

# The promotion exercise: appeals

14 June 2024

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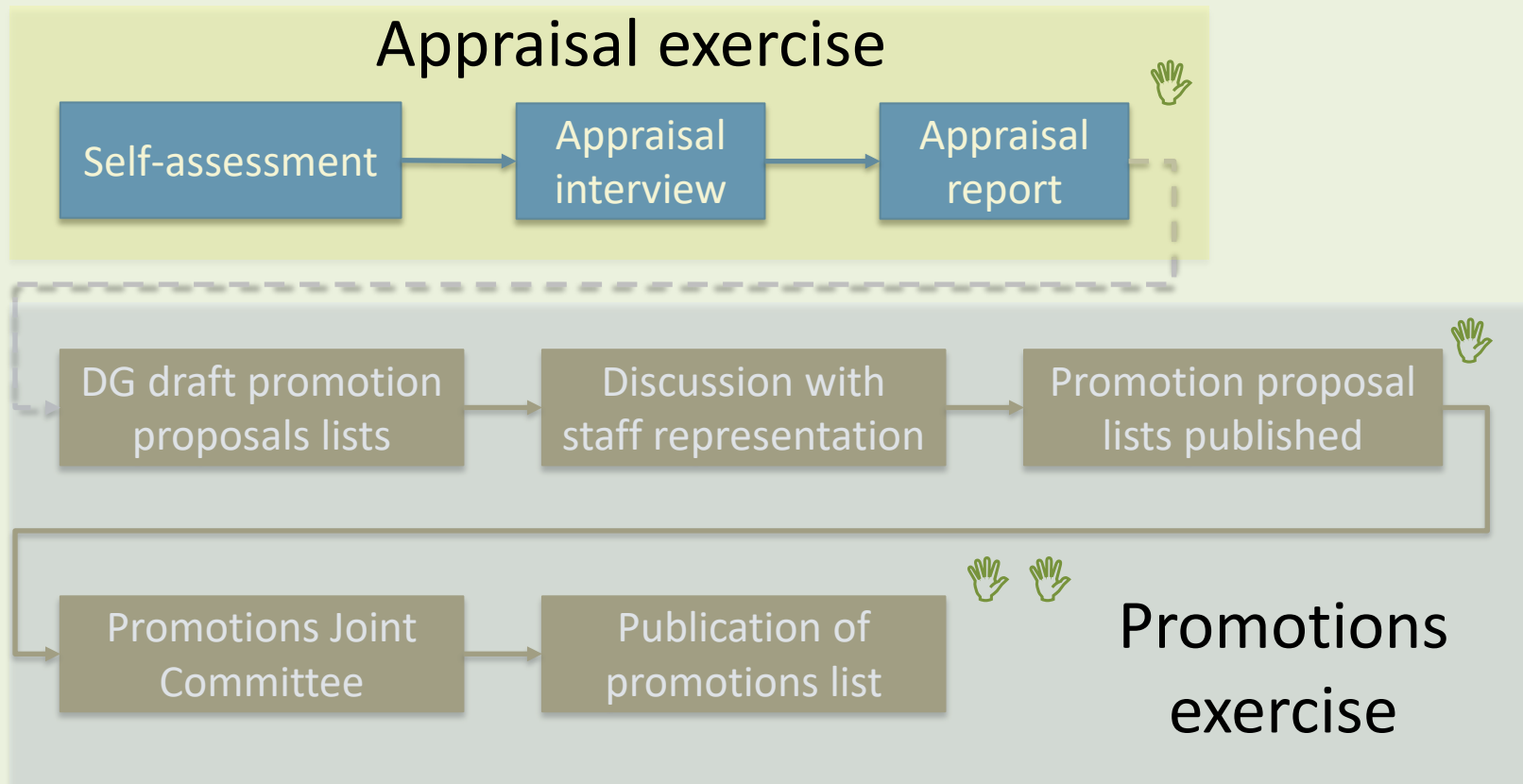
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# Before we start



- We record the presentation part of this conference.
- We do **NOT** record the Q&A part; nor do we publish the chat.
- Recordings and presentation available via the website article about this conference after the actual conference:  
<https://generation2004.eu/the-2024-reclassification-appeals-season-opens-thursday-13-june-generation-2004-is-here-to-help/>  
→ **No need to ask via chat/e-mail for it!**
- This announcement was brought to you by our (absolutely awesome) secretariat 😊

# Overview of the appraisal and promotion exercise



- May be appealed in Sysper2

- May be appealed using Art. 90.2 (Complaint)

# January – April



- January: self-assessment
- February: meeting with your Reporting Officer
- March: DG HR is allocating promotion quotas to each DG per grade
- April: DGs draft their first lists of officials proposed for promotion

# 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
- However: final decision is with DG!

# Average promotion pace

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

These are collective, not individual guarantees!

