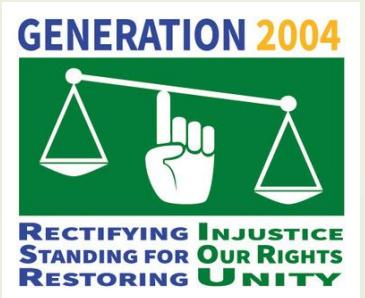


# The promotion / reclassification exercise

The written and unwritten rules of  
the yearly promotion cycle

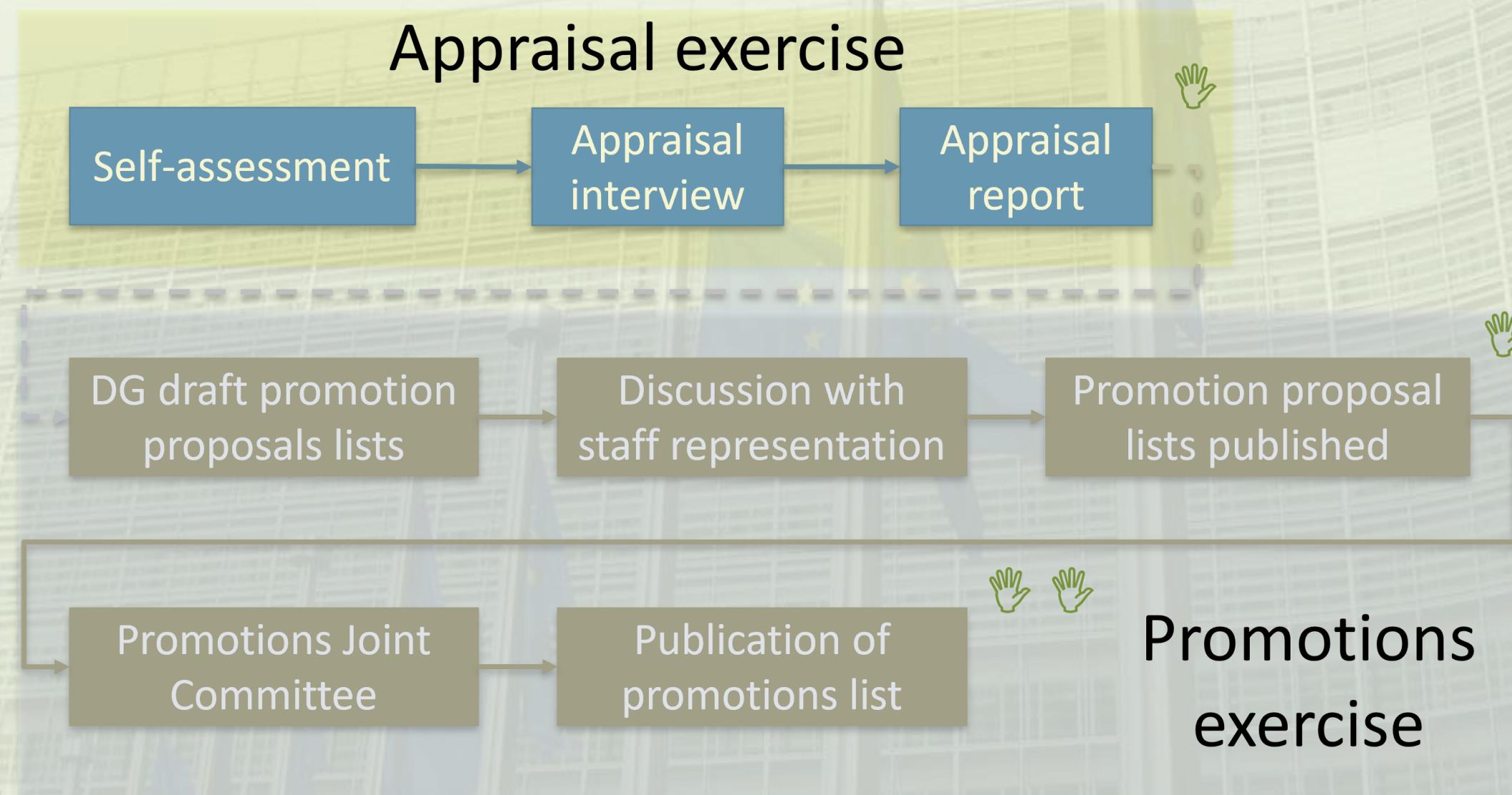
***5 February 2026***



# Before we start

1. We record the presentation part of this conference
2. We do **NOT** record the Q&A part; nor do we publish the chat.
3. Recording and presentation will be available on our website for your convenience. <https://generation2004.eu/conference-how-to-increase-your-chances-to-get-a-promotion-reclassification-in-2026/>

