

DECISION
ADB(D) 25-2009

General implementing provisions on the procedure governing the engagement and the use of Temporary agents at the SESAR Joint Undertaking

The Administrative Board of the SESAR Joint Undertaking:

Having regard to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (CEOS), laid down by Council Regulation (EEC, EURATOM, ECSC) No 259/68¹, and in particular to Articles 2 (a) and 12 (5) of the Conditions of Employment,

Having regard to the Council Regulation (EC) n° 219/2007 of 27 February 2007 on establishment of a joint undertaking to develop the new generation European air traffic management system (SESAR) as modified by the Council Regulation n° 1361/2008 of 16 December 2008² and in particular Article 2a thereof.

Having regard to the Commission Decision C(2005)5304 of 16 December 2005 concerning the guidelines on staff policy in the European Regulatory Agencies,

After consultation of the Staff Committee and in agreement with the European Commission pursuant to Article 110 of the Staff Regulations,

Whereas:

- (1) Detailed rules on the employment of temporary agents are desirable.
- (2) Temporary agents should be selected through a transparent and objective procedure.
- (3) The grading of temporary staff should correspond to the functions to be exercised.
- (4) The Joint Undertaking may only recruit temporary staff under Article 2a of the CEOS

Article 1

Scope

These rules shall apply to temporary staff referred to in Article 2a (hereinafter temporary agents 2a) of the CEOS engaged in the SESAR Joint Undertaking, except

- the posts corresponding to the functions stated in article 7 of the Statute of the Joint Undertaking annexed to the Council Regulation (EC) n° 219/2007 of 27 February 2007³ on

¹ OJ L 56, 04/03/1968, p.1

² Council Regulation (EC) n° 219/2007 of 27 February 2007, OJ L 64, 02/09/2007, p.1 - 11, modified by Council Regulation (EC) n° 1361/2008 of 16 December 2008, OJ L 352, 31/12/2008, p.12.

³ Op. Cit.

establishment of a joint undertaking to develop the new generation European air traffic management system (SESAR): Executive Director.

- heads of unit, whose conditions of engagement and employment shall be carried out in line with the specific decision concerning middle management.

Article 2

Type of posts and filling of posts

Temporary agents 2a shall be engaged on temporary posts on short-term employment for operational, administrative or technical tasks.

ARTICLE 3

Selection procedure

1. The SESAR Joint Undertaking shall launch the recruitment procedure by advertising vacancy notices specifying the eligibility criteria concerning general and specific competencies and key qualifications required and the possible duration of employment, the function group and grade, and the main steps of the selection procedure.

The vacancy notice shall be published for at least two weeks in the language(s) corresponding to the language regime of the Joint Undertaking on the Joint Undertaking's Internet site, EPSO website as well as, if necessary, in EU CV-online, other Internet sites and the international and local and specialist press. The channels of Permanent Representations of the Member States to the European Union may also be used.

2. The Joint Undertaking shall set up a Selection Committee, which shall consist of at least four members.

The Selection Committee consists of four members: two from the Joint Undertaking (one member from the administration and one member from the relevant operational service) one person designated by the Staff Committee and one person designated from outside the Joint Undertaking.

The member of administration or the member from the relevant operational service shall act as chairman.

In specific cases, in particular for selection procedures of experts, up to two additional members may be designated from another service of the Joint Undertaking or from outside the Community institutions.

The members of the Selection Committee who are temporary agents shall be chosen from temporary agents whose function group and grade is at least equal to that of the post to be filled.

The Selection Committee shall evaluate applications and select those candidates meeting the eligibility criteria and matching best the selection criteria required as per vacancy notice.

3. The Selection Committee shall invite the selected applicants to an interview whose content shall be defined in accordance with the level and profile of the position advertised.

The interview shall consist of the following components:

- General aptitudes and language abilities to the extent necessary for the performance of their duties in accordance with article 12 e) of the CEOs;
- Knowledge on European integration, the institutions and in particular in the domain of the Joint Undertaking;
- Specific competencies with reference to their profiles.

The above-mentioned components of these tests can be combined and tailored according to the profile of the post.

4. Minutes of Committee meetings shall be drawn up setting out the reasons for any decision taken.
5. The Selection Committee shall propose a short list of successful candidates to the Contracting Authority, which may draw up a reserve list of successful candidates. This list will be valid up to 12 months from the date of its establishment and its validity may be extended by decision of the Contracting Authority.
6. Candidates shall be informed of the outcome of the interview and of whether they have been placed on the reserve list.

ARTICLE 4

Grading

1. Subject to paragraph 2, depending on the function and the level of tasks and within the limits authorised by the establishment plan of the Joint Undertaking, temporary agents shall be engaged in principle at the following entry grades:
 - AST 1 to AST 4 for the function group AST,
 - AD 5 to AD 8 for the function group AD.
2. By way of derogation from paragraph (1), in order to ensuring high-quality recruitment and high calibre expertise, the SESAR Joint Undertaking may engage temporary agents at grade AST 5 to AST 8 and AD 9 to AD 11 and, on an exceptional basis, at grade AD 12 depending on the requirement of the functions.
3. The minimum number of years of professional experience required after successful completion of the minimum level of studies required in the vacancy notice mentioned in article 3(1) is as follows :

| Grade of engagement | Minimum number of years of professional experience |
|---------------------|--|
| AD 5 | 0 years |
| AD 6 | 3 years |

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|----------|----------|
| AD 7 | 6 years |
| AD 8 | 9 years |
| AD 9/10 | 12 years |
| AD 11/12 | 15 years |
| AST 1 | 0 years |
| AST 2 | 1 years |
| AST 3 | 3 years |
| AST 4 | 6 years |
| AST 5/6 | 12 years |
| AST 7/8 | 15 years |

ARTICLE 5

Duration of contracts

Temporary agents 2a shall be engaged for a fixed period. The contract may be renewed not more than once for another fixed period. The total period of engagement shall not exceed eight years and shall not in any case exceed the lifetime of the SESAR Joint Undertaking.

ARTICLE 6

Probationary Period

A member of temporary staff on short-term employment shall serve a probationary period pursuant to Article 14 (1) of the CEOS, which is in proportion to the duration of his/her contract. If the duration of contract is between six months or more, the probationary period shall cover half of the duration of the contract with a maximum of six months. If the duration of contract is less than six months, the temporary agents shall be exempted from the requirement to serve a probationary period.

ARTICLE 7

Entry into force

These rules shall take effect on the day following that of its adoption.

Done in Brussels, 9 October 2009.

For the Administrative Board



Daniel Calleja Crespo
The Chairperson