ACER
European Union Agency for the Cooperation of Energy Regulators

DIRECTOR DECISION 2026-42

of 6 November 2026

amending Director Decision 2023-24 of 7 December 2023 on the Rules of Procedure for the selection of Temporary and Contract Staff of the European Union Agency for the Cooperation of Energy Regulators

THE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR THE COOPERATION OF ENERGY REGULATORS,

Having regard to Regulation (EU) 2019/942 of the European Parliament and of the Council of 5 June 2019 establishing a European Union Agency for the Cooperation of Energy Regulators[1], in particular Article 24(1)(e) thereof,

Having regard to the Staff Regulations of Officials and the Conditions of Employment of Other Servants, laid down by Regulation No 31 (EEC), 11 (EAEC) (hereinafter referred to as "Staff Regulations" and "CEOS", respectively), in particular Articles 12, 56 and 82 of the CEOS,

Having regard to Decision AB No 08/2015 of the Administrative Board of the Agency for the Cooperation of Energy Regulators of 11 June 2015 laying down the general implementing provisions on the procedure governing the engagement and use of Temporary staff under Article 2(f) of the CEOS, in particular Articles 2, 3, 4, 6, 7 and 11 thereof,

Having regard to Decision AB No 16/2019 of the Administrative Board of the European Union Agency for the Cooperation of Energy Regulators of 26 September 2019 on the general provisions for implementing Article 79(2) of the CEOS, governing the conditions of employment of contract staff employed under the terms of Article 3a thereof,

Having regard to Decision AB No 15/2015 of the Administrative Board of 17 September 2015 laying down the policy and procedure for deputising, and in particular Article 1(3) thereof as amended by Decision No 13/2026 of the Administrative Board of 14 October 2026, mandating the undersigned to exercise as Acting Director the functions and powers of the Director within the limits required to ensure business continuity in the operational and the day-to-day management of the Agency during the vacancy of the Director post,

Whereas:

(1) On 7 December 2023, the Director adopted Decision 2023-24 laying down the Rules of Procedure for the selection of Temporary and Contract Staff of the European Union Agency for the Cooperation of Energy Regulators (hereinafter referred to as "Rules of Procedure").

[1] OJ L158, 14.6.2019, p. 22.

(2) Those rules were subsequently amended by Director Decision 2024-16 of 20 September 2024 and by Director Decision 2026-08 of 12 February 2026.

(3) Following the amendment of the Rules of Procedure by Director Decision 2026-08, the new Article 10a of the Rules of Procedure has been incorrectly presented as Article 11 in the consolidated version. For sake of clarity and legal certainty, this Decision legally aligns the formal numbering of the article with its consolidated version.

(4) A further amendment is made with respect to the organisation of written tests, hereby fully aligning the Rules of Procedure with Article 2(3) of the Annex to Decision No 08/2015 of the Administrative Board of the Agency for the Cooperation of Energy Regulators of 11 June 2015,

HAS ADOPTED THIS DECISION:

Article 1

1. Article 10a of the Rules of Procedure is renumbered as Article 11.

2. Former articles 11 to 24 of the Rules of Procedure are renumbered accordingly.

Article 2

1. A new paragraph 2 is added to Article 17 of the Rules of Procedure[1], as follows:

(2) In accordance with Article 2(3) of the Annex to Decision 8/2015 of the Administrative Board of the Agency for the Cooperation of Energy Regulators of 11 June 2015, the AACC may decide, in exceptional cases, not to organise a written test. In such case, the decision shall be duly justified and recorded.

2. Former paragraphs 2 and 3 are renumbered accordingly.

Article 3

The Rules of Procedure, as amended by this Decision, are hereby republished in the Annex to this Decision.

[1] I.e., Article 18 in the renumbered version of the Rules of Procedure, in accordance with Article 1 of this Decision.

Article 4

1. This Decision shall be communicated to the Administrative Board and the staff of the Agency and be published on both the Agency's intranet and website.

