

COMMISSION OF THE EUROPEAN COMMUNITIES

Directorate-General for Personnel and Administration

GUIDE TO STAFF REPORTS

(Article 43 of the Staff Regulations)

September 1979

COMMISSION
OF THE
EUROPEAN COMMUNITIES

Brussels....., 9. X. 1979.....

Directorate-General for
Personnel and Administration

Enclosed is the new guide to staff reports.

An introductory note summarizes the main changes over
the old system.

I am also sending you a facsimile of item 9 of the staff
report (KNOWLEDGE OF LANGUAGES, NEW KNOWLEDGE AND PUBLISHED
WORKS) covering the reference period, which you should fill
in without delay and pass on to your assessor.

P. BAICHÈRE
Director-General for Personnel
and Administration

Fac-simile to be completed by the person assessed and given to the assessor to be reproduced in the staff report, (see Guide to Staff Reports, page 29, point B.4.)

Surname:

Forenames:

Personnel No:

Department:

KNOWLEDGE OF LANGUAGES, NEW KNOWLEDGE AND PUBLISHED WORKS

a) Knowledge of languages

	Mother tongue (¹)	Passive knowledge			Command of spoken language			Command of written language			Ability to use for	
		Very good	Good	Adequate	Very good	Good	Adequate	Very good	good	Adequate	Short-hand	Typing
DANISH												
GERMAN												
ENGLISH												
FRENCH												
ITALIAN												
DUTCH												
Other languages												

FAC-SIMILE

(¹) If your mother tongue is not one of the official Community languages, indicate the one of which you have a perfect knowledge and regard as equivalent to your mother tongue.

b) New knowledge

(Indicate any new knowledge acquired during the reference period, with particular reference to further training. Give details of how such knowledge was acquired and any diplomas or certificates obtained.)

c) Works published

(Give details of any works published — books, articles, etc. — during the reference period.)

Date:

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I N T R O D U C T I O N

Article 43 of the Staff Regulations requires that a report be written at least once every two years on the ability, efficiency and conduct in the service of all officials, with the exception of those in Grades A1 and A2.

On 27 July 1979, after consulting the Central Staff Committee and the Staff Regulations Committee, the Commission adopted new general implementing provisions for the preparation of staff reports.

The earlier general implementing provisions adopted on 28 July 1971 were applied for the reference periods 1969-71, 1971-73, 1973-75 and 1975-77.

Although the procedures introduced then (single assessor, consultations with immediate superior, dialogue between assessor and person assessed, appeal system, involvement of Joint Committee on Staff Reports) seem to have given satisfaction, experience acquired over the past four report periods has shown that the marking system for Section VI of the old report form did not permit a sufficiently detailed assessment. The form was such that, more often than not, the results were anodyne; it has therefore had to be changed.

Innovations this time involve making the dialogue between assessor and person assessed compulsory and introducing strict deadlines for the different stages in the report procedure.

The main changes to the form concern the analytical assessment:

1. The three old items - "ability", "efficiency" and "conduct in the service" - have now been expanded to give fourteen items.

2. Instead of a choice of three comments for the different items viz: "above average", "average", and "below average" there are now five: "excellent", "very good", "good", "adequate" and "unsatisfactory".

A number of further changes have also been made. These involve:

- (i) enlarging on the objective information (Sections 1 to 6(a));
- (ii) giving a more detailed description of duties carried out during the reference period (Section 6(b));
- (iii) stating which languages are used at work and in what form (Section 8);
- (iv) allowing the official to put on record his knowledge of languages, any new knowledge acquired and any works published (Section 9(a), (b), (c)); the assessor may then add his own comments if he so wishes (Section 9(d));
- (v) providing the assessor with more scope for the general assessment (Section 11);
- (vi) consulting not only the official's immediate superior but also other senior officials with information to impart.

The above changes obviously made it necessary to produce a new version of the Guide to Staff Reports.

A special attempt must be made to bring home to assessors and officials assessed the general importance of the Guide, the letter and spirit of which should be systematically and carefully observed by both parties.

In an attempt to ensure that both the form and the Guide are interpreted as consistently as possible various operations will be undertaken to ensure that assessors are properly briefed.

- (a) To begin with the Directorate-General for Personnel and Administration will organize a briefing for Assistants in the Directorates-General, representatives of the administration and staff representatives.
- (b) The Directorate-General for Personnel and Administration will organize briefings for all assessors.
- (c) Coordination meetings will be arranged for assessors within individual Directorates-General.

Any shortcomings or difficulties which come to light when the new system is put into operation will be dealt with individually by the relevant administrative departments.

Efforts have been made to align the report system of the different institutions; work will continue in this direction.

Christopher TUGENDHAT

A. (REVISED) GENERAL PROVISIONS FOR IMPLEMENTING
ARTICLE 43 OF THE STAFF REGULATIONS

(adopted by the Commission on 27 July 1979)

Article 1

At least once every two years a staff report shall be drawn up, pursuant to Article 43 of the Staff Regulations, concerning all officials of the institution other than officials of grades A1 and A2.

The first report on each official shall be made within two years of his establishment.

Reports made pursuant to these general implementing provisions shall be independent of the probationary report provided for in Article 34 of the Staff Regulations.

Article 2

The report shall be compiled:

- for officials in Category A and in the Language Service: by the relevant Director (Chief Adviser, Chef de cabinet);
- for officials in other categories: by the relevant Head of Division (Adviser, Deputy Chef de cabinet) or Head of Specialized Department.

However, Directors-General and Directors (Chief Advisers, Chefs de cabinet) shall compile reports on their personal staff of all grades and categories. Assistants to Directors-General shall do the same for their personal staff in Categories B, C and D.

Before compiling the report, the assessor shall consult the immediate superior of the official assessed.

Article 3

If the official assessed has moved from one department to another during the reference period his report shall, if he moved more than six months previously, be drawn up by his immediate superior at the time of the report. Otherwise his report shall be drawn up by his former superior.

The superiors in other departments to which the official belonged during the reference period shall also be consulted by the assessor before he compiles the report. They shall sign the report and may append their comments if they disagree with it.

An official temporarily on loan to a department other than that in which his post on the organization plan falls shall be assessed by the immediate superior of his post on the organization plan. However, his superiors in the department in which he is working shall be consulted by the assessor as provided for in the preceding paragraph.

Article 4

A specimen of the form of the staff report provided for in Article 43 of the Staff Regulations is appended.

Article 5

The report shall relate exclusively to the reference period.

Explanations must be provided for any change in the analytical assessment since the previous report or, in the case of a first report, since the end-of-probation report.

Article 6

The assessor shall compile the report and refer it to the official assessed by 30 November of the year in which the reference period ends.

Within 15 working days of such referral the assessor shall discuss the report with the official, change it where necessary, and resubmit it to the official. The official shall sign it within 15 working days. He may append any comments which he considers relevant and, where necessary, ask

that the report and the comments thereon be submitted to an appeal assessor appointed as provided for in Article 7.

Article 7

The appeal assessor referred to in Article 6 shall be the immediate superior of the original assessor, that is to say:

- the Director (Chief Adviser, Chef de cabinet) for officials originally reported on by a Head of Division (Adviser, Deputy Chef de cabinet) or a Head of Specialized Department;
- the Director-General (Adviser hors classe) for officials originally reported on by a Director, a Chief Adviser or an assistant to a Director-General;
- the relevant Member of the Commission for officials originally reported on by a Chef de cabinet, a Director-General (Adviser hors classe) or by a Director (Chief Adviser) reporting directly to the Member of the Commission.

The appeal assessor shall consult the original assessor, the official assessed, and any other persons whom he thinks it fitting to consult. He may confirm or change the original report. If he changes it, he shall use the additional sheet appended to the staff report form. This shall be done within 30 working days of receipt of the official's request as provided for in Article 6, following which the report shall be referred to the official, who shall sign it within 15 working days. He may append any comments thereon which he considers relevant.

If the official so requests, the entire report and the comments thereon shall be referred to the Joint Committee on Staff Reports for its opinion.

The opinion of the Joint Committee shall be notified to the official and to the appeal assessor. The latter shall draw up another report and refer it to the official. This report shall be considered final. The above procedure shall be completed not later than six months before the end of the new reference period.

Article 8

When a Commission official on whom a report should be made moves to another Community institution, an interim report compiled in conformity with these general implementing provisions shall be attached to his file on transfer.

An official who, during the reference period, is transferred from another Community institution to the Commission shall be the subject of a staff report compiled in conformity with these general implementing provisions for the period during which he worked for the Commission.

Any interim report compiled by his original institution and attached to his file on transfer shall be annexed to his staff report.

B. MAKING THE STAFF REPORT

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B. 1. On which officials and other staff are reports to be made and by whom?

B. 1. 1. On which officials and other staff are reports to be made?

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- relating to the grade or function of the assessor;

- relating to the situation of the official assessed.

B. 1. 2. 3. Recapitulation.

B. 1. 1. ON WHICH OFFICIALS AND OTHER STAFF ARE REPORTS TO BE MADE UNDER ARTICLE 43 OF THE STAFF REGULATIONS?

B. 1. 1. 1.

Reports must be made on all established officials in active employment or seconded in the interests of the service on 30 June 1979, except officials in Grades A1 and A2. A probationary official whose probation report was made between 1 July 1977 and 30 June 1979 must be the subject of a staff report covering the remainder of the report period.

Reports must also be made on certain temporary staff (coming under Article 2(d) of the Conditions of Employment), as the general provisions for implementing Article 43 of the Staff Regulations apply to them also.¹

This applies also to officials who on 30 June 1979 were on secondment at their own request, on leave on personal grounds, on leave for military service, or on protracted sick leave, but who worked for at least six months during the report period.

B. 1. 1. 2.

Reports need not be made on²

Officials in Grades A1 and A2 (Directors-General, Advisers hors classe, Directors and Chief Advisers);

officials on probation on 30 June 1979;

officials who retired before 30 June 1979;

auxiliary staff;

local staff;

special advisers.

¹ Commission decision of 18 July 1979 (Written Procedure No. E/774/79).

² Some of the officials and other staff mentioned here are subject to separate assessment systems (for example, the end-of-probation report in the case of probationary officials and the service assessment form in the case of local staff).

B. 1. 2. WHO IS TO MAKE THE REPORTS?

B. 1. 2. 1. General rule

The assessor is competent to report on officials and certain other staff (coming under Article 2(d) of the Conditions of Employment) occupying posts on the establishment plan of his department on 30 June 1979, with the exception of the special cases described at B. 1. 2. 2.

The assessors are:

(a) the relevant Head of Division or Head of Specialized Department for Category B, C and D officials, and for temporary staff in these categories who are subject to the report procedure (staff coming under Article 2(d) of the Conditions of Employment);

(b) the relevant Director for officials in Categories A and LA, temporary staff in Category A who are subject to the report procedure (staff coming under Article 2(d) of the Conditions of Employment) and the Director's personal staff;

(c) the relevant Director-General and the Chef de cabinet for their personal staff, regardless of category;

(d) the Assistant to the Director-General and the Deputy Chef de cabinet for other officials in Categories B, C and D and temporary staff covered by Article 2(d) of the Conditions of Employment, working in the secretariat of the Director-General or assisting a Member of the Commission respectively.

