

Brussels, 28/07/2023

Recruitment Notice No.COR/AST4/27/23/RE

concerning an EXTERNAL RELATIONS & NETWORKS COORDINATOR (Assistant position - Temporary Staff member, grade AST4) for the RENEW EUROPE group at the European Committee of the Regions

I. INTRODUCTION

The authority empowered to conclude contracts, in agreement with the President of the RENEW EUROPE group in the European Committee of the Regions (CoR), has decided to open a **selection procedure for the purpose of recruiting a temporary staff member pursuant to article 2(c) of the Conditions of Employment of Other Servants of the European Union (CEOS) and Decision 31/2018 of the Secretary General of the European Committee of the Regions laying down general implementing provisions for the employment of temporary staff at the European Committee of the Regions.**

About the CoR and the RENEW EUROPE group

Subnational government in the European Union is responsible for 50% of all public investment carried out within the Union, equivalent to several hundred billion euros annually, and is made up of more than one million elected representatives. The legislative objectives of the EU therefore require a strong partnership with the Union's subnational government. The role of the CoR is to facilitate and develop this partnership, for example by helping EU decision-makers have a clear understanding of how the Union is functioning on the ground, and by helping subnational leaders bring the Union closer to its citizens. The Members of the CoR are politicians who hold a mandate at local or regional level in their respective Member States, and being a political assembly, they have organised themselves according to their political affiliation. Renew Europe is an influential political group in the European Committee of the Regions. Its members belong either to one of two European parties (ALDE or EDP) or are independent. The Renew Europe secretariat is a team of eight, which provides support to the members to ensure that their work in the CoR and beyond has the highest possible impact.

Place of employment:	Brussels
Post:	Temporary staff member
Grade:	AST 4
Duration of contract:	Open ended, with a 9-month probationary period

The basic salary at AST4 grade, step 1, is currently 4819,56 euros/month. The CoR can add certain allowances to the basic salary depending on personal circumstances, to be determined by the Individual Rights sector at

the start of employment, in accordance with the Conditions of Employment of other Servants of the European Union.

Indicative timetable for the selection procedure:

Closing date for application:	15/09/2023 at noon CEST (Brussels time)
Assessment of eligibility:	End September
Written test:	18 October 2023
Oral tests:	9 and 10 November 2023
Expected entry into service:	1 February 2024

The applicants are asked to read the notice of recruitment carefully before submitting their applications.

II. NATURE OF THE DUTIES AND PROFILE

The Renew Europe Group aims to increase its outreach throughout the subnational network of its political family, in particular by further developing its network of mayors, which is rapidly approaching its first decade and is now ready for the next stage of development. Several European capital cities, currently including Bratislava, Bucharest Sectors 1 & 2, Luxembourg, Tallinn, and The Hague are led by Renew Europe mayors, while in several other capital cities governed by a coalition, the deputy mayor is from our political family. The same applies in thousands of large and small municipalities all across the Union. As political leaders, mayors face a unique set of challenges, frequently taking decisions that immediately impact people's daily routines, regularly interacting in person with demanding citizens as well as with an active and diverse civil society, facing often hostile political opposition and intense media scrutiny, sometimes running a large public administration and being politically responsible for large budgets, and having a high level of visibility in their local community at times also having a national profile. Showing that we understand the political environment of our mayors is essential to the next stage of development of our network, and in doing so, Renew Europe will increase its capacity to gather evidence from the ground for its policy work in the CoR, and will increase its ability to bring Europe closer to the citizens.

The successful candidate will work reporting directly to the RENEW EUROPE Secretary General (SG), under the political authority of the Group's President and Bureau, and will be responsible for developing, maintaining, and animating the mayors' network, including:

- Communication with mayors via various means, including formal correspondence;
- Managing databases and contact details;
- Monitoring policy activities of mayors in their municipalities;
- Proposing political actions and activities for the network;
- Helping prepare summits and other relevant events/meetings;
- Maintaining relevant contacts in other EU institutions, and in the wider Renew Europe political family, in Brussels and around Europe.

