

Europol Recruitment Guidelines



Selection and Recruitment Team
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TABLE OF CONTENTS:

EUROPOL RECRUITMENT GUIDELINES	1
1. INTRODUCTION.....	3
1.1. AIMS AND OBJECTIVES	3
1.2. ABOUT EUROPOL AS AN EQUAL OPPORTUNITY EMPLOYER	3
1.3. KEY DOCUMENTS RELATED TO THE SELECTION AND RECRUITMENT PROCESS	4
2. SELECTION AND RECRUITMENT PROCESS IN A NUTSHELL	4
3. ELIGIBILITY CRITERIA.....	5
3.1. GENERAL REQUIREMENTS	5
3.2. QUALIFICATIONS	5
4. HOW TO APPLY.....	7
4.1. APPLICATION FORM	7
5. OVERVIEW OF THE SELECTION AND RECRUITMENT PROCEDURE	7
5.1. SELECTION COMMITTEE	7
5.2. ASSESSMENT OF APPLICATIONS	8
5.3. INTERVIEW AND WRITTEN TEST/PRACTICAL TEST.....	8
5.4. OUTCOME OF THE SELECTION PROCEDURE: APPOINTMENT AND RESERVE LIST.....	9
5.5. COMMUNICATION WITH APPLICANTS	10
5.6. REIMBURSEMENT OF EXPENSES DURING THE SELECTION PROCEDURE	10
5.7. APPEAL PROCEDURE AND COMPLAINTS TO THE EUROPEAN OMBUDSMAN.....	10
6. GENERAL INFORMATION	10
6.1. PRIVACY NOTIFICATION	11
6.2. SECURITY SCREENING.....	12
7. ANNEXES	13
7.1. ANNEX A: "CERTIFICATE OF GOOD CONDUCT" – EU MEMBER STATES	13
7.2. ANNEX B: COMMON EUROPEAN FRAMEWORK OF REFERENCE FOR THE LEVELS OF LANGUAGES – SELF ASSESSMENT GRID	14
7.3. ANNEX C: RULES ON A FINANCIAL CONTRIBUTION TO TRAVEL AND SUBSISTENCE ALLOWANCE FOR CANDIDATES INVITED TO A SELECTION PROCEDURE ORGANISED BY EUROPOL	15



1. INTRODUCTION

1.1. Aims and Objectives

The main purpose of this document is to provide the prospective candidates interested in applying for a job at Europol with a clear picture of Europol's selection and recruitment process and to familiarize them with the main documents used in this process.

1.2. About Europol as an equal opportunity employer

Europol is a young and growing organisation since its transformation into an EU agency in 2010, seeking creative, self-reliant and energetic employees. The organisation occupies a new, state-of-the-art headquarters in The Hague.

Europol applies a policy of equal opportunity for women and men and selects staff without distinction as to race, colour, ethnic or social origin, genetic features, religion or belief, political or any other opinion, disability, age, sex or sexual orientation, membership of a national minority, property, birth and language, and without reference to their marital status or family situation.

There is no nationality or gender quota system in operation but Europol is required to strive for a broad range of nationalities and equality of gender in order to keep a well-balanced distribution among its staff members and to promote strong levels of diversity.

1.3. Key documents related to the Selection and Recruitment process

Documents needed for application:

1. **Application Form TA & CA** – to be used if you apply for a Temporary or a Contract Agent post
2. **Self-Assessment Grid** on the **European levels of the languages**
3. Examples of **secondary and post-secondary qualifications** in EU Member States
4. **Rules for reimbursement** of travel and accommodation expenses for candidates invited to a selection procedure organised by Europol

Legal documents:

5. **Staff Regulations** of Officials and the **Conditions of Employment of Other Servants** of the European Union
6. Decision of the Management Board of Europol of 30 July 2010 laying down **general implementing provisions on the procedures governing the engagement and the use of temporary agents at Europol**
7. Decision of the Management Board of Europol of 13 October 2010 laying down **general implementing provisions on the procedure governing the criteria applicable to classification in grade and step on engagement**
8. Decision of the Management Board of Europol of 13 October 2010 laying down **rules on the procedures governing the engagement and the use of contract staff at Europol**