The person occupying the post concerned on 30 June 1979 is the competent assessor. It is immaterial whether he was appointed recently or not. Once an official or other member of staff is appointed to a post he is fully authorized to exercise all the responsibilities attaching to it, including assessment of the officials in the administrative unit of which he is the head.

Likewise, the temporary occupant of a post or a person who, under Article 26 of the Commission's Provisional Rules of Procedure¹, replaces an official who is absent for a long time, exercises all the responsibilities of the normal holder of the post. Where necessary, therefore, he will have to draw up the staff reports in place of the normal occupant of the post.

B. 1. 2. 2. Special problems

Application of these rules may give rise to problems relating to the administrative position either of the assessor or of the person assessed. These problems must be solved on the basis not only of the legal position but also of practical situations.

B. 1. 2. 2. 1. Special problems relating to the administrative position of the assessor

A Grade A1, A2 or A3 official is not necessarily a Director-General, Director or Head of Division. He may be an Adviser hors classe, a Deputy Director-General, a Chief Adviser or an Adviser. In this case he is to assess officials immediately under him in accordance with the rules set out at B. 1. 2. 1.

Thus Advisers hors classe, Directors-General and Chief Advisers will themselves assess the A, B, C and D officials placed directly under them; Advisers will assess B, C and D officials in the same way.

B. 1. 2. 2. 2. Special problems relating to the situation of the official assessed

The assessor is competent to report on persons nominally occupying posts in his department on 30 June 1979, even where such persons have in fact been loaned to another department or seconded in the interests of the service.

¹ OJ No 17, 31 January 1963, p. 181/63.
OJ No 147, 11 July 1967, p. 1.
OJ No 145, 3 July 1970, p. 28.
OJ No L 73, 27 March 1972, p. 14.
OJ NO L 7, 6 January 1973, p. 1.
OJ No L 199, 30 July 1975, p. 43.

Five particular situations come to mind:

- (a) an official may have changed departments between 1 July 1977 and 30 June 1979;
- (b) an official may have been loaned to another department;
- (c) an official may belong to Category C or D, and therefore come directly under the Director-General;
- (d) an official may have been seconded in the interests of the service:
 - to assist a Member of the Commission;
 - to serve outside the Commission;
- (e) an official may be acting as a staff representative.

(a) Officials who have changed departments between 1 July 1977 and 30 June 1979

Applying the general rule, an official who changed departments between 1 July 1977 and 31 December 1978 would be reported on by the competent assessor as of 30 June 1979.

On the other hand, an official who was transferred between 1 January 1979 and 30 June 1979 would be reported on by the competent assessor for the department to which he belonged up to 31 December 1978 (NB: consultations under B. 5. 2.).

(b) Officials loaned by their department to another department

In this case the official should be reported on by the assessor in the department to which he nominally belongs, regardless of the date on which he was loaned to the other department. Quite clearly, the consultations prescribed in the general provisions are of particular importance here, and special attention must be paid to them.

Most of the officials concerned by this will be translators or drivers.

Consequently, for example:

- translators in the Language Service whose posts are on the establishment plan of the Directorate-General for Personnel and Administration will be reported on:

- in Brussels, by the Director for Translation, Documentation, Reproduction and Library;

- in Luxembourg, by the Director for Personnel and Administration

- drivers will be reported on:

- in Brussels, by the Head of the House Services Division;

- in Luxembourg, by the head of the Management of Funds, Buildings and Procurement Division.

(NB: consultations under B. 5. 2).

(c) Category C and D officials

Category C and D officials whose posts are assigned to a Directorate-General will be reported on by the competent assessor of the administrative unit in which they have actually worked. Their assessors will therefore be the A1, A2, A3 or A5/4 officials under whom they work.

(d) Officials acting as staff representatives (in Staff Regulations bodies or unions)

The duties undertaken by staff representatives form part of their normal service in their institution (Article 1 of Annex II to the Staff Regulations). These duties will be mentioned specifically on the staff report and should not influence the assessment of the official's work in his department.

An ad hoc reporting system has been established for the different types of staff representatives.

I. An ad hoc group of assessors is set up, comprising:

for the Staff Committee: three representatives of the local sections, one of whom must be the Chairman of the Central Staff Committee or a person representing him;

for the unions and staff associations: three representatives of the unions and staff associations represented on CLOSP.

The group will make reports on staff on full-time secondment, but will consult the superior of the seconded official in his original department where the period of secondment is not the same as the period covered by the report.

A copy of the report, signed by the seconded official, will be sent by way of information to the Director-General under whom he nominally comes.

The group will be consulted by the assessor reporting on an official who, during part of the report period, is on full-time secondment. It will be consulted beforehand by the assessor responsible, according to the Guide to Staff Reports, for reporting on officials who have been "elected" or "on part-time secondment".

Reports on officials "appointed" will be made by the assessor responsible according to the Guide, who will not have to consult the group. In case of disagreement the official concerned, like other officials "appointed" by the appointing authority, will be able to appeal to an appeal assessor and then to the Joint Committee on Staff Reports, and these will have to take account of the activities pursued by virtue of the appointment.

Officials "delegated" to a consultative body will be governed by the same procedure as officials "appointed".

Officials "assigned" will be reported on by the assessor responsible according to the Guide, who will consult the person or persons responsible in the department to which the official is assigned.

Superiors of officials "appointed" to a body set up under the Staff Regulations or by the administration - whether by the appointing authority or by the Staff Committee - or the superiors of officials "delegated" to such a body will systematically receive a formal note from the administration informing them of the terms of the appointment, a copy being sent to the official himself, who may then, if he wishes, have it recorded in his personal file.

II. Definitions: "seconded", "appointed", "elected", "delegated" and "assigned" to represent the staff

(1) "Seconded"

Staff exempted by the appointing authority from doing their work in a Commission department, enabling them to devote themselves to the work of representing the staff following a decision by a competent body (Staff Committee or CLOSP).

These staff have generally been elected chairman, deputy chairman, secretary or other officer of a Staff Committee or member of the political secretariat of CLOSP. At the end of their term of office, they are reassigned to their original department.

All such staff are currently on full-time secondment.

(2) "Elected"

Staff elected to represent the staff on official bodies. They are assigned to an administrative unit and continue to work there. The duties which they take on as staff representatives are regarded by the Staff Regulations as "part of their normal service in their institution".

(3) "Appointed"

Staff who, whether or not elected to an official staff body, are entrusted with a special appointment by a Staff Committee, trade union or staff association.

(4) "Delegated"

Staff delegated by the trade unions or staff associations to sit on CLOSP or on a consultative, negotiating or representative body.

(5) "Assigned"

Staff assigned to provide administrative back-up services to official or union bodies representing staff. These staff generally appear on the establishment plan of DG IX.

(e) Officials seconded in the interests of the service:

- to assist a Member of the Commission

An official who on 30 June 1979 is on secondment to assist a Member of the Commission will be assessed by his Chef de cabinet if he is a Category A official, and by his Deputy Chef de cabinet if he is a Category B or C official. (NB: consultations under B. 5. 2.).

- to serve outside the Commission

An official who on 30 June 1979 is on secondment in the interests of the service to serve outside the Commission will be assessed by the competent assessor of the administrative unit to which his post is assigned.

(NB: consultations under B. 5. 2.).

B. 2. The report form

B. 2. 1. General description

B. 2. 2. How to fill in the form

B. 2. 3. Who is to fill in the different headings of the form?

B. 2. 1. GENERAL DESCRIPTION

The report is made on a printed form containing eight pages; a specimen is attached at Annex I. There is an additional sheet for use as appeal report if required; a specimen is attached at Annex II.

The report form consists of four Sections:

SECTION I (pages 1 and 2):

This contains:

- identity of the official (items 1 to 5);
- description of his duties (item 6);
- further details of his duties and the languages used (items 7 and 8).

SECTION II (pages 3 to 6)

A. Information supplied by the person assessed (pages 3 to 4)

- knowledge of languages, new knowledge and **published works** (item 9);

B. The report itself (pages 5 and 6)

- analytical assessment (item 10);
- general assessment (item 11).

SECTION III (pages 7 and 8)

This contains:

- superiors and other persons consulted, and signature of person assessed (items 12, 13 and 14);
- the assessed person's wishes, if any, for assignment to other duties, his signature, and any comments he wishes to make (item 15).

SECTION IV (pages 9 and 10)

Additional sheet for appeal report.

B. 2. 2. HOW TO FILL IN THE FORM

Number of copies

The form should be drawn up in quadruplicate, the report itself and three copies; the three copies should be signed only at item 13, by the assessor, and at item 15(b), by the person assessed.

The report (top copy) is for the official's personal file.

One copy is for the Directorate-General for Personnel and Administration or the Joint Research Centre¹.

The second copy is for the records of the Director-General to which the official belongs.

The third copy is for the official himself.

Practical recommendation

The report must be filled in entirely in typescript.

Language

The form used must be in the mother tongue or main language of the person assessed. However, assessors may use the official language of their choice. Where the language chosen by the assessor is different from the mother tongue or main language of the person assessed, **translation of the assessment must be given to him if he so requests.**

¹The Individual Rights and Privileges Division, for officials covered by the Brussels administration;

the Personnel Division, for officials covered by the Luxembourg administration;

for the Joint Research Centre, the administrative department of each establishment.

B. 2. 3. WHO IS TO FILL IN THE FORM?

The following are involved in completing the form:

(1) the Directorate-General to which the official assessed belongs must fill in, or caused to be filled in under its supervision, the items which concern the identity of the official and the post he occupies (items 1, 2, 3, 4, 5 and 6(a) on page 1);

(2) the assessor must fill in the headings covering the official's work (items 6(b) and 7), the languages used (item 8), the analytical assessment (item 10) and the general assessment (item 11);

He may also make observations on the information supplied by the person assessed (item 9(d)); and he then signs the report (item 13).

(3) the person assessed:

supplies the information requested at item 9, and signs that item; records his own wishes and comments if any, and signs the report (item 15);

records his own comments if any and, should the case arise, signs the appeal report (item 19);

(4) the immediate superior(s) other than the assessor may make observations and must sign the report (item 12);

(5) any other persons consulted sign the report (item 14);

(6) where the person assessed appeals against the report, the appeal assessor may make a new report (items 16, 17 and 18).

B. 3. WHAT THE DIRECTORATE-GENERAL MUST DO

B. 3. 1. What it must do.

B. 3. 2. **Date of recruitment as an official.**

B. 3. 3. Title of post.

B. 3. 1. WHAT THE DIRECTORATE-GENERAL MUST DO

IMPORTANT

The attention of Directorates-General and assessors is drawn to the fact that the report must be forwarded to the person assessed before 30 November 1979. They will accordingly have to ensure that the stages described at B.3 to B.7 of this Guide are completed before that date.

The Directorate-General to which the person assessed belongs must fill in all the headings concerning the identity of the official and the title of his post, that is to say items 1, 2, 3, 4, 5 and 6(a).

B. 3. 2 DATE OF RECRUITMENT AS AN OFFICIAL

For officials, the date to be entered under item 2 is the date on which the person assessed took up his duties as a probationer in the Commission.

For temporary staff coming under Article 2(d) of the Conditions of Employment, the date to be entered here is the date on which they were first engaged in this capacity by the Commission.

The date of taking up duty with the Commission in any other capacity should be disregarded.

