



# The promotion exercise

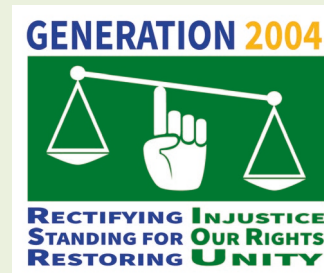
The written and unwritten rules of  
the yearly promotion cycle

Brussels 30 January 2024

[REP-PERS-OSP-GENERATION-2004@ec.europa.eu](mailto:REP-PERS-OSP-GENERATION-2004@ec.europa.eu)



# Appraisal exercise calendar 2024\*



Timing	Step	Comments
8 January 2024	Publication of the Administrative Notice	
8-10 January 2024	Launch of self-assessments	SYSPEP open for self-assessment
From mid-January 2024	Dialogues	Where self-assessments are already complete and Reporting Officers / Reporting Officers by Delegation are available to hold dialogues, they can be held as from mid-January.
22 January 2024	Deadline for signature of self-assessment	All staff should have at least 8 working days to complete the self-assessment, not including days without access to SYSPEP, for example due to leave or illness.
2 February 2024	Deadline for holding dialogues	Another deadline may be fixed by the DG, provided that the deadline of 19 February can be respected.
19 February 2024 at the latest	Deadline for the signature of the report	Within 10 working days of dialogue
	Transmission of reports to jobholders	Reports are transmitted to jobholders as soon as they are written.
	Deadline for comments and appeals	Jobholders have 5 working days, not including days without access to SYSPEP, to make comments or to appeal (with the possibility to request a dialogue), starting from the date of transmission of the report.
28 March 2024	Deadline for decisions on appeals	Comments, adjustment or confirmation of the report by the Appeal Assessor, after a second dialogue if requested, within 20 working days of any appeal.

\* [Indicative timetable](#)

# Appraisal exercise calendar 2024<sup>\*</sup>

## for contract agents

**GENERATION 2004**



**RECTIFYING INJUSTICE  
STANDING FOR OUR RIGHTS  
RESTORING UNITY**

Timing	Step	Comments
8 January 2024	Publication of the Administrative Notice	
8-10 January 2024	Launch of self-assessments	SYSPER open for self-assessment
From mid-January 2024	Dialogues	Where self-assessments are already complete and Reporting Officers / Reporting Officers by Delegation are available to hold dialogues, they can be held as from mid-January.
22 January 2024	Deadline for signature of self-assessment	All staff should have at least 8 working days to complete the self-assessment, not including days without access to SYSPER, for example due to leave or illness.
2 February 2024	Deadline for holding dialogues	Another deadline may be fixed by the DG, provided that the deadline of 19 February can be respected.
19 February 2024 at the latest	Deadline for the signature of the report	Within 10 working days of dialogue
	Transmission of reports to jobholders	Reports are transmitted to jobholders as soon as they are written.
	Deadline for comments and appeals	Jobholders have 5 working days, not including days without access to SYSPER, to make comments or to appeal (with the possibility to request a dialogue), starting from the date of transmission of the report.
28 March 2024	Deadline for decisions on appeals	Comments, adjustment or confirmation of the report by the Appeal Assessor, after a second dialogue if requested, within 20 working days of any appeal.

\* [Indicative timetable](#)



# Overview of the appraisal and promotion exercise

## Appraisal exercise



Self-assessment

Appraisal  
interview

Appraisal  
report

DG draft promotion  
proposals lists

Discussion with  
staff representation

Promotion proposal  
lists published



Promotions Joint  
Committee

Publication of  
promotions list



## Promotions exercise

 - May be appealed in Sysper2

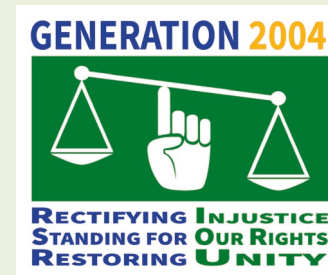
  - May be appealed using Art. 90.2 (Complaint)

# General



- The reference date for promotion is 1 January of the given year
- If you change DG: the cutting date for the responsibility for your promotion is 2 March