Status of the selection procedures and of the Reserve Lists

9. **Vacancies' Status** – the status of selection procedures can be viewed in this excel.
10. **List of selections for which a Reserve List has been established/extended.**

2. SELECTION AND RECRUITMENT PROCESS IN A NUTSHELL

Europol offers job opportunities under contracts as **Temporary Agents** (TAs) and **Contract Agents** (CAs). Available Temporary Agent posts may be **non-restricted** (open to all EU citizens) or **restricted** (open only to EU citizens who are members of national services competent to fight organised crime and terrorism).

Europol also selects **National Experts** who are seconded by Member States, to specific fields of expertise.

3. ELIGIBILITY CRITERIA

3.1. General Requirements

Candidates are required to meet the following minimum conditions in order to be considered for a position at Europol:

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
 - Have fulfilled any obligations imposed on him/her by the laws concerning military services;
 - Produce appropriate character references as to his or her suitability for the performance of the duties;
 - Be physically fit to perform the duties pertaining to the position;
- Any offer of employment is therefore conditional on the candidate completing a medical examination carried out by the Europol's medical service provider before taking up duties;
- Produce evidence of a thorough knowledge of one of the languages of the European Union¹ and of a satisfactory knowledge of another language of the European Union;

All candidates are required to demonstrate knowledge of English, which is Europol's main language of internal communication. The required level of English knowledge is assessed during the written test and/or practical test and at interview, in accordance with the requirements of the vacancy notice and the level of command that is necessary to perform the duties of the post. In addition, all candidates must fulfil the language eligibility requirement and provide evidence of a satisfactory knowledge of another language of the European Union (corresponding at least to B1 level of the Common European framework of reference for the levels of languages). This requirement will be checked by the Selection Committee based on the certificates and diplomas obtained by the candidate and, where necessary, further assessed during the selection procedure².

3.2. Qualifications

The educational requirements of a given position are determined by Europol and set out in the corresponding vacancy notice on the basis of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union as well as the respective implementing provisions.

There are different types of secondary education and post-secondary education (of which university studies are an example) and the terminology used to define them varies throughout the European Union. A table showing a list of examples of possible secondary, post-secondary and university qualifications is provided on Europol's website. Please note that this list is not exhaustive and should be taken as a guide only.

Candidates should tick all boxes of the application form that match the level of qualification they have obtained.

¹ The official EU languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, and Swedish.

² The Common European framework of reference for the levels of languages provides a Self-Assessment Grid with a description of the various European levels of languages (see ANNEX B).

Where justified in the interests of the service, professional training of an equivalent level may be accepted for specific profiles in accordance with the conditions set out in the vacancy notice. *Please check the specific Vacancy Notices for more details.*

Professional training may be assessed on the following basis:

- *For AD5/AD6 temporary agents posts:*

Duration of professional training	Additional professional experience required for equivalency
More than 6 months and up to 1 year	3 years
More than 1 year and up to 2 years	2 years
More than 2 years	1 years

- *For AD7/AD8 temporary agents posts:*

Duration of professional training	Additional professional experience required for equivalency
More than 6 months and up to 1 year	4 years
More than 1 year and up to 2 years	3 years
More than 2 years and up to 3 years	2 years
More than 3 years	1 years

Where required by the interests of the service, the Contracting Authority may set different criteria, for example in the ICT and Cybercrime related areas.

Secondary education generally marks the end of compulsory schooling. It follows on from elementary or primary education.

Post-secondary education is the non-compulsory educational level following the completion of a school curriculum providing secondary education. This may include an education provided by universities, colleges or vocational training relating to a specific trade, occupation or vocation. Vocational training is typically non-academic and provided by schools that teach skills that are needed to perform a particular job.

Some posts require candidates to possess a **university degree of a particular duration**. Please tick the box indicating the minimum duration required to complete your degree. Should you possess a degree in which the length of the curriculum is less than 3 years please tick the box referring to any other degree.

Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document proving this must also be mentioned in the application form (and later on submitted) to enable the Selection Committee to assess accurately the level of qualification.

Candidates currently enrolled in a course should mention the education or training provider, the title of the qualification to be obtained as well as main subjects of the course and the expected graduation date.

The formal requirements must be fulfilled by the closing date of the vacancy notice.

4. HOW TO APPLY

4.1. Application Form

Candidates applying for non-restricted posts shall use the online e-Recruitment tool on Europol website. By clicking Apply, the candidates are redirected to the Candidate Homepage, where they are required to create an account on Europol website, activate it and complete the Europol application form in English.

Before starting to complete the online application, please check your email and click on the link to activate your Europol e-Recruitment account. Completing an application will take up to 2 hours initially, and you will not be able to submit your application if you omit any information marked with a red *. Once you submit your application, you will receive an email confirmation of receipt within 6 hours. If you do not receive a confirmation email in 6 hours, please contact C52@europol.europa.eu.

Applications must be submitted to Europol by the date of the deadline indicated in the vacancy notice at the latest. Candidates who do not provide all necessary information, or apply after the specified deadline, or do not comply with any of the above will not be considered.

Receipt of all applications is confirmed by an automatic email of acknowledgement. Candidates may view the date of the Selection Committee's short-listing Meeting, as set out in the table of Vacancies' Status available on [Europol's website](#). Candidates may request feedback on their application after the date of the short-listing meeting.

5. OVERVIEW OF THE SELECTION AND RECRUITMENT PROCEDURE

5.1. Selection Committee

The Contracting Authority – which in the case of Europol is the Director - sets up a Selection Committee which consists of three members, one member from Europol human resources, one member from the relevant service and one person designated by the Staff Committee.

For **non-restricted** temporary agent posts, particularly for the selection procedures of experts, the Selection Committee may include up to two additional members designated by the Contracting Authority on a proposal from the Chairperson of the Management Board. The additional member(s) shall be designated from another service of Europol, from outside Europol or from outside the Community institutions including from Member States.

Once candidates are invited to undergo a written test and interview (i.e. applicants have been short-listed), they are informed about the names and function of the selection committee members on the day of the test.

The names and functions of selection committee members are made available to an applicant in a recruitment procedure (who was not short-listed), upon request and following a decision by Europol on a case-by-case basis.

5.2. Assessment of applications

The Selection Committee will assess the applications received in order to make an initial selection of those candidates meeting all eligibility criteria and matching best the selection criteria set out in the vacancy notice.

Candidates' qualifications, experience and skills are examined by the Selection Committee against the requirements and profile of the position advertised.

The total number of years of professional experience requested in the vacancy notice for eligibility purposes will be counted as follows (counted until the deadline of a Vacancy Notice):

- Any duly certified professional activity *connected with one of Europol's areas of activity* shall be taken into account. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience.

Voluntary work and internships: periods of voluntary work or internship will only be taken into consideration if they are comparable to full-time work, both in terms of number of hours worked and duration.

Compulsory military service or equivalent civilian service shall be taken into consideration.

- For grading purposes, professional activities pursued *part-time* shall be calculated *pro rata*, on the basis of the certified percentage of full-time hours worked.

In the case of freelance translators, the length of professional experience shall be calculated, within the limits of the period spent on such activities, on the basis of the number of pages translated.

In the case of freelance interpreters, the length of professional experience shall be based on both the number of days worked as an interpreter and the time spent on the necessary preparations.

- A given period can be counted only once.

Applicants scoring above the pre-defined pass-mark (as identified by the Selection Committee before the closing date of the publication³) are invited to participate in a post-related selection procedure.

5.3. Interview and Written Test/Practical Test

The selection procedure generally consists of:

- **Written test** (generally between 2.5h - 4h, depending on the profile)

and/or

³ On a general basis: 60% of the TOTAL MAXIMUM SCORE.

- **Practical tests** (generally between 0.5h - 4h, depending on the profile)
- and**
- **Competency-based interview** (generally between 0.5h - 1h).

Assessment Centres are organized for middle management posts.