B. 3. 3 TITLE OF POST

The title to be used (item 6(a)) should be taken from those given in the last column of the tables of basic posts in Annex III.

B. 4. WHAT THE PERSON ASSESSED MUST DO BEFORE THE REPORT IS DRAWN UP

Before the assessor enters the scene, and to ensure that his information is complete, the person being assessed is to fill in item 9(a), (b) and (c) of the report, dealing with his knowledge of languages, any new knowledge, and any works published during the reference period.

In practice, the person assessed will fill up these headings on a facsimile given to him separately.

B. 5. WHAT THE ASSESSOR MUST DO BEFORE MAKING HIS ASSESSMENT

B. 5. 1. Details of duties and languages used

- B. 5. 1. 1. Main duties assigned and carried out
- B. 5. 1. 2. Changes in the range of duties
- B. 5. 1. 3. To what extent do these duties correspond to the official's **qualifications ?**
- B. 5. 1. 4. Languages used

B. 5. 2. Consultations before making the report

- B. 5. 2. 1. Consultation with immediate superiors
- B. 5. 2. 2. Consultation with former and present superiors
 - (a) for officials who have **changed** department
 - (b) for officials loaned to another department
 - (c) for officials seconded in the interest of the service
 - (d) for **officials** acting as staff representatives

B. 5. 1. DUTIES CARRIED OUT AND LANGUAGES USED

The assessor must fill in the headings for:

the official's duties (items 6(b) and 7(a) and (b));

languages used at work (item 8);

any comments on the information supplied by the person assessed (item 9(d)).

B. 5. 1. 1. Main duties

The duties to be mentioned here are the duties actually carried out during the reference period by the person assessed; work done purely occasionally is not to be mentioned. The assessor should clarify the relative importance of each task in the job as a whole. As a general rule the duties carried out will correspond to the duties listed in the vacancy notice for the post which the person assessed occupies (item 6(b)).

B. 5. 1. 2. Changes (extension, restriction, simplification) in the range of duties since the last report (item 7(a))

The assessor must simply describe these changes without pronouncing any value judgment. He must make a special effort to be objective and must endeavour to sort out all misunderstandings by talking them over with the official.

B. 5. 1. 3. Indication of how far these duties correspond to the official's qualifications (item 7(b))

The assessor should state whether the official is performing duties suited to his training and abilities, or whether these would be better used in other work. This point should be considered in conjunction with item 11 (the official's ability to adapt to different duties).

B. 5. 1. 4. Languages used at work (item 8)

This heading should not be filled in in the case of officials in the language service.

As the title shows, this is not the place in which to list all the languages the official knows, but only those he actually uses in his work.

The official's knowledge of languages in general is included in the information to be supplied by the official himself (item 9(a)).

B. 5. 1. 5. Comments on information supplied by person assessed (item 9(d))

In his comments the assessor should as far as at all possible report whether his own observations confirm the information supplied by the person assessed. He should give particular attention to any points of special interest to the service, particularly in conjunction with item 11 (general assessment).

B. 5. 2. CONSULTATIONS BEFORE REPORTING

Consultation should take place before the assessor prepares his analytical and general assessments. In practice, each person consulted will record his observations under headings 10 and 11 of a specimen staff report.

These consultations are designed simply to provide the assessor with information, and in no way reduce his responsibilities.

1. Consultation with superiors (item 12(a) and (b));
2. Consultation with former or de facto superiors (item 14).

B. 5. 2. 1. Consultation with superiors (item 12(a) and (b))

In most cases there are one or more persons senior to the official assessed between him and the assessor. It has thus been found necessary to make consultation obligatory between the assessor and the person or persons who are in the best position to judge the work actually carried out by the official assessed.

(a) Immediate superior

The assessor will decide, in the light of the structure of his department and the way its work is organized, who he is to consider as the official's immediate superior.

For example, he would consult a Head of Unit (D1) if he is reporting on a messenger, or a Head Clerk (B1) if he is reporting on a B, C or D official in that department.

(b) Other superiors

Where necessary the assessor must consult the other superiors of the person assessed.

For example, he would consult not only the Head Clerk (B1) as the immediate superior of a B, C or D official in his department, but also the Principal Administrator (A5/4) in charge of the particular area of the division's activities.

B. 5. 2. 2. Consultation with former or de facto superiors

This concerns officials of four kinds:

- (a) those who have changed departments;
- (b) those who have been loaned to another department;
- (c) those who have been seconded in the interest of the service to assist a Member of the Commission or to serve outside the Commission;
- (d) those acting as staff representatives.

(a) Officials who have changed departments

It will be recalled that officials who have changed departments more than six months previously are to be reported on in the department in which they at present serve, while officials who have changed departments less than six months previously are to be reported on in the department to which they formerly belonged.

If the official changed departments more than six months previously, the assessor must consult the official who would have reported on him in his old department.

If the official changed departments less than six months previously, the assessor must consult the official who would have reported on him in the new department.

The assessor should also consult the superiors of the person assessed in his former or present department, as the case may be.

(b) Officials loaned to another department

The report is to be made by the competent assessor for the department to which the official's post is attached. Before making his report, he must consult the reporting official in the department in which the person assessed is actually working.

(c) Officials seconded in the interests of the service

To assist a Member of the Commission:

The report on an official seconded to assist a Member of the Commission will be made by the Chef de cabinet in the case of a Grade A official and by the Deputy Chef de cabinet in other cases. The assessor must consult the official who would have reported on him in the original administrative unit of the person assessed if he actually worked there at any time during the reference period.

To serve outside the Commission:

The competent assessor is the assessor in the administrative unit to which the **post** of the person assessed is attached. He should consult all appropriate persons and bodies.

(d) Officials acting as staff representatives

(See B. 1. 2. 2. 2.(d)).

B. 6. WHAT THE ASSESSOR MUST DO IN MAKING HIS REPORT

B. 6. 1. In what spirit should the assessments be made?

- B. 6. 1. 1. Importance of the assessments
- B. 6. 1. 2. Information for the assessor
- B. 6. 1. 3. Dialogue between the assessor and the official assessed
- B. 6. 1. 4. Responsibility of the assessor

B. 6. 2. Analytical assessment

- B. 6. 2. 1. Preliminary remarks
- B. 6. 2. 2. Definition of the terms "excellent", "very good", "good", "adequate", "unsatisfactory"; optional comments
- B. 6. 2. 3. Definition of headings under the criteria ability, efficiency, and conduct in the service

B. 6. 3. General assessment

- B. 6. 3. 1. Purpose of the general assessment
- B. 6. 3. 2. How to draft it

B.6.1. IN WHAT SPIRIT SHOULD THE ASSESSMENTS BE MADE?

B.6.1.1. Importance of the assessments

The assessments are the main part of the report. It is through these assessments that the assessor must judge the official's ability, efficiency and conduct in the service.

B.6.1.2. Information for the assessor

Although the Commission would like the assessor to be as close as possible organizationally to the official assessed, there is often some distance between them. The assessor must therefore endeavour to find all the information he needs to enable him to prepare the report as thoroughly as can be by consulting beforehand all the persons specified under item B.5.2. Moreover, the personal files of the official assessed will be made available to assessors so that they can acquaint themselves with the official's training and track record. The assessor must in any case acquaint himself with the official's most recent staff reports or, failing them, with his end-of-probation report.

B.6.1.3. Dialogue between the assessor and the official assessed

This should be one of the major concerns of the assessor. The staff report procedure provides an excellent opportunity for the two parties to review the whole of their working relations, even going beyond the contents of the report itself.

B.6.1.4. Responsibility of the assessor

Dialogue does not mean conciliation at all costs. An assessor who feels that he should make an unfavourable analytical or general assessment must do so. This forms part of his responsibilities, and the staff reports can only be effective and useful for the institution if this responsibility is actually carried out.

However, since the staff report is very important in the official's career, the assessor must be as sure as possible of what he is saying, in particular by means of direct contact through which he and the person on whom he is reporting can state their respective views frankly.

One last point should be made. The purpose of the staff report is to enable superiors to judge not the personal value of an official but only his professional value as measured by the three criteria specified in the Staff Regulations: ability, efficiency and conduct in the service. However well acquainted assessor and assessed may be, the report should not take into account any criteria of a non-professional nature.

B.6.2. ANALYTICAL ASSESSMENT

B.6.2.1. Preliminary remarks

Three preliminary remarks should be made. The first concerns the choice of analytical assessment, the second the way in which the assessor should proceed, the third the way in which the assessment should be recorded on the form.

All headings on the form relate to one of the three criteria specified in Article 43 of the Staff Regulation (ability, efficiency and conduct in the service). The assessor should make his judgment on these three criteria by reference to the normal requirements of the post occupied by the person assessed (see tables of basic posts, Annex III).

One major principle must be observed in the analytical assessment: each aspect must be dealt with on its own and not with a view to the general assessment to be given of the official. The spirit of the staff reports would be totally distorted if analytical assessments were slanted in order to justify a general assessment.

Lastly, where one person has a large number of staff reports to draw up, he should constantly refer to this Guide so as not to diverge from the various definitions given in it.

For each of the criteria for the analytical assessment an "x" should be marked in the relevant column.

B.6.2.2. Definition of the terms "excellent", "very good", "good", "adequate", and "unsatisfactory", and optional comments

(a) At each of the fourteen analytical items, the official must be described as "excellent", "very good", "good", "adequate", "unsatisfactory".

The level "excellent" should be marked only where the person assessed displays qualities which are of an exceptionally high level, very substantially above the requirements of the post.

The level "very good" should be marked only where the person assessed displays qualities which are clearly above the high level which the Commission is reasonably entitled to expect from a Community official, having regard to the post he occupies.

The level "good" should be marked where the person assessed displays qualities which are at the high level which the Commission is reasonably entitled to expect from a Community official, having regard to the post he occupies.

The level "adequate" should be marked where the person assessed displays qualities which are at an acceptable level having regard to the requirements of the post he occupies.

The level "unsatisfactory" should be marked where the person assessed displays shortcomings and therefore needs to improve on this point.

(b) The assessor may add comments on his assessment at each item. He should try to make any comments of this kind adequately self-explanatory.

Comments must in any case be made in the general assessment (see point B.6.3).

B.6.2.3. Definition of the components of the criteria ability, efficiency, and conduct in the service

B.6.2.3.1. How should these be analysed?

It seems advisable to give assessors some idea of how to approach these headings. For each of the three criteria a list of constituent factors has been drawn up by which the main characteristics of the work and behaviour of each official can be analysed. The assessor must therefore consider whether the officials showing is excellent, very good, good, adequate, or unsatisfactory as regards each heading.

B.6.2.3.2. Headings related to ability

The factors to be taken into consideration in evaluating the ability of an official are those which directly influence the quality of this work, taking his grade and duties into account.

The headings are:

1. Knowledge required for post occupied;

2. Proficiency, broken down as follows:

- comprehension,
- judgment,
- articulateness in the written word,
- articulateness in the spoken word,
- organizational ability.

1. Knowledge required for post occupied

Knowledge required for the post occupied means not only the official's general knowledge but also his specific knowledge of matters relating to the post. His acquisition of fresh knowledge is also to be taken into account.

2. Proficiency

(a) Comprehension

The assessor should ask himself, in view of the responsibilities of the official on whom he is reporting, whether that official quickly grasps the various aspects of the question which he is asked to deal with or whether he needs lengthy or repeated explanations.

