



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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Careers at EMA

External guidance with the general conditions for recruitment and employment at the European Medicines Agency

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General conditions - recruitment for the European Medicines Agency as a Temporary Agent (Administrator, Assistant or Secretary and Clerk)

General conditions - recruitment for the European Medicines Agency as Contract Staff (short-term or long-term)

Recruitment at the European Medicines Agency - General information



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1. Introduction

The European Medicines Agency operates at the centre of the European medicines network that comprises the national regulatory authorities for human and veterinary medicines of all EU Member States and EEA-EFTA countries¹, alongside the EU institutions. Besides maintaining strong working ties with these key partners, the Agency nurtures relations with the stakeholders on whose behalf it operates, namely patients, healthcare professionals and pharmaceutical companies. At the international level, the Agency collaborates with a number of non-EU regulatory authorities on issues of common interest, and is an active contributor to international forums in the global regulatory arena.

Working with all of these partners and stakeholders, the Agency seeks to apply the best available scientific know-how to the task of regulating medicines in Europe, for the benefit of public and animal health.

Among its principal activities, the Agency:

- provides independent, science-based recommendations on the quality, safety and efficacy of medicines, and on more general issues relevant to public and animal health;
- applies efficient and transparent procedures to help bring new medicines to the market by means of a single, EU-wide marketing authorisation (the 'centralised procedure');
- implements proactive measures for supervising the quality, safety and efficacy of medicines to ensure that their benefits outweigh their risks;
- provides scientific advice and access to incentives to stimulate the development and improve the availability of innovative new medicines, including medicines for rare diseases;
- establishes safe limits for residues of veterinary medicines used in food-producing animals;
- involves representatives of patients, healthcare professionals and other stakeholders in its work, to ensure their needs and concerns are taken into account;
- publishes impartial and comprehensible information about medicines and their optimal use;
- develops best practice for medicines regulation in Europe, and contributes to the harmonisation of regulatory standards at the international level.

More information about the Agency can be found on the EMA website (www.ema.europa.eu), in the '[About us](#)' section, in all official EU languages.

As a decentralised body of the European Union the Agency abides by the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union (CEOS).

This external guideline is based on the rules of CEOS with an aim of making the rules more comprehensible.

2. Objective and Scope

Staff members are mainly constituted by Temporary Agents (TAs) and Contract Agents (CAs) recruited through open selection procedures. The Agency hires and employs its staff according to the rules,

¹ These are Iceland, Liechtenstein and Norway, which are members of both the European Economic Area (EEA) and the European Free Trade Association (EFTA).

principles and working conditions of the European civil service laid down in the [Staff Regulations of Officials of the European Union and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community](#)² (hereinafter “the Staff Regulations” and “the CEOS”).

Moreover, national experts on secondment, interim/temporary workers, contractors, trainees and visiting experts also work at the Agency.

The Agency does not currently employ permanent officials.

3. Definitions

AD	Administrator, which is one function group of staff employed as Temporary Agent
AST	Assistant, which is one function group of staff employed as Temporary Agent
CA	Contract Agents employed under Title IV, CEOS
CEOS	Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union
FG	Function Group of Contract Agents
SNE	National Experts on Secondment from National competent Authorities throughout EU
TA	Temporary Agents employed under title II, CEOS
Visiting Expert	Experts from similar organisations temporarily posted at the Agency

4. Detailed guidance

Based on the CEOS the Agency recruits Temporary and Contract Agents. Other categories of people working at the Agency include SNEs, Interims, Trainees and various categories of Consultants and Contractors. These categories are further described in this chapter.

4.1. Categories of People

4.1.1. Temporary Agents

4.1.1.1. Classification of posts

The Temporary Agents posts covered by the Staff Regulations and the CEOS are classified, according to the nature of the duties to which they relate, in three function groups: 'administrators' (AD), 'assistants' (AST) in descending order of rank. Each group is subdivided into a number of grades and 5 steps in each grade.

- Function group AD comprises twelve grades from AD 5 to AD 15, corresponding to managerial, conceptual and analytical as well as to scientific duties.

² OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29. 10.2013, p. 15.

- Function group AST comprises eleven grades from AST 1 to AST 11, corresponding to executive and technical duties.

4.1.1.2. Education levels and professional experience

The minimum **educational qualifications** are (see Annex 1 for examples of the corresponding diplomas in each EU Member State):

- **in function group AST:**
 - a level of post-secondary education attested by a diploma, or
 - a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
 - where justified in the interest of the service, professional training or professional experience of an equivalent level.
- **in function group AD for grades 5 and 6:**
 - a level of education which corresponds to completed university studies of at least three years attested by a diploma, or
 - where justified in the interest of the service, professional training of an equivalent level.
- **in function group AD for grades 7 to 16:**
 - a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
 - a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
 - where justified in the interest of the service, professional training of an equivalent level.

Professional experience shall be counted as follows:

AST: from the time when a post-secondary education diploma was awarded; where the official duration of the course is less than three years, the difference shall be deducted from the professional experience;

AD 5: candidates normally do not have to have professional experience; if they do, it is counted from the time when, on completion of a minimum of three years of study, the university degree giving access to this grade was awarded;

AD 6: from the time when, on completion of a minimum of three years of study, the university degree giving access to this grade was awarded;

AD 7 to AD 16: from the time when a university degree was awarded on completion of a minimum of four years of study.

