

## ***Promotion Civil servant 2025***

The following timetable is indicative and does not constitute a guarantee that the dates shown will actually be respected.

<b>Date</b>	<b>Steps</b>	<b>Comments</b>
8 January 2025	Start of self-assessments	
8-10 January 2025	Launch of self-assessments	SYSPER is open for self-assessment
From mid-January 2025	Dialogues	Provided that the self-assessment has been completed and the assessor is available for the dialogue, the dialogue can take place from mid-January.
22 January 2025	Deadline for signing self-assessments	All jobholders should have 8 working days to complete their self-assessment, not including full days without access to SYSPER, for example due to leave, illness or mission.
2 February 2025	Deadline for dialogues	Another deadline may be set by the DG, provided that the 19 February deadline for reports is met.
19 February 2025 at the latest	Deadline for signing the report	Within 10 working days of the dialogue
	Transmission of reports to jobholders	Reports are forwarded to jobholders as they are written.

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	Deadline for comments and appeals	Jobholders have 5 working days, not counting full days without access to SYSPER, from the date of transmission of the report, to make their comments or appeal (with the possibility of requesting a dialogue). Please note that half a day's attendance counts as a full working day within the 5 working day period.
28 March 2025	Deadline for decisions on appeals	Modification or confirmation of the report by the appeal assessor, after a dialogue if requested, must take place within 20 working days of the appeal (please note that consultation of the DG HR, in the event of an unsatisfactory report, suspends this 20-working day period).