(b) Judgment

The assessor should ask himself whether the person assessed can discern the relation between a new problem and the problems hitherto handled by him or his department, and whether he grasps the implications of a decision which might be taken.

(c) Articulateness in the written and spoken word

The most important qualities here are clarity, precision, fluency and conciseness.

The heading referring to the written word should be used only if the official is called upon to draft documents.

(d) Organizational ability

This heading involves several qualities - order, method and the organization of the work of the department.

Order should here be taken as meaning the ability to classify information in such a way that those concerned can easily find and use it.

Method refers to the way in which the official approaches problems and solves them.

The organization of the work of subordinates does not refer simply to the authority of the person assessed, but to the ability to give orders, to give clear, precise instructions, and to adapt to unforeseen changes in circumstances. It also means the ability to distribute work between subordinates and to direct it so that they feel responsible for their work. Where the person assessed has no subordinates working under him, account should be taken where applicable of his contribution to the organization of the department's work.

B.6.2.3.3. Headings relating to efficiency

The performance of an official must be judged by reference to four main factors:

- (1) the quality of his work;
- (2) the speed at which he works;
- (3) his consistency;
- (4) his versatility.

PRELIMINARY REMARKS

The assessor should bear in mind that an official's quality and speed can be strongly impeded by the fact that he regularly has to work in a language other than his mother tongue.

In the case of properly justified frequent or protracted absence, because of illness for example, the assessment under these headings should apply solely to efficiency during periods in which the official was actually present.

Likewise, if poor health duly certified by the Medical Service lowers efficiency during the periods in which the person assessed is present, the assessment should be based solely on the official's actual ability to work.

(1) Quality

The quality of an official's work depends on the relation between the work he produces and the purpose of it, and on the care he takes in carrying it out, taking into account the limitations facing him. Is it often necessary to ask the official to re-do his work, to polish it, or does he regularly hand in work which is satisfactory as it stands?

Quality has nothing to do with speed, for a very fast-working official might tend to hand in work which still needs improvement whereas an official whose work is impeccable may well be too slow or too fussy.

(2) Speed of work

This assessment can be used as a measure of the official's productivity. It relates to the length of time which the official needs in order to complete his work.

(3) Consistency

This heading is intended to allow mention to be made of the continuity of effort on the part of an official as regards both the quality and the quantity of work he does. The heading also involves the official's punctuality of the official, meaning not only his compliance with working hours but also his compliance with deadlines within which his work has to be done.

(4) Versatility

"Versatility" means the official's willingness and ability to adapt

flexibly to circumstances. Thus it allows mention to be made not only of an attitude but also of a real capacity to act in the face of unexpected events, new problems or new sources of urgency.

B.6.2.3.4. Headings related to conduct in the service

These consist of four factors:

- (1) sense of responsibility;
- (2) initiative;
- (3) ability to work as a member of team;
- (4) ability to get on with people.

(1) Sense of responsibility

This means the official's devotion to duty and the effort he makes to turn out work of good quality. Particular attention should be paid to the degree of his personal commitment in all aspects of his work, whatever margin of independence is left open to him by the way his department is organized. His sense of responsibility should also be assessed in the light of the extent to which his superiors can rely on him.

(2) Initiative

Can the official carry out the work expected of him spontaneously, or does he need instructions all the time? Does he approach his work in an active and constructive spirit? And does an official who takes the initiative remember to inform his superiors about it in good time?

(3) Ability to work as a member of a team

This should be assessed by reference to the official's sense of joint responsibility for the work with all the other members of the administrative unit to which he belongs. It involves a spirit of cooperation and of integrity, but also a sense of discipline and of respect for the field of responsibility of each of his colleagues; the presence or absence of these qualities in the person assessed should be taken into account, as should his ability to inspire them in other members of the department.

(4) Ability to get on with people

An official's ability to get on with people should be assessed solely in terms of the exercise of his duties. It does not mean only the courtesy and evenness of temper which he displays in relations with his colleagues and outsiders, but also his concern to convey a favourable image of his department and, more generally, of the institution.

B.6.3. GENERAL ASSESSMENT

B.6.3.1. Purpose

The general assessment enables the assessor to distinguish each official from his colleagues. Its main purpose is to pinpoint certain characteristics of the official which the analytical assessment will not have revealed. The assessor should try to give a portrait of the official, revealing both his strong and his weak points. He should give a very frank judgment of the official's personal contribution to the functioning of the service.

B.6.3.2. How should it be drafted?

The assessor is faced with a difficult task here. To do the job properly he must give careful thought to his subordinates' personality in terms of their work.

The assessor must in any case comment on:

- (a) the official's most outstanding qualities;
- (b) the areas in which there is scope or need for improvement, with suggestions as to how this might be achieved (training course, for example);
- (c) the official's ability to adapt to different duties; comments must be made even if the person assessed's present duties correspond perfectly to his training and abilities; the assessor must try to distinguish qualities and knowledge in the person assessed which would allow him to adapt to different duties.

The assessor must also mention:

- (a) any progress made in one or more areas;
- (b) any areas in which the official has fallen back.

The assessor must provide as explicit as possible a justification for changes in the analytical assessment as compared with the previous staff report, or, if this is the first staff report drawn up on the official, with the end-of-probation report¹.

¹Assessors are not required to make a comparison with the last staff report in reports covering the period 1977-79.

B.7. What the assessor must do after making his report

B.7.1. Assessor's signature and list of those consulted.

B.7.2. Signature of those consulted.

B.7.3. Communication to the official assessed.

B. 7. 1. THE ASSESSOR'S SIGNATURE AND LIST OF THOSE CONSULTED

When he has finished his report, the assessor should enter the date and his own administrative position and sign the top copy (at item 13).

He should also indicate the names and administrative positions of persons consulted beforehand (see point B. 5. 2. of this Guide), namely the immediate superior of the person assessed (item 12(a)), other superiors where relevant (item 12(b)) and persons consulted under Article 3 of the general implementing provisions (item 14).

B. 7. 2. SIGNATURE OF THOSE CONSULTED

The assessor must send the report direct to the person to be consulted in an envelope marked personal. The person consulted has five days in which to read the report and to add any comments he wishes to make, sign the report (item 12(a) or (b)) and return it to the assessor, also in an envelope marked personal.

Where persons outside the Commission are consulted, the assessor should send the report under cover of a memo based on the following specimen. In this case the time-limit is ten days.

Directorate-General:

Brussels,

Staff report on

Prior consultation pursuant to Article 3 of the general provisions
for implementing Article 43 of the Staff Regulations.

As worked under you from to ,
I have to consult you in connection with the preparation of his staff report
for the period from 1 July 1977 to 30 June 1979.

I enclose the staff report which I have drawn up. I would be grateful if
you would sign it in the appropriate space and return it to me within five
days, for which I thank you in advance.

However, should you wish to make any comment on my assessment of ,
you may make them on a separate sheet of which you should attach four copies to
the report.

(Signature)

B. 7. 3. COMMUNICATION OF THE REPORT TO THE OFFICIAL ASSESSED

The report is then passed to the official assessed. It is recommended that the assessor hand it over personally. The person assessed must sign an acknowledgement of receipt on the same day (see specimen below).

SPECIMEN ACKNOWLEDGEMENT OF RECEIPT OF STAFF REPORT

I, the undersigned, (name of the official), confirm that today I received from (name and administrative position of assessor) my staff report for the period from 1 July 1977 to 30 June 1979.

I note that under Article 6 of the general provisions implementing Article 43 of the Staff Regulations, I am to discuss the report with the assessor within fifteen working days from today.

..... ,
(Place)

.....
(Date)

(Signature)

Where the official assessed is on sick leave¹ and is not expected to return before 30 November 1979, the assessor will send him the staff report by registered post with advice of delivery; the notice of delivery will in this case replace the specimen acknowledgement shown above.

In this case the assessor will enclose with the report a memo following the specimen below.

SPECIMEN MEMO FORWARDING A STAFF REPORT TO AN OFFICIAL

FOR OFFICIAL USE ONLY
STAFF - IN CONFIDENCE

To

Your staff report

I enclose your staff report for the period 1 July 1977 to 30 June 1979.

Under Article 6 of the general provisions implementing Article 43 of the Staff Regulations, I am to discuss the report with you within fifteen working days of the date on which you receive this memo.

If you have not been able to resume work within that time, and you have no comments to make on the report, you may wish to dispense with this discussion so that the report can be finalized within a reasonable time. If so, you may sign the report, which will then be considered definitive, and return it to me within thirty working days of receiving this letter.

(Signature)

¹Foreseeable absences, on missions, annual leave, and so on, clearly do not require this procedure; the assessor should do whatever is necessary to see that the time-limit is respected.

**B. 8. What the assessor and the person assessed must do
after the report is forwarded**

B. 8. 1. Discussion

B. 8. 2. After discussion

B. 8. 1. DISCUSSION

The assessor should call the person assessed for an interview within fifteen working days from the date on which the report is forwarded under heading B. 7. 3.

This direct contact is an essential stage in the report procedure. Its object is to allow the assessor and the person assessed to discuss the report freely and thoroughly so that they can clearly see the nature and the implications of any differences of opinion. They should in any case discuss their working relations as a whole, in order to come to a better mutual understanding and a more correct appreciation of the report. Where appropriate, other superiors consulted may be present.

B. 8. 2. AFTER DISCUSSION

Following this discussion, but still within the fifteen working days allowed for the whole discussion procedure, the assessor may allow his report to stand as it is or may substitute a new one.

A new report entirely supersedes the previous one. It must, for example, include items 12 and 14 of the staff report (signature and any comments of persons consulted). Once finalized, the report should be forwarded to the person assessed, in an envelope marked FOR OFFICIAL USE ONLY - STAFF - IN CONFIDENCE, with the three copies, signed by the assessor at item 13 to confirm that they correspond to the original, and a covering letter following the specimen below:

SPECIMEN LETTER FORWARDING AN AMENDED STAFF REPORT TO AN OFFICIAL

FOR OFFICIAL USE ONLY
STAFF - IN CONFIDENCE

To

Your staff report

Following our interview of, I enclose my final report on your work during the period 1 July 1977 to 30 June 1979.

I enclose the report and three copies. You have fifteen working days to read it, add any comments you may wish to make (at item 15), and to return the report and two copies to me signed at item 15(b).

Under Article 6 of the general provisions implementing Article 43 of the Staff Regulations, you are entitled to ask that the report be submitted to an appeal assessor appointed as provided for in Article 7 of the same provisions.

To do so you should make an express request to that effect at item 15(b)¹, and send me, together, the report and two copies, with your comments on a separate sheet; all of these should be signed. You have fifteen working days from receipt of this letter to make such a request. I myself will see to it that your request is forwarded to the appeal assessor.

(Signature)

¹The words "comments enclosed with a view to appeal assessment" should be entered.