Applicants invited to a written test/practical test and interview will be required to provide, **on the day of the written test**, the following documents **in original plus one copy**:

- **A document proving nationality** (e.g. passport);
- **Certificates attesting educational and professional qualifications with the information on the duration of that education** mentioned in the application form;
- **Documentary evidence of professional experience acquired** after the date on which the qualification giving access to the specific profile was obtained, clearly indicating the start and end dates, whether paid, full or part time, and the nature of the duties carried out. Moreover, applicants must always provide a copy of the latest payslip as evidence of an ongoing employment contract.

The assessment centres, written and/or practical tests will, as a general rule, take place in English.

If the Selection Committee considers that the language certificate(s) or diploma(s) referred to in the application, as subsequently submitted by the candidates on the day of the written test, do not provide sufficient evidence of the required knowledge of another official language of the Union, he/she will be invited to complete part of the selection procedure in one of the official languages of their choice.

Written tests are organised in a way that ensures the anonymity of candidates in line with principles of impartiality, objectivity, and equal treatment.

Copies of the written tests are marked anonymously, without reference to candidates' names. They are sent to the selection committee for grading, with a secret number, so that the candidates' identity is not revealed.

Any failure of the candidates to comply with the rule of anonymity, by adding their name or any specific information unambiguously identifying them, may result in their exclusion from the recruitment procedure.

The successful candidates are those scoring above the pre-defined pass-mark (as identified by the Selection Committee before the invitation letters are sent to the short-listed candidates).

Note: If you have a disability which might require special needs during the selection procedure, please provide details to the Selection and Recruitment Team in order to enable us to support you if possible.

5.4. Outcome of the Selection procedure: Appointment and Reserve List

After the selection procedure has taken place, the Selection Committee will propose a list of successful candidates to the Contracting Authority.

The Contracting Authority makes a decision of appointment on the basis of advice from the Selection Committee. The Contracting Authority informs the Committee of the decision made.

Before the employment contract will be concluded by Europol, successful candidates will have to declare any conflict of interest situation.⁴

In view of the list of successful candidates proposed by the Selection Committee, the Contracting Authority has also the possibility to establish a reserve list of successful candidates

⁴ A conflict of interest is an apparent (actual) or potential incompatibility between the responsibilities of the post recruited and personal interests which could impair professional independence. This could, for instance, be a financial or family relationship with an existing staff member or a supplier of Europol.

which is valid for up to 12 months. The validity of the reserve list may be extended once for up to 12 months. The list of selection procedures for which reserve lists have been established or extended is accessible on [Europol's website](#).

Candidates who attend the selection procedure will be informed of the outcome and of whether they have been placed on the reserve list. *Europol retains the right to make use of the reserve list to select candidates for similar posts within the organisation, should business needs require so.*

Inclusion on the reserve list does not guarantee employment.

5.5. Communication with applicants

The Selection Committee's work and deliberations are confidential. It is forbidden for candidates to make direct or indirect contact with the members of the Selection Committee or for anyone to do so on their behalf. All enquiries or requests for information or documentation in relation to the selection procedure should be addressed to the Europol Selection and Recruitment Team at the following email address: C52@europol.europa.eu.

5.6. Reimbursement of expenses during the selection procedure

Accommodation and travel related expenses incurred by candidates taking part in a selection procedure organized by Europol shall be reimbursed.⁵

5.7. Appeal procedure and complaints to the European Ombudsman

Like all citizens of the European Union, subject to fulfilling the conditions applicable to the activities of the European Ombudsman, an applicant may lodge a complaint for maladministration to the:

European Ombudsman
1 Avenue du President Robert Schuman-BP 403
F-67001 Strasbourg Cedex
www.ombudsman.europa.eu

If a candidate to a temporary or a contract staff post considers that he/she has been adversely affected by a particular decision made by the Selection Committee, he/she can file an appeal directly before the Civil Service Tribunal against such decision within a **period of 3 months** following notification of the contested decision.

Complaints against decisions made by the Contracting Authority shall first be submitted to the latter in accordance with the provisions of Article 90(2) and 91(2) of the Staff Regulations of Officials of the European Union and Articles 46 and 117 of the Conditions of Employment of Other Servants.