Temporary Agents at the Agency shall be recruited at the grade set out in the vacancy notice of the selection procedure they have passed. According to Article 32 of the Staff Regulations, a temporary agent shall be recruited at the first step in his/her grade. The Agency may take into account additional seniority up to a maximum of 24 months (which corresponds to one additional step above step 1) to reflect additional professional experience in addition to the experience giving access to the selection

procedure. Any duly certified professional activity connected with one of the Agency's areas of activity shall be taken into account. Any given period may be counted only once.

For more information about the recruitment process, please refer to section 4.3 "Recruitment of Temporary Agents and Contract Agents".

4.1.2. Contract Agents

4.1.2.1. Classification of positions at EMA

Contract staff is subdivided into four function groups (FG) corresponding to the duties to be performed under the supervision of temporary staff. Each group is subdivided into grades and steps in each grade:

- FG IV comprises 6 grades (13 to 18), corresponding to administrative, advisory, linguistic and equivalent technical tasks;
- FG III comprises 5 grades (8 to 12), corresponding to executive tasks, drafting, accountancy and other equivalent technical tasks;
- FG II comprises 4 grades (4 to 7), corresponding to clerical and secretarial tasks, office management and other equivalent tasks;

4.1.2.2. Education levels and professional experiences

Recruitment as a member of the contract staff shall require at least, in:

- FG II and III:
 - a level of post-secondary education attested by a diploma, or
 - a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
 - where justified in the interest of the service, professional training or professional experience of an equivalent level;
- FG IV:
 - a level of education which corresponds to completed university studies of at least three years attested by a diploma, or
 - where justified in the interest of the service, professional training of an equivalent level.

For more information about the recruitment process, please refer to section 4.3 "Recruitment of Temporary Agents and Contract Agents".

4.1.3. National Experts on Secondment

The Agency publishes vacancies for National Experts on Secondment on its website. The spirit of the rules on National Experts on Secondment is to enhance and develop the relationship between European public administrations. Candidates must be currently employed in the public sector (such as university, research institute, public hospital or regulatory body) of one of the Member States of the European Union, and possess a good level of English, the language in which the Agency mainly works.

For the duration of the secondment contract, the Agency may reimburse all or part of the net remuneration to the current employer together with employer's social contributions; it also may pay a

monthly travel allowance based on the distance to the place of origin and may provide a daily subsistence allowance. Periods of secondment are between six months and two years, with the possibility of extension for further two years.

Exceptionally, at the request of the Division concerned and where the interest of the service warrant it, the Executive Director may authorise one or more extensions of the secondment for a maximum of two more years at the end of the four-year period.

For more information about the recruitment process and the special conditions of National Experts on Secondment, please refer to our website under '[National experts on Secondment](#)'. To apply to any current vacancy, please visit the [Jobs@EMA portal](#).

4.1.4. Interims/temporary workers

The European Medicines Agency sometimes requests the services of recruiting agencies (also known as temping agencies) for the short-term placement of interim staff for secretarial/administrative, IT, scientific/regulatory, legal and communications roles. If you are interested in this type of employment opportunity, you can register with one of the recruitment agencies EMA works with.

For more information about the job profiles and recruitment agencies involved, please refer to our website under the section [Interim placements](#).

4.1.5. Contractors

The Agency publishes calls for tender for the supply of goods, services and works.

Interested suppliers need to apply to an Agency procurement procedure or respond to a call for expressions of interest to be preselected as a potential candidate for restricted invitations to tender.

For more information about contractors at the Agency, please refer to our website under the section [Procurement section of EMA Website](#).

4.1.6. Visiting experts

There are specific rules covering the engagement of visiting experts with the Agency. Visiting experts are normally (but not exclusively) employed by third-country public health authorities. Requests for visiting experts are initiated by the head of the participating institution or by the Agency's Executive Director.

For more information about the rules on visiting experts at the Agency, please refer to our website under the section [Visiting Experts](#).

4.1.7. Trainees

The European Medicines Agency operates a trainee programme for recent graduates. The programme gives trainees an understanding of the Agency and its role within the activities of the European Union. It also enables them to acquire practical knowledge in one of the Agency's organisational entities and to gain professional experience in the course of their work.

For more information, please refer to the [Trainee Programme](#) on our website.

4.2. Principles of working at EMA

4.2.1. Code of conduct

Since its establishment, the Agency has endeavoured to ensure that it maintains the highest professional standards of integrity, transparency and independence. The Code of Conduct and its active application supports the proper functioning of the Agency in the performance of its role and responsibilities. The Code of Conduct applies to the members of the Agency's Management Board and Scientific Committees, rapporteurs, experts and staff. The Code of Conduct is applied in good faith and in the spirit and interests of the whole medicines regulatory network.

For more information please refer to our website under [Code of conduct](#) and [How we work](#).

4.2.2. Confidentiality

The Agency has the duty of confidentiality with regard to information received from its stakeholders and thus protects personal data and respects commercially confidential information. This is an essential part of the relationship between EMA, European institutions, Member States, pharmaceutical companies and patients.

