

DECISION

ADB(D) 3-2007

THE ADMINISTRATIVE BOARD OF THE SESAR JOINT UNDERTAKING,

Having regard to Articles 5.1(p) and 8 of the Statutes;

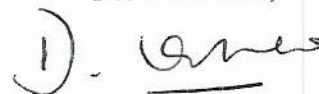
In its ordinary meeting of 3 July 2007, has adopted the following decision:

Article 1

The "Rules for the recruitment of the SESAR Joint Undertaking's staff", annexed to this decision with reference SJU(PD)1.02, are hereby adopted.

Done at Brussels, 3 July 2007

The Chairman,



Daniel Calleja

Rules for the recruitment of the SESAR Joint Undertaking's staff

(Adopted by the Administrative Board on 3 July 2007)

Article 1 – General principles

1. The following rules apply to the recruitment of all staff of the SESAR Joint Undertaking (SJU). They are adopted by the Administrative board in accordance with Article 5.1 p) of the Statutes.
2. The recruitment is made on the basis of wide dissemination of the job opportunities. Staff shall be selected without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation.
3. The "conditions of employment of servants of the European Communities" as referred to in Art. 8 of the Statutes serves as a basis and as far as possible, for the establishment of the salaries of the staff, for the salary increases due to seniority and inflation, for the number of days of leave, for the reimbursement of the medical expenditure and for the complementary pension rights.
4. Other staff policy matters will be established in accordance to the applicable Belgian law.

Article 2 – Eligibility

A member of the SJU staff may be employed only on condition that he/she:

- a) is a national of a Member State of the European Union or of Eurocontrol, unless an exception is authorised by Administrative Board and enjoys his/her full rights as a citizen;
- b) has fulfilled any obligations imposed on him by the laws concerning military service;
- c) produces the appropriate character references as to his/her suitability for the performance of duties;
- d) is physically fit to perform his/her duties;
- e) produces evidence of a thorough knowledge of one of the languages of the Communities and of a satisfactory knowledge of another language of the Communities to the extent necessary for the performance of duties.

Article 3 – Recruitment procedure

1. The recruitment procedure is organized and carried out under the responsibility of the Executive director.
2. The recruitment will be performed with due respect of the SJU rules related to the avoidance of conflict of interest.
3. The process for the recruitment of staff shall include approval of the Staff establishment plan and the related budget, preparation and publication of a vacancy notice; pre-selection of candidates; interviews with pre-selected candidates; proposal of an employment contract:

a) Vacancy notice:

- On the basis of the approved establishment plan of the SJU, a vacancy notice is prepared for the available post(s) by the responsible for Human Resources of the SJU.
- The vacancy notice shall include, as a minimum, a description of the post(s) offered, the eligibility and selection criteria, the documents to be submitted (minimum a recent CV and a motivation letter) and a description of the selection procedure.
- The vacancy notice must be approved by the Executive director who authorises its publication assuring a wide dissemination;

b) Pre-selection:

- The Executive director appoints the pre-selection panel which shall be composed of at least three members.
- Applications are assessed by the pre-selection panel on the basis of the eligibility and selection criteria.
- Only the candidates which satisfy the eligibility criteria are assessed on the basis of the selection criteria.
- The Executive director may authorise the recourse to external support for the pre-selection process;
- The pre-selection panel prepares a written report containing the results of the pre-selection process with a list of candidates recommended for an interview.

c) Interviews:

- An interview panel is established by the Executive director. The panel is composed of at least the Executive Director, or his/her representative, a Director and the responsible for the SJU's Human Resources.
- The interview panel first validates the results of the pre-selection panel and establishes the list of candidates to invite for an individual interview;
- The interview panel shall invite for each post at least three candidates for an interview, provided there are enough candidates corresponding to the required profile.
- At the end of its work, the interview panel prepares a written report containing the results of all the interviews and the indication of the selected candidate(s);

d) Selection: On the basis of the results of the pre-selection and the interviews, the Executive director makes an offer of employment to the selected candidate(s).

4. The complete selection files will be kept at the SJU premises.

Article 4 – Probationary period

1. Members of the SJU staff may be required to serve a probationary period not exceeding six months. Not less than one month before the expiry of the probationary period, a report shall be made on the ability of the member of staff to perform the duties pertaining to the post and also on his/her conduct and efficiency in the service.

2. A report on the probationary member of staff may be made at any time during the probationary period if his/her work is proving obviously inadequate. On the basis of the report, the Executive Director may decide to dismiss the member of staff before the end of the probationary period by giving the appropriate legal notice.

Article 5 – Transitional provisions

Up to the entry in function of the Executive director the Chairman of the Administrative Board shall take all the necessary measures, with the support of the Board, for the recruitment of staff which is required to ensure the efficient functioning of the SJU.