



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

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Careers at EMA - Guidance on selection and recruitment

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1. Introduction

The European Medicines Agency (hereinafter, EMA or “*the Agency*”) has an independent and separate recruitment process from other EU institutions and agencies. The Agency only employs Temporary and Contract agents, recruited through open selection procedures.

The Agency recruits and employs these categories of staff according to the rules, principles and working conditions 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 (hereinafter, “*the Staff Regulations*” and “*the CEOS*”).¹

The purpose of this document is to provide guidance with respect to the recruitment of Temporary and Contract agents following external selection procedures. The Agency also may have recourse to National experts on secondment, Interim/Temporary workers, Contractors, Trainees and Visiting experts, which are excluded from the scope of the present document and only briefly described in Section 1.2.2 ‘*other opportunities to work with the Agency*’.

The Agency does not currently employ permanent officials.

More information about the Agency can be found on the EMA website (www.ema.europa.eu), in the ‘*About us*’ section.

1.1. Working at EMA

1.1.1. Code of conduct

Since its establishment, the Agency endeavoured to ensure that it maintains the highest professional standards of integrity, transparency and independence.

The Agency, its staff, members of the Management Board and Scientific Committees, rapporteurs and experts are working with its stakeholders for the protection of public and animal health. For this purpose, EMA applies the principles provided in its governing legislation, the EU Staff Regulations (when applicable), the guidelines on gifts and hospitality for staff of the European Commission and the following public service principles for the EU civil service drawn up by the European Ombudsman:

- Commitment to the EU and its citizens;
- Integrity;
- Objectivity;
- Respect for others;
- Transparency.

In addition to the above, EMA staff members adopted the following statement of principles:

We strongly believe that in order to ensure the success of the EMA mission we need to:

- *Assure the highest personal standards of integrity, honesty and independence;*
- *Foster the spirit of loyalty and commitment to the goals of the EMA;*
- *Assure impartiality and discretion to applicants;*
- *Develop public confidence in the transparency of or the Agency’s processes.*

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A01962R0031-20180101>

Before recruiting a Temporary or Contract Agent, the Agency will examine whether the candidate has any personal interest such as to impair his/her independence or any other conflict of interest. New staff members must dispose of any financial interests in the pharmaceutical industry they may have acquired before they can start to work at the Agency. 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 including e.g. consideration of which tasks are assigned to the new staff member. Upon starting employment, the staff member will be required to make a public declaration of interests again.

For more information in this regard, please, refer to our website under [Code of conduct, Decision on rules relating to Articles 11, 11a and 13 of the Staff Regulations concerning the handling of declared interests of staff members of the European Medicines Agency and candidates before recruitment.](#)

1.1.2. Equal opportunities

The Agency is an equal opportunity employer.

In line with the Staff Regulations and the CEOS, the engagement of staff at the EMA shall be directed to securing for the Agency the services of persons of the highest standard of ability, efficiency and integrity, recruited on the broadest possible geographical basis from among nationals of Member States of the Union.

All candidates are considered and selected for employment without distinction as to race or ethnic origin, political, philosophical or religious beliefs, age or disability, gender or sexual orientation and without reference to their marital status or family situation.

1.1.3. Data protection

EMA respects the privacy of its candidates for recruitment and processes their personal data as required by Regulation (EU) 2018/1725. This applies particularly to the confidentiality and security 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 Privacy Statement for Selection and Recruitment.

1.2. Work Opportunities

1.2.1. Employment within the Agency

Temporary Agents

The Agency engages its Temporary Agents in line with Article 2(f) of the Conditions of Employment of Other Servants of the European Union².

The Temporary Agent posts covered by the Staff Regulations and the CEOS are classified, according to the nature of the duties to which they relate, in function groups: '*administrators*' (AD) and '*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 15³ corresponding to managerial, conceptual and analytical as well as to scientific duties;

² Article 2(f) - the term "*Temporary Staff*" means staff engaged to fill a post which is included in the list of posts appended to the section of the budget relating to an agency as referred to in Article 1(a)(2) of the Staff Regulations and which the budgetary authorities have classified as temporary, except heads of agencies and deputy heads of agencies as referred to in the Union act establishing the agency and officials seconded in the interests of the service to an agency.

