
AST10	24	23	5	2
AST08	46	45	5	9
AST07	56	54	4	12
AST06	83	82	3	15
AST05	109	108	6	19
AST04	24	24	0	11
AST03	31	29	5	6
AST02	12	10	7	9
AST01	5	4	3	3
AST04/D	0	0	0	1
Total AST	390	379	38	87
SC03	18	15	11	1
SC02	32	30	9	2
SC01	44	41	22	2
Total SC	94	86	42	5
Grand total	484	465	80	92

Promotion exercise 2022
Appeal phase - AD function group - data extracted on 11/07/2022

Grades	Number of files	Appeals	Exceptional requests	Quota JPC (5%)
AD13	66	63	7	9
AD12	7	7		5
AD11	49	49	2	13
AD10	73	72	7	18
AD09	129	128	2	23
AD08	72	71	5	27
AD07	70	69	3	27
AD06	32	30	3	15
AD05	36	36	6	3
Grand total	534	525	35	140

What is the average seniority in my grade?

- **Annex 1B of the staff regulation provides the following :**

B. Multiplication rates for guiding average career equivalence

1. Multiplication rates for guiding average career equivalence in function groups AST and AD:

Grade	Assistants	Administrators
13	—	15 %
12	—	15 %
11	—	25 %
10	20 %	25 %
9	8 %	25 %
8	25 %	33 %
7	25 %	36 %
6	25 %	36 %
5	25 %	36 %
4	33 %	—
3	33 %	—
2	33 %	—
1	33 %	—

2. Multiplication rates for guiding average career equivalence in function group AST/SC:

Grade	Secretaries / Clerks
SC 6	—
SC 5	12 %
SC 4	15 %
SC 3	17 %
SC 2	20 %
SC 1	25 %

CONTRACTUAL AGENTS 3a

COMMISSION DECISION of 3.5.2013 on general provisions for implementing Article 87(3) of the Conditions of Employment of Other Servants of the European Union

Article 2 – Annual reclassification exercise

Article 3 – Staff members who may be the subject of a reclassification decision Staff members may be the subject of a reclassification decision if they satisfy all of the following conditions:

- by 31 December of the year of the reclassification exercise at the latest, **they have achieved the minimum seniority in the grade** required by Article 87(3) of the CEOS,
- they have a **contract of at least three years**,
- they are **in active employment, on parental or family leave or on leave for military service on the date on which the reclassification decisions are adopted** by the authority authorised to conclude contracts of employment, and
- their **appraisal reports have been finalised** in application of Article 5(7) or Article 6(4) of the general provisions for implementing Article 87(1) of the CEOS3 , if a report was required under the terms of Article 2 of those provisions. In cases where an appraisal report has not been finalised as a result of a delay for which the staff member cannot be held responsible, the staff member shall nevertheless take part in the reclassification procedure on the basis of other valid information replacing the appraisal report and may therefore be the subject of a reclassification decision.

Article 4 – Basis of the reclassification procedure

1. The reclassification procedure **shall be based on consideration of the comparative merits of the staff members eligible for reclassification**. The secure electronic system used to administer the exercise shall contain the information required for this comparative examination. For the purposes of the examination, the authority authorised to conclude contracts of employment shall take into account, in particular:
 - (a) **reports on the staff members drawn up since their last reclassification** or, failing that, since their recruitment to the function group and grade in which they are classified at the time of the reclassification exercise, and in particular the appraisal reports drawn up in accordance with the general provisions for implementing Article 87(1) of the CEOS;
 - (b) the **use by the staff members in the execution of their duties of languages other than the language** for which they produced evidence of thorough knowledge in accordance with Article 82(3)(e) of the CEOS, and 3 Any reference to the general provisions for implementing Article 87(1) of the Conditions of Employment of Other Servants of the European Union shall be understood as a reference to the Commission decision C(2013) 2528 final of 3.5.2013 on general provisions for implementing Article 87(1) of the Conditions of Employment of Other Servants of the European Union. EN 4 EN
 - (c) where appropriate, **the level of responsibilities exercised by them**.
2. If staff members eligible for **reclassification have equal merit based on the three factors referred to in paragraph 1**, the authority authorised to conclude contracts of employment **may give subsidiary consideration to other factors**.