B. 9. The appeal assessor

B. 9. 1. Who is the competent appeal assessor?

B. 9. 2. How to refer to report to the appeal assessor

B. 9. 3. How the appeal assessor should proceed:

B. 9. 3. 1. Information

B. 9. 3. 2. Confirmation of the report

B. 9. 3. 3. Amendment of the report

B. 9. 3. 4. Correction of procedural errors

B. 9. 4. The official's comments, if any.



B. 9. 1. WHO IS THE COMPETENT APPEAL ASSESSOR?

The appeal assessor is the immediate superior of the original assessor, i.e.:

- (a) the Director (Chief Adviser, Chef de cabinet) where the initial report was drawn up by a Head of Division (Adviser, Deputy Chef de cabinet) or Head of Specialized Department;
- (b) the Director-General (Adviser hors classe), where the report was originally drawn up by a Director, a Chief Adviser or an Assistant to a Director-General;
- (c) the Member of the Commission, where the report was initially drawn up by a Chef de cabinet, a Director-General (Adviser hors classe) or a Director (Chief Adviser) working under the Member of the Commission.

B. 9. 2. HOW TO REFER THE REPORT TO THE APPEAL ASSESSOR

As we have said under heading B. 8. 2., in order to refer his report to an appeal assessor the official must lodge a specific request under item 15(b) of his staff report.

In the comments he attaches he may invoke any factual or legal arguments he thinks fit to support his case. He may specify any circumstances which would explain his disagreement and invoke any supporting evidence for his arguments. His comments may refer to any of the headings filled in by the assessor, notably:

- 7: details of duties;
- 8: languages;
- 10: analytical assessment;
- 11: general assessment.

B. 9. 3. HOW THE APPEAL ASSESSOR SHOULD PROCEED

The appeal assessor must complete his work within 30 working days of receiving the request by the person assessed. He may either confirm the report or change all or part of the assessments given by the original assessor. He must seek all necessary information before taking his decision.

B. 9. 3. 1. Information

The appeal assessor should aim at moderating the conflict and alleviating the points of dispute. He must obtain the fullest information possible. To this end, before reaching a decision, he must hear the original assessor and the official concerned separately, or simultaneously if they so wish, when he must try to induce them to express themselves as frankly as possible. He may also seek information from such sources as the other superiors of the person assessed and the other persons consulted by the original assessor.

The appeal assessor may decide:

- (a) to confirm the whole of the original report;
- (b) to amend all or part of the original report.

These two possibilities involve the following procedures and formalities:

B. 9. 3. 2. Confirmation of the original assessment

Where the appeal assessor decides purely and simply to confirm the original report, he must inform the official accordingly by means of a memo drawn up in quadruplicate, following the specimen below. He must attach this memo to the report and the two copies in his possession, and send the whole to the person assessed in an envelope marked **FOR OFFICIAL USE ONLY - STAFF IN CONFIDENCE**, along with the fourth copy of the memo, to be attached to the copy of the report in the possession of the person assessed.

If the person assessed is absent at the time and is not expected to return before the deadline mentioned above, the papers should be sent to him immediately by registered post with advice of delivery.

SPECIMEN MEMO TO BE SENT TO AN OFFICIAL IF HIS REPORT IS
CONFIRMED BY THE APPEAL ASSESSOR

FOR OFFICIAL USE ONLY

STAFF - IN CONFIDENCE

To

Your appeal report

I enclose the staff report on your work between 1 July 1977 and 30 June 1979, which was drawn up by your assessor and which you referred to me in your comments dated, along with the two copies in my possession.

I must inform you that I cannot accept your objections and that I have therefore decided to confirm in their entirety the assessments given in the original report.

This memo therefore constitutes confirmation of your staff report and as such will be attached to it. You have 15 working days in which to sign it and to return to me the report and two copies, with attached documents.

I am to inform you that under Article 7 of the general implementing provisions you are entitled to submit your report and your comments thereon to the Joint Committee on Staff Reports.

To do so you should make a specific request to that effect at item 15(b) of the report or item 19 of the additional sheet¹, and send me, together, the report and two copies, with your comments on a separate sheet.

You have fifteen working days from receipt of this memo in which to make such a request.

I myself will forward your request to the Joint Committee on Staff Reports through the Secretariat of the Directorate-General and Directorate-General IX.

Signature of person assessed:

.....

Signature of appeal assessor:

.....

Date:

¹The words "comments attached for consideration by the Joint Committee on Staff Reports" should be entered.

B.9.3.3 Amendment of the original assessment

The appeal assessor may find it necessary to change all or part of the report.

If he decides to amend any of items 1 to 8 or 9(d), he must do so by means of a memo drawn up in quadruplicate, following the specimen below. He must attach this memo to the report and the two copies in his possession, and send the whole set of papers to the person assessed in an envelope marked FOR OFFICIAL USE ONLY - STAFF - IN CONFIDENCE, along with the fourth copy of the memo, to be attached to the copy of the report in the possession of the official assessed.

If the person assessed is absent at the time and is not expected to return before the deadline mentioned above, the papers should be sent to him immediately by registered post with advice of delivery.

SPECIMEN MEMO TO BE SENT TO AN OFFICIAL IF ITEMS 1 TO 8 OR 9(d) OF HIS REPORT ARE AMENDED BY THE APPEAL ASSESSOR

FOR OFFICIAL USE ONLY

STAFF - IN CONFIDENCE

To

Your staff report

I enclose the report on your work between 1 July 1977 and 30 June 1979 which was drawn up by your assessor and which you referred to me in your comments dated, along with the two copies in my possession.

I have decided to amend items of the assessment given by I have entered my own assessment on a separate sheet, which I am attaching to your staff report.

This separate sheet constitutes an amendment to your report. You have fifteen working days in which to sign it and to return to me the report and two carbon copies, with attached documents.

I am to inform you that, under Article 7 of the general implementing provisions, you are entitled to submit your report and your comments thereon to the Joint Committee on Staff Reports.

To do so you should make a specific request to that effect at item 15(b) of the report or item 19 of the additional sheet¹, and send me, together, the report and two copies, with your comments on a separate sheet.

You have fifteen working days from receipt of this memo in which to make such a request.

I myself will forward your requests to the Joint Committee on Staff Reports through the Secretariat of the Directorate-General and Directorate-General IX.

Signature of person assessed:

.....

Signature of appeal assessor:

.....

Date

¹The words "comments enclosed for consideration by the Joint Committee on Staff Reports" should be entered.

If the appeal assessor decides to amend all or part of items 10 or 11, he must use the additional sheet of the report form (pages 9 and 10, items 16 and 17 - see Annex II), and inform the official assessed in a letter following the specimen above¹. At each of the items where he agrees with the assessment given by the original assessor he must write the words "I agree with the original assessment on this point". For those items where he wishes to make changes, he must write his own assessment in the relevant sections of the form, having regard to the directions given under heading B.6 of this Guide. In the exceptional case of changes that make the report even less favourable to the person assessed, he should take very special care to justify them in his comments.

He must attach the additional sheet to the report and the two copies in his possession, and send the whole set of papers to the person assessed in an envelope marked FOR OFFICIAL USE ONLY - STAFF - IN CONFIDENCE, along with a fourth copy of the sheet, to be attached to the copy of the report in the possession of the person assessed.

If the person assessed is absent and is not expected to return before the deadline mentioned above, the papers should be sent to him immediately by registered post with advice of delivery.

B.9.3.4 To correct errors of procedure

(a) Report drawn up by an assessor not competent to do so

In this case the appeal assessor declares the report invalid and asks the person who should have drawn it up to do so in accordance with the general provisions for implementing Article 43 of the Staff Regulations. The proper assessor then starts the procedure again from the beginning. The appeal assessor informs the official to this effect by means of a memo following the specimen below.

¹ Replacing the terms "separate sheet" by "additional sheet at the end of the report".

SPECIMEN MEMO INFORMING AN OFFICIAL THAT HIS STAFF REPORT HAS BEEN SUBMITTED
TO THE COMPETENT ASSESSOR

FOR OFFICIAL USE ONLY
STAFF - IN CONFIDENCE

To

Your staff report

Having considered the report on your work made by
I have concluded that he was not the right person to draw up a staff report
on you, under Article 43 of the Staff Regulations, for the period
from 1 July 1977 to 30 June 1979.

This report is therefore invalid. Acting under Articles 2 and 3 of the
general provisions for implementing Article 43 of the Staff Regulations I
have asked the proper person to draw up a staff report on you for the period
concerned.

The new report will be sent to you within the next few days in accordance
with Article 6 of the general implementing provisions.

(Signature)

(b) Absence of signatures of persons to be consulted

(Items 12 and 14 of the report)

The appeal assessor must take all necessary measures to put matters right (see point B.5.2 of this Guide).

He should write a memo informing the official assessed accordingly, in quadruplicate, following the specimen below.

He must attach this memo to the report and the two copies in his possession, and send the whole set of papers to the person assessed in an envelope marked FOR OFFICIAL USE ONLY - STAFF - IN CONFIDENCE, along with the fourth copy of the memo, to be attached to the copy of the report in the possession of the person assessed.

If the person assessed is absent and is not expected to return before the deadline mentioned above, the papers should be sent to him immediately by registered post with advice of delivery.

MEMO INFORMING AN OFFICIAL THAT HIS STAFF REPORT HAS BEEN SUBMITTED FOR SIGNATURE TO PERSONS WHO SHOULD BE CONSULTED

(Items 12 and 14 of the report)

FOR OFFICIAL USE ONLY
STAFF - IN CONFIDENCE

To

Your staff report

I enclose the staff report on your work between 1 July 1977 and 30 June 1979, which was drawn up by your assessor and which you referred to me in your comments dated, along with the two copies in my possession.

Acting under Article 2/3¹ of the general provisions for implementing Article 43 of the Staff Regulations, I have submitted your report for signature to

¹Delete whichever does not apply.

This letter therefore constitutes an amendment to your Staff Report and as such will be attached to it.

You have fifteen working days in which to sign it and to return to me the report and two copies, with attached documents.

I am to inform you that under Article 7 of the general implementing provisions you are entitled to submit your report and your comments thereon to the Joint Committee on Staff Reports.

To do so you should make an express request to that effect at Item 15(b) of the report or Article 19 of the additional sheet¹, and send me, together, the report and two copies, with your comments on a separate sheet.

You have fifteen working days from receipt of this memo in which to make such a request.

I myself will forward your request to the Joint Committee on Staff Reports through the Secretariat of the Directorate-General and Directorate-General IX.

Signature of person assessed:
.....

Signature of appeal assessor:
.....

Date:

B.9.4 THE OFFICIAL'S COMMENTS, IF ANY

After the report has been made by the appeal assessor and sent to the official concerned, the official has fifteen working days in which to sign the additional sheet or the memo annexed to his report and to make any new comments.

If the official has no comments to make, he returns the report and two copies, with attached documents, to the appeal assessor.

¹The words "comments attached for consideration by the Joint Committee on Staff Reports" should be entered.

C. CONSULTATION OF THE JOINT COMMITTEE ON STAFF REPORTS

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C. CONSULTATION OF THE JOINT COMMITTEE ON STAFF REPORTS

C.1 HOW TO REFER THE REPORT TO THE JOINT COMMITTEE ON STAFF REPORTS

Article 7 of the general provisions for implementing Article 43 of the Staff Regulations stipulates that, if the official so requests, the entire report and comments thereon shall be referred to the Joint Committee on Staff Reports for its opinion. This request to the Joint Committee on Staff Reports in no way prejudices the subsequent right to make a complaint under Article 90 of the Staff Regulations.