# Overview of the appeal and promotion exercise



 - May be appealed in Sysper2

 - May be appealed using Art. 90.2 (Complaint)

# Appraisal exercise calendar 2026\* Officials and TAs

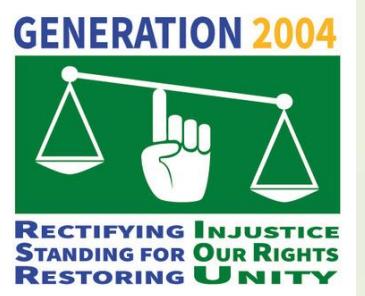
Timing	Step	Comments
7 January 2026	Publication of the Administrative Notice	
7-9 January 2026	Launch of self-assessments	SYSPER open for self-assessment
From mid January 2026	Dialogues	Where self-assessments are already complete and Reporting Officers / Reporting Officers by Delegation are available to hold dialogues, they can be held as from mid-January.
21 January 2026	Deadline for signature of self-assessment	All staff should have 8 working days to complete the self-assessment, not including entire days without access to SYSPER, for example due to leave, illness or mission.
2 February 2026	Deadline for holding dialogues	
18 February 2026 at the latest	Deadline for the signature of the report	Within 10 working days from the dialogue
	Deadline for comments and appeals	Jobholders have 5 working days, not including entire 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. We draw your attention that a half-day of presence counts as an entire day in the deadline of 5 working days.
27 March 2026	Deadline for decisions on appeals	Comments, adjustment or confirmation of the report by the Appeal Assessor, after a second dialogue if requested by the jobholder at the time of the appeal, within 20 working days (please note that the consultation of DG HR, in case of unsatisfactory report, suspends this 20 working-day deadline).

\* Indicative timetable for Officials and TAs

# Appraisal exercise calendar 2026\* Contract Agents

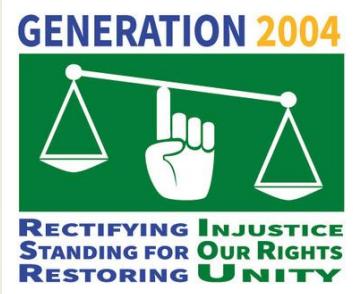
Timing	Step	Comments
7 January 2026	Publication of the Administrative Notice	
7-9 January 2026	Launch of self-assessments	SYSPER open for self-assessment
From mid-January 2026	Dialogues	Where self-assessments are already complete and Reporting Officers/Reporting Officers by Delegation are available to hold dialogues, they can be held as from mid-January.
19 January 2026	Deadline for signature of self-assessment	All staff should have 8 working days to complete the self-assessment, not including entire days without access to SYSPER, for example due to leave, illness or mission.
25 February 2026	Deadline for holding dialogues	
11 March 2026 at the latest	Deadline for the signature of the report.	Within 10 working days from the dialogue.
18 March 2026	Deadline for comments and appeals	Jobholders have 5 working days, not including entire 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. We draw your attention that a half-day of presence counts as an entire day in the deadline of 5 working days.
14 April 2026	Deadline for decisions on appeals	Comments, adjustment or confirmation of the report by the Appeal Assessor, after a second dialogue if requested by the jobholder at the time of the appeal, within 20 working days (please note that the consultation of DG HR, in case of unsatisfactory report, suspends this 20 working-day deadline).