EMA staff, as well as members of the Scientific Committees and experts, has access to confidential information and Article 17 of the Staff Regulations applicable to officials and other servants of the European Union binds staff members to a general duty of confidentiality and a duty to exercise the greatest discretion, even after leaving the service of EMA. Staff, national experts on secondment, visiting experts, interims and trainees, are all required to sign a confidentiality undertaking upon taking up duties.

4.2.3. Conflict of interest

The Agency staff members are not permitted to hold or seek to acquire, during their employment at the Agency, direct financial interests in a pharmaceutical company or own a current patent for a medicinal product. All such direct interests must be disposed of prior to the start of employment. Before recruiting a temporary or contract agent, the Agency will examine whether the candidate has any personal interest such as to impair his independence or any other conflict of interest. The candidate, using a specific form, will be required to inform the Agency of any actual or potential conflict of interest. In such cases, the Agency will take this into account in a duly reasoned opinion and take mitigating actions as appropriate e.g. consideration which tasks are assigned to the new staff member. Upon starting employment, the Agency staff will be required to make a public declaration of interests again.

For more information please consult our website under [Handling competing interests](#).

4.2.4. Equal opportunities

Any discrimination based on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of national minority, property, birth, disability, age or sexual orientation shall be prohibited.

4.2.5. Data protection

EMA is committed to respecting the privacy of its candidates for recruitment. Within the framework of the staff selection procedures at EMA, all personal data provided by candidates are dealt with in

compliance with Regulation (EC) No 45/2001 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. The personal information that EMA requests from candidates in the context of a selection procedure will be processed in line with the [Data protection notice for recruitment](#).

The Agency does not make public the names of successful candidates on reserve lists. However, it is possible that, for the purposes of recruitment and related planning purposes, members of the Agency management team may have access to reserve lists and in specific cases, to the application form of a candidate (without supporting documents, which are kept in confidence by administration).

4.3. Recruitment of Temporary Agents and Contract Agents

4.3.1. Legal background

The Agency hires and employs its staff according to the rules, principles and working conditions of the European civil service laid down in [the Staff Regulations and in the CEOS](#).

4.3.2. General eligibility conditions for employment

Temporary Agent and Contract Agent positions at the Agency are open to nationals of the EU and EEA Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Spain, Slovakia, Slovenia, Sweden, the United Kingdom⁴ and Iceland, Liechtenstein and Norway. There is no national quota system in operation but the Staff Regulations require it to strive for a broad balance among nationalities.

Candidates who passed a relevant competition are recruited on condition that they have full rights as citizens. Candidates must have fulfilled any obligations imposed on them by laws concerning military service and meet the character references as to the suitability for the performance of their duties. They must also be physically fit to perform their duties.

4.3.3. Linguistic requirements

As part of the assessment for a Temporary Agent and Contract Agent contract, evidence must be provided of a good command of English (at least level C1) as the official working language of the Agency and a thorough knowledge of one of the other official languages of the European Union (at least level B2). The official languages are: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish and Swedish. Please refer to Annex 2 for the description of language levels.

4.3.4. Recruitment process for Temporary Agents and Contract Agents

The Agency has an independent and separate recruitment process from other EU institutions and other EU agencies. The Agency is staffed mainly by temporary and contract agents recruited through open selection procedures. Recruitment follows the rules and practices of EU institutions and successful candidates are placed on a reserve list. Being placed on the reserve list does not guarantee employment within the Agency. As long as the list remains valid (one year initially), the Agency may offer a contract to successful candidates with the profile and professional experience most relevant to a

⁴ Please refer to the EMA website [‘United Kingdom’s withdrawal from the European Union \(‘Brexit’\)](#).

vacant post/position. When a suitable position is available, selected candidates receive an offer of a renewable contract as temporary agents or contract agents.

In case a Temporary Agent post is not available, candidates on a reserve list of a Temporary Agent' competition may be approached to provide written consent to accept a Contract Agent positions, where justified in the interest of the service. These candidates will still remain on the Temporary Agent reserve list and will be considered for Temporary Agent post should a suitable post become available.

The Contract Agent position differs from the Temporary Agent post in terms of contract category, function group, grade and remuneration. For more information please refer to our website under [Temporary and contract Agents](#).

4.3.4.1. Application process

There are two stages in the application process:

1. Online application
2. Online submission of a full application (including supporting documents)

In order to be eligible to participate in a selection procedure, candidates have to meet certain criteria, which are laid down by the selection procedure announcement. Candidates must confirm that they meet all general and specific eligibility conditions defined in the selection procedure announcement. Candidates are responsible for the information they provide in the application and in the shortlisting questions. Answers to shortlisting questions in the application are used to shortlist candidates for the next steps.

Stage 1 Online application

The Agency launches recruitment campaigns through the announcement of vacant posts on its [Jobs@EMA](#) portal. Notices of selection procedures may also be advertised on other recruitment websites, in specialist journals or internet sites (e.g. LinkedIn, Twitter), depending on the nature of the positions for which recruitment is planned. Interested candidates are invited to create an account and set up job alerts on the [Jobs@EMA](#) portal, in order to receive updates on vacancies at the Agency.

In order to apply to an open selection procedure, candidates must apply exclusively through the [Jobs@EMA](#) portal, where they will be requested to create an account and enter their information. For further details about how to use the portal and apply for a job, please refer to our [Jobs@EMA User-guide](#).