In his comments the official may invoke any factual and legal arguments he thinks fit to support his case. He may specify any circumstances which would explain his disagreement and invoke any relevant points in support of his arguments. His comments may relate to any of the items on the form as finalized by the appeal assessor, and in particular Items:

- 7: details of duties;
- 8: languages;
- 10: analytical assessment;
- 11: general assessment.

C.2 THE OPINION OF THE COMMITTEE

The Committee delivers an opinion which must be communicated both to the official and to the appeal assessor by the Directorate-General for Personnel and Administration.

The appeal assessor then establishes the official's definitive staff report, and informs the official of it.

Two situations can arise:

(1) The Committee decides not to accept the official's objections

In this case the Committee's opinion is simply deposited in the official's personal file together with his staff report.

(2) The Committee decides to accept the official's objections

In this case the appeal assessor is requested by the Directorate-General for Personnel and Administration to review the staff report file in the light of that opinion. The appeal assessor must give a decision and establish the official's definitive staff report within fifteen working days of receiving the request.

+

+ +

REMINDER

The procedure for consulting the Joint Committee on Staff Reports and the definitive decision of the appeal assessor must be completed no later than six months before the end of the new reference period (Article 7 of the general provisions for implementing Article 43 of the Staff Regulations).

+ +

+

(a) If the report is confirmed

If, after receiving the Committee's opinion, the appeal assessor confirms the report, he must inform the official accordingly by means of a memo following the specimen below. The letter must be sent to the official in an envelope marked FOR OFFICIAL USE ONLY - STAFF - IN CONFIDENCE, with acknowledgement of receipt. Once the official has been notified of this decision, the report is considered definitive.

SPECIMEN MEMO INFORMING AN OFFICIAL THAT HIS STAFF REPORT HAS BEEN CONFIRMED

FOR OFFICIAL USE ONLY
STAFF - IN CONFIDENCE

To

Your staff report for the period 1 July 1977 to 30 June 1979

Following the opinion on your comments delivered by the Joint Committee on Staff Reports at its meeting of, I must inform you that I have decided to confirm your staff report without amendment. Your report has thus become definitive and as such will be deposited in your personal file.

Please return a copy of this memo to me, duly dated and signed, by way of acknowledgement of receipt.

Signature of person assessed:

.....

Date:

Signature of appeal assessor:

.....

If the appeal assessor, in the light of the Committee's opinion, amends the analytical or general assessment, he draws up a new revised report on appeal, in quadruplicate, using the additional sheet at the end of the report. This new report is considered definitive.

One copy of this new report is sent to the official assessed, accompanied by a memo following the specimen below

SPECIMEN MEMO INFORMING AN OFFICIAL THAT HIS REVISED STAFF REPORT ON APPEAL
IS BEING AMENDED

FOR OFFICIAL USE ONLY
STAFF - IN CONFIDENCE

To

Your staff report for the period from 1 July 1977 to 30 June 1979

Following the opinion on your comments delivered by the Joint Committee on Staff Reports at its meeting of, I would inform you that I have decided to reconsider the assessments of you which I made when reviewing your staff report.

The new report, drawn up on the additional sheet which I am enclosing, replaces the original report. This new report is therefore definitive and will be deposited in your personal file.

Please return a copy of this letter to me, duly dated and signed, by way of acknowledgement of receipt.

Signature of person assessed:

.....

Signature of appeal assessor:

.....

Date:

If the changes made do not affect the analytical or general assessment (changes to Items 1 to 8 or 9(d), for example), the appeal assessor should set them down in a memo drawn up in quadruplicate following the specimen below, a copy to be attached to the original and to each of the two copies of the report. He should send a copy of the letter to the person assessed, to be attached to the copy of the report in his possession. At this stage the report is considered definitive.

SPECIMEN LETTER INFORMING AN OFFICIAL THAT ITEMS 1 TO 8 AND/OR 9(d) OF HIS STAFF REPORT HAVE BEEN CHANGED

FOR OFFICIAL USE ONLY
STAFF - IN CONFIDENCE

To

Your staff report for the period 1 July 1977 to 30 June 1979

In view of the opinion on your comments delivered by the Joint Committee on Staff Reports at its meeting of, I would inform you that I have decided to make the following changes to Item(s) of your report.

Item

.....
.....

This letter constitutes an amendment to your staff report. The new report is thus definitive and will be deposited as it now stands in your personal file. This memo should be attached to the copy of the report in your possession.

Please return a copy of this letter to me, duly dated and signed, by way of acknowledgement of receipt.

Signature of person assessed:

Signature of appeal assessor:

.....

.....

Date:

The appeal assessor must hand in one copy to his Directorate-General, and forward the report and the other copy in his possession to the relevant administrative office¹, via the Secretariat of his Directorate-General.

GENERAL

When the Joint Committee on Staff Reports has given a negative opinion (see heading C.2.1) or when the appeal assessor has taken a final decision (see heading C.2.2) officials are entitled to lodge a complaint under Article 90 of the Staff Regulations. The Joint Committee must be consulted on all such complaints. It will then be for the Commission, as appointing authority, to give a final decision.

¹The Individual Rights and Privileges Division, for officials covered by the Brussels administration;

²The Personnel Division, for officials covered by the Luxembourg administration;

³For the Joint Research Centre, the administrative department of the Establishment.

STAFF REPORT*(Article 43 of the Staff Regulations)*Period: **1.7.1977 to 30.6.1979**

1. Surname and forenames:

Personnel number:

Date of birth:

2. Date of recruitment as an official (1):

3. Department:

4. Category, grade, seniority, step:

5. Category, grade and step on recruitment (1):

6. DESCRIPTION OF DUTIESa) Basic post (*Annex I-A and B of the Staff Regulations and implementing provisions*):

b) Detailed description of duties carried out during the reference period:

(1) If the official has served with another institution please indicate:

at 2. the institution and the period of service;

at 5. grades on taking up duty and terminating employment with that institution.

7. FURTHER DETAILS OF DUTIES

a) Changes (extension, restriction, simplification) in the range of duties since the last report:

b) To what extent do these duties correspond to the official's qualifications?

8. LANGUAGES

Is the official required to work in one or more languages other than his mother tongue (or in the official Community language of which he has a perfect knowledge and regards as equivalent to his mother tongue) ?
If so, which languages and how does he use them (reading, writing, speaking)? (1) (2).

(1) For officials in the Language Service this information should be given in Section 6(b) (Detailed description of duties).

(2) The official can comment on his knowledge of languages in Section 9.

To be completed by the person assessed

9. KNOWLEDGE OF LANGUAGES, NEW KNOWLEDGE AND PUBLISHED WORKS

a) Knowledge of languages

	Mother tongue (¹)	Passive knowledge			Command of spoken language			Command of written language			Ability to use for	
		Very good	Good	Ade-quate	Very good	Good	Ade-quate	Very good	good	Ade-quate	Short-hand	Typing
DANISH												
GERMAN												
ENGLISH												
FRENCH												
ITALIAN												
DUTCH												
Other languages												

(¹) If your mother tongue is not one of the official Community languages, indicate the one of which you have a perfect knowledge and regard as equivalent to your mother tongue.

b) New knowledge

(Indicate any new knowledge acquired during the reference period, with particular reference to further training. Give details of how such knowledge was acquired and any diplomas or certificates obtained.)

c) Works published

(Give details of any works published — books, articles, etc. — during the reference period.)

Date:

Signature of official assessed

d) Comments, if any, by assessor

10. ANALYTICAL ASSESSMENT

- Excellent
 - Very good
 - Good

 - Adequate
 - Unsatisfactory
- exceptionally high level
 - particularly high level
 - level which can reasonably be expected from a Community official
 - acceptable level
 - level which must be improved on

	Excellent	Very good	Good	Adequate	Unsatisfactory	
						Comments (optional)

I. ABILITY (1)

1. Knowledge required for post occupied						
2. Proficiency						
— comprehension						
— judgment						
— articulateness						
— written word						
— spoken word						
— organizational ability						

II. EFFICIENCY

1. Quality						
2. Speed						
3. Consistency						
4. Versatility						

III. CONDUCT IN THE SERVICE

1. Sense of responsibility						
2. Initiative						
3. Ability to work as a member of a team						
4. Ability to get on with people						

(1) To be assessed in the light of the post occupied (see Section 6(a), p. 1).

11. GENERAL ASSESSMENT

This should mention:

- the official's most outstanding qualities
- the areas in which there is scope or need for improvement (with suggestions as to how this might be achieved)
- the official's ability to adapt to different duties

and, where relevant:

- progress in one or more areas
- lack of progress in one or more areas.

12. a) Name, grade, signature and comments, if any, of immediate superior:

Date:

b) Name, grade, signature and comments, if any, of any other superiors consulted:

Date:

13. Name, grade and signature of assessor:

Date:

14. Name, grade and signature of those consulted under Article 3 of the general provisions for implementing Article 43 of the Staff Regulations ⁽¹⁾:

Date:

⁽¹⁾ If the official has changed department during the reference period, if he is on loan to another department or if he is seconded to the Office of a Member of the Commission

15. To be completed by the official assessed

a) Wishes, if any, for assignment to other duties:

b) Signature and comments, if any:

Date:

Serial No:

REPORT BY APPEAL ASSESSOR

Surname and forenames:

Department:

Personel number:

Grade:

16. ANALYTICAL ASSESSMENT

- Excellent
- Very good
- Good
- Adequate
- Unsatisfactory
- exceptionally high level
- particularly high level
- level which can reasonably be expected from a Community official
- acceptable level
- level which must be improved on

Excellent	Very good	Good	Adequate	Unsatisfactory	Comments (optional)
-----------	-----------	------	----------	----------------	---------------------

I. ABILITY (1)

1. Knowledge required for post occupied					
2. Proficiency					
— comprehension					
— judgment					
— articulateness					
— written word					
— spoken word					
— organizational ability					

II. EFFICIENCY

1. Quality					
2. Speed					
3. Consistency					
4. Versatility					

III. CONDUCT IN THE SERVICE

1. Sense of responsibility					
2. Initiative					
3. Ability to work as a member of a team					
4. Ability to get on with people					

(1) To be assessed in the light of the post occupied (see Section b(a), p.1).

17. GENERAL ASSESSMENT

This should mention:

- the official's most outstanding qualities
- the areas in which there is scope or need for improvement (with suggestions as to how this might be achieved)
- the official's ability to adapt to different duties

and, where relevant:

- progress in one or more areas
- lack of progress in one or more areas.

18. Name, grade and signature of appeal assessor:

Date:

19. Signature and comments, if any, of official assessed (1):

Date:

(1) Any comments made by the official as a preliminary to referral to the Joint Committee on Staff Reports should be on a separate sheet.

1. TABLE SHOWING BASIC POSTS AS PROVIDED FOR IN
ARTICLE 5 OF THE STAFF REGULATIONS (2)

(Annex I-A of the Staff Regulations)

Classification of posts: Category A

Career bracket	Basic post	Description of duties	Title
A 1	Director-General	Directs an administrative unit of the highest level Very highly qualified official with the task of advising the institution, or engaged in top-level studies	Director-General Special Adviser
A 2	Director	Directs an important administrative unit, under the direct authority of a Director-General or, exceptionally, the institution Highly-qualified official with the task of advising the institution or a Directorate-General Highly-qualified official engaged in specialized studies	Director Chief Adviser
A 3	Head of Division	Directs an administrative unit under the authority of a Director - or, where appropriate, under the direct authority of a Director-General - in a specialized field Highly qualified official with the task of advising one body of the institution or engaged in studies or supervisory work, under the authority of a Director-General or a Director	Head of Division Adviser
A 4 - A 5	Principal Administrator	Head of one particular sector of activity in a Division Head of a specialized department Qualified official engaged in planning, advisory or supervisory duties in one sector of activity Deputy Head of Division	Principal Administrator or Head of Department

¹ Staff Courier No 272, 4 September 1973.

