



APPEAL DEADLINES & GENERAL ADVICE

The lists of proposals for the reclassification exercise will be available in your Sysper 2 from 13 June.

As a reminder, you will find the indicative calendar by clicking on [this link](#).

If you are not one of the people proposed for this reclassification exercise, you have **FIVE working days** from the date of publication to lodge an appeal (this period may be extended in the event of justified absence: annual leave or sick leave).

You're not proposed, but you have the following points:

- Seniority in your grade
- Responsibilities within the department
- Merits recognised by your hierarchy
- Language and writing skills

I want to appeal: how do I draw it up?

- ✓ You have until 20 June to lodge your appeal in your Sysper profile only. This deadline is suspended if you are on sick leave or annual leave
- ✓ You must be concise and brief in the introduction to your appeal: 1 to 2 draft pages maximum
- ✓ Express yourself in the first person as if you were writing a covering letter
- ✓ Be factual, as the Reclassification Committee has access to your old assessment reports
- ✓ Be courteous and motivated, without denigrating your superiors or colleagues, or complain about unequal treatment
- ✓ Avoid any negative comments, such as mentioning objectives that you were unable to achieve
- ✓ Summarise your achievements and skills using previous appraisal reports from your direct hierarchy (don't just quote them)
- ✓ Prove that you are a resilient and effective agent despite the difficulties encountered

THE SFE UNION CAN HELP YOU

Remember that every case is different, and the SFE union strives to help anyone who wishes to appeal.

We have listed a number of general cases below.

*Whether or not you are member of our union, and in the interests of fairness, **we cannot guarantee that you will get your reclassification despite your appeal, your skills, your seniority in your grade, and your merits.***

The unions are involved in the appeals process, but the final decision rests with the Reclassification Committee and DG HR, with a limited number of people eligible for the reclassification within your DG and competition between several profiles of the same grade.

Please do not hesitate to contact us quickly for a review of your appeal on our functional email box :

osp-sfe@ec.europa.eu

CASE 1: UNJUSTIFIED CAREER DELAY

You have reached or exceeded average tenure in your grade

Following my Director General's invitation to consult the list of reclassification proposals, I would like to submit an appeal against my non-proposal to the Joint Promotions Committee.

I have not been proposed for reclassification despite my **good/very good/excellent** merits over time, as indicated in my appraisal reports, and my tenure of **[X] years [calculated between 1st January of the current year and the date of your last reclassification]** in my grade. I am therefore facing a non-proposal which does not seem justified to me given the reasons given above and **[add other reasons]**.

I therefore ask the Joint Reclassification Committee to check the consistency and fairness of the exercise in my grade, in order to ensure compliance with the promotion criteria in accordance with Art. 87 of the GIPs and to propose me for reclassification.

CASE 2: YOU ARE NOT PROPOSED DESPITE EXCELLENT CRITERIA

You meet all the criteria but are not proposed

Following my Director General's invitation to consult the list of proposals for reclassification, I wish to submit to the Joint Reclassification Committee an appeal against my not being proposed for reclassification.

I had a legitimate expectation of being proposed for reclassification this year in view of my merits as indicated in my last appraisal reports **[explain the reasons: very good appraisal reports, significant responsibilities, difficult special circumstances, significant workload, etc.]**. However, I have not been proposed for reclassification and I am therefore facing a non-proposal which does not seem justified to me given the reasons given above **[despite having / with moreover] a tenure of [X] years [calculated between 1st January of the current year and the date of your last reclassification]** in my grade.

I therefore ask the Joint Reclassification Committee to check the consistency and fairness of the exercise in my grade, in order to ensure compliance with the promotion criteria in accordance with Art. 87 of the GIPs and to propose me for reclassification.

CASE 3: DISCRIMINATION

You meet all the criteria, but you have not been proposed because of discrimination

Following my Managing Director's invitation to consult the list of reclassification proposals, I would like to submit an appeal against my non-proposal to the Joint Reclassification Committee.

I have not been proposed despite my **good/very good/excellent** merits over time, as indicated in my appraisal reports, and my tenure of **[X] years [calculated between 1st January of the current year and the date of your last reclassification]** in my grade. I am therefore facing a non-proposal which does not seem justified to me given the reasons given above, to which I would add possible discrimination given **[choose a reason and explain: part-time, recent mobility, maternity/parental leave, illness, teleworking, other reasons]**.

I am therefore asking the Joint Reclassification Committee to check the consistency and fairness of the exercise in my grade, in order to ensure that the reclassification criteria are met in accordance with Art. 87 of the GIPs and to propose that I be reclassified.