- Function group AST comprises eleven grades from AST 1 to AST 11, corresponding to executive and technical duties.
- Function group AST/SC comprises six grades AST/SC 1 and AST/SC 6, corresponding to clerical and secretarial duties.

Normally, the Agency advertises externally posts for grades up to AST3, and AD5 to AD12.

Contract Agents

Contract agents are subdivided into function groups (FG) corresponding to the duties to be performed under the supervision of Temporary agents. Each group is subdivided into grades and steps in each grade. The steps depend on years of proven professional experience.

- 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.
- FG I comprises 3 grades (1 to 3), corresponding to manual and administrative support service tasks.

1.2.2. Other opportunities to work with the Agency

Seconded National Experts

The spirit of the rules on Seconded National Experts (SNEs) is to enhance and develop the relationship between European public administrations. Candidates must be currently employed by a national, regional or local public administration⁴ or an IGO of one of the Member States of the European Union, have at least three years' experience of administrative, scientific, legal, technical, advisory or supervisory functions, and possess a thorough knowledge of English (Agency's official working language), as well as satisfactory knowledge of a second language.

SNEs shall remain in the service of their employer throughout the period of secondment. The SNE's employer shall thus undertake to continue to pay their salary, to maintain their administrative status, and continue to be responsible for all their social rights, particularly social security and pension. An SNE shall be entitled, throughout the period of secondment, to a daily subsistence allowance (DSA) and a monthly subsistence allowance. On a case-by-case basis, the Agency may reimburse all or part of the gross remuneration to the employer during the secondment and the employer's social contribution.

Periods of secondment are between six months and two years, with the possibility of extending them once or more, up to a total of four years. Exceptionally, 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.

³ As a general rule, the level of Head of Unit (i.e. Head of Department or Head of Division) functions is fixed at AD9/AD12 as regards external publication. Heads of Unit form middle management of the Agency.

⁴ The public administration means all State administrative services, at central, federal and regional level, comprising ministries, government and parliament services, the courts, central banks, and the administrative services of local authorities, as well as the decentralized administrative services of the State and of such authorities.

For more information about how to become an SNE, please refer to our website under '[Seconded national experts](#)'.

Interims/temporary workers

The Agency sometimes engages the services of recruiting agencies (also known as temping agencies) for the short-term placement of interim staff for corporate support roles.

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

Visiting experts

There are specific rules covering experts visiting 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](#)'.

Trainees

The Agency may operate a traineeship 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 engagement.

For more information, please refer to '[Trainees](#)' on our website. To apply to the Agency's traineeship programme, please visit the [EMA Careers Portal](#).

1.3. Selection of Temporary Agents and Contract Agents

1.3.1. Publication of the vacancy notice

The Agency launches external selection procedures⁵ through the announcement of vacancies on its [EMA Careers Portal](#). Notices of selection procedures may also be advertised on other Internet sites (e.g. LinkedIn, Twitter, specialized job boards) and/or in specialist journals, depending on the nature of the vacancy for which recruitment is planned.

Candidates must apply exclusively through the [EMA Careers Portal](#), where they will be requested to create an account and enter their information. Note: EMA Talent Acquisition Service communicates with candidates via email, and all upon submission of an application, the system sends an automatic notification. For further details about how to use the portal and apply for a job, please refer to our [EMA Careers user guide](#).

Curricula vitae (CVs) or any other information submitted in any other form cannot be considered. Candidates should assess and check, before submitting their application, whether they fulfil all the eligibility criteria, as well as the assessment criteria of the relevant selection procedure. Applications or requests to change applications submitted after the deadline for application has expired cannot be considered.

⁵ A vacant post may be filled by internal mobility, by mobility between Union agencies or through engagement following an external selection procedure.

1.3.2. Selection Committee

A Selection Committee is set up within the Agency for each selection procedure. It consists of members designated by the Executive Director (Chairperson and Selection Committee Member(s)) and the Staff Committee (Staff Committee Representative).