Only applications submitted via [Jobs@EMA](#) will be considered. Curricula vitae (CVs) or any other information submitted in any other way will not be considered.

Candidates should assess and check, before submitting their application, whether they fulfil all the general eligibility conditions for recruitment as well as the specific conditions regarding qualifications and professional experience for admission to the competition at stake. These specific conditions are laid down in the vacancy notice, and may vary from one competition to another depending on the profile sought. Applications or requests to change applications submitted after the deadline for application will not be accepted.

Stage 2 Online submission of a full application (only for candidates invited for interview)

Education, certificates and diplomas

Should a candidate be invited for a written test and/or an interview, he/she will be asked to upload all the supporting documents, needed to prove that they satisfy all conditions for admission to the selection procedure (i.e. ID, educational qualifications, employment certificates and recognitions of non-EU diplomas from official EU bodies), into the Jobs@EMA portal. On the day of the interview, the original documents corresponding to the documents in the application also need to be submitted.

Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the studies took place outside of the European Union, the candidate's qualification must have been recognised by a body delegated officially for that purpose by one of the European Union Member States (such as a national Ministry of Education) and a document attesting so must be provided. This will enable the Selection Committee to assess accurately the level of the educational qualifications.

The address stated in the application will be used for calculation of reimbursement of travel costs for candidates invited to an interview. For more information, please refer to the [Travel reimbursement rules](#) and [FAQ on travel reimbursement](#).

Candidates who change their address during the selection procedure should immediately update their contact details in the Jobs@EMA portal.

Candidates who fail to submit all the relevant documents by the date of the test and/or interview will be disqualified.

Any candidate found making false declaration or giving incomplete information on the application can be immediately disqualified at any stage of the selection process.

Professional experience

Traineeships may be counted as professional experience if the candidates received a salary during the time of the traineeship. Relevant doctorates may be counted as professional experience regardless if they are paid or not. The maximum duration counted for a doctorate is the actual time up to three years, provided that the doctorate has been successfully concluded by the closing date for applications of the selection procedure.

Part-time work will be calculated pro-rata based on the numbers of hours worked, i.e. 6 months worked part-time on a 50% basis will be accounted for as three months.

Voluntary work will only be taken into consideration if it is paid. Voluntary work must be comparable to full-time work, both in terms of number of hours worked and the duration of the assignment.

Military service and equivalent civilian service shall be regarded as professional experience, for a period not exceeding the statutory duration of compulsory military service in the Member State of which the candidate is a national.

Professional experience is counted only from the time the candidate obtained the certificate or diploma required for admission to the selection procedure. Where additional periods of training and study are accompanied by periods of professional activity, only the latter shall be considered as professional experience. Overlapping periods of working experience and training/education are only counted once.

Candidates with professional experiences as freelancers or self-employed workers must provide either a practicing certificate (or equivalent), or a copy of the entry in the relevant trade register, or any other

official document (for example a tax document) showing clearly the length of the relevant professional experience.

Candidates must upload in the Jobs@EMA portal all supporting documents related to their professional experiences, which clearly show the nature and the duration of the work experience (the start and end dates of all positions and the start date of the current position) and whether the work was conducted on a full-time or part-time basis. If, for reasons of confidentiality, a candidate is unable to provide the necessary references for their current employment, he/she must provide photocopies of the contract, the letter of recruitment and /or the first pay slip, and the candidate must, in any event, provide a copy of the latest pay slip.

When a position is offered, letters confirming the employment will not be accepted if they are not accompanied by payslips or contract of employment and the first/last payslip. Social security contributions statement will be accepted if it is accompanied by a contract/letter from employer confirming the job title and working pattern.

4.3.4.2. Selection procedure

Selection Committee – general principles

A Selection Committee is set up for each selection procedure. It consists of members designated by the Authority Authorised to conclude Contracts and the Staff Committee. The principle of confidentiality of the proceedings of the Selection Committee is enshrined in Article 6 of Annex III to the Staff Regulations, which states that they must be secret. This principle serves two purposes : first, it imposes obligations to ensure equal treatment for all candidates; and second, it seeks to protect the Selection Committee to ensure that its decisions are totally impartial.

Candidates are strictly forbidden to make any contact with the members of the Selection Committee, either directly or indirectly through third parties. Any infringement of this rule will lead to disqualification from the selection procedure.

Queries should be addressed to recruitment@ema.europa.eu quoting the reference number of the selection procedure.

If the Selection Committee discovers at any stage in the procedure that the candidate does not meet one or more of the general or special conditions for admission to the selection procedure or that the information on the application does not correspond with the supporting documents, the candidate will be disqualified.

In relation to recruitment, selection procedures and the treatment of candidates' personal data are strictly confidential. Candidates are only provided with information regarding their application and the outcome of their test and interview. Names of other candidates or the number of candidates on the reserve list are not disclosed.

All information about any aspect of the selection process (such as recruitment documents, recruitments tests interview questions etc.) shall be kept confidential and is not for public disclosure. A candidate who discloses such information will be excluded from the recruitment procedure.

Tests and interviews

Unless otherwise specified in the vacancy notice, the Selection Committee decides which candidates are admitted to the selection procedure in accordance with the essential requirements for admission to the selection procedure as specified in the vacancy notice. The applications of the candidates admitted to the selection procedure are then reviewed and the Selection Committee decides which candidates

are invited to attend a test and/or an interview. The Selection Committee adheres strictly to the vacancy notice when deciding whether or not candidates are to be admitted. Candidates admitted to a previous selection procedure will not automatically be eligible.

