



The Director a.i.

Ms Emily O'Reilly
European Ombudsman
1, avenue du Président Robert Schuman
CS30403
F-67001 Strasbourg Cedex

Luxembourg, 25 November 2013

Our ref.: CDT/DIRSECR2/AMR-sp-231/2013

Re: Own-initiative inquiry 01/4/2013/CK concerning the EU Agencies

Dear Ms O'Reilly,

In reference to the letter of the Ombudsman of 12 August 2013 in which an own-initiative inquiry 01/4/2013/CK is launched concerning the different practices adopted by EU Agencies regarding the issue of disclosure of the names of selection board members, some questions related thereto are asked to the Translation Centre.

1. Regarding the disclosure of the names of selection board members to candidates, I can reply to you that within the Translation Centre a selection board within the meaning of Article 3, Annex III of the Staff Regulations is rarely established, since the Centre has never organised open competitions. In the framework of internal competitions, selection boards have been established, but the names of the members were not made public to avoid candidates trying to influence selection board members.
2. When the Translation Centre organises a selection procedure for temporary or contract staff, a selection committee is established. Two types of procedures can be used:
 - a) a selection on the basis of a list established by EPSO, or
 - b) a selection with publication of a job opportunity on the website of the Centre
 - a) Selection on the basis of an EPSO list:
Members of the selection committee sign a declaration of conflict of interest. When candidates attend an interview, the selection committee members are introduced to the candidates with their names.
 - b) Selection with publication of a job opportunity on the website:
The names of the selection committee members are not referred to in the publication.

The members of the selection committee must sign a declaration of confidentiality and declare that if a situation of conflict of interest occurs they must declare it immediately to the appointing authority.


The pre-selection takes place anonymously. Members of the selection committee have no access to the personal details of the candidates. At the end of the pre-selection phase the list of candidates passing to the selection phase is established. Only after the minutes of the pre-selection phase have been signed, the names of the candidates are provided to the members of the selection committee.

All the official correspondence with the candidates takes place through letters signed by the chair of the selection committee. The candidates going to the selection phase must pass a written and/or an oral test.

During the interview the members of the selection committee are introduced to the candidates with their names and the candidates must introduce themselves.

Until now the Translation Centre has never received requests to make public the names of the selection committee members, nor were any complaints submitted in this regard.

Yours sincerely,



Marie-Anne Fernández