[Data from the Staff Regulations](#)

# Average reclassification pace



FG	Grade	bracket	Average
IV	17	[6, 10]	8
	16	[5, 7]	6
	15	[4, 6]	5
	14	[3, 5]	4
	13	[3, 5]	<b>3</b>
III	11	[6, 10]	8
	10	[5, 7]	6
	9	[4, 6]	5
	8	[3, 5]	<b>3</b>
II	6	[6, 10]	8
	5	[5, 7]	6
	4	[3, 5]	<b>3</b>
I	2	[6, 10]	8
	1	[3, 5]	<b>3</b>

These are collective, not individual guarantees!

[Data from the GIPs](#)

# Reference dates



- **Seniority in the grade:** the reference date for promotion is 1 January of the given year
- At least 2 years in the grade for a promotion/reclassification
- If you change DG: the cutting date for the responsibility for your promotion is **2 March**

# June



- The **draft list** of proposed officials for promotion was published on 13 June
- The **draft list** of proposed CAs for reclassification was published on 13 June
- You have 5 working days to file an **appeal**.
- Days where you could not access Sysper do not count in the 5 working days (sick/annual leave, bank holidays, ...)
- Button not visible → write to [HR](#)

# Appeal – negative consequences?



- Only the members of the Joint Promotion/Reclassification Committee will decide on your appeal and promotion/reclassification – your HoU, your Director are not involved anymore in this and cannot see your appeal!
- If you get a promotion/reclassification via an appeal → one problem less for them next year

# Appeal



- The promotion committee will analyse your appeal on the basis on these 3 elements:
  - **Merits, Responsibilities** (management and team leadership; financial, representation), **Languages** (used at work)
- Draft max. 1.5 A4 pages:
  - **Add quotations from your reports** underlining your performance (**the most positive adjectives**)
  - Mention all kinds of longer absences (maternity, parental, sick leave, CCP), part-time work, mobility or secondment
  - NEVER refer to others, NEVER compare your performance with others colleagues' performance
  - Keep the text as short as possible but precise and concise!  
**Don't repeat your appraisal reports!**

# Example

## Quotations from my report 2023

- contributed significantly to the performance of the unit
- contributions were instrumental in drafting the adopted strategies and .. acts
- demonstrated excellent command of the political and legal aspects of the XX portfolio
- demonstrated that she is an excellent team player
- demonstrated very good negotiation skills

## Quotations from my report 2022

- deliver work of high quality standard...instrumental in getting the unit off to a flying start
- excellent command of the legal aspects
- fulfilled all the responsibilities of a very good manager in the Commission
- has the right political sensitivities and maturity to take on higher responsibilities in the future
- I have always been able to count with XX's support, competence and dedication
- We have put together not only a highly efficient but also very pleasant team and working atmosphere.

# Our help



- We will help you by reviewing your draft appeal → register on our website.
- **We cannot write the draft for you!**
- Please draft it over the weekend
  - We need time for the review
  - You need time to incorporate the feedback
- Deadline in Sysper: 20 June! This is a hard deadline.

# July – August



- The Joint Promotion Committee starts its work
- You may or may not see their accesses to your file in Sysper (they get PDF versions from HR, but sometimes they need more than the reports)
- The members of the Joint Promotion Committee analyse and compare the appeals and the appraisal reports

# September



- The members of the Joint Promotion Committee:
  - Discuss each and every appeal
  - come to an agreement on each case whether to propose or not for promotion
  - proposes the final draft 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
- Reasons for exclusion from the promotion exercise: CCP, IDOC

# 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 complaint against non-promotion (chances practically zero)

# Questions?



Email us:

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