The successful candidate will also help develop other nascent networks of Renew Europe, namely:

- the Renew Europe network of Regional Ministers,
- the Renew Europe network of young elected politicians, and
- the Renew Europe members of the CoR's "EU councillors" network;

Finally, the successful candidate will support the Renew Europe SG with contacts and activities with external partners at EU level, especially the Networking Unit of Renew Europe in the European Parliament.

The successful candidate will contribute to the good functioning of the group's secretariat, including assisting other colleagues, as required, and in the wider context of the CoR, which is a large and complex public administration, will also be required to maintain good working relations with counterparts in other political groups and within the general secretariat of the CoR.

The duties require a high degree of availability (frequently heavy meetings schedule, sometimes irregular working hours, occasional-to-frequent travel), a pro-active and positive approach to problem-solving and creative thinking, excellent diplomatic and interpersonal skills, excellent drafting skills (formal correspondence), flexibility, ability to adapt to a changing workload and to tight deadlines, and an ability to work as part of a team in an international environment.

III. ELIGIBILITY

The selection procedure is open to candidates who meet the following conditions on the closing date for applications:

A. General conditions

Under article 12(2) (a) of the CEOS, each candidate must:

- be a national of a Member State of the European Union;
- have fulfilled any obligations concerning statutory military service;
- have produced the necessary character references for performance of the duties concerned (the successful candidate will be required to provide an extract from his/her police record or equivalent document before recruitment);
- be physically fit to perform the duties linked to the post (the successful candidate will be examined by the CoR Medical Officer before recruitment).

B. Specific conditions

1. Qualifications and diplomas

- have completed either (a) post-secondary education attested by a diploma or (b) secondary education attested by a diploma giving access to higher education, followed by at least three years' professional experience relevant to the nature of the duties. These three years of professional experience cannot be counted towards the professional experience required under the point below;

2. Linguistic skills

- a thorough knowledge of an official language of the European Union and at least a satisfactory knowledge of another official language of the Union. For functional reasons, a thorough knowledge of English and at least a satisfactory knowledge of another official language of the European Union are required. Candidates having English as their mother tongue will be required to sit the written tests in French¹.
- good knowledge of French will be considered an asset. If the selected candidate lacks this, s/he will be required to follow the French language courses offered to staff of the EU institutions, with a view to attaining a working knowledge.

3. Required professional experience and skills

On the closing date of applications, candidates need to have the following professional experience:

- A minimum of 5 years professional experience, of which EITHER at least 2 years were spent working for the mayor of a capital city or of a regional/provincial capital liaising with the city's global or European contacts OR at least 2 years were spent working for a regional president liaising with the region's network of mayors and global/European contacts.
- Proficiency in office IT skills (Microsoft Office, Internet, Email, social media platforms, shared online tools, etc.);

IV. SELECTION PROCEDURE

The selection procedure is based on **qualifications and tests (oral and written)**.

All correspondence with the applicants will take place by email. Applicants are responsible for informing the HR department of the CoR in writing of any changes of their email address. The HR department of the CoR cannot be held responsible for the non-delivery of emails.

A. Eligibility

The list of all applications received will be drawn up by the HR department of the CoR and submitted to the recruitment panel.

Applicants who

- do not meet the general conditions for admission (set out under Section III "Eligibility"),

¹

In view of the nature of the duties to be carried out, this requirement is necessary in order to strike a balance between the need to ensure the recruitment of staff members possessing the highest levels of competence, performance and integrity, and the interests of the service, which requires the candidates to be immediately operational and capable of communicating effectively within the institution as part of their daily work in one of the languages most used as an internal lingua franca by the officials and staff of the Union. Testing the linguistic knowledge of candidates during the recruitment procedure is therefore a reasonable way of verifying this aspect of the candidates' ability to carry out the duties of External Relations and Networks Coordinator in the Renew Europe Group. For candidates having English as their mother tongue, they will be required to sit the tests in French, as this is the second most used language in the CoR work environment after English.