European Union Civil Service Tribunal
Boulevard Konrad Adenauer
L-2925 LUXEMBOURG, Luxembourg

6. GENERAL INFORMATION

⁵ See Annex C about the Rules for reimbursement of travel and accommodation expenses for candidates invited to a selection procedure organised by Europol.

6.1. Privacy Notification

Regulation 45/2001 applies to the processing of personal data carried out in the process of selection and recruitment of staff at Europol following the application of this Regulation to all administrative personal data held by Europol in accordance with Article 46 of the Europol Regulation.

Data controller

The controller of the processing operation upon your personal data is the Head of the Human Resources Unit.

Purpose of the collection of data

The data submitted is processed in order to assess the suitability of candidates for a position at Europol as temporary agent (TA), contract agent (CA) and to administrate the documentation related to the selection. The data collected in order to comply with this purpose are the ones required in the application form plus all data provided by the data subject in paper or electronic format.

Legal bases for processing personal data

The legal bases for the processing of personal data for temporary and contract agents are:

- Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (Title III Chapter 1) and their implementing rules;
- Management Board Decision laying down general implementing provisions on the procedures governing the engagement and the use of temporary agents at Europol of 30 July 2010;
- Management Board Decision laying down general implementing provisions on the procedures governing the engagement and the use of contract agents at Europol of 13 October 2010.

Recipients of the data

Recipients of the data for the positions of temporary and contract agents are Europol staff employed in the Administration Department dealing with HR and financial matters, the members of the Selection Committee, the Deputy Executive Director Capabilities and the Executive Director.

Data storage and retention

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-shortlisted candidates will be kept for a maximum of four years. Data of non-recruited applicants on the reserve list for appointment will be kept for a maximum of five years after the expiry of the reserve list. Data of recruited candidates will be transferred to their personal file. Data of the selected interns will be kept for seven years after the finalisation of the selection procedure.

Rights as data subject

Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Contact in case of queries concerning the processing of personal data

Candidates have a right of recourse to the Europol Data Protection Officer (Europol - Data Protection Officer - Eisenhowerlaan 73, 2517 KK The Hague, The Netherlands) and the European Data Protection Supervisor (edps@edps.europa.eu).

Kindly note that opposing to this processing operation will automatically exclude you from being considered for the recruitment and selection procedure.

6.2. Security Screening

All candidates who have successfully passed a selection procedure are required to apply for a national "certificate of good conduct". The "certificate of good conduct" must be provided to Europol prior the signature of the employment contract. Europol reserves the right not to award an employment contract, if reasons exist not to award a "certificate of good conduct".

However, the national certificate of good conduct does not substitute a valid full Personal Security Clearance Certificate (PSCC) that must be obtained for all Europol staff at the level indicated in the Vacancy Notice. A PSCC is a certificate issued by a competent authority establishing that an individual is security cleared. It contains: the level of clearance; the date of issuance and the date of expiry. Failure to obtain the requisite security clearance before the expiration of the first six (6) months of service may be cause for termination of employment contract.

Applicants who currently hold a valid and positive security clearance at the level indicated in the Vacancy Notice do not need to obtain a new one. They shall then provide a copy of the security clearance to Europol and specify the issuing authority, level and date of expiry. In case the validity of the security clearance expires within six (6) months, the renewal procedure shall be initiated expeditiously.

Europol may at any time terminate the employment contract if the result of the security screening is not positive and the necessary clearance level is not granted/extended in respect of the employee.

