



DÉLAI D'APPEL & CONSEILS GÉNÉRAUX

The lists of proposals for the promotion 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 Promotion 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 Promotion 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 (see Annex 1B to the Staff Regulations) but you're not proposed

Following the invitation by my Director-General to consult the promotion list, I wish to file an appeal with the Joint Promotion Committee.

My merit over time has accumulated to [X] years [calculated between the first of January of the current year and your last promotion] and I therefore face an unjustified career delay, despite proven consistent and good merits. [add reasons]

I therefore ask the Joint Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45, with a view to promote me in [current year].

CASE 2: YOU ARE NOT PROPOSED DESPITE EXCELLENT CRITERIA

You meet all the criteria for promotion but you are not proposed

Following the invitation by my Director-General to consult the promotion list, I wish to file an appeal with the Joint Promotion Committee.

My merit over time has accumulated to [X] years and I therefore reach the average career speed foreseen for my grade, despite fulfilling all promotion criteria with regard to [elaborate on reasons: very good evaluation reports, responsibilities beyond your grade, languages, particularly difficult circumstances, high workload, ...]

I therefore ask the Joint Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45 with a view to promote me in [current year].

CASE 3: 3rd LANGUAGE – ART. 45.2 (mainly AST1, AST3 and AD5)

This is your first promotion: you fulfil all promotion criteria except for the third language

Following the invitation by my Director-General to consult the promotion list, I wish to file an appeal with the Joint Promotion Committee.

My merit over time has accumulated to [X] years and I therefore arrive at / exceed the average career speed foreseen for my grade. Despite fulfilling all promotion criteria with regard to merits and the accumulated merit over time, I was not proposed for promotion because of not fulfilling the 3rd language criterion. Due to [elaborate on reasons: heavy workload, illness, family reasons...] I failed to prove my ability to work in a third Community language to date. However, I am willing and able to fulfil the third language criterion before the end of [current year] [elaborate on how and when: I already signed up to ... courses in the Commission / I am following language training at the XY language school...]

I therefore ask the Joint Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45 with a view to promote me in [current year].

CASE 4: DISCRIMINATION

You fulfil all promotion criteria but are not proposed for promotion, possibly for discrimination

Following the invitation by my Director-General to consult the promotion list, I wish to file an appeal with the Joint Promotion Committee.

My merit over time has accumulated to [X] years and I therefore arrive at / exceed the average career speed foreseen for my grade. Despite fulfilling all promotion criteria with regard to my evaluation reports, languages and [only if applicable: responsibilities] I was not proposed for promotion. A possible reason why my DG might have left me out of the promotion list might be discrimination on the basis of [select and elaborate, part time work / recent mobility / parental leave / illness / teleworking; add reasons]

I therefore ask the Joint Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45 with a view to promote me in [current year].