Article 5 – Reclassification procedure

- 3....
- 4. In each directorate-general, following the consultation under paragraph 3 above, the director-general, deputy directors-general, directors and, where appropriate, the principal advisers, **shall proceed with the examination of the comparative merits of the staff members eligible for reclassification.** By way of derogation from this paragraph, directors and, where appropriate, advisers who do not have any contract staff in their departments may decide not to take part in this examination.
- 5. Following the examination in paragraph 4 above, the director-general shall hold a discussion with a delegation appointed by the Central Staff Committee. Except where a directorate-general has more than 100 contract staff members, the director general may delegate this task to the director responsible for human resources or to another member of senior management. During this discussion, the director-general shall, at the request of the delegation appointed by the Central Staff Committee, **specify the factors referred to in Article 4(2) of these general implementing provisions that were given subsidiary consideration in the case of equal merit.**
- 6. Following the discussion in paragraph 5 above, the director-general shall communicate to all the directorate-general's staff the list of the staff members he or she wishes to propose for reclassification and shall forward this list to the Joint Reclassification Committee referred to in Annex I.
- 7. **The staff member shall have five working days from the date of publication of this list in which to lodge a complaint** with the Joint Reclassification Committee against the fact that he or she is not on the list, with supporting arguments.
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Article 6 - Average time spent in the grade

For the purposes of the procedure in Article 5 of these general implementing provisions, and subject to the limits imposed by the budget, the authority authorised to conclude contracts of employment shall take account of the following table, which shows for each grade separately the desired average reclassification period.

Function group	Grade	Average number of years spent in the grade before reclassification into the next grade
IV	18	-
	17	between 6 and 10
	16	between 5 and 7
	15	between 4 and 6
	14	between 3 and 5
	13	between 3 and 5
III	12	-
	11	between 6 and 10
	10	between 5 and 7
	9	between 4 and 6
II	8	between 3 and 5
	7	-
	6	between 6 and 10
	5	between 5 and 7
I	4	between 3 and 5
	3	-
	2	between 6 and 10
I	1	between 3 and 5

Numbers of reclassification possibilities in DGs

PMO		
grade	population	proposes au reclassement
GFIV17		
GFIV16	7	
GFIV15		
GFIV14		
GFIV13		
GFIII11	36	2
GFIII10	50	3
GFIII9	6	
GFIII8		
GFII6	161	19
GFII5	80	9
GFII4	1	
GFII2	2	1
GFII1		
total:	343	34

OIB		
grade	population	proposes au reclassement
GFIV17	5	
GFIV16	9	1
GFIV15	1	
GFIV14	12	3
GFIV13	2	
GFIII11	22	
GFIII10	56	11
GFIII9	19	2
GFIII8	4	
GFII6	259	36
GFII5	178	20
GFII4	51	21
GFII2	56	12
GFII1	50	16
total:	724	122

OIL		
grade	population	proposes au reclassement
GFIV17		
GFIV16	4	
GFIV15		
GFIV14	2	
GFIV13		
GFIII11	5	
GFIII10	30	2
GFIII9	6	
GFIII8		
GFII6	69	8
GFII5	80	4
GFII4	8	1
GFII2	9	1
GFII1		
total:	213	16

INTPA		
grade	population	proposes au reclassement
GFIV17	82	2
GFIV16	245	18
GFIV15	163	26
GFIV14	236	32
GFIV13	22	5
GFIII11	11	1
GFIII10	9	
GFIII9	6	1
GFIII8		
GFII6		
GFII5		
GFII4		
GFII2		
GFII1		
total:	774	85

NEAR		
grade	population	proposes au reclassement
GFIV17	54	1
GFIV16	125	14
GFIV15	80	21
GFIV14	36	5
GFIV13	3	1
GFIII11	7	1
GFIII10	4	
GFIII9	6	
GFIII8		
GFII6		
GFII5		
GFII4		
GFII2		
GFII1		
total:	315	43

COMM		
grade	population	proposes au reclassement
GFIV17	1	
GFIV16	24	2
GFIV15	11	2
GFIV14	14	3
GFIV13	2	
GFIII11	24	1
GFIII10	33	6
GFIII9	25	4
GFIII8	4	
GFII6	51	1
GFII5	56	6
GFII4	7	
GFII2	8	3
GFII1	11	3
total:	271	31

Number of reclassification possibilities in second phase are :

THANK YOU FOR YOUR ATTENTION

OPEN QUESTIONS

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