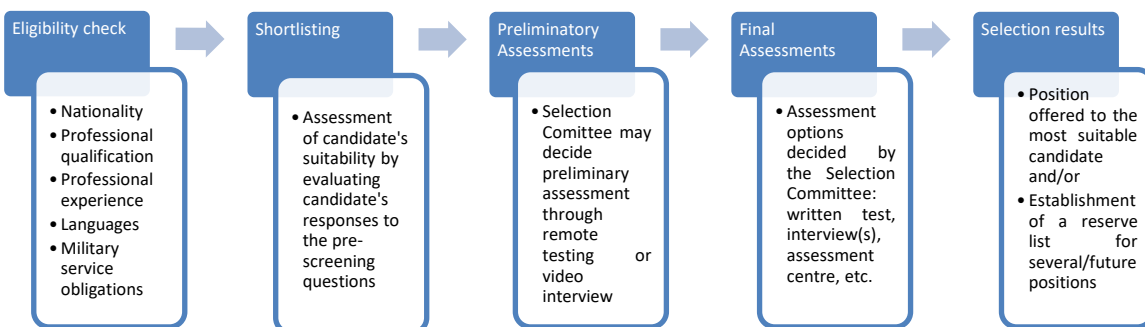
Selection procedures are strictly confidential. The Selection Committee must be impartial and guarantee equal treatment of all candidates.

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.

If you have any questions in relation to a selection procedure, please send an email to recruitment@ema.europa.eu and quote the reference number of the selection procedure. Please do not address queries to any other email address nor phone Agency staff to enquire about the status of your application.

1.3.3. Selection procedure

Selection procedures launched by the Agency consist of the following steps:



1.3.4. Eligibility check

In order to be considered by the Selection Committee, candidates must meet the following **eligibility criteria**:

1. Enjoy full rights as a citizen of an EU or EEA Member State⁶ (there is no national quota system in operation but the Staff Regulations require it to strive for a broad balance among nationalities);
2. Possess the relevant education and professional experience that must have been obtained by the closing date of the selection procedure;
3. Have a thorough knowledge of English⁷ (at least level C1) and a good command of another official language of the European Union⁸ (at least level B2). Please refer to the description of [language levels](#);

⁶ 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 and Iceland, Liechtenstein and Norway.

⁷ On 1 June 2015, the European Medicines Agency adopted English as its working language (EMA/347181/2015))

4. Have fulfilled any obligations imposed by applicable laws concerning military service.

Educational qualifications and professional experience criteria

The minimum educational **qualifications** ([see Annex 1 for examples of the corresponding diplomas in each EU Member State](#)) and **professional experience** required will be the following:

Temporary Agents

Grade/Function Group	Professional Experience Requirement	Education Requirement
AST/SC 1	No professional experience required.	<ul style="list-style-type: none"> 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.
AST/SC 2	4 years 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	
AST 1	No professional experience required.	
AST 2	3 years 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	
AST 3	6 years 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	
AST 4	9 years 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	<ul style="list-style-type: none"> 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.
AD 6	3 years from the time when a university degree was awarded on completion of a minimum of three years of study	
AD 7	6 years from the time when a university degree was awarded on completion of a minimum of four years of study	

⁸ 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.

Grade/Function Group	Professional Experience Requirement	Education Requirement
AD 8	9 years from the time when a university degree was awarded on completion of a minimum of four years of study	diploma when the normal period of university education is four years or more, or <ul style="list-style-type: none"> 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 level⁹.
AD 9 and 10	12 years from the time when a university degree was awarded on completion of a minimum of four years of study	
AD 11 and 12	15 years from the time when a university degree was awarded on completion of a minimum of four years of study.	

Contract Agents

Grade/Function Group	Professional Experience Requirement	Education Requirement
FG I	No professional experience required.	<ul style="list-style-type: none"> Compulsory education completed
FG II and III	No professional experience required.	<ul style="list-style-type: none"> 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	No professional experience required	<ul style="list-style-type: none"> 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.

Further guidance on education standards

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

⁹ One year of professional experience counted towards the educational requirement, will be deducted from professional experience when establishing number of years required.

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. Please note that only qualifications obtained or certified by an EU country (e.g. through an [ENIC-NARIC](#) certification) will be accepted.

Candidates are requested to state their **full academic history**, not only the most recent degree obtained.

Further guidance on professional experience

Professional experience can be counted only from the time when 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.

Traineeship/Internship: Traineeships may be counted as professional experience if the candidates received a salary/grant during the time of the traineeship.