2. This Decision shall apply to all ongoing selection procedures.

Article 5

This Decision shall enter into force on the day of its adoption.

Done at Ljubljana, on 6 November 2026.



Volker Zuleger
Acting Director

ANNEX

Rules of procedure for the selection and recruitment of Temporary and Contract Staff of the European Union Agency for the Cooperation of Energy Regulators

Chapter I – Purpose, Scope and Principles

Article 1

Purpose and Scope

The European Union Agency for the Cooperation of Energy Regulators (hereinafter 'ACER' or 'the Agency') aims at recruiting the most suitable candidates through a fair and transparent selection procedure without discrimination and bias.

The Rules of procedure for the selection and recruitment of Temporary and Contract Staff for the Agency (hereinafter 'the Rules') aim at achieving consistency of selection procedures (external, internal, and inter-agency) launched by the Agency through the establishment of a sound process and tools, in compliance with the principles defined in Article 2 of the Rules.

Article 2

Principles

The following principles apply to all selection procedures conducted by the Agency:

COMPETENCE

ACER aims at recruiting competent, skilled, and motivated candidates, most suitable for the future recruitment needs of the Agency, who share its core values and behaviours and can contribute to its overall purpose of achieving a transition of the European energy system.

ACER work culture is based on the following core competences: Cooperating, Delivering quality results, Communicating, Problem-solving, Service-oriented, Self-development and knowledge sharing, and Valuing diversity.

EQUAL OPPORTUNITIES and NON-DISCRIMINATION

ACER applies a policy of equal opportunities and accepts applications without bias on the grounds of gender, race, colour, ethnic or social origin, genetic characteristics, language, religion, or belief, political or any other opinion, belonging to a national minority, financial situation, birth, disability, age, sexual orientation, marital status, or family situation.

Discrimination in any form during the selection and recruitment process, is strictly prohibited.

ACER is committed to promoting diversity and inclusion.

The selection process will be directed towards achieving the broadest possible range of nationalities from among the 27 EU Member States and the countries in the European Economic Area, namely Iceland, Lichtenstein, and Norway. No nationality quota will apply. A balanced gender representation among ACER staff, including managerial positions, is desirable.

If candidates have equal ranking, gender and/or nationality, it may be used as additional criteria for the recruitment decision.

ACER makes reasonable accommodations for candidates with disabilities to ensure they have an equal opportunity to compete for the positions.

CONSISTENT AND UNBIASED EVALUATION

ACER establishes uniform evaluation criteria and scoring mechanisms for all candidates of a selection procedure to ensure consistent assessment.

ACER selection procedures apply standardised methods for reviewing applications and resumes to avoid bias and guarantee impartial screening. The Agency employs a multi-stage evaluation process that includes interviews, tests, and reference checks to evaluate applicants thoroughly.

ACER regularly provides training to Selection Committee members on conducting structured, behaviour-based interviews and raising awareness of unconscious bias.

TRANSPARENCY

ACER communicates the selection process clearly to all applicants, including timelines, evaluation criteria and testing methods.

ACER commits to inform applicants of the outcome of the selection procedure without delay.

ACER guarantees adequate and appropriate access to information and provides feedback.

CONFIDENTIALITY

ACER protects the privacy and confidentiality of applicants' information, ensuring it is used only for selection and recruitment purposes.

ACER guarantees adequate and proportionate preservation of secrecy for the proceedings and ensures procedures are in place to prohibit that information on the work of the Selection Committee is revealed or disseminated by its members or by other actors involved.

CONTINUOUS IMPROVEMENT

ACER regularly performs audits, reviews, and updates its selection and recruitment procedures to incorporate best practices and feedback from the relevant stakeholders and to identify and address potential unconscious and unintentional biases or other areas for improvement.

DOCUMENTING AND RECORD KEEPING

ACER maintains accurate records of selection procedures.

