

## Preparing for New EPSO Competitions: The Road to the European Institutions

Luxembourg, 6-8 December 2010

### Seminar Venue

European Centre for Judges and Lawyers  
European Institute of Public Administration – Antenna Luxembourg  
Chambre des Métiers Building, 4<sup>th</sup> Floor – Master Room  
Circuit de la Foire Internationale 2 – L-1347 Luxembourg



European Institute of Public Administration  
European Centre for Judges and Lawyers

# Introduction

*“We’ll see around a third of European Commission staff retire in the next ten years and over a half in the European Parliament, while fewer young people will be graduating in the next 10-15 years.”*

David Bearfield, director of the EPSO

## **Purpose of training**

The European Personnel Selection Office (EPSO), within a modernised process of staff selection, annually announces open competitions for positions within the EU institutions. These are highly competitive, which makes good preparation essential.

EIPA will offer you comprehensive training on how to prepare for both stages of the competitions: the pre-selection admission tests and the assessment centre (AC). The training will thus explain the methodology as well as providing tips and tricks on how to first pass the verbal, numerical and abstract reasoning tests and situational judgement tests. It will subsequently prepare the participants for all elements of the AC: a case study, group exercise, oral presentation and structure interview.

## **Target group**

This seminar is designed mainly, but not exclusively, for those applying for administrator (AD), assistant (AST), linguist and certain specialist positions within the EU institutions. For detailed information about specific target groups see descriptions of the training modules.

## **What aspects of the competition can we prepare you for?**

The seminar offers three one-day training modules. Participants can choose one, two or three module(s) and thus have more flexibility. The modular structure of the seminar allows the participants to compose their training programme according to the nature of the position they are applying for, without being obliged to pay for other elements of the training that they do not deem to be essential for themselves. Moreover, this seminar type reflects the fact that participants are most often at different stages of open competitions, from those only planning to apply to those who are in the final stage of an open competition. The three modules are briefly described below:

**Module 1:** Training in preparation for the first stage of the competition i.e. the pre-selection phase. It is aimed at explaining the methodology and practice of verbal, numerical and abstract reasoning which constitute three separately marked tests. Moreover, it tackles the situational judgement test which is not yet decisive; however, its results may be relevant during the structured interview in the second stage of the competition.

Target group: AD in all fields, AST in all fields, linguists and specialist. NOTE: This Module does not tackle professional/linguistic skills tests relevant for AST and linguists competitions.  
Date: 6 December 2010

**Module 2:** Training designed as a crash course on European integration, EU law and policies as reshaped after the entry into force of the Lisbon Treaty and additionally providing tools and methodology for further studies. It is highly recommended to register for this module as the examples of EU policies presented during this module will be used as a basis for exercises during Module 3.

Target group: This module is relevant for all categories of candidates.

Date: 7 December 2010

**Module 3:** Training in preparation for the second stage of the competition i.e. the AC. It will present the running of the AC and allow for the practice of its particular components. In particular, the group exercise and case study will be discussed and used for training. with examples of EU policies presented during Module 2.

Target group: AD in all fields\*, linguists and specialists. NOTE: This module does not offer training for practical linguistic tests relevant for linguists.

Date: 8 December 2010

## **Method**

Modules 1 and 3 will incorporate concise presentations on the most efficient methods of solving given tests or assignments and will be complemented with discussions and sharing of best practices. They will however focus mostly on practical exercises in order to give the participants a chance to take part in simulated exams and AC tasks, offering the opportunity to familiarise themselves with the format and time pressure of the tests in a real-life situation. Module 2 will consist of lectures and will be supplemented by questions & answer sessions. It will provide a better understanding of the methodologies to be applied while facing assignments of the AC.

## **Language of the training**

The training will be conducted in English since this will be the second language (i.e. the language of the selection procedure) of many of the participants.

## **Number of participants**

The number of participants will be limited to 24.

\* This module is mostly relevant for candidates applying for AD positions in the field of Public Administration, Law and to certain extent also to Economics. Candidates representing other profiles e.g. Audit, ITC, Finance and Statistics are nevertheless invited too, should they wish to get acquainted with the general methodology and running of the assessment centre. The same applies, by analogy, to linguists and specialists.

# Programme

## MODULE 1

### Pre-Selection – the First Stage of the Open Competition

The module will start by explaining the main axes of the new EPSO selection procedures and tutorial on preparation of an online application. The consecutive sessions will cover four tests constituting the Computer-Based Testing (CBT) pre-selection stage i.e. verbal, numerical, abstract reasoning and situational judgement test. It will explain the methodology to be used and will offer tips and tricks allowing for efficient and successful solving of the different tests. Subsequently, the participants will have the opportunity to take part in a multiple choice questions (MCQ) test.

