

EUISS(2018)/DEC/32

Paris, 5 October 2018

DECISION

Subject: EUISS Recruitment Procedure

Reference : Article 4.7 of the Staff Regulations

This Decision describes the rules and procedures applying to the selection and recruitment of personnel at the EUISS.

1. Legal basis and reference documents

- Council Decision 2014/75/CFSP of 10 February 2014 on the European Union Institute for Security Studies;
- Council Decision (CFSP) 2016/1182 of 18 July 2016 concerning the Staff Regulations of the European Union Institute for Security Studies;
- EUISS Board Decision D01/2015 of 13 May 2015 concerning the rules applicable to national and EU experts on secondment to the EUISS.
- Implementing rules on the conditions of employment of temporary staff (EUISS(2018)/DEC/31)

2. Scope

This procedure is applicable to the selection and recruitment of staff members to new or vacant posts in the Institute which are covered by the Institute's budget:

- *Contract staff members;*
- *Temporary staff members;*
- *Seconded experts.*

This procedure is not applicable to the selection of the Director of the Institute.

This procedure is not applicable to the selection of Trainees.



3. Objectives of the Recruitment Procedure

The objectives of the procedure are:

- to ensure the recruitment of staff members through a fair and transparent competition for all posts within the Institute;
- to ensure the selection of the candidates on the basis of relevant competence and expertise;
- to clearly establish the roles and responsibilities of all actors involved in the process;
- to describe the different phases of the recruitment process;
- to ensure a smooth and timely recruitment process.

4. Initiation of the recruitment process

The recruitment process can be initiated if one of the following events has occurred or is due to occur:

- the departure of a staff member (expiration or non-renewal of contract, resignation, dismissal, negative outcome of probationary period);
- the transfer of a staff member to a different post within the Institute;
- the creation of a new post – either *ex novo* or through the reconfiguration of an existing one.

In all cases, no recruitment process can be initiated in the absence of sufficient allocated funds in the relevant lines of the Institute's budget (or additional external budgetary contributions for specific projects relevant to the Institute's mission and tasks when accepted by the EUISS Board in line with article 10.3 of Council Decision 2014/75/CFSP of 10 February 2014 on the European Union Institute for Security Studies).

5. Vacancy notice

On the basis of the job description for the post, the Head of Administration and Personnel shall prepare the appropriate vacancy notice for the approval of the Director.

In addition to the description of the duties to be undertaken, the vacancy notice shall clearly define the eligibility and selection criteria, expected starting date, duty station, type and length of contract, as well as the grade range or an indicative level of remuneration.



The vacancy notice must also provide information on the timing and nature of the stages of the selection process (interviews, tests etc.).

The vacancy notice, with a precise closing date, must be published on the Institute's website. In addition, and according to the targeted audience, it may also be published on other dedicated platforms such as, indicatively, the EU Agencies Network, university recruitment portals or specialised publications.

For posts open to secondments, the vacancy notice shall also be distributed to the Institute's Board Members for further dissemination within the relevant national ministries/administrations/bodies.

The vacancy notice will be advertised as far as possible in advance of the foreseen starting date. Barring exceptional/emergency cases at the discretion of the Director, the standard minimum time between publication and closing dates is normally three weeks.

6. Applications

Candidates must apply online using the Institute's application form available on the EUISS website. The form must be completed in English by typing in all the appropriate/requested information. In addition, a CV and motivation letter in English must be submitted. Candidates may also be requested to submit additional elements (if applicable, the vacancy notice shall detail all these additional elements).

For posts open to secondments, candidates must also provide an official letter from their relevant authorities confirming that they approve/sponsor the secondment of the candidate. If it is not possible to submit such a letter by the closing date for applications, the Institute may, with the prior approval of the candidate, check with the relevant authorities whether the individual, if successful, could be seconded.

No application will be accepted outside of the official online application system. Applications failing to comply with the above will not be considered.

7. Selection Committee

For each recruitment procedure, the Director will nominate a Selection Committee made up of a minimum of two members. The Committee shall be chaired by the Director or the Head of Administration and Personnel. Senior Analysts or other staff may be nominated on the basis of their professional expertise. Exceptionally, external experts may be invited to participate in an advisory capacity.

8. Selection process

a) Screening of applications

The Human Resources Unit shall pre-screen all applications and verify that the candidates meet the conditions for eligibility as indicated in the vacancy notice. Where this is not the case, the candidate will be excluded, with appropriate explanation.



b) Pre-selection

A shortlist of candidates selected for the interviews shall be drawn up by the Selection Committee. There is no specific limitation regarding the size of this shortlist but, indicatively, it should consist of more than three and less than nine candidates.

The Human Resources Unit shall notify the pre-selected candidates and send them interview invitations and instructions/information by email.

When invited to an interview and/or take a test at the Institute's premises, the travel and accommodation costs of candidates shall be covered under the same conditions as those applying to staff members travelling on duty, but without the payment of any *per diem*.

c) Interviews

The structure of the interview must be the same for all candidates, with the same set of questions used as far as possible. The Selection Committee must agree in advance on the set of questions to be asked and distribute them between its members. Indicatively, an interview should last between 30 and 45 minutes. The interview shall be conducted in English. Depending on the specifications in the vacancy notice, the knowledge of other languages could also be tested.

When stated in the vacancy notice, other tests (e.g. IT or editing skills) will be conducted, as far as possible on the same occasion as the interview.

d) Selection report

After the final interview and, if applicable, after assessing the results of any additional tests, the Selection Committee members shall discuss the strengths and weaknesses of the candidates they judge suitable for the post, ranking them by order of merit. The Selection Committee will then draft a collective report summarising its decision for each candidate and justifying its final conclusion. When possible, the report should propose a reserve list.

9. Employment offer - Information to candidates

On the basis of the selection report and the final decision by the Director, the Human Resources Unit shall send an offer of employment to the successful candidate by email. The successful candidate shall be given five working days from the date of notification to accept the offer of employment. If the successful candidate does not accept the offer of employment, a new offer must be made to the top candidate on any established reserve list.

As soon as the selection report is available, the Human Resources Unit shall inform all non-shortlisted candidates of the negative outcome of their application by email. Unsuccessful shortlisted/ interviewed candidates must be informed as soon as the employment offer has been accepted by the selected candidate. Candidates concerned must be informed of their inclusion on a reserve list and must be notified of the length of its validity.



10. Appointment

If all documents requested by Human Resources are submitted, the selected candidate will then be given a contract to sign.

For secondment offers, the agreement shall be effected by an exchange of letters between the Director and the relevant authority of the selected candidate, as stipulated in Article 1.6 of the Institute's Board Decision on secondments.

11. Obligation of confidentiality

All parties to the selection process shall at all times comply with the principle of confidentiality. In particular, they shall not release, within or outside the Institute, any information about the candidates or the selection procedure.

12. Data protection

Any personal data provided by the candidates shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movements of such data.

Such data shall be processed solely for the purposes of the recruitment exercise.

The candidates shall have the right to access their personal data and the right to rectify data relating to the contact details contained in their application file that is inaccurate or incomplete at any time during the selection procedure.

Candidates can rectify data relating to eligibility criteria only up to the closing date for submitting applications.

13. Entry into force

These implementing rules shall enter into force on 22 October 2018, after the prior information due to the EUISS Board.

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