\* Indicative timetable for CAs



# General rules

1. The reference date for promotion is 1 January of the given year
2. ...but sometimes it could be a later date!
3. If you change DG: the cutting date for the responsibility for your promotion is usually 2 March



# Average promotion pace

Grade	ASTs	Years	ADs	Years	AST / SCs	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

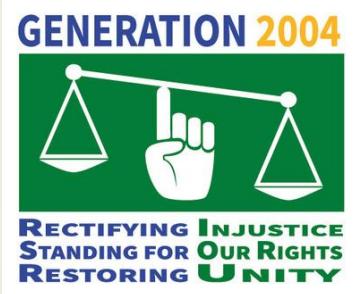
<u>Function Group</u>	<u>Grade</u>	<u>Average number of years spent in the grade before reclassification into the next grade</u>
IV	18	-
	17	Between 6 and 10
	16	Between 5 and 7
	15	Between 4 and 6
	14	Between 3 and 5
	13	Between 3 and 5
III	12	-
	11	Between 6 and 10
	10	Between 5 and 7
	9	Between 4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

*Timeline : January - February*

## Dialogue with your RO (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**



*Timeline : March - April*

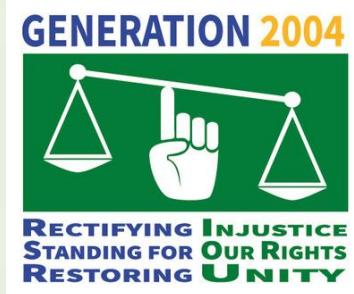
## Draft promotion lists

- 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)

*Timeline : May*

## Discussion with Staff Representatives

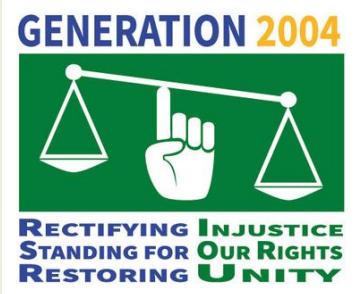
- Each Director General discusses in a meeting with staff representatives the draft promotion list
- Staff representatives play a crucial role to ensure here the “comparison of merits” which is required by the Staff Regulations
- Changes to the list in this phase are possible, but **no extra quota!**



## *Timeline : June*

# List publication and Appeal

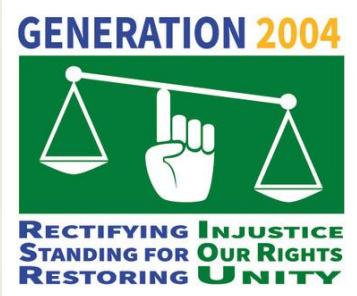
- The draft list of proposed officials for promotion will be published mid-June
- You have 5 working days to file an **appeal**
- 5% of the total promotion quota in the Commission usually allocated through the appeal exercise.
- Only the members of the Joint Promotion Committee will decide on your appeal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



*Timeline : July - August*

## Joint Promotion Committee

- The Joint Promotion Committee starts its work
- Forms a working group (which does the actual work) below:
  - Working group members 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



*Timeline : September*

## Joint Promotion Committee - 2

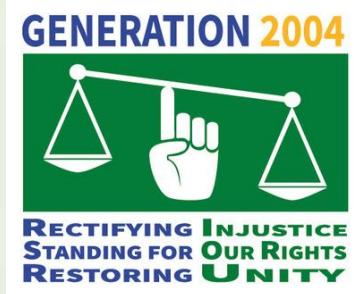
All the members of the Working Group (admin + staff reps):

- 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.

*Timeline : October*

## Joint Promotion Committee - 3

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



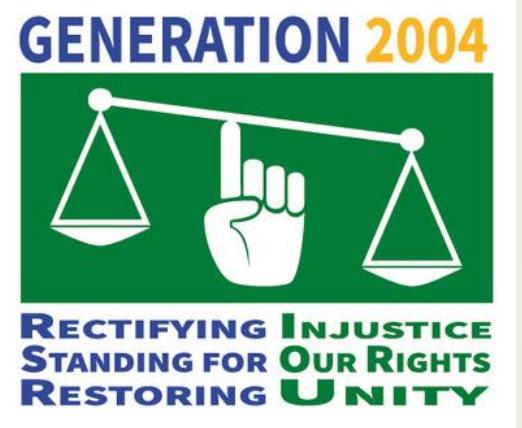
*Timeline : November*

## Final list publication

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

## EXERCISE FINISHED

- You can make an article 90(2) SR complaint against non-promotion (very low chances to succeed!)



*generation2004.eu*

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# Thank you!

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

[\*\*https://generation2004.eu/\*\*](https://generation2004.eu/)

**Join us**



# Q&A