- submitted their applications after the deadline,
- did not submit all documents in the form and content as required in Appendix 1 will be excluded by the selection panel from the selection procedure and be informed thereof by e-mail by the HR department.

B. Pre-selection procedure based on qualifications

The pre-selection stage for eligible candidates will be carried out by means of a comparative assessment of their professional experience based on the information and supporting documents contained in the candidates' files.

In addition to the minimum years of experience mentioned in III.B.3, preference will be given to candidates who have:

1. Accompanied the mayor/regional president on official business abroad and experienced international protocol arrangements;
2. Contributed pro-actively to the content and design of events attended EITHER by the mayor and involving the city's international contacts, OR by the regional president and involving the region's mayors;
3. Observed media briefings/interviews with the mayor/regional president;
4. Observed debates of the mayor/regional president with opposition parties;
5. Observed meetings of the mayor/regional president with civil society;
6. Understanding of the functioning and complexities of a large public administration;

In their cover letter, candidates are invited to consider Section II "Nature of the Duties and Profile" and, in that context, to highlight how their professional experience matches with the elements listed under Section IV.B. 1-6 above. Each item will be marked between 1 and 3 points (3 points will be awarded to candidates having provided additional supporting documents underpinning their compliance with each item). Up to 3 additional points will be awarded for the legibility of the letter in terms of clarity, structure, and grammar (please see note below on the use of artificial intelligence).

Maximum number of points listed above (items 1-6 + legibility of letter): 21 points.

The following will be considered an advantage:

7. that the experience you are describing in points 1-6 was acquired working for a politician of the Renew Europe political family
8. direct contacts within at least one member party of either the [ALDE Party](#) or the [EDP](#)

For each item listed as an asset, candidates may be awarded a maximum of 2 points (2 points will be awarded to candidates having provided additional supporting documents underpinning their compliance with each item considered as an asset).

Maximum number of points listed as assets (items 7-8): 4 points

Maximum total number of points for Section IV.B: 25 points.

The respect of the eligibility criteria set out in Section III will be checked solely on the basis of the information provided in the supporting documents. Information only provided in the CV or in the cover letter without being backed by supporting documents will not be taken into account.

With regard to the professional experience required under Section III.B.3, copies of proofs of professional experience must be provided showing the content of the duties, the duration for which the posts were held and the level of responsibility.

The verification of the respect of eligibility criteria regarding the linguistic knowledge required will be based on the declaration in good faith; the level of linguistic skills will be tested during the selection interview (see Section V.B of the recruitment notice).

The pre-selection from the eligible candidates will be based on criteria set out in Section IV.B. **The candidates are invited to highlight in their CV and cover letter each relevant aspect of their professional experience enabling the selection panel to assess the degree of correspondence with the requirements of this recruitment notice. The additional supporting documents allowing the candidates to support their declarations in the cover letter with regard to items listed under Section IV.B.1-6 may include: copies of agendas or programmes of the events they contributed to; images of the events showing candidates' participation in certain events, recommendation letters etc.**

When preparing the application file, it is not necessary for the copies to be certified as conforming to the original.

Incomplete application files and files submitted after the expiry of the submission deadline or failing to observe the provisions governing the submission of application files will not be considered. Any false declaration will automatically cause the application to become null and void.

Candidates are informed that they are not allowed to contact personally members of the selection panel or ask CoR members/alternates to do so and that doing so constitutes grounds for disqualification from the procedure.

Use of artificial intelligence for your application:

Candidates who choose to use artificial intelligence to draft part or all of their motivation letter, are advised that while it is important to receive a letter in good quality English or French, the most essential part of your application at this stage will be the match between the criteria set out in sections III and IV and your own professional profile. The more your narrative and supporting documents reflect your own genuine experience, the better your chances to be shortlisted for the next stage.

