



EUROPEAN CENTRAL BANK

EUROSYSTEM

***ADMINISTRATIVE CIRCULAR 1/2009 AMENDING ADMINISTRATIVE
CIRCULAR 02/2008 OF 25 MARCH 2008 ON RULES FOR RECRUITMENT
AND ADMINISTRATIVE CIRCULAR 02/2001 (REV.) OF 27 JANUARY 2004
ON PROMOTION AND ADDITIONAL SALARY ADVANCEMENTS***

I. PURPOSE

The purpose of this Administrative Circular is:

(a) to adjust the general principles and procedures to be followed for recruitment for vacancies that need to be filled for more than 12 months, while ensuring that recruitment continues to be based on the principles of professional qualification, transparency, equal access and non-discrimination, as laid down in Article 20.2 of the Rules of Procedure of the European Central Bank; and

(b) to allow for direct appointments to specific positions.

Both to allow recruitment-based internal mobility for positions at salary band H and below, and to allow to open vacancies for applications from external candidates in the interests of the service, Administrative Circular 02/2008 of 25 March 2008 on rules for recruitment should be amended so that the administration may either advertise a vacant position internally only or simultaneously both internally and externally.

Moreover, to reflect the special trust relationship between the holders of specific positions and the members of the Executive Board to whom they report, Administrative Circular 02/2001 (rev.) of 27 January 2004 on promotion and additional salary advancements should be amended to allow the Executive Board to make direct appointments subject to certain conditions.

I. Amendments to Article 3 of Administrative Circular 2/2008

Administrative Circular 2/2008 is amended as follows:

Article 3 is replaced by the following:

'3.1 Filling vacancies without a recruitment procedure

To create opportunities for mobility, all vacancies shall initially be considered for mobility by means of horizontal transfers within a business area. In the case of vacant positions at salary band I or above (management or adviser position), the Executive Board may decide on horizontal transfers across business areas.

In the case of vacant positions for Counsellor to the Executive Board, Head of Business Area or Adviser to the Executive Board, the Executive Board may decide on direct appointments under the conditions laid down in Article 1.1 (d) of Administrative Circular 02/2001 (rev.) on promotion and additional salary advancements. In the case of vacant positions for Counsellor to the Executive Board, the direct appointment may be made in view of an external candidate to allow a new member of the Executive Board to appoint a Counsellor of his/her choice.'

'3.2 Advertising vacancy notices

If a vacancy is not filled by a horizontal transfer within a business area or by a direct appointment, it shall initially be advertised only internally.

A vacancy shall be advertised simultaneously both internally and externally either:

- if the vacancy is for the Graduate Programme; or
- if, on the advice of the business area concerned, the Director General DG/H, or, in the case of a vacant position at salary band I or above, the Executive Board, agrees that it is unlikely that there will be suitable internal candidates, that there is an urgent need to fill a particular vacancy or that multiple staff changes are concentrated in one area and cause undue pressure on the service.

If a similar vacancy has been advertised internally or externally within the past six months and one of the candidates retained on the resulting reserve list is proposed for recruitment, it shall not be necessary to re-advertise the vacancy.'

II. Amendments to Administrative Circular 2/2001 (rev.)

Administrative Circular 2/2001 (rev.) is amended as follows:

1. The preamble is replaced by the following:

‘In accordance with Articles 11.2 and 20.2 of the Rules of Procedure of the European Central Bank (ECB), and with reference to Administrative Circular 02/2008 of 25 March 2008 on rules for recruitment, this Administrative Circular lays down the procedures governing internal promotion. It furthermore sets out the rules applying to Additional Salary Advancements.’

2. Article 1 is replaced by the following:

‘A member of staff shall be promoted:

- a) following a selection procedure for a vacant position, in accordance with the procedures set out in Administrative Circular 02/2008, if the conditions set out in Article 2.1 are fulfilled; or
- b) following a conversion of a position, if the conditions set out in Article 3 are fulfilled; or
- c) following a decision to grant him/her an Additional Salary Advancement in accordance with Article 5, if the conditions set out in Article 5.2 are fulfilled; or
- d) following a direct appointment, if the conditions set out in Article 2.2 and Article 6 are fulfilled.’

3. Article 2 is amended as follows:

The following Article 2.2 is added:

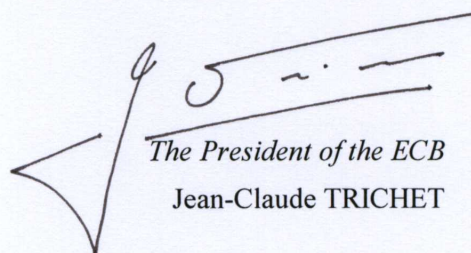
‘2.2 If a member of staff has been appointed to a vacant position of Counsellor to a member of the Executive Board, such appointment shall be limited in time and shall not extend beyond the term of office of that member of the Executive Board. This time limitation may be exceptionally extended for transitional reasons.’

4. The following Article 6 is added:
- ‘6.1 Given the special trust relationship between members of the Executive Board and their Counsellors, the Executive Board may appoint a member of staff directly to a position of Counsellor to a member of the Executive Board.
- 6.2 The Executive Board may appoint a member of staff directly to the position of Head of Business Area or Adviser to the Executive Board provided that
- a) the vacant position cannot suitably be filled by horizontal transfer; and
 - b) the vacant position is filled by a member of staff with outstanding qualifications and highest merit, including a very good record of performance in management for the position of Head of a Business Area; and
 - c) the vacant position is filled by a member of staff at J band level for positions of Head of a Business Area or Adviser to the Executive Board at K band level; or
 - d) the vacant position is be filled by a member of staff at K band level for positions of Head of a Business Area or Adviser to the Executive Board at L band level.’

III. Entry into force

This Administrative Circular shall enter into force on 10 July 2009.

Done at Frankfurt am Main, 7 July 2009.



The President of the ECB
Jean-Claude TRICHET