7. ANNEXES

7.1. Annex A: "Certificate of Good Conduct" – EU Member States

Country	Name of Certificate
Austria	<i>Strafregisterbescheinigung</i>
Belgium	<i>Extrait du Casier Judiciaire/Uittreksel uit het Strafregister</i>
Bulgaria	<i>Свидетелство за съдимост</i>
Croatia	<i>Potvrda o podacima iz kaznene evidencije</i>
Cyprus	<i>Πιστοποιητικό Ποινικού Μητρώου</i>
Czech Republic	<i>Výpis z rejstříku trestů</i>
Denmark	<i>Privat straffeattest</i>
Estonia	<i>Karistusregistri teatis</i>
Finland	<i>Criminal records extract: visa, work permit etc.</i>
France	<i>Extrait de casier judiciaire (bulletin numéro 3)</i>
Germany	<i>Führungszeugnis (Privatführungszeugnis)</i>
Greece	<i>αντιγράφου ποινικού μητρώου</i>
Hungary	<i>Erkölcsi bizonyítvány</i>
Ireland	<i>Police Certificate</i>
Italy	<i>Certificato del casellario giudiziario - certificato penale</i>
Latvia	<i>Izziņa par (ne)sodāmību</i>
Lithuania	<i>Pažyma apie teistumą (neteistumą)</i>
Luxembourg	<i>Extrait du casier judiciaire (FR) / Strafregisterauszug (DE)</i>
Malta	<i>Conduct Certificate / Ċertifikat tal-Kondotta</i>
Poland	<i>Zaświadczenie o niekaralności</i>
Portugal	<i>Certificado de Registo Criminal</i>
Romania	<i>Certificat de cazier judiciar</i>
Slovak Republic	<i>Výpis z registra trestov</i>
Slovenia	<i>Potrdilo o nekaznovanosti</i>
Spain	<i>Certificado de Antecedentes Penales</i>
Sweden	<i>Utdrag ur belastningsregistret (för utlandsändamål)</i>
The Netherlands	<i>Verklaring Omtrent het Gedrag</i>
United Kingdom	<i>Basic Disclosure</i>

Europol Public Information

7.2. Annex B: Common European framework of reference for the levels of languages – Self Assessment Grid

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skillfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

7.3. Annex C: Rules on a financial contribution to travel and subsistence allowance for candidates invited to a selection procedure organised by Europol

Article 1: General Provisions

A financial contribution shall be granted towards the travel and subsistence expenses of candidates invited to a selection procedure organised by Europol, subject to the conditions set out below.

Article 2: Travel Expenses: International departure

1. Europol's Travel Team will make, at no expense to the candidate, all necessary reservations for international trains and flights between place of departure of the international travel and Europol.
2. The nearest international airport or train station to the place of residence as mentioned in the candidate's application form is deemed to be the principle place of departure for international travel to Europol.
3. Notwithstanding the aforementioned principle place of departure, also the nearest international airport or train station to the current place of employment can be considered as place of departure for international travel to Europol, should this location require the candidate to habitually reside at the current place of employment and not at the place of residence as mentioned in the candidates' application form.
4. Europol cannot recognise a place of departure of international travel which falls outside the territory of the European Union. In such a case travel reservations shall not be made by Europol's Travel Team but by the candidate him/herself. The candidate may therefore claim partial costs as a contribution to their international travel expenses from Europol. Europol will limit its financial contribution to cover such expenses to the costs of an international flight, based on an economy class, non-exchangeable and non-refundable air ticket that Europol would have had incurred if it would have made a travel reservation itself on the same day as the by the candidate self-purchased ticket. Europol will assess the amount to be reimbursed based on the difference in price of a ticket from the international airport or train station at the geographical point in the European Union of one of the Member States which is nearest to the candidates place of departure where the candidate commenced their international travel outside the territory of the European Union.
5. The cost of any international travel arrangements made directly by the candidate without the prior consent of Europol's Travel Team will not be subject to a financial contribution for travel expenses.
6. The cost incurred by Europol for making all necessary reservations for international trains and flights between place of departure of the international travel and Europol shall in case of a no-show of the candidate be invoiced to the candidate, unless the candidate can invoke force majeure.
7. The cost for the candidate to travel to the place of departure for international travel by plane or train shall be borne by the candidate and will not be subject to any financial contribution of Europol.
8. When the travel is made by air, the cost of one piece of check-in luggage will be included.

