

<b>Standard Operation Procedures</b>	SOP_046
<b>Effective Date:</b> 16/10/2017	<b>Public</b>

## *Recruitment and selection of non-statutory staff*

<b>Special Requirements</b>	This procedure is a controlled document maintained by Quality Management. It may not be deleted without comparable controls. Please note that this document becomes uncontrolled once printed. Make sure by always referring only to the Repository that you have the right version in use. Deviations from the provision of this document need to be recorded in the Exception Request Workflow. The procedure should be updated when there are changes in EFSA with respect to what is stated in the document (e.g. Relevant Standards, legislation, and documents, change in procedure, etc.). The person responsible for maintaining this procedure up to date is the Lead author with the support of the QM.
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<b>Process Responsibility</b>	Process owners are accountable this procedure being adhered to within their respective or unit. All relevant staff is responsible for the correct implementation of the procedure. Responsibilities for performing specific steps are outlined in the document.
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### SCOPE AND OBJECTIVES

Defines the main steps involved in the recruitment and selection of Seconded National Experts, as defined in Article 1 of the Decision laying down rules on the secondment to EFSA of national experts and national experts in professional training, and of trainees according to the traineeship scheme provided for in Title 1 of the Decision on the Traineeship and Study visits at EFSA.

The HUCAP Unit is responsible for the recruitment and selection of non-statutory staff. The aim of the recruitment and selection of non-statutory staff is to bring innovative and specialized expertise to EFSA, to foster mutual exchange, to strengthen cooperation between EFSA and its partners and to offer young professionals the possibility to gain first-hand experience of EFSA and its working methods. The process for the recruitment of non-statutory staff complies with the relevant regulatory framework and is guided by HR best practices, EFSA's strategy and core values.



## RELEVANT STANDARDS, LEGISLATION AND DOCUMENTS

- Decision of the Executive Director of the European Food Safety Authority laying down rules on the secondment of national experts and national experts in professional training adopted on 26 January 2017.
- Decision of the Executive Director of the European Food Safety Authority on the traineeship and short-term study visit schemes at EFSA adopted on 22 May 2017.
- Regulation (EC) No. 31/2014 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community Institutions and Bodies and on the free movement of such data
- Candidate manual providing tutorial instructions on how to apply using the EFSA online recruitment system.
- EFSA's policy on independence of 21 June 2017.

## ABBREVIATIONS AND DEFINITION

AA	Appointing authority
BuS	Business Services Department
CoI	Conflict of Interest
DMS	Document Management System
DoI	Declaration of interest
ED	Executive Director in role of Appointing Authority
EPSO	European Personnel Selection Office
HoD	Head of Department
HoU	Head of Unit
HUCAP	Representative of Human Capital Unit responsible for the procedure
IGO	Intergovernmental Organisation
LA	Legal & Assurance Services Unit
LM	Line Manager
MB	Management Board
MT	Management Team
NA	National Administration
PS	People Services Team
RA	Recruitment Adviser
Recruitment tool	EFSA Recruitment tool, Oracle Recruiting Solution – Taleo
Requisition	In Taleo, the EFSA recruitment tool, a vacancy notice is called requisition
SNE	Seconded National Expert

## PROCEDURE

	Previous SOPs in the process: n/a
<b>Step 1</b>	1.0 Planning
ED, HUCAP	1.1 Allocation of SNEs  The number of SNEs allocated to EFSA is defined in the Programming document based on business needs and budget availability. The allocation of SNEs is based on the business needs of the concerned