Career bracket	Basic post	Description of duties	Title
A 6 - A 7	Administrator	Official engaged in planning, advisory and supervisory duties on the basis of general directives. Where appropriate, directly assists the person in charge of one sector of activity in a Division Deputy Principal Administrator	Administrator
A 8	Assistant Administrator	Newly-appointed official engaged in planning and advisory duties	Assistant Administrator

Classification of posts: Language Service

Career Bracket	Basic Post	Description of duties	Title
L/A 3	Head of a Translation or Interpretation Division	<p>Directs an administrative unit in the Language Service under the authority of a Director or, where appropriate, under the direct authority of a Director-General</p> <p>Highly-experienced official who advises an institution department/service or is given a specific assignment in the linguistic field, under the authority of a Director-General or a Director</p>	<p>Head of Translation Division Head of Interpretation Division</p> <p>Adviser</p>
L/A4-L/A5	<p>Head of Translation or Interpretation Group</p> <p>Reviser</p> <p>Principal Translator</p> <p>Principal Interpreter</p>	<p>Directs the work of a group of translators, conference interpreters, terminologists, documentalists or other specialists in the linguistic field; sees to it that the members of his group receive such training as may be required</p> <p>Experienced official who revises translations and, where necessary, produces translations which may or may not require revision; supervises terminological, documentation, or other specialized work in the linguistic field; helps with translator training</p> <p>Experienced official who produces translations generally not requiring revision and, where necessary, revises translations; supervises terminological, documentation, or other specialized work in the linguistic field; helps with translator training</p> <p>Experienced official who acts as conference interpreter</p> <p>Experienced official who acts as conference interpreter and performs administrative or training duties</p>	<p>Head of Translation Group Head of Interpretation Group</p> <p>Reviser</p> <p>Principal Translator</p> <p>Principal Interpreter</p> <p>Principal Interpreter (Managerial)</p>
L/A6-L/A7	<p>Translator</p> <p>Interpreter</p>	<p>Official who produces translations or does terminological, documentation or other work in the linguistic field</p> <p>Official who acts as conference interpreter</p>	<p>Translator</p> <p>Interpreter</p>
L/A8	Assistant Translator Assistant Interpreter	Translator or interpreter in the process of developing his skills	Assistant Translator Assistant Interpreter

Classification of posts: Category B

Career Bracket	Basic post	Description of duties	Title
B 1	Principal Administrative Assistant	<p>Official</p> <ul style="list-style-type: none"> - in charge of an administrative unit - engaged in carrying out or supervising a body of operations, involving where appropriate the interpretations of regulations and general instructions - engaged in carrying out specially difficult and complex tasks within the framework of general directives - responsible for working out programmes for electronic computers 	<p>Principal Administrative Assistant or Head Clerk</p> <p>Programmer</p>
B 2 - B 3	Senior Administrative Assistant	<p>Official</p> <ul style="list-style-type: none"> - in charge of a section of an administrative unit - engaged in administrative tasks involving, where appropriate, the interpretation of regulations and general instructions - engaged in carrying out difficult and complex tasks in the light of general directives - assists the programmer in elaborating programmes for electronic computers 	<p>Senior Administrative Assistant</p> <p>Assistant Programmer</p>
	Senior Secretarial Assistant	<p>Official engaged, within an administrative unit or group of officials, in carrying out difficult and complex secretarial work on the basis of general directives</p>	<p>Senior Secretarial Assistant</p>

Career bracket	Basic post	Description of duties	Title
B 4 - B 5	Administrative Assistant	<p>Official who carries out general office work under supervision</p> <p>Head machine operator (computers and standard machines), responsible in particular for drawing up tables of complex interrelations</p>	Administrative
	Secretarial Assistant	<p>Official who carries out difficult and complex secretarial work, under supervision, within an administrative unit or group of officials</p>	Secretarial Assistant

Classification of posts: Category C

Career bracket	Basic post	Description of duties	Title
C 1	Executive Secretary		Executive Secretary
	Principal Secretary		Principal Secretary
	Principal Clerical Officer	<p>Official engaged in carrying out tasks of a mainly administrative nature, for which initiative and a sense of responsibility are necessary</p> <p>Official who possesses the background and professional and technical qualifications required, and who, in carrying out his duties, must display a certain degree of initiative by reason of the special nature of his work or the responsibilities laid upon him</p>	<p>In particular:</p> <ol style="list-style-type: none"> 1. Stores manager 2. Steward in charge of the organization and supervision of the cleaning department 3. Principal Clerical Officer in libraries or archives departments, or publications or documentation and reproduction departments 4. Principal employee in charge of a switchboard manned by several persons (approximately 5) or a switchboard requiring the carrying out of complex tasks 5. Principal employee engaged, under the responsibility of his administrative superior, in the circulation of documents of a general nature 6. Principal employee engaged in executive work relating to the preparation of files of documents for meetings 7. Principal employee in charge of a garage, or head mechanic 8. Principal employee engaged in offset work, photography, varityping, maintenance of office machines or in charge of a major unit in this field

Career bracket	Basic post	Description of duties	Title
			<p>9. Principal employee responsible for the assembly and working of the simultaneous interpretation equipment</p> <p>10. Head of team of female punch operators-checkers</p>
C 2 - C 3	Secretary/ Shorthand typist		Secretary/Shorthand typist
	Clerical Officer	<p>Official engaged in administrative work for which a minimum of instructions are given and whose execution necessitates judgement and method on the part of the official</p> <p>Official engaged in the execution of work of a technical nature necessitating a professional background and qualifications supported in principle by a certificate of occupational proficiency or acquired through practical experience</p>	<p>In particular:</p> <ol style="list-style-type: none"> 1. Clerical Officers in libraries or archives departments, or in the publications or documentation and reproduction department 2. Employee engaged under the responsibility of his administrative superior in the circulation of documents of a general nature 3. Employee engaged in executive work relating to the preparation of files of documents for meetings 4. Storekeeper-Accountant 5. Book-keeper 6. Specialized carpenter 7. Specialized mechanic 8. Specialized electrician 9. Specialized employee engaged in the maintenance and repair of office machines 10. Specialized employee engaged in the maintenance of buildings and installations 11. Operator of interpretation equipment 12. Switchboard operator, telex operator 13. Specialized varitypist 14. Specialized offset operator 15. Photographer and specialized microfilm operator

Career bracket	Basic post	Description of duties	Title
			<p>16. Operator of calculating machines or standard punched card machines</p> <p>17. Female punch operator, checker (multi-copying)</p> <p>18. Trained security guard</p>
C 4 - C 5	Typist		Typist
	Clerical Assistant	Carries out office or technical work necessitating only occupational specialization or basic skills	<p>In particular:</p> <ol style="list-style-type: none"> 1. Security guard 2. Clerical Assistant in libraries, archives departments or in the publications or documentation and reproduction departments 3. Assistant switchboard operator, assistant telex operator 4. Varsity typist 5. Offset operator 6. Photographer and microfilm operator 7. Employee engaged in the maintenance and repair of office machines 8. Invoicing clerk

Classification of posts: Category D

The duties of category D involve manual work or tasks necessitating primary level education, where appropriate supplemented by technical training

Career bracket		Description of duties	Title
D 1	Head of Unit	Supervises and coordinates the work of a small team under the authority of an official Employee of the highest level in the category	Head of Unit or Principal Employee In particular: 1. Messenger) 2. Court usher) 3. Parliamentary usher) and the like 4. Head receptionist) 5. Principal driver)
D 2 - D 3	Skilled Employee Skilled Worker	Official engaged in elementary or routine work	In particular: 1. Messenger 2. Driver 3. Receptionist 4. Skilled female fitter 5. Machine and roneo operator 6. Addressing machine operator 7. Photocopier
D 4	Unskilled Employee Unskilled worker		In particular: 1. Unskilled labourer 2. Storekeeper 3. Messenger 4. Canteen Assistant 5. Car park attendant 6. Female fitter 7. Remover 8. Packer-unpacker 9. Stapler, stitcher

**2. TABLE SHOWING BASIC POSTS PROVIDED FOR IN
ARTICLE 5 OF THE STAFF REGULATIONS**

(Annex I-B of the Staff Regulations)

Classification of posts: Category A

Career bracket	Basic post	Description of duties	Title
A 1	Director-General	<ul style="list-style-type: none"> - Directs a scientific or technical unit of the highest level, such as a Directorate-General or a research establishment. - Very highly qualified scientific or technical official with the task of advising the institution, or engaged in top-level studies. 	<p>Director-General</p> <p>Special Adviser</p>
A 2	Director	<ul style="list-style-type: none"> - Directs - under the authority of a Director-General, of the head of a research establishment or, exceptionally, of the institution - a major scientific or technical unit such as a Directorate, a scientific or technical establishment, a department or a project. - Highly qualified scientific or technical official with the task of advising the institution or a Directorate-General. - Highly qualified scientific or technical official engaged in specialized studies. 	<p>Director</p> <p>Chief Adviser</p>
A 3	Head of Division	<ul style="list-style-type: none"> - Directs - under the authority of a Director or Head of Department, or occasionally under the direct authority of a Director-General or, exceptionally, of the institution - a scientific or technical unit in a specialized field, such as a Division, a research establishment, a department or a project. - Highly qualified scientific or technical official with the task of advising an organ of the institution or engaged in studies or supervisory work under the authority of a Director-General. 	<p>Head of Division</p> <p>Adviser</p>

Career bracket	Basic post	Description of duties	Title
A 4	Principal Scientific or Technical Officer	<ul style="list-style-type: none"> - Head of a specialized scientific or technical service within a Division, a department or a research establishment. - Qualified scientific or technical officer engaged in planning, research or supervisory duties in one sector of activity (study of a subject involving different techniques or different scientific disciplines). - Deputy to the Head of a Division, establishment, department or project. 	Principal Scientific or Technical Officer
A 5 - A 8	Scientific or Technical Officer	<ul style="list-style-type: none"> - Head of a specialized section or group. - Scientific or technical official engaged in planning, research and supervisory duties such as: <ul style="list-style-type: none"> - development of a new technique, or research into a project or major part of a project, or work on an important scientific subject in a wide or particularly difficult field. May be responsible for a major section or group; - research into part of a project, or responsible for traditional experiments, or working on a small-scale scientific subject. May be responsible for a group; - research in a limited part of a project on the basis of directives from the Scientific or Technical Officer to whom he is attached. - Deputy to a Principal Scientific or Technical Officer or to a head of service. 	Scientific or Technical Officer