EFFICIENCY AND PROPORTIONALITY

ACER uses Recruitment Metrics to monitor and improve the efficiency of its recruitment process.

Chapter II – Roles and Actors in the Selection Procedure

Article 3

Authority Authorised to Conclude Contracts of employment (AACC)

1. The Authority Authorised to Conclude Contracts of employment (AACC) shall decide the following:

   a) the type of selection procedure;
   b) approval of the selection notice;
   c) appointment of the Selection Committee members;
   d) the establishment of the reserve list;
   e) the extension of the reserve list;
   f) the recruitment of the final candidate.

2. The AACC may sub-delegate the decisions listed in paragraph (1) of this Article.

Article 4

Team Leader of the HRM Team

The Team Leader of the HRM Team may decide, by sub-delegation of the Director, on the publication of the selection notice, extension of the deadline for application and extension of the reserve list.

Article 5

Selection Procedure Manager

A Staff member from the HRM Team shall be designated as a Selection Procedure Manager and shall have the following tasks:

a) Provide support in preparing the content of the Selection Notice for the approval of the AACC, considering the needs of the Agency and the recruiting department;
b) Support the Selection Committee in all phases of the selection procedure, for organisational and secretarial matters;
c) Be subject to equivalent confidentiality obligations as the Selection Committee members as defined in Article 7;
d) Manage the correspondence with applicants and candidates;
e) Document and file the entire selection procedure, prepare minutes of each meeting of the Selection Committee, and the final Selection report for the attention of the AACC.

Article 6

Head of Department/Team Leader

The Head of Department/Team Leader of the department where the need for recruitment arises ('recruiting Department') may be required to propose/conduct the following for the approval of the AACC:

a) Propose the type of profile(s), job description, criteria for the assessment of the applications and type of tests to be used;
b) Propose a member of the Selection Committee from the recruiting Department;
c) If sub-delegation is provided by the AACC, a second round of interviews with the candidates placed on the reserve list may be held, while respecting the ranking of the candidates by the Selection Committee and the principle of equal treatment. In making a recommendation to the AACC for recruitment of a candidate, the ranking of the reserve list provided by the Selection Committee shall be respected and reasons for any proposal for deviation from the ranking in the reserve list provided.

Article 7

Selection Committee

1. The Selection Committee is a collegial body and the outcome of the selection procedure is a result of collective assessment, where consensus is aimed to be reached. In case of disagreement among the Selection Committee members, the Chairperson will strive to reach a decision of the Selection Committee.

2. The Selection Committee is bound by the rules laid down in the Staff Regulations and the CEOS, the relevant Implementing Provisions, these Rules and relevant decisions and policies adopted by the Agency, the Director, or the Administrative Board.

3. In particular, the Selection Committee performs the following tasks:

   a) Takes decisions related to the organisation of its work and the performance of its roles and provides recommendations to the AACC for decisions falling into his/her competence. The decisions of the Selection Committee are valid only if all its members are present;
   b) Maintains its work confidential;
   c) Details the evaluation methods, the content of the tests and interviews and the respective scoring charts;
   d) Approves the validity of the received applications and the eligibility of the applicants;
   e) Following a screening, assigns final scores of the applications against the selection criteria established in the selection notice;
   f) Interviews the candidates and evaluates their performance at the oral interview, the written examination, and other tests, if applicable;
   g) With the support of the Selection Procedure Manager, prepares minutes of the selection process;
   h) Proposes the candidates to be placed on the reserve list;

i) Assists, as appropriate, the Selection Procedure Manager in providing feedback, following a formal request for feedback or a complaint by an applicant or a candidate.

4. The HRM team regularly proposes dedicated training to the members of the Selection Committees.

Chapter III – Selection Process

Article 8

Launch of the selection procedure

1. The selection procedure shall be launched for the purpose of filling a vacant post or as a call for expression of interest to establish a reserve list aimed to address the needs of the Agency.