- 09:00 **Welcome and mutual introduction**  
*Tomasz KRAMER*, Lecturer, European Institute of Public Administration, Antenna Luxembourg
- 09:15 **Introduction to the reform of EPSO competitions**  
*Tomasz KRAMER*
- 09:45 **Creating a successful application via EPSO account**  
This session will explain the eligibility rules and conditions for applying for certain positions. A tutorial on completing the online application form will be provided along with the introduction to the rules of the EU Staff Regulation.  
*Tomasz KRAMER*
- 10:30 Coffee break
- 11:00 **Situational judgement test**  
*Ansgar BERGER*, Researcher, Department of Work and Organisational Psychology, Trier University, Germany (to be confirmed)
- 12:30 Lunch
- 13:30 **Verbal reasoning**  
*Tomasz KRAMER*
- 15:00 Break
- 15:15 **Abstract reasoning**  
*Tomasz KRAMER*
- 16:45 Coffee break
- 17:00 **Numerical reasoning**  
*Fernando DIAZ ALONSO*, Engineer, European Parliament, Luxembourg
- 18:30 **End of the first module and cocktail**

## MODULE 2

### Understanding EU Integration, Law and Policies

This module will focus on the concise presentation of European integration, EU law and policies as reshaped after the entry into force of the Lisbon Treaty. The main aim of this module is threefold: (i) to assure a better overall understanding of the EU, (ii) to provide the participants with an overview of topics which could constitute a basis for certain tasks at the AC, notably case studies, group exercises and oral presentations; and (iii) to focus specifically on two major topics, namely the internal market and competition law, which will be used for the next day's training for Module 3. As one day is certainly not enough to tackle all topical issues exhaustively, the last session will offer tools and skills to undertake further own preparations and studies on EU matters.

- 09:00 **Welcome and introduction**  
*Tomasz KRAMER*, Lecturer, European Institute of Public Administration, Antenna Luxembourg
- 09:15 **Founding treaties, nature of the EU, its institutional framework and decision-making**  
Constitutional design of the EU. Sources and principles of EU law. European institutions and their role in the law-making and decision-making processes.  
*Juan Diego RAMIREZ CARDENAS DIAZ*, Senior Lecturer, European Institute of Public Administration, Antenna Luxembourg
- 10:30 Coffee break
- 10:45 **Overview of the EU policies**  
This session will provide an overview of major policies being the exclusive or shared competence of the EU. Further guidance on how to learn more about these policies will be provided in the last session (see below).  
*Juan Diego RAMIREZ CARDENAS DIAZ*
- 12:00 Lunch
- 13:15 **Internal market: the economic rationale and the four freedoms**  
Internal market as the core of the European economic integration and of the substantive law of the EU. Introduction to the four freedoms, notably free movement of goods, services and persons. The single market's relation to other policy areas.  
*Tomasz KRAMER*
- 14:30 Coffee break
- 14:45 **Competition law, policy and sector specific regulation**  
Prohibition of anti-competitive agreements between undertakings and exceptions. Prohibition of the abuse of dominant position by undertakings. Merger control and State aid policy.  
*Mihalis KEKELEKIS*, Senior Lecturer, European Institute of Public Administration, Maastricht
- 16:00 **EU documentation and programme for further studies**  
Presentation on how to browse through the relevant web-based databases in order to find specific documents drafted or adopted by various European institutions. Identification of other reliable and valuable sources of pertinent information for further studies.  
*Cosimo MONDA*, Senior Lecturer, European Institute of Public Administration, Maastricht
- 17:00 **Debriefing and end of the second module**

# Programme

## MODULE 3

### Assessment Centre (AC): the Second Stage of Open Competitions

The one-day AC replaces the previous lengthy system of separate written and oral examinations. It is composed of four constitutive elements: a written case study in the field, a group exercise, an oral presentation and a structured interview. As such, it constitutes a final sieve to select the best candidates who will then be placed on the reserve lists. This module is designed to fulfil a double role. On one hand, it prepares the participants to successfully take and pass each component of the AC by presenting the methodology, best practices and some useful tips and tricks. On the other hand, it allows the participants to test themselves in certain assignments and moreover, gives a unique chance to observing the performance of other candidates.

09:00 **Welcome and introduction to the Assessment Centre**  
*Ansgar BERGER*, Researcher, Department of Work and Organisational Psychology, Trier University, Germany (to be confirmed)  
*Tomasz KRAMER*, Lecturer, European Institute of Public Administration, Antenna Luxembourg

09:15 **Group exercises**  
Explaining the rules of the game. The participants will be split into groups of six members. Certain group(s) will be given an exercise while the other(s) will act as assessors. Consequently these roles will be swapped. Each group will be given a topic to discuss with a view to reaching a conclusion. Negotiated subjects will be based on selected lectures from Module 2.  
*Ansgar BERGER* (to be confirmed)

10:45 Coffee break

11:00 **Structured interviews**  
Presentation of typical designs of structured interviews. Questions related to the input from the situation judgement test from the pre-selection test. Interviews with the volunteering participants and feedback.  
*Ansgar BERGER* (to be confirmed)