	department/unit, taking into account the aim of strengthening cooperation with the national authorities. The ED decides on the allocation of the SNEs.
<b>Step 2</b>	2.0 Selection procedure
<b>Step 2.1</b>	2.1 Preparation, approval and publication of the call for expression of interest
RA  ED  FINANCE  RA    Candidates	<p>2.1.1 The RA prepares the requisition (call for expression of interest) in the recruitment tool and requests approval to the ED.</p> <p>2.1.2 ED approves the requisition electronically via the recruitment tool.</p> <p>2.1.3 The RA sends the call for expression of interest to Finance for translation in all EU official languages.</p> <p>2.1.4 The RA publishes the call for expression of interest in the career section and in the EPSO website following EPSO requirements. The dissemination plan is tailored to the nature of the post to ensure the broadest pool of applicants can be reached. The information is also sent to the Permanent Representations of the Members States and the Focal Points.</p> <p>2.1.5 Candidates apply through the online recruitment tool.</p>
<b>Step 2.2</b>	2.2 Screening of applications against eligibility criteria
RA	2.2.1 The RA evaluates the applications against the eligibility criteria specified in the call in the recruitment tool.
<b>Step 2.3</b>	2.3 Access to the recruitment tool and prevention of COI of evaluators
RA  HoU, RA  HoU  RA  RA, HUCAP HoU	<p>2.3.1 Access is granted to the recruitment tool for all HoUs (and/or any other evaluator identified by the HoU) who have been allocated an SNE for the screening of applications.</p> <p>2.3.2 The HoU/evaluator will screen the applications, with the support of the RA if needed.</p> <p>2.3.3 Following the screening of applications, the HoU/evaluator will inform the RA about the candidate(s) to be interviewed.</p> <p>2.3.4 The RA creates the unit specific requisition in the recruitment tool and moves all shortlisted candidates to this requisition.</p> <p>2.3.5 The RA asks all evaluators to complete the DOI by declaring all relevant interests held with reference to the candidates, proactively indicating situations they consider resulting in a COI.</p> <p>2.3.6 In case one or more COI is identified by the RA, a request for assessment of the DOI is submitted to the HUCAP HoU who may introduce measures preventing the occurrence of the COI.</p> <p>2.3.7 In case of confirmed COI and of the impossibility of adopting alternative suitable preventive measures, the concerned evaluator will be replaced.</p>
<b>Step 2.4</b>	2.4 Organisation of the interview
HoU	2.4.1 The HoU/evaluator organizes the interviews with the selected candidates with HUCAP's support if requested.
HoU	2.4.2 The HoU/evaluator completes the assessment grid for each interviewed candidate in the recruitment tool.
HoU	



	2.4.3 The HoU/evaluator informs the RA about the most suitable candidate and provides justification by inserting comments in the candidate's profile in the unit specific requisition.
<b>Step 2.5</b>	2.5 Communication of the outcome
RA	2.5.1 The RA informs the pre-selected candidate about the outcome of the interview and requests confirmation of the proposed informal start date and the contact details of the employer. The RA sends to the pre-selected candidate also the request to submit a DOI filled in in accordance with EFSA's policy on independence of 21 June 2017 and its implementing rules, giving him or her five working days to return the signed document.
RA	2.5.2 The RA informs all other interviewed candidates about the outcome of the interview.
<b>Step 3</b>	3.0 Secondment agreement and offer
<b>Step 3.1</b>	3.1 DoI Validation
RA	3.1.1 The RA shares the DOI received from the selected candidate, the call for expression of interest as well as the application form of the candidate with the LA unit ( <a href="mailto:interestmanagement@efsa.europa.eu">interestmanagement@efsa.europa.eu</a> ) for assessment and validation.
LA	3.1.2 LA completes the Reasoned opinion of the Executive Director concerning the DOI of candidates. The outcome of the assessment and validation may be concluding as follows: a) No COI is identified and no further action is required; b) One or more COI(s) is identified, requiring EFSA to adopt mitigating measures to prevent the occurrence of the COI(s); c) One or more COI(s) is identified, with no possibility for EFSA of adopting mitigating measures. In this case, LA seeks the confirmation of the ED, and shares the outcome of the process with the RA.
RA	3.1.3 LA sends the signed Reasoned opinion of the ED to RA. 3.1.4 RA ensures that any measure prescribed in the Reasoned opinion is communicated to the responsible agent.
<b>Step 3.2</b>	3.2 Preparation and sending of the secondment agreement
RA	3.2.1 The RA prepares the formal letter addressed to the selected candidate's NA as well as the agreement for secondment and circulates the documents for signature by the ED, including the input of the HoU on the reasons for offering the secondment to the selected candidate.
ED	3.2.2 The ED signs the letter and the agreement and returns the documents to the RA.
RA	3.2.3 The RA sends an electronic copy of the letter, the agreement and the rules applicable to SNEs to the NA (copy to the permanent representation) and the original documents by registered mail.
NA	3.2.4 The NA returns the agreement for secondment, signed by the NA and the selected candidate, to the RA.
<b>PROCEDURE - RECRUITMENT AND SELECTION OF TRAINEES</b>	
<b>Step 1</b>	1.0 Planning
ED, MT, HUCAP	1.1 Allocation of trainees