2. The decision to launch a selection procedure shall be subject to the availability of budgetary appropriations for Contract Staff and for Temporary Agents, the availability of posts in the Establishment Plan of the Agency. A selection procedure may also be launched with respect to posts which the Agency expects to become available.

3. A vacant post may be filled by:

   a) recruitment from an existing reserve list of the Agency or shared reserve lists from other Agencies or Joint Undertakings of the EUAN participating in the *'Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings';*
   b) means of internal publication: internal mobility or internal selection procedure;
   c) mobility between Union bodies (inter-agency job market);
   d) selection of candidates registered in the inter-institutional electronic database (via EPSO);
   e) engagement following an external selection procedure;
   f) engagement following a selection procedure(s) falling under the scope of the *'Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings*' for which the Agency operates as leading Agency.

4. The AACC may decide on the type of procedure and their chronological order or that they take place simultaneously. If the AACC decides to launch an internal selection procedure, the internal selection procedure shall take place first. The internal selection procedure shall follow the provisions set out under Article 24.

5. To ensure their equal treatment, applicants of a given selection procedure shall undergo identical selection phases and tests.

6. The AACC may also decide to run internal/external/inter-agency selection procedures simultaneously and consider all applications at the same time. In case the AACC decides

selection procedures are run simultaneously, the applicants regardless of the type of chosen selection, shall undergo the same tests.

Article 9

Content of a Selection Notice

The selection notice shall specify:

a) Type of procedure;
b) Expected number of posts to be filled and/or intended use of the reserve list;
c) The function group and grade (grade bracket) of the post;
d) The list of participating Agencies under the *'Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings',* if applicable;
e) The job description including tasks and duties as well as the core and specific competences related to the job;
f) The requirements for applications to be considered valid;
g) The eligibility criteria, the essential and advantageous selection criteria (and respective weighting, if applicable) for the evaluation of applications;
h) The knowledge of languages required in view of the interest of the service and, where applicable, in view of the special nature of the position;
i) The minimum number of points needed for a Candidate to be included in the reserve list i.e., 70% of the total points;
j) An outline of the different steps of the selection processes, including the type of test (written test, interview, and possible additional methods) to be used to evaluate candidates and, where relevant, their respective chronological order (timing);
k) The conditions of engagement, as specified in Articles 12(2) and 82(3) of the CEOS;
l) The rights and obligations, as specified in Articles 11 and 81 of the CEOS;
m) The closing date for submitting the applications and instructions on how to apply and appeal;
n) The intended use of the reserve list.

Article 10

Publication of a Selection Notice

1. The selection notice for external and inter-agency selection procedures shall be published on the Agency's website and widely advertised having regard to the type of the post for which the selection is run.

2. The selection notice for external and inter-agency selection procedures shall remain published on the Agency's website for at least three calendar weeks before the closing date for applications. In the interest of the service, the selection notice's deadline may be extended by decision of the HRM Team Leader.

3. The selection notice for an internal selection procedure shall be published on the Agency's intranet for at least 10 working days before the closing date for applications. In the interest

of the service, the selection notice's deadline may be extended by decision of the HRM Team Leader.

4. In advertising the selection notices, the Agency shall publish all the relevant information related to the selection procedures, to guarantee that all Applicants have access to the same data, according to the principle of full transparency and equal treatment.

Article 11

Publication of a Selection Notice falling under the scope of the *'Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings'*

1. The Agency may decide to publish a selection procedure under the scope of this MoU for which it will operate as leading Agency. In that case the Selection Notice shall include all the following provisions/information available to candidates:

   - the nature of the selection, i.e. a selection procedure to fill one or more similar positions and constitute a reserve list of suitable candidates.
   - the list of participating Agencies at the time of publication of the vacancy notice.
   - that the reserve list resulting from the selection may be used 'by other Agency/Agencies only if needed in the future'.
   - if included in the reserve list, and upon consent, that candidates' personal data may be shared with the receiving Agencies that are interested to use the reserve list for further recruitment purposes.