A maximum of 20 eligible candidates whose profiles best match the profile described under Section II and meet the criteria defined under Section IV.B will be shortlisted and admitted to the written tests.

Applicants who have not been pre-selected by the recruitment panel will be informed by e-mail by the HR department of the CoR.

C. Invitation to the tests

Pre-selected applicants will be invited to the written tests by email by the HR department of the CoR.

Please note that the recruitment panel may disqualify any applicant if, at any stage of the selection procedure, it finds that

- s/he does not meet one or more of the general or specific conditions governing admission to the selection procedure, or
- the claims made in her/his application are not substantiated by appropriate supporting documents or prove to be inaccurate.

The applicant will be informed thereof by e-mail by the HR department of the CoR.

V. TESTS AND INTERVIEWS

A. Written tests:

- The tests will last 2.5 hours and will assess other aspects of the knowledge and skills required for this position.
- The tests will be conducted in English, unless this language is the candidate's mother tongue, in which case the test will be in French. The level of fluency in the written expression will be an important consideration when marking the test.
- The use of the internet or any electronic device other than the PC provided is prohibited at all times during the test and any candidate using either will be automatically disqualified.
- Any candidate attempting to make their test identifiable before, during or after the test, orally or in writing, will be automatically disqualified.

Test 1

This test will involve case studies to assess the candidate's knowledge and experience in relation to political event planning and preparation.

Duration of the test: 1 hour

Maximum points: 20 (pass mark = 10 points)

Test 2

This test will require short descriptive/analytical answers and will assess the candidate's understanding of politics (subnational, European, and party political).

Duration of the test: 40 minutes

Maximum points: 10 (pass mark = 5 points)

Test 3

This test will require short descriptive/analytical answers and will assess the candidate's experience and knowledge of typical problems encountered in a large organisation and how to solve them.

Duration of the test: 40 minutes

Maximum points: 10 (pass mark = 5 points)

The remaining 10 minutes will allow candidates to review their answers.

Each candidate will receive a secret candidate number. The written tests will be corrected twice in an anonymous way on the basis of a pre-established evaluation grid. An average mark will be awarded to each applicant based on the two marks received from the marking members of the recruitment panel. The total number of points for the written tests is 40 maximum.

Only applicants who have achieved at least 50% of the total score can be considered for the oral tests. Of those, the 4 highest scoring applicants will be invited.

The applicants will be informed about the result of their written test and whether they are invited to the oral tests by the HR department of the CoR.

B. Oral tests

The 4 applicants who have achieved the highest scores at the written test stage will be invited to participate in two interviews.

1st interview

The interview will focus on each of the three written tests and will also focus on several of the elements provided by the candidate with the application (letter, CV, and supporting documents), providing an opportunity to the candidate to elaborate further on his/her thinking and experience in relation to the skills and knowledge required to carry out the duties of this position listed under section II. The interview will also allow to assess the candidates' knowledge of the importance of the European Union to subnational government, of liberal and democrat political principles and values, and their commitment to the goals of the Renew Europe political family (see www.aldeparty.eu and www.democrats.eu).

The interview will be conducted in English. Other language skills declared by the applicants in the application form or CV may also be checked during the interview by the recruitment panel.

Duration of the interview: 45 minutes
Maximum number of points: 40 points
Pass mark: 20 points

2nd interview

This competency-based interview will take place the following day and is designed to assess the applicants' soft skills, and mainly their interpersonal skills, capacity to harmoniously work with others, diplomatic skills, self-management and resilience. For this last stage of the selection process, another staff member of the Renew Europe Group secretariat and a Member of the Renew Europe Group Bureau may also attend the second interview as observers.

The interview will be conducted in English. Other language skills declared by the applicants in the application form or CV may also be checked during the interview by the recruitment panel.