	Each year during the budgetary exercise, following endorsement of HUCAP's assessment and proposal by the BuS HoD, a decision on the allocation of trainees per department is taken, considering the allocated budget.
<b>Step 2</b>	2.0 Selection procedure
<b>Step 2.1</b>	2.1 Preparation, approval and publication of the call for expression of interest
RA	2.1.1 The RA prepares the requisition (call for expression of interest) in the recruitment tool and requests approval to the ED.
ED	2.1.2 ED approves the requisition electronically via the recruitment tool.
RA	2.1.3 The RA sends the call for expression of interest to Finance for translations in all EU official languages.
RA	2.1.4 The RA publishes the call for expression of interest in the career section (for at least 30 days) and in the EPSO website following EPSO requirements. The dissemination plan is tailored to the nature of the post, taking into account the job market to ensure the broadest pool of applicants can be reached.
Candidates	2.1.5 Candidates apply through the online recruitment tool.
<b>Step 2.2</b>	2.2 Screening of applications against eligibility criteria 1.
	2.2.1 The RA evaluates the applications against the eligibility criteria specified in the call in the recruitment tool.
<b>Step 2.3</b>	2.3 Access to the recruitment tool and COI of evaluators
RA	2.3.1 Access is granted to the recruitment tool to all HoU (and/or any other evaluator identified by the HoU) who have been allocated a trainee for the screening of applications.
HoU, RA	2.3.2 The HoU/evaluator will screen the applications, with the support of the RA if needed
HoU	2.3.3 Following the screening of applications, the HoU/evaluator will inform the RA about the candidates to be interviewed.
	2.3.4 The RA creates the unit specific requisition in the recruitment tool and moves all shortlisted candidates to this requisition.
RA	2.3.5 The RA asks all evaluators to complete the DOI by declaring all relevant interests held with reference to the candidates, proactively indicating situations they consider resulting in a COI
RA, HUCAP HoU	2.3.6 In case one or more COI is identified by the RA, a request for assessment of the DOI is submitted to the HUCAP HoU who may introduce measures preventing the occurrence of the COI. In case of confirmed COI and of the impossibility of adopting alternative suitable preventive measures, the concerned evaluator will be replaced.
<b>Step 2.4</b>	2.4 Organisation of the interview
Unit, RA	2.4.1 The Unit organises the interviews with the selected candidates. The RA can provide support in conducting the interviews if needed.
HoU/HoD	2.4.2 The HoU/evaluator completes the assessment grid for each interviewed candidate in the recruitment tool.
HoU/HoD	



	The HoU/evaluator informs the RA about the most suitable candidate and provides justification by inserting comments in the candidate's profile in the unit specific requisition.
<b>Step 2.5</b>	Communication of the outcome
RA	2.5.1 The RA informs all interviewed candidates about the outcome of the interview.
RA	2.5.2 At the closure of the procedure, the RA will inform all other applicants that the procedure has been concluded.
<b>Step 3</b>	3.0 Placement offer
<b>Step 3.1</b>	3.1 Preparation and sending of the offer
HoU/HoD	3.3.1 The RA asks the HoU/HoD to provide input on the reasons for offering the traineeship to the selected candidate in the recruitment tool.
RA	3.3.2 The RA prepares the placement offer for approval.
ED	3.3.3 The ED approves the placement offer.
RA	3.3.4 The RA sends the placement offer to the selected candidate giving a deadline to accept.
Candidate	3.3.5 On acceptance of the placement offer, the selected candidate sends electronic copies of all relevant documents certifying the requirements of the call.
RA	3.3.6 Upon compliance with the requirements, the RA sends confirmation e-mail to the selected candidate.



## Annexes

### *Data retention period*

In line with EDPS notification:

- Selected SNEs: data retained on personal file for maximum of 5 years after termination of secondment.
- Non-selected SNEs: data will be deleted when no longer required for budgetary discharge, control and audit purposes at expiration of 2 year retention period.
- Eligible trainees: data retained for 2 years from date of application until new call is published.
- Non-eligible trainees: data will be destroyed after 1 year.