The Selection Committee decides on the need for interviewees to undergo one or more tests. The tests relate to knowledge and abilities necessary for the performance of the duties, knowledge on European integration and the institutions, and specific competencies with reference to the profile sought as described in the vacancy notice.

The Selection Committee may decide to hold the interviews either at the Agency or remotely via a web conferencing tool. Candidates will receive detailed instructions in advance of the interview.

Length of the selection procedure

The selection procedure can take up to 3 months, or for larger procedures 6 months, from the date on which the position is first advertised, to the day the reserve list of successful candidates is drawn.

The selection procedure and the work of the Selection Committee ends with the establishment of the reserve list (i.e. the list of successful candidates).

4.3.4.3. Checking of professional qualification and work experience

When submitting the application in [Jobs@EMA](#), candidates will be required to upload a scanned copy of their ID, educational qualifications and employment certificates to the [Jobs@EMA](#) portal.

Checks are regularly performed on the information provided on the application in the course of the selection process. Candidates are made aware that by applying for a position at the Agency they have given their consent to these checks. Moreover, additional checks on a random basis may also be performed and candidates who have been picked out for these checks will be informed.

The documents of all candidates included in the reserve list are checked.

A candidate may be required to provide referee details. Letters confirming the employment will not be accepted if they are not accompanied by payslips or contract of employment and the first/last payslip. Social security contributions statement will be accepted if it is accompanied by a contract/letter from employer confirming the job title and working pattern.

4.3.4.4. Reserve list and recruitment

Each candidate will be informed by letter whether or not he/she has been placed on the reserve list. Candidates should note that inclusion on the reserve list does not guarantee employment the Agency.

The recruitment procedure is as follows: if and when funds become available and there is a post available corresponding to the function group and grade of the selection procedure that they have passed, candidates on the reserve list will be considered to fill vacancies. Candidates on the valid reserve list may also be considered for a different post within the same function group and grade if the job specification and the nature of the role are similar.

Moreover, in case a Temporary Agent post is not available, candidates on a reserve list of a Temporary Agent' competition may be approached to provide written consent to accept Contract Agent positions, where justified in the interest of the service. These candidates will still remain on the Temporary Agent reserve list and will be considered for Temporary Agent post should a suitable post become available.

If a letter of intention is issued, the candidate must undergo a compulsory medical examination to establish that he/she is physically fit to perform his/her duties, and the candidate must provide original or certified copies of all relevant documents. Reserve lists remain usually valid for one year and may be extended. The decision on reserve list extensions and expiry are published on the EMA website under [Extension of reserve lists](#).

Selected candidates will be offered a renewable contract as temporary agents or a renewable contract as contract agent whose length may vary, in accordance with the CEOS.

4.3.4.5. Salary and benefits package

According to the Staff Regulations and the CEOS, the pay of staff members consists of a basic salary and, depending on the personal situation, is supplemented with various allowances, including family allowances.

There is a basic salary scale for each function group and grade, divided into a number of steps. Staff members progress automatically to the next step every two years until they reach the top of the scale for that grade.

In addition to their basic salary, staff members may be entitled to various allowances depending on their personal circumstances, in particular an expatriation or foreign residence allowance, and family allowances, including household allowance, dependent child allowance, pre-school allowance and an education allowance.

Under certain circumstances, in particular where staff members are obliged to change their place of residence in order to take up employment, the Agency may also reimburse various expenses related to change of residence, notably removal expenses, and may provide an installation allowance, depending on the length of the contract.

Staff members are entitled to a medical insurance, which works similarly to a private medical reimbursement scheme, an accident insurance and an unemployment insurance. Where the Contract Agent's contract is for less than one year, the Contract Agent has a free choice of the national scheme into which to pay the social contributions. For Temporary Agents and Contract Agents with a contract of one year or longer, the pension contributions are paid into the European Union scheme and a transfer back into their chosen national social security scheme may apply at the end of their contract.

More information is available on the Agency's website under [Conditions of employment](#).

4.3.4.6. Appeal procedures

A candidate who feels that an error has been made for a specific post/position, may ask to have his/her application reconsidered by sending, within 10 calendar days of the date postmarked on the notification, a request for review, quoting the number of the selection procedure concerned to the Chairperson of the Selection Committee at the following address:

European Medicines Agency

30 Churchill Place | Canary Wharf | London E14 5EU | United Kingdom

The Selection Committee will reconsider the application and notify the candidate of its decision within 45 calendar days of receipt of the notification.

If a candidate considers that he/she has been adversely affected by a particular decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations and the CEOS, at the following address:

The Executive Director

European Medicines Agency

30 Churchill Place | Canary Wharf | London E14 5EU | United Kingdom

The complaint must be lodged within 3 months. The time limit for initiating this type of procedure is described under Article 90(2) of the Staff Regulations.

Candidates can submit a judicial appeal under Article 270 of the Treaty on the Functioning of the EU and Article 91 of the Staff Regulations to the:

General Court of the European Union

Rue du Fort Niedergrünwald | L-2925 Luxembourg

Please note that the Authority Authorised to Conclude Contracts does not have the power to amend the decisions of a Selection Committee. The General Court has consistently held that the wide discretion enjoyed by Selection Committee is not subject to review by the General Court unless rules which govern the proceedings of Selection Committee have been infringed.