Article 3: Travel Expenses: National departure

1. The candidate will make the necessary reservations for national trains between the place of departure where the place of departure is in the Netherlands.
2. The nearest train station to the place of residence as mentioned in the candidate's application form is deemed to be the principle place of departure for national travel to Europol.
3. Notwithstanding the aforementioned, the nearest train station to the current place of employment can also be considered as a place of departure for national travel to Europol, should that location require the candidate to habitually reside at the current place of employment and not at the place of residence as mentioned in the candidates' application form.
4. The candidate may seek a full financial contribution to national travel expenses incurred from the place of departure to Europol. Europol will limit its financial contribution to the cost of a 2nd class rail fare.
5. No financial contribution towards travel expenses shall be granted in the case where the place of national departure of the candidate is in The Hague.
6. The cost for the candidate to travel to the place of departure for national travel by train shall be borne by the candidate and will not be subject to any financial contribution of Europol.

Article 4: Travel Expenses: use of a motor vehicle

1. Use of a motor vehicle is not favoured by Europol.
2. Taxi fares shall not be reimbursed.
3. If a candidate chooses to travel internationally or nationally by private vehicle, Europol's Travel Team should be notified in advance and their approval sought.
4. The reimbursement shall be based on an allowance per kilometre as set out below:
 - within The Hague – no reimbursement
 - outside of The Hague - € 0.22/km
5. No additional contribution to travel expenses by motor vehicle shall be granted e.g. vehicle rental fees, parking tickets, toll roads, insurance or other additional costs related to the use of the vehicle.
6. The distance between the place of departure will be calculated by Europol's Travel Team. The contribution to travel expenses shall not exceed the minimum cost of either a rail ticket in 2nd class or the cost of an international flight, based on an economy class, non-exchangeable and non-refundable air ticket that Europol would have had incurred if it would have made a travel reservation itself.

Article 5: Subsistence Allowance

A daily subsistence allowance is paid as a flat rate allowance covering daily expenses such as meals, public transportation etc. and shall be granted as follows:

1. Candidates with a national departure and candidates which use a motorised vehicle:
 - €10 – if the candidate is invited for a selection scheduled for one day
 - €20 – if the candidate is invited for a selection scheduled for two or more days
2. Candidates with an international departure by train:
 - €20 – if the candidate is invited for a selection scheduled for one day
 - €35 – if the candidate is invited for a selection scheduled for two or more days

3. Candidates with an international departure by plane:
 - €45 – if the candidate is invited for a selection scheduled for one day
 - €55 – if the candidate is invited for a selection scheduled for two or more days

Article 6: Accommodation Expenses

1. Europol's Travel Team will make, at no expense to the candidate, all necessary reservations for accommodation for candidates with an international departure.
2. The cost of any accommodation arrangements made directly by the candidate without a prior consent from Europol's Travel Team will not be subject to a financial contribution for travel expenses.
3. The cost incurred by Europol for making all necessary reservations for accommodation shall, in the case of a no-show by the candidate, be invoiced to the candidate, unless the candidate can invoke force majeure.

Article 7: Supporting Documents

1. In order to benefit from the financial contribution and/or subsistence allowances the candidate is obliged to fill in and sign the *Travel Reimbursement* form, as well as *Legal Entities* and *Financial Identification* forms and submit them together with:
 - the originals of the train tickets self-purchased;
 - the originals of the Non-EU territory flight invoices self-purchased;
 - a copy of the prior notification sent to make use a motor vehicle;
2. Incomplete forms or forms with missing supporting documents will not be processed until complete and may be rejected.
3. Any financial contribution from a third party in connection with the travel arrangements should be declared to Europol on the *Travel Reimbursement* form. Such contributions can be deducted from any financial contribution or subsistence allowance to which the candidate would otherwise be entitled.
4. False declarations in order to receive the financial contribution might lead to the exclusion of the candidate from the selection procedure.

Article 8: Payments

1. Payment of the sums due under these rules shall be made by bank transfer in Euros to the account mentioned in the *Financial Identification* form.
2. Any non-Euro amounts for expenses incurred by the candidate shall be converted to Euro by Europol by means of the monthly conversion rate fixed by the European Commission.
3. Any bank charges or exchange rate differences incurred by the candidate at the moment of receiving the payment from Europol are for the candidate to endure.