



# Guidance on the procedures for recruitment of management staff of the Court of Justice of the European Union

The procedures for recruiting management staff of the Court of Justice of the European Union are governed by the Staff Regulations of the European Union.

These procedures are aimed at securing for the institution the services of the best talent, recruited on the basis of merit, in accordance with the principle of equality and the prohibition of all forms of discrimination, on the broadest possible geographical basis from among nationals of Member States of the European Union.

## Procedure for recruiting senior management staff (Directors-General and Directors)

The procedure followed by the Court for recruiting senior management staff is based on Article 29(2) of the Staff Regulations of the European Union\*.

The call for applications, which is in principle published in all the official languages of the European Union, describes the post to be filled and the profile sought. It defines the eligibility conditions and the elements to be included in the application.

The eligibility conditions set out in the call for applications are designed both to attract candidates of the highest standard of ability and to promote recruitment on the broadest possible geographical basis from among nationals of Member States of the European Union. They include the level of education and diploma required, the professional and management experience expected as well as the linguistic requirements dictated by the functions of the post to be filled.

In addition to a curriculum vitæ and a letter of motivation, the application file requires a brief statement from the candidate presenting his or her vision of the activities and management of a service such as the one featured in the call for applications. This 'service proposal' is used to evaluate the candidate's ability to develop a strategic vision. It acts both as a basis for reflection for candidates and as a tool allowing the institution to get a better sense of the candidate's profile.

Only applications submitted within the deadlines and containing all of the documents specified in the call for applications will be accepted.

The team in charge of selection procedures within the Directorate for Human Resources of the Court receives the applications, handles follow-up and guides candidates through each stage of the procedure.

The preselection panel, the composition of which is approved at the same time as the call for applications, is made up of the Registrar of the Court and one or more members of the Court's senior management as well as, typically, an external expert with high-level experience in the relevant field, usually drawn from the senior management of the other institutions.

The preselection panel examines the application files, determines whether applications are admissible and whether candidates meet the eligibility requirements set out in the call for applications. It then compares the profiles of eligible candidates, on the basis of the information provided in their applications, against the sought profile described in the call for applications.

Candidates whose applications are deemed the most relevant in the light of the evaluation criteria and the requirements of the post to be filled are invited to an interview before the panel. Interviews are conducted in the language or languages the knowledge of which is specified in the call for applications.

Following the interviews, the preselection panel sends the Administrative Committee <sup>1</sup> all of the application files, an evaluation table for all applications, a detailed evaluation report on the candidates interviewed as well as a shortlist of the candidates appearing the best able to perform the functions in question.

The Administrative Committee proceeds to interview all or some of the candidates on the shortlist as well as any other candidate it wishes to hear. It then makes a proposal on the candidate to be appointed, which it submits to the General Meeting of the Court of Justice, <sup>2</sup> which is vested with the power to appoint senior management staff.

## **Procedure for recruiting middle management staff (Heads of Unit and Deputy Heads of Unit)**

In accordance with the provisions of Article 29(1) of the Staff Regulations\*, the procedure for recruiting middle management staff of the Court provides for the publication of a vacancy notice, in the context of an internal transfer and/or an inter-institutional transfer of European Union officials. Where appropriate, a competition may be organised, whether it be (i) internal to the institution, (ii) open to candidates from other EU institutions and bodies, or (iii) general, i.e. open to persons outside the EU institutions and bodies.

The appointing authority is the Administrative Committee, except in respect of the middle management staff of the Registry of the General Court, for which the power of appointment is exercised by the Management Board.<sup>3</sup>

The appointing authority decides whether to fill a vacant Head of Unit or Deputy Head of Unit position, determines the recruitment procedure, approves the vacancy notice and, depending on the case, the organisation of a competition as well as the selection board members, before proceeding with the appointment.

The selection of candidates is carried out by an evaluation panel, or a selection board in the case of a competition, the composition of which is defined according to the specific characteristics of the service concerned and the requirements of the post to be filled.

Candidates whose application file meets the admission and eligibility conditions detailed in the vacancy notice and whose application is the best match for the profile sought may be invited to an interview.

The selection procedure may include written and/or oral tests.

The interview is aimed at evaluating the motivation, knowledge of the subject matter related to the functions to be performed and the linguistic and general skills required in the light of the profile sought.

The vacancy notices describe the procedures for the tests in accordance with Annex III to the Staff Regulations.

Based on the applications and the evaluation report drawn up by the panel, the competent authority takes the nomination decision.

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<sup>1</sup> The Administrative Committee is presided by the President of the Court of Justice of the European Union. It also includes seven Members of the Court of Justice as well as the President and three Members of the General Court. The Administrative Committee is assisted by the Registrar of the Court of Justice. The Registrar of the General Court attends the meetings of the Administrative Committee.

<sup>2</sup> The General Meeting includes all of the judges and advocates-general of the Court of Justice. It is attended by the Registrar of the Court of Justice.

<sup>3</sup> The Management Board of the General Court is composed of the President of the General Court, the Vice-President of the General Court as well as five judges of the General Court. The Management Board is assisted by the Registrar of the General Court.

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\* Regulation No 31 (EEC), 11 (EAEC), laying down the **Staff Regulations of Officials** and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community (OJ 45, 14.6.1962, p. 1385), amended.

Article 29(1) and (2) of the Staff Regulations provides:

*'1. Before filling a vacant post in an institution, the appointing authority shall first consider:*

*(a) whether the post can be filled by:*

- (i) transfer, or*
- (ii) appointment in accordance with Article 45a, or*
- (iii) promotion within the institution;*

*(b) whether requests for transfer have been received from officials of the same grade in other institutions, and/or*

*(c) if it was not possible to fill the vacant post through the possibilities mentioned in points (a) and (b), whether to consider lists of suitable candidates within the meaning of Article 30, where appropriate, taking into account the relevant provisions concerning suitable candidates in Annex III and/or*

*(d) whether to hold a competition internal to the institution, which shall be open only to officials and temporary staff as defined in Article 2 of the Conditions of Employment of Other Servants of the European Union;*

*or follow the procedure for competitions on the basis either of qualifications or of tests, or of both qualifications and tests. Annex III lays down the competition procedure.*

*The procedure may likewise be followed for the purpose of constituting a reserve for future recruitment.*

*While maintaining the principle that the vast majority of officials are to be recruited on the basis of open competitions, the appointing authority may decide, by way of derogation from point (d) and only in exceptional cases, to hold a competition internal to the institution which shall also be open to contract staff as defined in Articles 3a and 3b of the Conditions of Employment of Other Servants of the European Union. That latter category of staff shall be subject to restrictions with regard to that possibility as laid down in Article 82(7) of the Conditions of Employment of Other Servants of the European Union and with regard to the specific tasks it was entitled to perform as contract staff.*

*2. A procedure other than the competition procedure may be adopted by the Appointing Authority for the recruitment of senior officials (Directors-General or their equivalent in grade AD 16 or AD 15 and Directors or their equivalent in grade AD 15 or AD 14) and, in exceptional cases, also for recruitment to posts which require special qualifications.'*