For details of how to submit an appeal, please consult the website of the General Court:

<https://curia.europa.eu/>

The time limits for initiating this is provided for by Article 91 of the Staff Regulations.

It is also possible to file a complaint to the European Ombudsman pursuant to Article 228 of the Treaty on the Functioning of the EU and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 [on the regulations](#) and general conditions governing the performance of the Ombudsman's duties (OJ L 113, 04.05.1994).

Such complaint shall be addressed to:

European Ombudsman

1 Avenue du Président Robert Schuman | CS 30403

67001 Strasbourg Cedex | France

<http://www.ombudsman.europa.eu>

Please note that complaints made to the European Ombudsman have no suspensive effect on the time limits laid down in Articles 90(2) and 91 of the Staff Regulations for lodging, respectively, a complaint under Article 90(2) of the Staff Regulations or an appeal with the General Court under Article 270 of the Treaty on the Functioning of the EU.

Please note also that, under Article 2(4) of the above referred general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned. Thus, before contacting the Ombudsman, candidates must have submitted a complaint to EMA and received a negative reply.

4.3.5. Recruitment/on-boarding process

Reserve list and recruitment

The Selection Committee is not involved in the recruitment decision, as its work ends with the establishment of the reserve list. The recruiting entity within the Agency may wish to invite one or several candidates on the reserve list for a second, more informal interview to assess their suitability for the position, and to make a recommendation to the Executive Director on the basis of best-fit for the service.

Before being recruited, candidates need to undergo a medical exam organised and paid for by the Agency and provide a police certificate.

Starting employment at the Agency, candidates will receive a welcome briefing and be invited to induction sessions.

Validity of reserve lists (Temporary Agents and Contract Agents)

Reserve lists are usually valid for a year initially, but may be extended. The decisions about the extension/expiry are available on the Agency website under [Extension of reserve lists](#).

Probation period

Successful candidates who are recruited undergo an initial probation period of nine months.

5. Related documents

This guideline relates to the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union.

6. Changes since last revision

This external guideline is an extensive revision to rewrite the previous General conditions for recruitment and employment at the European Medicines Agency and to include what was previously separate documents regarding Temporary Agents and Contract Agents.

7. Annexes

See Annexes 1 & 2

London, 15 May 2018

Signature of approver

(signature on file)

Guido Rasi
Executive Director

Annex 1 – Examples of diplomas

Examples of diplomas for which the level of education corresponds to that required for access to Agency selection procedures for the following categories:

COUNTRY	AST-SC1 to AST-SC6 AST1 to AST7	AST3 to AST11	AD5 to AD16	
	Secondary education ¹ (giving access to post-secondary education)	Post-secondary education (non-university higher education course or short university course lasting at least 2 years)	University education (lasting at least 3 years ²)	University education (4 years or more)
Belgique - België - Belgien	Certificat de l'enseignement secondaire supérieur (CESS)/ Diploma secundair onderwijs Diplôme d'aptitude à accéder à l'enseignement supérieur (DAES)/ Getuigschrift van hoger secundair onderwijs Diplôme d'enseignement professionnel Getuigschrift van het beroepssecundair onderwijs	Candidature - Kandidaat / Graduat – Gegradueerde Bachelor /Professioneel gerichte Bachelor	Bachelor académique (180 crédits) Academisch gerichte Bachelor (180 ECTS)	Licence/Licentiaat Master Diplôme d'études approfondies (DEA) Diplôme d'études spécialisées (DES) Diplôme d'études supérieures spécialisées (DESS) Gediplomeerde in de Voortgezette Studies (GVS) Gediplomeerde in de Gespecialiseerde Studies (GGS) Gediplomeerde in de Aanvullende Studies (GAS) Agrégation/Aggregaat Ingénieur industriel/Industrieel ingenieur Doctorat/Doctoraal Diploma
Bulgaria	Diploma za zavarsheno sredno obrazovanie (Диплома за завършено средно образование) Diploma za Sredno Obrazovanie	Spetsialist po ..(Специалист по..)		Diploma za visshе obrazovanie (Диплома за висше образование) Bakalavar (Бакалавър) Magistar (Магистър)
Ceská Republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu (Absolutorium) + diplomovaný specialista (DIS.)	Diplom o ukončení bakalářského studia (Bakalař)	Diplom o ukončení vysokoškolského studia Magistr Doktor