Classification of posts: category B

a) Design Office Staff

Career bracket	Basic post	Description of duties	Title
B 1 - B 2	Draughtsman - Section Leader	Executive official: <ul style="list-style-type: none">- Draughtsman - Section Leader in charge of a major group of designers and draughtsmen and responsible for coordinating their work.- Draughtsman - Section Leader in charge of a group of designers and draughtsmen and responsible for coordinating their work.	Draughtsman - Section Leader
B 2 - B 3	Designer	Executive official: <ul style="list-style-type: none">- Designer with sole responsibility for drawing up important projects on the basis of a specification, including the relevant calculations; gives instructions to the draughtsmen responsible for drawing up the details of these projects.- Designer responsible for drawing up a full project on his own.- This post requires several years experience as designer.	Designer

b) Laboratory staff

Career bracket	Basic post	Description of duties	Title
B 1 - B 2	Chief Laboratory Technician	<p>Executive official:</p> <ul style="list-style-type: none"> - In charge of a group of technicians, with wide responsibility for coordinating and supervising their work. - In charge of a group of technicians, required to coordinate and supervise their work. 	Chief Laboratory Technician
B 3 - B 4 B 5	Laboratory Technician	<p>Executive official:</p> <ul style="list-style-type: none"> - In charge of important experiments or tests. Organizes his work himself to achieve a given end, and reports on his work. - In charge of experiments or tests in various fields, collects and classifies results. - In charge of experiments and tests in a particular field, carried out on his own. Classifies results and presents them in the form of graphs or tables. 	Laboratory Technician
C 3 ^{*)}	Laboratory Technician	<p>Clerical official:</p> <ul style="list-style-type: none"> - Responsible for assembling and maintaining laboratory equipment under supervision, for following the course of experiments, and for carrying out the simpler measurements. 	Laboratory Technician

*) Initial career bracket for certain laboratory technicians, depending on the level of their training.

c) Manufacturing Workshop Staff

Career bracket	Basic post	Description of duties	Title
B 1 - B 2	Work Superintendent	<p>Executive official:</p> <ul style="list-style-type: none"> - Has wide responsibilities for the execution of important and varied projects and ensures the smooth functioning of a group of workshop supervisors and foremen of different professions. - Responsible for the execution of important and varied projects and ensures the smooth functioning of a group of workshop supervisors and foremen of different professions. 	Work Superintendent
B 2 - B 3	Workshop Supervisor	<p>Executive official:</p> <ul style="list-style-type: none"> - Has wide responsibilities for ensuring that work is carried out by teams or groups of craftsmen in different trades. - Responsible for ensuring that work is carried out by teams or groups of craftsmen in different trades. 	Workshop Supervisor
B 3 - B 4	Foreman	<p>Executive official:</p> <ul style="list-style-type: none"> - Has wide responsibilities and is always in charge of a team of craftsmen. - Is always in charge of craftsmen, whether or not under the authority of supervisory officials of a higher grade. 	Foreman
B 2 - B 3 B 4	Planner	<p>Executive official:</p> <ul style="list-style-type: none"> - Responsible for critical analysis of the plans for a complex component the production of which will require the application of various processing or manufacturing techniques; may be responsible for supervising several specialist planners whose work he guides and coordinates. 	Planner

c) Manufacturing Workshop Staff (Contd.)

Career bracket	Basic post	Description of duties	Title
		<p>.....</p> <ul style="list-style-type: none"> - Responsible for planning simple sequences of operations and for studying, criticizing and improving the design of individual parts in operations in which he is specialized. - Responsible for planning simple series of operations on the basis of drawings, and for determining cost prices and tooling requirements. 	

d) Technical Office Staff

Career bracket	Basic post	Description of duties	Title
B 3 - B 5	Technical Assistant or Technician	<p>Executive official:</p> <ul style="list-style-type: none"> - Responsible for the exploitation of technical and scientific documents, including the preparation of detailed bibliographies in a specialized sector and the preparation of critical abstracts. - Responsible for routine work relating to the exploitation of technical and scientific documents. 	Technical Documentalist

(e) Technical staff in computer units

Career bracket	Basic post	Description of duties	Title
B 1 - B 2	Work Superintendant	<p style="text-align: center;">1. <u>OPERATORS</u></p> <p>Executive official:</p> <p>- Responsible for organizing the use of the various business machines and electronic computers under his care. He draws up the plans for the use of the various machines on the basis of standing rules, and sees to it that these plans are carried out. He supervises the work of the punch operator group via the Senior Operator. He is responsible for major installations (e.g., IBM 7090, GAMMA 60, TRANSAC 8 2000, etc.) or for medium-sized installations (e.g., IBM 1401 magnetic-tape model, Remington USS BULL Series 300 magnetic-tape models).</p>	Principal Senior Operator
B 3 - B 4	Foreman	<p>- Responsible for organizing and supervising the work of a business machine installation. He draws up the plans for the use of the various business machines on the basis of standing rules, and sees to it that these plans are carried out. He also supervises the work of the punch operator group.</p>	Senior Operator
B 3 - B 5	Technician	<p>- Responsible for supervising the operation of electronic computers, either alone or with the help of the operators placed under him. He is accountable to the Principal Senior Operator.</p>	Specialist Operator

Career bracket	Basic post	Description of duties	Title
B 1 - B 2	Chief Technician	<p style="text-align: center;"><u>2. PROGRAMMERS</u></p> <p>- Official who, in addition to his work as programmer, has certain duties as analyst. He is also capable of using particularly complex programming systems on advanced machines in preparing programmes for whose execution a team of programmers is necessary.</p>	Chief Programmer and Assistant Analyst
	Work Superintendent	<p>- Official who, on the basis of the general layout prepared by the mathematical analyst for solving a problem, uses particularly complex programming systems on advanced machines preparing programmes for whose execution a team of programmers may be necessary.</p>	Chief Programmer
B 3 - B 5	Technician	<p>- Official who, in addition to his work as programmer as defined below, may carry out part of the work of an analyst, namely, prepare solutions to mathematical problems which are not particularly complicated.</p> <p>- Official who, on the basis of the general layout prepared by the mathematical analyst for solving a problem, draws up and carries through a programme using programming systems on machines of average difficulty.</p> <p>- He must have a thorough knowledge of the various programming systems so as to be able to encode problems and direct and supervise the work of assistant programmers placed under him.</p>	Programmer and Assistant Analyst Programmer

Career bracket	Basic post	Description of duties	Title
C 3 [*]	Technician	<p style="text-align: center;">2) <u>PROGRAMMERS (Contd)</u></p> <p>- Newly engaged official responsible for drawing up, in machine or symbolic language, parts of programmes completely defined in logical or arithmetical terms by the programmer under whose supervision he works.</p>	Assistant Programmer
B 3 - B 5	Technician	<p style="text-align: center;">3) <u>PUNCH OPERATOR</u></p> <p>- Official responsible for directing large group of punch operators, punch/verifier operators.</p> <p>He must possess the technical knowledge required of punch operators or punch/verifier operators and be able to organize the work and maintain the necessary discipline.</p>	Chief Punch/Verifier Operator

* By analogy with posts of laboratory staff

Classification of posts: category C

(a) Design office staff

Career bracket	Basic post	Description of duties	Title
C 1 - C 4	Draughtsman	<p>Clerical official:</p> <ul style="list-style-type: none">- Responsible for working out the various elements of a structure on the basis of a draft, verifies the measurements, the manufacturing and assembly potential, and the choice of materials for a complete set of plans. Applies simple strengthening of materials formulae.- Responsible for carrying out simple studies, whether or not in a larger context, on the basis of data or sketches provided, and for modifying a set of plans on the basis of data or sketches provided;- Responsible for producing the working drawings of all the component parts of a structure. Checks a structure, making sure that it is possible to assemble it. Makes minor modifications to a drawing which has already been completed.- Responsible for making drawings of various simple components on the basis of a general drawing, while ensuring that the structure can be assembled. Makes minor modifications to a drawing which has already been completed.- Responsible for making drawings of various simple components on the basis of a general drawing and for determining the relevant measurements.	Draughtsman

b) Workshop staff

Career bracket	Basic post	Description of duties	Title
C 1	Master Craftsman	<p>Clerical official:</p> <ul style="list-style-type: none"> - Craftsman carrying out complex assemblies and delicate work. 	Master Craftsman
C 2 - C 5	Craftsman	<p>Clerical official:</p> <ul style="list-style-type: none"> - Craftsman carrying out complex work in his specialized field and in related fields. - Craftsman carrying out work in his specialized field and in related fields. - Craftsman carrying out all the work corresponding to his occupational qualifications. - Craftsman carrying out elementary work corresponding to simple occupational qualifications. 	Craftsman

d) Computing centre staff

Career bracket	Basic post	Description of duties	Title
C 2 - C 5	Craftsman	<p>Clerical official:</p> <ul style="list-style-type: none"> - Responsible for supervising the operation of electronic computers under the control of an operator, or for using independently the various business machines (sorters, tabulators, collators, calculating punches, etc.), or for storing and keying magnetic tapes or punched tapes or cards and documents which form the programme library. - With no prior experience of such work, responsible for feeding punched cards or tapes or magnetic tapes and forms for printing into input and output units. Works under the supervision of an operator or specialist operator. 	Operator
C 2 - C 5	Craftsman	<ul style="list-style-type: none"> - Official who, in addition to his duties as Punch/Verifier Operator, is responsible for a small group of Punch Operators or Punch/Verifier Operators. 	Principal Punch/Verifier Operator
C 2 - C 5	Craftsman	<ul style="list-style-type: none"> - Official capable of carrying out punching operations and of using machines for checking previous work. His work is technically independent. - Official responsible for transferring data and programmes on to computer input media (e.g. punched cards or punched tape. He works under direct supervision. 	<p>Punch/Verifier Operator</p> <p>Punch/Operator</p>

Classification of posts: category D

a) Design office staff

Career bracket	Basic post	Description of duties	Title
D 1	Senior Reprographic Operative	Skilled service official: - Responsible for the efficient and orderly running of a design office.	Senior Reprographic Operative
D 2 - D 3	Reprographic Assistant	Service official: - Using various types of reproduction machines. - Reproducing documents on various types of paper.	Reprographic Assistant
D 2 - D 3	Filing Clerk	Service official: - Responsible for filing and looking after drawings and plans; this work requires knowledge of the office's activities. - Responsible for looking after drawings and plans.	Filing Clerk

b) Transport and handling staff

Career bracket	Basic post	Description of duties	Title
D 1 - D 2	Chargehand	<p>Service official:</p> <ul style="list-style-type: none"> - With wide responsibilities, having regular authority over several ordinary or specialized labourers. - Having regular authority over several ordinary or specialized labourers. 	Chargehand
D 3 - D 4	Labourer	<p>Service official:</p> <ul style="list-style-type: none"> - Carrying out work or operations either by hand or on large machines. - Carrying out simple work either by hand or on simple machines. 	Labourer

c) Laboratory staff

Career bracket	Basic post	Description of duties	Title
D 1 - D 2	Laboratory Assistant	<p>Service official:</p> <ul style="list-style-type: none"> - Carrying out work requiring special care. - Carrying out simple operations precisely, defined in writing beforehand, such as weighing, taking instrument readings, etc. 	Laboratory Assistant
D 3 - D 4	Laboratory Cleaner	<p>Service official:</p> <ul style="list-style-type: none"> - Responsible for cleaning all the apparatus in a laboratory. - Responsible for cleaning a laboratory and the glass equipment in it. 	Laboratory Cleaner