   The selection notice shall be published on the Agency's website and in the EUAN job portal, job opportunities section.

Chapter IV – Nomination of a Selection Committee, Selection Committee's Kick Off meeting, Processing of applications, oral interview, and written examination

Article 12

Nomination of a Selection Committee

1. The Selection Committee shall be composed of at least three members and might be complemented by additional members. The AACC shall appoint at least one member from the recruiting department, one member representing the Agency's horizontal services and one member upon a proposal of the Staff Committee. Any additional member shall be appointed from another Department of the Agency.

   In specific circumstances, the AACC may assign advisors or evaluators to the Selection Committee, their role being limited to providing information and advice, while the

Selection Committee retains its decision-making obligations, as per appointment of the AACC.

2. Under specific circumstances, for example the selection of Temporary or Contract staff with a particular expertise or for senior management functions, the AACC may designate additional members of the Selection Committee from another European Institution, Body, Agency, Office, subject to the Staff Regulations and the CEOS. The decision of the AACC shall be notified to the Staff Committee.

3. In case the Staff Committee fails to propose its representative within ten working days, following the invitation to propose a member for the Selection Committee, the third member shall be proposed by the Human Resources Management Team and notified to the Staff Committee.

4. While appointing the Selection Committee, the AACC shall designate its Chairperson. The Chairperson shall be responsible for the coordination of the work of the Selection Committee, for the management of the selection procedure and strive to ensure correct implementation of the Rules during the selection process.

5. All members of the Selection Committee shall be in a function group and grade at least equal to the function group and grade (highest grade indicated in the grade bracket of internal and inter-agency selection procedures) of the post for which the selection procedure is run.

6. The members of the Selection Committee shall in principle not be in any hierarchical relationship among them. Any deviation from this principle shall be subject to a reasoned decision of the AACC.

7. The composition of the Selection Committee shall remain unaltered for the entire duration of the selection procedure. Any change in the composition of the Selection Committee shall be subject to a reasoned decision of the AACC.

8. The names of the Selection Committee members shall be disclosed to the Candidates invited to the interview or made public before the selection tests via the Agency's website.

9. Following the nomination of the Selection Committee and prior to the kick-off meeting, each member of the Selection Committee signs a Declaration of Confidentiality.

Article 13

Tasks of the Selection Committee during the Kick-off meeting

1. Pursuant to the content of the Selection notice, the Selection Committee details the methodology to be used in assessing the applications, and in particular to:

   a) Points assigned to each *essential* criterion (0-3) (0 meaning criterion not met and 3 criterion fully met);
   b) Points assigned to each *advantageous* criterion (0-1) (0 meaning criterion not met and 1 criterion met).

2. Detail the questions and expected answers and/or positive/negative indicators to be considered while evaluating candidates, the respective points to be assigned to each question and a threshold for candidates to pass to the successive stage of the selection.

3. May agree, in exceptional and duly justified circumstances, notably where the number of applications received is particularly significant, that each application may be screened by a minimum of two Selection Committee Members.

Article 14

Submission of Applications and an Application Form

1. Applications shall be compiled and submitted in accordance with the instructions laid down in the selection notice.

2. A selection notice may require that a standardised *application form* is completed and submitted by applicants according to the procedure outlined in the Selection Notice.

   In that case, the *application form* may consist of the following sections:

   a) Personal information about the applicant;
   b) Eligibility Criteria Grid;
   c) Selection Criteria questionnaire - pre-defined set of questions based on the essential and advantageous criteria, as well as behavioural competencies based on the selection notice;
   d) Motivation statement;
   e) Education;
   f) Professional experience;
   g) Self-evaluation of knowledge of languages;
   h) Names and contact details of 2 referees that may be contacted by the Agency;
   i) CV as attachment.

3. The applications received after the deadline or those which do not comply with the instructions contained in the selection notice shall not be considered valid for the selection procedure.