Danmark	Bevis for: Studentereksamen Højere Forberedelseksamen (HF) Højere Handelseksamen (HHX) Højere Afgangseksamen (HA) Bac pro: Bevis for Højere Teknisk Eksamen (HTX)	Videregående uddannelser = Bevis for = Eksamensbevis som (erhvervsakademiuddannelse AK)	Bachelorgrad (B.A. or B.Sc.) Professionsbachelorgrad Diplomingeniør	Kandidatgrad/Candidatus Master/Magistergrad (Mag.Art.) Licenciatgrad PhD grad
Deutschland	Abitur/Zeugnis der allgemeinen Hochschulreife Fachabitur/Zeugnis der Fachhochschulreife		Fachhochschulabschluss Bachelor	Hochschulabschluss / Fachhochschulabschluss / Master Magister Artium Staatsexamen/Diplom Erstes Juristisches Staatsexamen Doktorgrad
Eesti	Gümnaasiumi Lõputunnistus + riigieksamitunnistus Tunnistus põhihariduse baasil kutsekeskhariduse omandamise kohta + riigieksamitunnistus	Tunnistus keskhariduse baasil kutsekeskhariduse omandamise kohta	Bakalaureusekraad (min 120 ainepunkti) Bakalaureusekraad (<160 ainepunkti)	Bakalaureusekraad (160 ainepunkti)/ Magistrikraad Doktorikraad (120-160 ainepunkti)
Eire/Ireland	Leaving certificate Grade D3 in 5 subjects Leaving certificate Vocational Programme	National Certificate Ordinary Bachelor Degree National Diploma (ND, Dip.)	Honours Bachelor Degree (BA, B.Sc, B. Eng)	Honours Bachelor Degree / University degree Masters Degree Doctorate
Ελλάδα	Απολυτήριο Τεχνολογικού Επαγγελματικού Εκπαιδευτηρίου Βεβαίωση για την πρόσβαση στην Τριτοβάθμια Εκπαίδευση	Δίπλωμα επαγγελματικής κατάρτισης (Ι.Ε.Κ.)		Πτυχίο (Α.Ε.Ι. πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης) Μεταπτυχιακό Δίπλωμα Ειδίκευσης Διδακτορικό Δίπλωμα
España	Bachillerato + Curso de Orientación Universitaria (COU) Bachillerato BUP Diploma de Técnico especialista	F.P. grado superior (Técnico superior)	Diplomado/ Ingeniero técnico	Licenciatura Magister Ingeniero Titulo de Doctor

France	Baccalauréat Diplôme d'accès aux études universitaires (DAEU) Brevet de Technicien	Diplôme d'études universitaires générales (DEUG) Brevet de technicien supérieur (BTS) Diplôme universitaire de technologie (DUT) Diplôme d'études universitaires scientifiques et techniques (DEUST)	Licence	Maîtrise MST, MSG, DEST, DRT, DESS, DEA Master 1, Master 2 Professionnel, Master 2 Recherche Diplôme des grandes écoles Diplôme d'ingénieur Doctorat
Italia	Diploma di maturità (vecchio ordinamento) Perito Ragioniere Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore	Diploma universitario (DU) Certificato di Specializzazione Tecnica Superiore/ Attestato di competenza (4 semestri)	Diploma di Laurea - L(breve)	Diploma di Laurea (DL) Laurea specialistica (LS) Master di I livello Dottorato in ricerca (DR)
Κύπρος	Απολυτήριο ενιαίου λύκειου	Δίπλωμα = Programmes offered by Public/Private Schools of Higher Education (for the later accreditation is compulsory) Higher Diploma		Πανεπιστημιακό Πτυχίο/Bachelor Master Doctorat
Latvija	Atestats par visparejo videjo izglītību Diploms par profesionālo vidējo izglītību	Diploms par pirmā līmeņa profesionālo augstāko izglītību diploma (diploma for the first level of higher professional education)	Bakalaura diploms (min 120 kredīti)	Bakalaura diploms (160 kredīti)/ Profesionālā Bakalaura Diploms Maģistra diploms Profesionālā Maģistra Diploms Doktora grāds degree
Lietuva	Brandos atestatas Bendruju Mokslu Licejaus Atestatas	Aukstojo Mokslu Diplomas (Higher Education Diploma)	Bakalauras (min 120 kreditų)	Bakalauro diplomas (160 kreditų)/ Vientisųjų studijų diplomas Magistro diplomas Daktaro diplomas

Luxembourg	Diplôme de fin d'études secondaires et techniques	BTS Brevet de maîtrise Brevet de Technicien supérieur Diplôme de premier cycle universitaire (DPCU) Diplôme universitaire de technologie (DUT)	Bachelor Diplôme d'ingénieur technicien	Master Diplôme d'ingénieur industriel DESS en droit européen
Magyarország	Gimnáziumi érettségi bizonyítvány Szakközépiskolai Érettségi-Képesítő Bizonyítvány	Felsőfokú szakképesítést igazoló bizonyítvány (Higher Vocational Program)	Főiskolai Oklevél Alapfokozat (Bachelor degree 180 credits)	Egyetemi Oklevél Alapfokozat (Bachelor degree 240 credits) Mesterfokozat (Master degree) (Osztatlan mesterképzés) Doktori fokozat
Malta	Advanced Matriculation or GCE Advanced level in 3 subjects (2 of them grade C or higher) Matriculation certificate (2 subjects at Advanced level and 4 at Intermediate level including systems of knowledge with overall grade from A-C) + Passes in the Secondary Education Certificate examination at Grade 5 2 A Levels (passes from A-E) + a number of subjects at Ordinary level, or equivalent	MCAST diplomas/certificates Higher National Diploma	Bachelor's degree	Bachelor's degree Master of Arts Doctorate
Nederland	Diploma VWO Diploma staatsexamen (2 diplomas) Diploma staatsexamen voorbereidend wetenschappelijk onderwijs (Diploma staatsexamen VWO) Diploma staatsexamen hoger algemeen voortgezet onderwijs (Diploma staatsexamen HAVO)	Kandidaatsexamen Associate degree (AD)	Bachelor (WO) HBO bachelor degree Baccalaureus of "Ingenieur"	HBO/WO Master's degree Doctoraal examen /Doctoraat