Duration of the interview: 1 hour
Maximum number of points: 60 points

Pass mark: 30 points

Maximum number of points overall for the oral tests: 100 (pass mark 50).

The candidate achieving the highest total score after adding the scores achieved for both interviews will be offered the position, provided s/he has exceeded the pass mark for each interview.

VI. RECRUITMENT PROCEDURE

The recruitment will be done at grade AST 4 following the provisions of article 2c) of the CEOS. This open-ended contract includes a mandatory 9-month probationary period.

Please note that no reserve list in view of future recruitments will be established and all other candidates will receive a negative letter.

VII. RECRUITMENT PANEL

The recruitment panel consists of a chairman, two members proposed by the RENEW EUROPE group, one representative of the Staff Committee and one representative of the Directorate for Human Resources and Finance. For the second interview (last step of the selection process), another staff member of the Renew Europe Group secretariat and a Member of the Renew Europe Group Bureau may also attend the second interview as observers.

The work of the recruitment panel is secret and governed by this recruitment notice. The recruitment panel examines the applications on the basis of pre-established evaluation grids and documents the results by a reasoned decision. An equal treatment of the applicants is ensured at each level of the procedure.

Under no circumstances should applicants approach the recruitment panel, either directly or indirectly, concerning this recruitment procedure. It reserves the right to disqualify any applicant who disregards this instruction.

VIII. APPLICATION

Applicants must send their full application file consisting of the documents listed in Appendix 1 to the following e-mail address with the reference: **Recruitment notice No. COR/AST4/27/23/RE** by the deadline:

recruitment@cor.europa.eu

Closing date for applications: 15/09/2023 at 12 noon CEST (Brussels time)

The date and time of dispatch of the e-mail will be taken to be the date and time of submission of the application.

Applications must be e-mailed in pdf format. The scanned documents must be legible. It is requested that the supporting documents are scanned in a separate file as explained in Appendix 1.

Applications sent by registered or ordinary post will not be considered. The HR department of the CoR will not accept applications that are submitted in person.

Applicants are asked NOT TO TELEPHONE to inquire about the timetable for the procedure.

It is the responsibility of applicants to contact the HR department of the CoR if they have not received any automatic acknowledgment of receipt of their application after submitting their complete application form.

Candidates whose diplomas or employment-related documents are in a language which is not an official language of the EU should enclose a (non-official) translation.

IX. OTHERS

The provisions concerning the request for review of the recruitment panel decision, appeals, and complaints to the European Ombudsman, equal opportunities, access to documents and protection of personal data are explained in detail in Appendix 3.

Each applicant is required to take acknowledgement of Appendix 3 and enclose it signed and dated to the application.

Signed electronically by Ian Barber in absence of the Secretary-General

Ian Barber
p.o. Petr Blížkovský
CoR Secretary-General

APPENDIX 1

LIST OF DOCUMENTS TO BE SUPPLIED WITH THE APPLICATION

First PDF scanned file, in the following order of documents (MAX 5MB):

- Application form with formal declaration (Appendix 2), signed and dated
- Cover letter, written in English or French, of no more than 3 pages
- An up-to-date detailed CV (in Europass format see: <http://europass.cedefop.europa.eu>), written in English or French
- Appendix 3 "Requests for review – appeals – complaints to the European Ombudsman – equal opportunities – access to documents – protection of personal data", signed and dated to acknowledge receipt.
- Copy of passport or national identity card

Second PDF scanned file (MAX 5 MB):

- Copies of university diplomas
- Relevant documents relating to the professional experience described under Sections III.B.3 and IV.B

PLEASE DO NOT PROVIDE MORE DIPLOMAS OR PROFESSIONAL CERTIFICATES THAN REQUIRED AT THIS STAGE OF THE PROCEDURE AND BE AWARE OF THE FACT THAT ALL E-MAILS OF MORE THAN 10MB MIGHT BE AUTOMATICALLY REJECTED BY THE SERVER.