# Average promotion pace

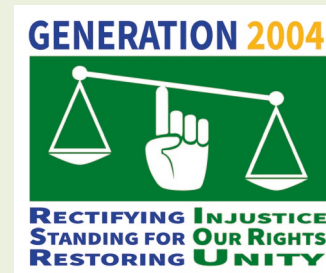


Grade	Assistants	years	Administrators	years	Assistants/Clerks	years
13	—		15%	<b>6,5</b>		
12	—		15%	<b>6,5</b>		
11	—		25%	<b>4</b>		
10	20%	<b>5</b>	25%	<b>4</b>		
9	8%	<b>12,5</b>	25%	<b>4</b>		
8	25%	<b>4</b>	33%	<b>3</b>		
7	25%	<b>4</b>	36%	<b>2,8</b>		
6	25%	<b>4</b>	36%	<b>2,8</b>	—	
5	25%	<b>4</b>	36%	<b>2,8</b>	12%	<b>8,3</b>
4	33%	<b>3</b>	—		15%	<b>6,5</b>
3	33%	<b>3</b>	—		17%	<b>5,8</b>
2	33%	<b>3</b>	—		20%	<b>5</b>
1	33%	<b>3</b>	—		25%	<b>4</b>

These are collective, not individual guarantees!

[Data from the Staff Regulations](#)

# Average reclassification pace



<i>Function group</i>	<i>Grade</i>	<i>Average number of years spent in the grade before reclassification into the next grade</i>
IV	18	-
	17	between 6 and 10
	16	between 5 and 7
	15	between 4 and 6
	14	between 3 and 5
	13	between 3 and 5
III	12	-
	11	between 6 and 10
	10	between 5 and 7
	9	between 4 and 6
	8	between 3 and 5
	7	-
II	6	between 6 and 10
	5	between 5 and 7
	4	between 3 and 5
	3	-
I	2	between 6 and 10
	1	between 3 and 5

- [reclassification-contract-agents-gips-87-3-consolidated-en.pdf \(europa.eu\)](https://european-council.europa.eu/media/1000000/1/attached_documents/1000000/1/reclassification-contract-agents-gips-87-3-consolidated-en.pdf)

# January/February

## Dialogue with your Reporting Officer



- A good dialogue is key for a **positive** appraisal.
- Prepare your most important **points**.
- **Be positive and focus on your achievements!**
- Based on your self-assessment report under new section “Future Development”, **appraisal dialogue** will address two future elements: **learning and development needs** and **aspirations in terms of mobility** (if applicable – each staff member is encouraged to start reflecting on his/her possible future mobility options after 3 or 4 years on the job) – **new guidance to draft self-assessment (2023)**.
- Explain your wish for career **progression/promotion**
- Remind your RO of the **importance of using adjectives** when writing your Appraisal Report.
- **Speak with your Director as well!**
- **DG HR is allocating promotion quotas to each DG per grade**



# March/April



- Each DG is setting up its draft promotion list
- Directors play a crucial role
- April: preparations start for the +/- 40 meetings between Directors-General and staff representatives
- If you want to take part in this exercise, send us an email:  
[REP-PERS-OSP-GENERATION-2004@ec.europa.eu](mailto:REP-PERS-OSP-GENERATION-2004@ec.europa.eu)

# May



- Each Director General discusses in a meeting with staff representatives the draft promotion list
- Staff representatives play a crucial role to ensure here the “comparison of merits” which is required by the Staff Regulations

# June



- The draft list of proposed officials for promotion will be published around 16 June
- You have 5 working days to file an **appeal**
- 5% of the total promotion quota in the Commission is allocated through the appeal exercise.
- Only the members of the Joint Promotion Committee will decide on your appeal and promotion – your HoU, your Dir. and your DG are not involved anymore in this

# July - August



- The Joint Promotion Committee starts its work
- Read all appeals + all reports
- Staff Representatives agree on a common position for each file
- Administration (probably) does the same – we guess, we don't know

# September



The members of the Joint Promotion Committee:

- Form a working group (which does the actual work) below:
- discuss each and every appeal;
- come to an agreement on each case whether to propose or not for promotion;
- proposes the final draft proposal list for promotion to DG HR.

# October



- The members of the Joint Promotion Committee hold a meeting with DG HR to approve the final list
- The Appointing Authority (DG HR) has the final word before publishing the final list of promoted officials.

# November



- Mid November: the final list of promoted officials is published
- Your promotion will take effect retroactively as of 1 January of the given year
- Your promotion will be visible in your December salary slip

- **EXERCISE FINISHED**

- You can make an article 90(2) SR complaint against non-promotion (chances practically zero)

# Questions?



Email us:

[REP-PERS-OSP-GENERATION-2004@ec.europa.eu](mailto:REP-PERS-OSP-GENERATION-2004@ec.europa.eu)

<https://generation2004.eu/>

[Join G2004](#)