Österreich	Matura/Reifeprüfung Reife und Diplomprüfung Berufsmatura	Kollegdiplom/ Akademiediplom	Fachhochschuldiplom / Bakkalaureus(rea)	Universitätsdiplom / Fachhochschuldiplom/ Magister (tra) Diplomprüfung, Diplom-Ingenieur Magisterprüfungszeugnis Rigorosenzeugnis Dokortitel
Polska	Swiadectwo Ukonczenia/Dojrzałości Liceum Ogólnokształcącego	Dyplom ukończenia kolegium Swiadectwo Ukonczenia Szkoły Policealnej (Certificate of Completion of Education in szkola policealna)	Licencjat / Inżynier	Magister / Magister Inżynier Dyplom Doktora
Portugal	Diploma de Estudos Secundários 12 anos de escolaridade Diploma de Ensino Secundário/Certificado de Habilitações do Ensino Secundário		Bacharelato 180 créditos	Licenciatura Diploma de Mestrado + carta Magistral Diploma de Doutoramento
Republika Hrvatska/ Croatie	Svjedodžba o državnoj maturi Svjedodžba o završnom ispitu	Associate degree Graduate specialist Stručni Pristupnik/Pristupnica (Professional short degree)	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica) Stručni Specijalist Master degree (magistar struke) 300 credits min Magistar inženjer/ magistrica inženjerka (mag. Ing.) Doktor struke Doktor umjetnosti (doctor of arts)
România	Diploma de bacalaureat	Diplomă de absolvire (Colegiu universitar) Învățământ preuniversitar	Diplomă de licență	Diplomă de Licență Diplomă de Inginer Diplomă de Urbanist Diplomă de Master Certificat de atestare (studii academice postuniversitare) Diplomă de doctor

Slovenija	Maturitetno spričevalo (Spričevalo o poklicni maturi) (Spričevalo o zaključnem izpitu)	Diploma višje strokovne šole	Diploma o pridobljeni visoki strokovni izobrazbi	Univerzitetna diploma/ Magisterij/Specializacija/Doktorat
Slovensko	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení Bakalárskeho štúdia (Bakalár)	Diplom o ukončení vysokoškolského štúdia Bakalár (Bc.) Magister Magister / Inžinier ArtD
Suomi/ Finland	Ylioppilastutkinto tai peruskoulu + kolmen vuoden ammatillinen koulutus – Studentexamen eller grundskola + treårig yrkesinriktad utbildning (Betyg över avlagd yrkesexamen på andra stadiet) Todistus yhdistelmäopinnoista (Betyg över kombinationsstudier)	Ammatillinen opistoasteen tutkinto – Yrkesexamen på institutnivå	Kandidaatin tutkinto – Kandidatexamen/ Ammattikorkeakoulututkinto – Yrkehögskoleexamen (min. 120 opintoviikkoa – studieveckor)	Maisterin tutkinto – Magisterexamen / Ammattikorkeakoulututkinto – Yrkehögskoleexamen (min. 160 opintoviikkoa – studieveckor) Tohtorin tutkinto (Doktorsexamen) joko 4 vuotta tai 2 vuotta lisensiaatin tutkinnon jälkeen – antingen 4 år eller 2 år efter licentiatexamen Lisensiaatti/Licentiat
Sverige	Slutbetyg från gymnasieskolan (3-årig gymnasial utbildning)/intyg om allmän behörighet	Högskoleexamen (80 poäng)/Higher Education Diploma or University Diploma Eftergymnasial yrkesinriktad utbildning = Kvalificerad yrkesexamen	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) Bachelor Magisterexamen med ämnesbredd (minimum 120 poäng) Lärarexamen (140 poäng)	Magisterexamen (Akademisk examen omfattande minst 160 poäng varav 80 poäng fördjupade studier i ett ämne + uppsats motsvarande 20 poäng eller två uppsatser motsvarande 10 poäng vardera) Lärarexamen (220 poäng) Juris Kandidatexamen Civilingenjör/Ingenjörsexamen Doktorsexamen or Licentiatexamen

United Kingdom	General Certificate of Education Advanced level – 2 passes or equivalent (grades A -> E) BTEC National Diploma General National Vocational Qualification (GNVQ), advanced level Advanced Vocational Certificate of Education, A level (VCE A level)	Higher National Diploma/Certificate (BTEC)/SCOTVEC Diploma of Higher Education (DipHE) Diploma of Higher Education National Vocational Qualifications (NVQ) and Scottish Vocational Qualifications (SVQ) level 4	(Honours) Bachelor degree NB: Master's degree in Scotland	Honours Bachelor degree Master's degree (MA, MB, Meng, MPhil, MSc) Doctorate
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¹Access to the AST function groups is subject to the additional requirement of having appropriate professional experience of at least three years.

²Access to grades 7 to 16 is subject to the additional requirement of having appropriate professional experience of at least one year.

Annex 2 – European language levels

		A1	A2	B1	B2	C1	C2
UNDERSTANDING	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 specialized 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.
SPEAKING	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.
WRITING	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.

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