INCOMPLETE APPLICATIONS WILL BE AUTOMATICALLY REJECTED.

APPENDIX 2

RECRUITMENT NOTICE NO COR/AST4/27/23/RE

APPLICATION FORM

I hereby submit my application for the above-mentioned **selection procedure**.....

Full name:

Contact email:.....

Contact mobile telephone number:.....

Language skills:

1).. Mother tongue:.....

2).. Test language (If EN or FR is your mother tongue, the tests must be sit in the other of the two languages):.....

3).. Additional relevant working languages:

FORMAL DECLARATION

I declare that the information and all the documents provided in my application are both truthful and complete.

I declare on my honour that:

- i. I am a national of one of the Member States of the European Union;
- ii. I enjoy my full rights as a citizen;
- iii. I have fulfilled any obligations imposed by the laws concerning military service;
- iv. I am able to produce the appropriate character references as to my suitability to perform the duties envisaged;
- v. as far as I am aware, I meet the physical fitness conditions required for the performance of the duties envisaged.

I am aware:

- that my application will be rejected if I do not send the requested documents in accordance with the instructions specified in the recruitment notice;
- that any false declaration will cause the automatic annulment of my application.

Date:

Signature:

APPENDIX 3

PROVISIONS REGARDING

REQUESTS FOR REVIEW – APPEALS – COMPLAINTS TO THE EUROPEAN OMBUDSMAN – EQUAL OPPORTUNITIES – ACCESS TO DOCUMENTS – PROTECTION OF PERSONAL DATA

REQUESTS FOR REVIEW:

You can request a review if:

- the recruitment panel has failed to abide by the provisions governing the selection procedure;
- the recruitment panel has failed to abide by the provisions governing its work.

Please note that the recruitment panel enjoys a broad measure of discretion in assessing whether and to what extent your answers are correct or incorrect. It is therefore not worth contesting your marks unless there has been a manifest error in law or in fact.

You must submit your duly substantiated request within five working days of the date of dispatch of the rejection email. The address is the same as for submitting applications. The HR department will forward your letter to the recruitment panel members, who will examine it and reach a decision within five working days.

In the subject line of your letter, please quote:

- the recruitment notice number,
- "request for review" ("*demande de réexamen*"),
- the stage of the selection concerned (non-admission, final result, etc.).

APPEALS:

At any stage of the selection procedure, if you believe that the CoR or the recruitment panel has acted unfairly or not respected the provisions of the recruitment notice, and that you have been disadvantaged as a result, you can lodge an administrative complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, by sending an e-mail to the secretary-general at the same functional address:

recruitment@cor.europa.eu

In the subject line of your letter, please quote:

- the recruitment notice number,
- "complaint Article 90(2) of the Staff Regulations" ("*réclamation article 90, paragraphe 2, du statut*"),
- the stage of the selection concerned (non-admission, final result, etc.).

Please note that the recruitment panel enjoys a broad measure of discretion.

It is not worth submitting a complaint against a decision by the recruitment panel, as they operate completely independently and their decisions cannot be overturned by the Authority empowered to conclude contracts of the institution. That broad measure of discretion is subject to checks only in the event of a clear violation of the rules governing their work. In that event, a decision by the recruitment panel may be challenged directly before the Court of Justice of the European Union without a complaint having first been lodged under Article 90(2) of the Staff Regulations. An appeal can be lodged under Article 270 of the Treaty on the Functioning of the European Union and Article 91 of the Staff Regulations with the

General Court
Boulevard Konrad Adenauer
2925 Luxembourg
Luxembourg

For details of how to submit an appeal, please consult the website of the General Court (https://curia.europa.eu/jcms/jcms/Jo2_7033/en/).

For both procedures, the time limits start to run from the date you are notified of the decision which is the subject of the appeal.

COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Like all citizens of the European Union, you may lodge a complaint with the:

European Ombudsman

1, avenue du Président Robert Schuman

CS 30403

67 001 Strasbourg

France

<http://www.ombudsman.europa.eu/media/en/default.htm>

Please note that complaints made to the European Ombudsman have no suspensive effect on the period of time laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or appeals with the General Court under Article 270 of the Treaty on the Functioning of the European Union. Similarly, please note that, under Article 2(4) of the general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

EQUAL OPPORTUNITIES

The CoR will take care to avoid any form of discrimination during the selection. It applies an equal opportunities policy and accepts applications without any discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, sexual orientation, marital status or family situation.

Applicants with a disability are invited to indicate any special needs they may have in a sealed confidential note attached to their application. This request will be handled in complete discretion, and no record of it will be kept.

REQUESTS FROM APPLICANTS FOR ACCESS TO DOCUMENTS DIRECTLY CONCERNING THEM

Applicants have a specific right of access to certain information concerning them directly and individually.

Applicants admitted to the tests may obtain, on request, a copy of their individual assessment sheet including the recruitment panel's remarks on their performance. All requests for copies must be made within one month of the date on which the email notifying the decision to end the applicant's participation in the selection was sent. The information will however only be provided to applicants after the recruitment panel has established the list of suitable applicants for recruitment.

Requests will be dealt with in accordance with the requirement for the work of the recruitment panel to be confidential and in compliance with the rules on the protection of individuals with regard to the processing of personal data.

PROTECTION OF PERSONAL DATA

The CoR, as the body responsible for organising this selection, shall ensure that applicants' personal data is processed in strict compliance with Regulation (EU) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1274/2002/EC (Official Journal of the European Union L 295/39, 21.11.2018), particularly as regards confidentiality and security.

The CoR Data Protection Officer provides an independent advisory function as regards the application of Regulation 2018/1725 and is required to keep a central register of all the records of processing activities on personal data carried out by the institution.

Personal data will be collected and processed solely for the purpose of organising this selection and managing the resulting list of suitable applicants (including aspects relating to any internal or external audits or any legal proceedings relating to the selection); where relevant, certain data will be added to the personal file of successful applicants who become officials.

The recipients of the data are:

- the staff in charge of the recruitment procedure within the Directorate for Human resources and finance;
- the members of the selection panel;
- where applicable, the Legal Service;
- where applicable, the internal audit service, the Court of Auditors, the disciplinary authorities, OLAF and the Court of Justice.

Applicants have a right of access, rectification, blocking, erasure and objection (e-mail: recruitment@cor.europa.eu) on request for the rights of access and rectification.

Applicants have access to their applications, for which they have a right of rectification:

- with regard to the documents demonstrating eligibility, up until the closing date for applications;
- with regard to identity data, with no time limit.

Right of blocking, objection and erasure: within five working days of receipt of the request.

Documents relating to the selection procedure (including those relating to the rejected applicants) will be kept by the responsible department in the administration for five years following recruitment of suitable applicant(s) (this period is justified by the need to be able to respond to a possible audit procedure).

With regard to successful selection procedure applicants who have not been recruited, documents concerning them that were obtained when they registered for the selection will be kept for two years after the list expires.

With regard to successful applicants who are recruited, the documents concerning their selection, their application file and a copy of the list will be placed in their personal files.

Any documents concerning a request relating to a disability will be destroyed after the end of the procedure, unless the said request resulted in costs being incurred, in which case they will be kept for five years (this period is justified by the need to be able to respond to a possible audit procedure).

Once the retention period has elapsed, the documents will be destroyed.

Applicants' attention is drawn to the fact that they have the option of contacting the CoR's Data Protection Officer (DPO): data.protection@cor.europa.eu, and of contacting the European Data Protection Supervisor at any time: edps@edps.europa.eu.

Received by the applicant:

Date: Signature: