

## **Promotion Civil servant**

The following timetable is indicative and does not constitute a guarantee that the dates shown will actually be respected.

Date	Step	Comments
February/March	Calculation of promotion possibilities by DG/grade	Technical work by DG HR, based on the population in place on 2 March 2023
2 April	Launch of the promotion exercise	Publication of administrative information
From 2 April	Consultation with assessors	The Directors consult the assessors.
For 2 May	Comparison of merits	Senior management meeting to discuss which staff to put forward for promotion.
6 May to 3 June	Discussion with staff representatives	Each Managing Director will discuss his or her promotion proposals with a delegation appointed by the Central Staff Committee.
13 June	Proposals communicated to staff and forwarded to the Joint Promotions Committee + deadline for exceptional requests	In SYSPER, you can consult promotion proposals.
20 June	Time limit for lodging an appeal against non-promotion	You have 5 working days from the date of communication of the promotion proposals to lodge an appeal if you wish, not counting the days when you did not have access to SYSPER.
9 - 11 September	Preparatory groups for joint promotion committees	The AD Group and the AST Group examine separately all staff eligible for promotion, grade by grade, and prepare a draft final promotion list and decision for each appeal, taking into account the proposals of the DGs and the appeals.
October	Joint promotion committees	The AD and AST joint promotion committees meet to examine the recommendations of their preparatory group and make final recommendations to the Appointing Authority.

## ***Promotion Civil servant***

Middle of November	Promotion decisions	The Appointing Authority examines all staff eligible for promotion separately, grade by grade, and considers appeals. After a final comparison of merits, the Appointing Authority adopts the list of promoted officials. Publication of administrative information.
December	Payment for promotions	Promotions will be reflected in December pay slips.