

## Promotion 2017: what to do if...?

Luxembourg, 4 May 2017

The 2017 promotion exercise has been started. It concerns the work you carried out in 2016.

The current system is far from perfect but we are working hard to improve it. Meetings of the social dialogue are underway to correct the shortcomings and certain injustices of the system such as, for example, the allocation of promotion quotas between DGs and the comparison between colleagues.

The comparison is made on the basis of free text without harmonized and precise terminology. On top of that, a new criterion called "level of responsibility" has been introduced. But no specific guidelines have been issued by DG HR to assess and compare the level of responsibility of the colleagues!

**Union Syndicale Fédérale Luxembourg** is requesting the reintroduction of objectives criteria's which should enable comparison of merits.

### **In the meantime, here are the main stages of the promotion procedure from April to November 2017:**

- The DGs have received their "share of the cake" called "quotas per grade". "Cascades" meaning transfers from high grades to lower grades are possible but only in a strictly limited and controlled extent.
- Internal negotiations within DGs between different directorates and units are currently taking place to decide on the colleagues who will be on the first list of proposed names.
- In making their choice the DGs have to undertake a comparison of the merits described in your assessment taking into account the level of responsibilities (see above) and of the use of languages in your work.
- Subsequently, the DGs will meet a delegation of staff representatives appointed by the central staff committee asking the DGs to explain their choices, drawing their attention to possible excesses, omissions, errors and particular situations, before the final list of colleagues proposed for promotion is established.

This list should be available on 19<sup>th</sup> June in Sysper and can be accessed through your promotion file.

### **If you are on the list, this means that you are promoted: Congratulations!!!**

**If you cannot find your name in the list, not all hope is lost. Union Syndicale Fédérale Luxembourg suggests you to do the following do to defend your rights:**

- You have five working days (not counting justified absences) to make an appeal if you believe that you should have been promoted.
- Your appeal should be factual, concise and it should be based on your merits, as outlined in your self-assessment and evaluation, on your level of responsibilities, the use of languages and exceptional work that you have carried out during the year 2016.
- You can contact us to help you drafting your appeal properly. The joint promotion committees (JPC), composed of staff representatives, have a global quota of 5% for appeals.
- Appeals will be analysed in September for a decision by the JPC. Final publication of those promoted is to be expected in November.

For more information, please consult the administrative information:

[https://myintracomm.ec.europa.eu/hr\\_admin/en/appraisal\\_promotion/promotion/pages/exercice-2017.aspx?ln=fr](https://myintracomm.ec.europa.eu/hr_admin/en/appraisal_promotion/promotion/pages/exercice-2017.aspx?ln=fr)

**Need help or advices:** [REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu](mailto:REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu)

**If you believe you deserve to be proposed for promotion, please feel free to contact us:**

BECH et T2: N. MAVRAGANIS, N. FETTAH-ZAIT	Gasperich: R. DELGADO-SAEZ, S. KARDARAS	OP: I. WOLFF, M. COLLIGNON
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Defending the staff our mission**

**UNION SYNDICALE FEDERALE  
LUXEMBOURG**

**Contact:** [REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu](mailto:REP-PERS-OSP-USF-LUXEMBOURG@ec.europa.eu)

[www.usf-Luxembourg.eu](http://www.usf-Luxembourg.eu)