Article 15

Pre-screening of applications

To facilitate the work of the Selection Committee, the Selection Procedure Manager may verify the validity of applications and pre-screens them against the eligibility and selection criteria.

The outcome of the pre-screening shall be brought to the attention of the Selection Committee, which shall take the final decision on the eligibility and evaluation of each Applicant.

Article 16

Screening of applications

1. Each member of the Selection Committee signs a Declaration of Interests, which is evaluated by one of the Human Resources Team Members and, where relevant, by the AACC. In the event the Human Resources Team Member is a member of a Selection Committee, the evaluation of his/her declaration shall be made by another Human Resources Team Member. The Selection Committee members shall declare:

   a) Upon receipt of the list of Applicants, if they have any link or relationship with any of them which could give rise to suspicion of partiality, for example family or social ties in the wider sense or financial links, etc;
   b) In the course or after the completion of the selection procedure, if they have received undue influence from any external party or a member of the Selection Committee itself;

2. To allow the Selection Committee to conduct an objective assessment of all candidates in a structured way, all candidates must answer the pre-defined set of questions as part of their application.

3. The questions are based on the essential and advantageous criteria, as well as behavioural competencies included in the vacancy notice.

4. The Selection Committee will therefore assess candidate's suitability for the position, only if they meet all the eligibility criteria, using solely the information provided in the responses to those questions and in the application form.

5. Only the Applicants with the highest total marks in the shortlisting stage will follow through to the next stage of assessments (hereinafter referred to as "Candidates").

6. The Selection Committee aims to shortlist a minimum number of six candidates.

7. In case the number of applications is not enough to make it likely that at least the minimum number of eligible Candidates are invited for the next stage, the AACC may decide to cancel the procedure.

Article 17

Invitation letter to successful Candidates for successive stages of the selection procedure

1. Following the pre-screening and the screening process as outlined in Article 15 and 16 of the Rules, the invitation letters to candidates to take part in the successive stages of the selection process shall be sent by electronic means to the email address indicated by the Candidate in the application.

2. The HRM shall strive to send the invitation letter sufficiently in advance to allow Candidates to make appropriate arrangements.

3. The invitation letter shall indicate the date, time, and modality of the test/interview, in accordance with the Selection Notice.

4. The invitations shall be signed by an Authorising Officer only in the case of in-person tests/interviews.

Article 18

Written examination, oral interview, and other tests

1. Each selection process shall include at least a written test and an oral interview focusing on the following aspects:

   a) Core and Specific competencies required for the post including knowledge of languages with reference to the selection criteria included in the selection notice;
   b) General aptitudes to the extent necessary for the performance of the duties in accordance with article 12.2.e of the Conditions of Employment of Other Servants (CEOS).

2. In accordance with Article 2(3) of the Annex to Decision 8/2015 of the Administrative Board of the Agency for the Cooperation of Energy Regulators of 11 June 2015, the AACC may decide, in exceptional cases, not to organise a written test. In such case, the decision shall be duly justified and recorded.

3. The assessment of candidates may include additional tests/tasks (like Video interviews, presentations, specific tasks related to the post) as defined in the Selection Notice.

4. In case of a call for expression of interest to establish a reserve list aimed to address the needs of the Agency, the Agency may decide to run the written test and/or any other tests specified in the Selection Notice first, and invite to the oral interview only those candidates who have successfully passed the test/s.

A. Written test

The written test shall primarily assess the specific knowledge and competences required for the post and outlined in the Selection Notice.

The written test shall be anonymous. To maintain the anonymity of the Candidates during the evaluation of the written tests, each Candidate shall be assigned an individual reference number (ID).

The written examination sheet of each Candidate shall not contain any sign, such as initials, signatures, or any other differentiating sign other than the ID, which may allow the identification of the Candidate. Otherwise, the Candidate may be disqualified by the Selection Committee, or in the event of an error which cannot be attributed to the Candidate, the Selection Committee may decide to repeat the written examination.