Doctorate studies: Relevant doctorate studies 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. Overlapping periods of working experience and Doctorate studies are only counted once.

Part-time work: Part-time work will be counted 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: 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: 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.

Freelance/Self-employment: Candidates with professional experience 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.

1.3.5. Shortlisting

Only eligible candidates will be assessed by the Selection Committee.

Suitability and qualifications of eligible candidates will be assessed against the assessment criteria in different steps of the selection procedure. Before the start of the evaluations, the Selection Committee decides which assessment criteria will be used at each stage of the procedure. Certain criteria will be assessed/scored only for shortlisted candidates during preliminary and/or final assessments.

In order to allow the Selection Committee to carry out 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.

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

Candidates should therefore include all relevant information in their answers to questions, even if already mentioned in other sections of their application form. The questions are based on the essential and desirable assessment criteria¹⁰, as well as behavioural competencies included in the vacancy notice.

To carry out this assessment, the Selection Committee will first assign each question a weighting that reflects its relative importance, and each of the candidate's responses will be awarded points (1 to 10). The points are multiplied by the weighting factor and added up to identify those candidates whose profiles best match the duties to be performed as advertised in the vacancy notice.

Only the candidates with the highest total marks in the shortlisting stage will follow through to the next stage of assessments. The Selection Committee may decide to limit the number of candidates invited to the next stages.

Any candidate found making false declaration or giving incomplete information on the application can be immediately disqualified at any stage of the selection procedure. Candidates deemed eligible or shortlisted in previous selection procedures will not automatically be shortlisted in another selection procedure.

1.3.6. Assessments

All information about any aspect of the selection procedure (such as personal details, 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 selection procedure.

Preliminary Assessments

The Selection Committee may decide to hold preliminary assessments. Those assessments may take the form of a video interview and/or remote test.

Preliminary assessments are based on the assessment criteria listed in the relevant vacancy notice.

Only candidates with the highest scores may be invited to the final assessments.

Final Assessments

Final assessments will consist of at least an interview. The Selection Committee may decide to hold the interviews either at the Agency or remotely via a web conferencing tool.

The Selection Committee may also decide on the need for interviewees to undergo one or more written tests. The tests relate to the assessment criteria and also the knowledge on European integration and the institutions, as described in the vacancy notice.

For some posts, the Selection Committee may decide to use other tools to assess candidates' qualifications and suitability (e.g. personality assessments, ability tests, Assessment Centres, etc.).

Candidates will receive detailed instructions in advance of the final assessments.

Documents to be submitted

¹⁰ Eligibility criteria are those that candidates must meet to be considered for a vacancy (e.g. nationality, qualifications and years of experience).

Essential criteria are those assessment criteria that candidates need to have to be able to perform the duties of the position. In order to be qualified for the post, a candidate must meet at least all essential criteria.

Desirable criteria are those assessment criteria that would be treated as an asset and will help the selection committee to distinguish the best qualified candidate for a vacant post.

Behavioural competencies describe behaviours that make a candidate suitable for the job, and candidates must have them to perform future duties.

When invited for a **final assessment**, candidates will be required to upload a scanned copy of their proof on EU citizenship, educational qualifications and supporting documents related to their professional experience to the [EMA Careers Portal](#), and bring originals for verification on arrival at the Agency.

Candidates who fail to submit all the relevant documents **at least four working days** before the date of the test and/or interview may be disqualified.

Candidates are required to present, on the day of their final assessments, the originals of all documents uploaded.

Supporting documents related to their professional experience must 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. 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.

Checks are regularly performed on the information provided on the application in the course of the selection procedure. 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 selected for these checks will be informed.

Travel reimbursement

The address stated in the application form will be used for calculation of reimbursement of travel costs for candidates invited to a final assessment at the EMA premises. For more information, please refer to the [Travel reimbursement rules](#) and [FAQ on travel reimbursement](#).

Candidates who, **even temporarily**, change their contact details during the selection procedure should immediately update their contact details **in both profile and application form** in the [EMA Careers Portal](#).

1.3.7. Recruitment

In principle, as a result of the assessments, the Selection Committee will recommend the most suitable candidate(s) for the vacancy in question to the Executive Director of the Agency. An additional interview may be arranged before the final decision to recruit the candidate.

Reserve List

Non-recruited, but qualified and suitable candidates may be included in a reserve list, which may also be used for future recruitments.

Reserve lists for Temporary Agents are usually valid until the end of the next calendar year; Reserve lists for Contract Agents are usually valid for one year from the establishment of the reserve list. The validity of reserve lists may be extended.

Each candidate having reached the final step of the selection procedure will be notified via e-mail whether he/she has been placed on the reserve list. **Candidates should note that the placement on a reserve list does not guarantee an employment offer.**

If and when a vacancy, corresponding to the function group and grade of the selection procedure that they have passed, becomes available, candidates on the reserve list might be considered to fill this vacancy.

A recruiting entity within the Agency responsible for this vacancy may wish to invite one or several candidates from the reserve list for an additional interview before making a recommendation to the Executive Director on the basis of best-fit for the service.

Moreover, in case a Temporary Agent post is not available, candidates on a reserve list for a Temporary Agent position may be approached to provide written consent to accept Contract Agent positions, where justified in the interest of the service and foreseen in the relevant vacancy notice. 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.

Upon selection of a candidate from the reserve list, the recruitment process will follow the steps described under 1.3.8 (Pre-offer Formalities).

At times, the Agency may initiate the selection procedure just for the purpose of constituting a reserve list for future recruitment. In such cases, all above applies.

Feedback

To obtain feedback on the test and/or the interview, candidates must send a request to recruitment@ema.europa.eu within 30 calendar days from the date of notification. For confidentiality and data protection reasons, candidates are only provided with information regarding their own application and the outcome of their test and interview. For the same reasons, names and scores of other candidates placed on the reserve list will also not be disclosed.

Length of the selection procedure

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

1.3.8. Pre-employment formalities

Engagement with the Agency is subject to pre-employment formalities, including undergoing a compulsory medical examination to establish that the selected candidate for recruitment is physically fit to perform his/her duties. A candidate may also be required to provide referee details.

The selected candidate will be contacted by the Agency for this purpose (Pre-offer letter).

Once the pre-employment formalities are satisfactorily fulfilled, the formal offer letter is issued together with the draft contract of employment, confirming the exact starting date and a salary grade and step. Candidates should refrain from taking any action which may result in financial loss or personal inconvenience until they have received the formal offer letter.

In order to receive a contract of employment, a candidate is required to provide the following (unless those documents have been already provided in the original at the interview stage) (detailed list is sent together with pre-offer letter):

- Proof of nationality of an EU Member State: passport or ID;
- Proof of all educational qualifications as indicated in their application, showing the highest level attained in each particular field of study;
- Proof of all past professional experiences as indicated in their application;

- Proof of completion of obligatory military service (if applicable);
- Police certificate of good character from your country of residence;
- Declaration of interest form completed;

As previously explained, candidates need to indicate the precise dates of their period of employment and position(s) held, the work pattern (whether they have been employed full or part-time – in case of a part-time work pattern also indicating the percentage or hours worked) and, for internships and traineeships, whether they have been remunerated.

Documents needed to establish allowances:

- Proof of current residence and of residence(s) of the last five years;
- Birth certificate;
- Certificates related to family circumstances (if applicable);
- Certificates of language exams (if applicable);
- References details (including name, address, telephone number and relationship) of three referees from whom we could obtain reference; at least two of these should relate to your professional experience.

Declaration of interest

Upon taking up employment at the Agency, candidates are responsible to fill out a declaration of interest (e.g. financial interest, personal affiliation which may compromise or be seen to compromise the employee's contribution to the Agency). They have to update this declaration regularly and immediately if changes occur during employment at the Agency.

Contract

Selected candidates may be offered a contract as Temporary or Contract Agents which length may vary and may be renewed.

Once recruited, they undergo an initial probation period of nine months.

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

Language criteria after recruitment

Temporary Agents are required to demonstrate the ability to work in a third official European Union language before their first promotion¹¹.

Contract Agents in function group IV shall, before renewal of a contract for an indefinite period, demonstrate the ability to work in a third official European Union language¹².

1.3.9. Salary and benefits package

According to the Staff Regulations and the CEOS, the pay of Temporary and Contract agents consists of a basic salary and, depending on the personal situation, is supplemented with various allowances, including family allowances. Staff members progress automatically to the next step every two years until they reach the top of the scale for that grade.

¹¹ Article 45.2 of the Staff Regulations and the Conditions of Employment of Other Servants

¹² Article 85.3 of the Conditions of Employment of Other Servants

Staff members are also entitled to a medical insurance, accident insurance and unemployment insurance.

Temporary Agents

Temporary Agents at the Agency are recruited at the grade set out in the vacancy notice of the relevant selection procedure. They are recruited at the first step in their 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 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.

Pension contributions are paid into the European Union scheme and a transfer back into their chosen national social security scheme may apply, under certain circumstances, at the end of their contract.

Contract Agents

Contract Agents at the Agency are recruited at the function group and grade set out in the vacancy notice of the relevant selection procedure. They are recruited at the first step in their grade. The Agency may take into account additional seniority up to a maximum of 7 years for FG II, 15 years for FG III and 20 years for FG IV, to reflect 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.

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 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 under certain circumstances.

More information regarding Temporary and Contract agents is available on the Agency's website under [What do we offer?](#).

1.3.10. Appeal procedures

Candidates not admitted to the selection procedure

A candidate who feels that an error has been made related to his/her non-admission to a specific selection procedure (i.e. the candidate does not fulfil the eligibility criteria stated in the vacancy notice), may ask to have his/her application reconsidered by sending, within 10 calendar days of the date on the notification, a request for **review**, quoting the number of the selection procedure concerned to the Chairperson of the Selection Committee preferably by email (addressed to the Chairperson of the Selection Committee) to recruitment@ema.europa.eu.

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

Should the Selection Committee confirm the initial decision not to admit the candidate to the selection procedure, the candidate can lodge a **complaint** under Article 90(2) of the Staff Regulations, preferably by email: recruitment@ema.europa.eu (addressed to the Executive Director of the European Medicines Agency).

The complaint must be lodged within three months from the receipt of the notification of the decision to the candidate. The Executive Director shall notify the candidate of his reasoned decision within four months from the date on which the complaint was lodged. If, at the end of that period no reply to the

complaint has been received, this shall be deemed to constitute an implied decision rejecting it, against which an appeal may be lodged under 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).¹³

Such complaint shall be addressed to:

European Ombudsman
1 Avenue du Président Robert Schuman | CS 30403
67001 Strasbourg Cedex | France

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. Please note also that, before lodging a complaint with the Ombudsman, candidates must have submitted a complaint to EMA under Article 90(2) and received a negative reply.

Candidates admitted to the selection procedure but excluded at some later stage

Candidates having been admitted to the selection procedure but having been excluded at a later stage, e.g. candidates not invited to interviews/tests, candidates having failed at the stage of test/interview, and ultimately, candidates not included in the reserve list, cannot ask for a review of the Selection Committee's decision excluding them from the selection procedure but can avail themselves of the procedures foreseen in Article 90(2) and 91 of the Staff Regulations. Candidates can also submit a complaint to the European Ombudsman as explained above.

2. Related documents

This Guidance relates to the Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union and relevant Implementing rules.

3. Changes since last revision

This guidance replaces the previous General conditions for recruitment and employment at the Agency.

4. Annexes

See Annexes 1 & 2

Amsterdam, 18 February 2020

[Signature on file]

Guido Rasi
Executive Director

¹³ <http://www.ombudsman.europa.eu>

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	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)

COUNTRY	Secondary education¹ (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 years²)	University education (4 years or more)
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

COUNTRY	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)
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 Ragionere 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)

COUNTRY	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)
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 izglitību Diploms par profesionālo vidējo izglitību	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)	Bakalauras 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

COUNTRY	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)
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

COUNTRY	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)
Österreich	Matura/Reifeprüfung Reife und Diplomprüfung Berufsreifeprüfung	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

COUNTRY	Secondary education¹ (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 years²)	University education (4 years or more)
România	Diploma de bacalaureat	Diplomă de absolvire (Colegiu universitar) Învățământ preuniversitar	Diplomă de licența	Diplomă de Licența 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

COUNTRY	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)
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

COUNTRY	Secondary education¹ (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 years²)	University education (4 years or more)
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

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.

		A1	A2	B1	B2	C1	C2
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.

		A1	A2	B1	B2	C1	C2
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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