

**PRESIDENT'S DECISION No 15/2021  
of 27 April 2021  
laying down a procedure for the use of reserve lists, repealing Decision of the  
Principal No 14 of 28 February 2012**

---

**THE PRESIDENT OF THE EUROPEAN UNIVERSITY INSTITUTE (EUI),**

Having regard to the Convention establishing the EUI signed in 1972, and in particular Article 7, paragraph 1 thereof,

Having regard to the Service Rules of Administrative Staff laid down by High Council Decision No 6/2014 of 5 December 2014 and in particular Article 28 and Annex III thereof,

Whereas the EUI intends to launch new competitions aimed at filling specific posts as well as at establishing talent pools, by creating reserve lists of suitable candidates, which may be used to fill similar administrative positions as they become available,

Whereas it is deemed appropriate to streamline the procedure for the use of reserve lists in order to facilitate the recruitment of the candidates most suited to the specific needs of the recruiting units,

**HAS DECIDED AS FOLLOWS:**

**Article 1 – Scope**

This decision shall apply to all selection procedures for administrative posts for which the establishment of a reserve list is explicitly envisaged in the vacancy notice.

**Article 2 – Establishment of reserve lists**

The President, acting upon a proposal from the Selection Board, shall establish a reserve list based on a priority ranking, according to the criteria laid down in the vacancy notice.

Reserve lists shall be valid for at least twelve months. The EUI reserves the right to extend the validity of reserve lists one or several times. Specific information regarding such extension shall be published on the EUI website.

### **Article 3 – Objectives**

Reserve lists may be set up

- a. to fill a specific position, in a specific unit, as described in the vacancy notice;
- b. to fill additional similar positions in the same or other units;
- c. to establish talent pools (reserve lists of suitable candidates) in the framework of competitions for multiple posts in various units of the EUI.

For the purpose under letter a), the priority ranking of candidates shall always be respected by the recruiting unit.

For the purposes under letters b) and c), the procedure described under Article 4, paragraphs 1, 2, 3 and 4 shall apply.

### **Article 4 - Modalities for the use of reserve lists**

1. Whenever a vacancy arises, the Head of the recruiting (administrative or academic) unit, in consultation with other interested parties, if appropriate, may select one or more candidates placed on the reserve list, in conformity with their priority ranking.

If the priority ranking of the reserve list is respected for the subsequent recruitment, paragraphs 2, 3 and 4 shall not apply.

2. Should the vacant position require specific skills and/or knowledge, the recruiting unit may consider candidates further down on the reserve list possessing those skills and/or knowledge. In such cases, an in-person, phone or video interview is arranged to assess the candidates' suitability for that specific post. A member of the Staff Committee may request to also take part in the interview(s).
3. Prior to the final selection, justifications on the modalities to select a specific candidate or group of candidates shall be made available to the Human Resources Service and to the Staff Committee. The Staff Committee may, if appropriate, submit its observations to the Human Resources Service.
4. The Head of the recruiting unit shall submit a proposal to the Human Resources Service, indicating the preferred candidate for appointment.
5. The Human Resources Service shall prepare the appointment proposal for submission to the President, also reporting, if appropriate, the opinion delivered by the Staff Committee member.
6. The President shall approve the proposal, or reject it. In appointing candidates, the President shall take into consideration the interest of the service only, in the light of the job description of the specific position to be filled.
7. Candidates who decline the invitation to interview and/or who do not wish to be considered for a specific position shall remain on the reserve list unless they explicitly request withdrawal from it.

8. Candidates on reserve lists are not guaranteed recruitment.
9. Valid reserve lists for specific positions in a specific unit may be used for filling new vacant positions in the same or another unit only when there are strong and unambiguous similarities between the job descriptions of the two positions.

#### **Article 5 – Entry into force and transitional provisions**

This Decision enters into force on the day of its adoption. It repeals Decision n° 14/2012 of the Principal laying down a procedure for the use of reserve lists.

This Decision shall apply to reserve lists established as from the date of its entry into force. Reserve lists established prior to the date of entry into force of this Decision shall remain subject to the provisions set forth in President's decision n° 14/2012 of 28 February 2012 for the period of their validity.

Done at Florence on 27 April 2021

The President

(signed)

Renaud DEHOUSSE