



The Union for Staff of the European Institutions

Brussels, 4th April 2013

R&D keeps you informed: Promotion exercise 2013

The 2013 promotion exercise will begin this month. As in previous years, **R&D** is keeping you informed, is advising you and helping you to make any appeals that may arise.

Quota and cascade

- The DG HR has attributed a quota of promotions to each DG for each grade, the quota being supposed to take account of the numbers of staff and length of time staff have spent in each grade.
- The number of promotions is set by grade, and each DG is required to respect them, although there is some flexibility which allows them to transfer between 1 and 4 promotions by functional group (AD and AST) to a lower grade; this is called the "**cascade**" technique.
- The notion of points no longer exists since last year's exercise. The only remaining transitional measures are as follows:
 - DGs must justify any failure to propose Civil Servants who were 5 points or less from the 2011 promotion thresholds and who were not promoted last year.
 - Civil Servants who were between 6 and 12 points from the 2011 promotion thresholds and who were not promoted last year are detailed in Sysper2. This indication is present to give a reminder that with such a distance from the threshold, the Civil Servants could reasonably have expected to be promoted this year, but there is no obligation on the part of the DG to propose them for promotion this year.

Average time in grade

The table below sets out the average time staff spend in each grade: this time should be calculated between the date of the last promotion and 1st January 2013.

	Average time in grade
AD5	3 years
AD6	3 years
AD7	3 years
AD8	3 years
AD9	4 years
AD10	4 years
AD11	4 years
AD12	4 years
AD13	5 years

	Average time in grade
AST1	3 years
AST2	3 years
AST3	3 years
AST4	3 years
AST5	4 years
AST6	4 years
AST7	4 years
AST8	4 years
AST9	5 years
AST10	5 years

	Average time in grade
AST4/C	4,5 years
AST5/C	4,5 years
AST6/C	5 years
AST2/D	4,5 years
AST3/D	4,5 years
AST4/D	10 years

Production of lists of provisional promotions

After a comparison of candidates' merits for promotion, each DG will produce a provisional list of Civil Servants to be promoted, and the Directors General will meet (between April 22 and May 15) the mandated delegates of the Central Staff Committee for discussions on the composition of these lists. These discussions are very important: they are the opportunity to discuss all the proposals for promotion and to suggest modifications. Almost 200 changes were made to the initial lists following the corresponding discussions during the 2012 promotion exercise.

Publication of the provisional lists and appeals

The lists of provisional promotions will then be published in Sysper2 **on or about May 27th**. An eligible Civil Servant will then have 5 working days to appeal if he or she is not on this list and thinks he or she should have been promoted.

Appeals will be looked at before **mid-July** by the AD and AST joint committees, which will make a recommendation whether to add or not the Civil Servant's name to the list of promotions. These joint committees will have a quota of 5% of the total number of promotions (that is **130 promotions** per committee) to attribute.

Publication of definitive lists

Following the publication of the definitive lists of promoted Civil Servants, probably **the end of September or the beginning of October**, Civil Servants will have 3 months to appeal under Article 90 if he or she is not satisfied with the result of his or her appeal.

R&D at your disposition

R&D remains attentive to all staff, and is available to respond to all requests for information from now on. **R&D** recommends that any Civil Servants wishing to appeal following the publication of the provisional lists should not hesitate to make contact with his or her representatives so they can help with preparation of the appeals against non-promotion.

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