The Reference list of individual IDs shall be kept by the Selection Procedure Manager and shall be disclosed to the Selection Committee only after the completion of the assessment of all the anonymous written test.

B. Oral Interview

The oral interview shall assess primarily the core and specific competences required for the post and outlined in the Selection Notice.

The Selection Committee evaluates each Candidate against the previously defined answers/indicators for each interview question and agrees on a final score for each answer.

C. Other tests

All additional tests that may be required in each selection procedure may be related to the requirements of the post and the criteria set in the Selection notice.

Article 19

Assessment of the knowledge of EU or EEA and other languages

1. During the oral interview, the Selection Committee shall assess Candidates against the requirements concerning the knowledge of two EU or EEA languages.

2. For the knowledge to be confirmed, the Candidate's language skills should meet the minimum criteria defined by the Common European Framework of Reference for Languages (CEFR), specifically level C1 for the first language (thorough knowledge) and level B2 for the second language (satisfactory knowledge).

3. The knowledge of languages shall be clearly specified in the selection notice and shall be assessed by the Selection Committee at the time of the written examination and oral interview.

4. The knowledge of the first language (usually mother tongue) as declared by the candidate in the application form shall in principle be evaluated by the Selection Committee based on the studies and professional experience of the candidate. Notwithstanding this, the Selection Committee may decide to proceed with further assessment of the knowledge of the first language (usually mother tongue).

5. Given the nature of the Agency's tasks, its working language regime and the requirements of the service, a very good command of the English language is considered essential.

6. The Selection Committee may decide to resort to assistance, external assessors, to appraise Candidates with respect to their ability to understand and communicate in their first or second EU or EEA language when such expertise is not available among the Selection Committee members. The Selection Committee shall consider the results of the language assessments conducted by the external assessor.

Article 20

Selection Report and the establishment of a reserve list

1. The final score of each Candidate is determined as a sum of the scores obtained on each part of the assessment phase. An evaluation sheet consisting of the individual scores and overall assessment of each candidate is prepared by the Selection Procedure Manager and approved by the Selection Committee.

2. The Selection Committee, with the assistance of the Selection Procedure Manager, shall draft the minutes of the selection procedure, providing information on the assessment of each Candidate, the rationale behind the decisions and the discussion over the attribution of points.

3. Upon closure of the assessment of the Candidates, the Selection Committee, with the assistance of the Selection Procedure Manager, shall provide the AACC with the Selection Report which shall contain:

   a) minutes of the selection procedure and the short-list containing the names of the Candidates who, on the basis of such an assessment, have achieved a mark equal to or higher than 70 points out of 100 or 70% of the total points. Candidates on the short-list are listed in the descendent order of the total scores they received in the selection procedure;
   b) minutes of the selection procedure as defined in paragraph (1) of this Article;
   c) if applicable, notably in the case of selection procedures for several different positions at the Agency, specific recommendations indicating the compatibility of the candidates for specific needs of the Agency.

Article 21

Establishment of a reserve list

1. Based on the Selection Report of the selection procedure, the AACC shall establish a reserve list of Candidates. Candidates on the reserve list shall be listed in alphabetical order, with the indication of the total score obtained by each Candidate.

2. The duration of a reserve list, established following a selection notice for the establishment of a reserve list for a given post, shall be defined in the Selection Notice, and can be extended by a decision of the AACC.

3. The decision on the extension of the validity of the reserve lists shall be published on the Agency's website.

4. The HRM team shall be responsible for the monitoring and updating of the existing valid reserve lists and shall grant access to the lists to the Heads of Department and Team Leaders of the Agency if a need for recruitment arises in their respective departments for similar roles.

5. General information regarding reserve lists resulting from a selection notice falling under the scope of the *'Memorandum of Understanding for the sharing of reserve lists of suitable candidates among EU Agencies and Joint Undertakings'* shall be shared with other EU Agencies and Joint Undertakings. General information related to the reserve list shall be shared with all participating Agencies exclusively through a designated IT tool.

   This general information includes:

   - the vacancy notice;
   - the total number of suitable candidates on the reserve list;
   - the validity period of the reserve list;
   - the leading Agency's contact point (name and email address).

   Information of candidates placed on the reserve lists is not disclosed in the designated IT tool. In case another Agency or Joint Undertaking is interested to use the reserve list, the HRM team shall approach candidates to seek their consent to share their personal data with the respective Agencies that are interested to use the reserve list for further recruitment purposes.

6. Should a vacancy for a similar position, corresponding to the function group or grade of the selection procedure that they have passed becomes available, candidates on the reserve list may be considered to fill the vacancy.

Article 22

Closure of the selection procedure and feedback to applicants and candidates

1. A selection procedure is considered closed once a reserve list has been established, after which the Selection Procedure Manager completes and archives the Selection Procedure file.

2. Applicants and Candidates are informed of the outcome of the selection procedure at the latest at its closure. The Selection Procedure Manager shall aim to inform them without delay following the finalisation of every stage of the selection procedure.

3. Following a written request, The Selection Procedure Manager shall provide each Applicant/Candidate with written feedback on their application/written examination and/or oral interview. The feedback shall provide information concerning the given Applicant/ Candidate contained in the minutes and documents of the selection procedure.

4. A complete file of the selection procedure shall be finalised and archived by the Selection Procedure Manager.

5. The HRM Team of the Agency shall conduct a periodical evaluation of the selection process in cooperation with relevant stakeholders.

Article 23

Recruitment from a reserve list

1. Before recruiting a Candidate for a position, the AACC may interview the Candidate(s) included in the reserve list, where necessary availing him/herself of an external member (from another European Institution, Body, Agency, Office, subject to the Staff Regulations and the CEOS) or a Staff Committee Member. The decision of the AACC on interviewing candidates from the Reserve list shall be duly reasoned. In case the final appointment is decided for a Candidate who is not the highest ranking in the reserve list rank, a reasoned decision of the AACC shall be adopted.

2. The AACC may, following a reasoned decision, instruct by a written mandate the Head of the Recruiting department/the Team Leader of the Recruiting Team to conduct interviews with the highest-ranking candidates or all candidates. The Selection Procedure Manager or another member of the HRM team may be present at the interviews and assist in preparing the interviews with candidates.

3. Prior to recruitment the Head of Department/the Team Leader of the Recruiting Team or the Selection Procedure Manager shall contact the referees provided by the candidate in their application and obtain references.

4. When acting under the mandate of the AACC, the Head of the Recruiting Department/the Team Leader of the Recruiting Team, shall prepare a note to the file describing his/her conclusions following the check of the references and the interviews, for the attention of the AACC. In case the final appointment is decided for a Candidate who is not the highest ranking in the reserve list rank, a reasoned decision of the AACC shall be adopted.

Article 24

Exceptions that apply to internal selection procedures

1. Internal selection procedures follow the same principles and rules, as defined in the provisions of the Rules as external selection procedures, with exceptions defined in this Article.

2. The following exceptions apply to internal selection procedures:

   a) The function group and grade of the members of the Selection Committee shall be at least equal to the highest grade included in the published grade bracket;
   b) The length of the publication period on ACER's intranet shall be a minimum of 10 working days;
   c) The written test will not be compulsory;
   d) The knowledge of the second EU or EEA language will not be tested;
   e) The general eligibility criteria stated in the selection notice will not be re-assessed, if compliance with them is demonstrated by supporting documents included in the internal candidate's personal file.

3. If there is only one eligible candidate who has applied to the internal selection procedure, the AACC may decide on the assignment of the candidate to the new position, by means of internal mobility.

Article 25

Inter-agency selection procedures

Inter-agency selection procedures follow the same exceptions defined in paragraph (1) and (2) of Article 24 of the Rules.