12:30 Lunch

13:30 **Oral presentations**  
Techniques used for successful oral presentations. Managing stress while speaking in public. Oral presentations by the volunteering participants on topics provided in advance and feedback.  
*Peter GOLDSCHMIDT*, Director, European Institute of Public Administration, Antenna Luxembourg

15:45 Coffee break

16:00 **Case studies**  
Presentation of good practices when approaching a documentation file of a case study. Overview of various types and forms of cases and content requirements. Common solving of case studies for which topics will be based upon selected lectures from Module 2. NOTE: Depending on the number and profiles of the participants, specific groups might be created and tackle separate case studies matching their profile.  
*Tomasz KRAMER*

17:30 **Debriefing and conclusion of the seminar**



# General Information

## Hotel reservations

The European Institute of Public Administration has made a block booking at 6 hotels:

- **Hotel Novotel\*\*\*\***, Centre européen, Plateau de Kirchberg, at the rate of €145 (<http://businesstravel.accorhotels.com/fr/reservation/bookings.shtml>) Code client: SC000002048 – Contract No 308506). The hotel is located outside the city centre, within walking distance of the Jean Monnet Building. (Tel.: 43 77 68 51; Fax: 43 91 95; E-mail: H1930-RE2@accor.com or H1930-RE3@accor.com)
- **NH Hotels\*\*\***, Route de Trèves (Airport), 10 minutes from Kirchberg, at the rate of €105. Reservation can as well be made by email ([book.luxembourg@nh-hotels.com](mailto:book.luxembourg@nh-hotels.com) or [http://www.nh-hotels.com/events/en/event-detail/6685/epso\\_competitions.html](http://www.nh-hotels.com/events/en/event-detail/6685/epso_competitions.html)), fax (+352 3489319413) or phone (+352 348931607), referring to the reference number 114 183 032. Free shuttle service between the hotel and Kirchberg.
- **Hotel Parc Plaza\*\*\*\***, at the rate of € 143 (Reservation Code 294452)  
**Hotel Parc Bellevue\*\*\***, at the rate of € 95 (Reservation Code 294451), 5, avenue Marie-Thérèse, city center, 10 minutes from "Centre Aldringen" (Tel.: 44 23 23 2323; Fax: 45 61 41 220; E-mail: [reservation@goeres-group.com](mailto:reservation@goeres-group.com); [www.goeres-group.lu](http://www.goeres-group.lu))
- **Hotel Français\*\*\***, Place d'Armes, right in the city centre, 2 minutes from "Centre Aldringen", at the rate of €110 (Reservation code: G9415) (Tel.: 47 45 34; Fax: 46 42 74; Email: [info@hotelfrancais.lu](mailto:info@hotelfrancais.lu) ; [www.hotelfrancais.lu](http://www.hotelfrancais.lu))
- **Hotel Melia\*\*\*\***, 1 Park Dräi Eechelen (10 Rue Fort Thuengen), L-1499 Luxembourg, at the rate of €140 (Reservation code : EIPA) (Tel: +352 27333-1, Fax: + 352 27333-999, E-mail: [reservations.melia.luxembourg@solmelia.com](mailto:reservations.melia.luxembourg@solmelia.com); [www.melia-luxembourg.com](http://www.melia-luxembourg.com))

Should you wish to make use of this possibility, please phone or fax the reservation department of the hotel at one of the above-mentioned numbers and mention the before-mentioned reservation code. Payment is to be made directly and personally to the hotel on checking out. Please note that any optional bookings not confirmed one month before the seminar dates will automatically be cancelled by the hotels.

Luxembourg City has two main bus stations, one in the city centre called "Centre Aldringen" and one next to the railway station called "Air Terminus". All buses, wherever they go, are passing through these two stations. Bus no 18, with departures every ten minutes, is going direction Kirchberg, stopping right in front of Hotel Novotel, which is within walking distance to all European Institutions as well as just around the corner from the Chambre des Métiers building.

## Meals

Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

## Participation

The fee applicable to each activity is clearly indicated on the registration form. Unless stated differently on the registration form, the fee includes participation in the activity, lunches and beverages during the activity, documentation and participation in the reception/cocktail.

Travel and accommodation costs are at the expense of the participant or his/her administration.

Pre-payment of the fee is a condition for participation in an activity. Prior to the activity each participant will receive an invoice which can be paid by bank transfer or by credit card.

## Registration

You may register through our website [www.eipa.eu](http://www.eipa.eu) using the online registration form or by faxing or mailing the attached registration form duly completed.

## Discounts

### 10% Special discount for civil servants

EIPA offers its members a discount of 10% of the registration fee for its open enrolment seminars and training courses. This discount is available to all civil servants working for one of EIPA's member countries

### 50€ discount

For this seminar, EIPA Luxembourg offers a €50 discount for all registrations received and paid before **27 October 2010**.

**Please note that discounts cannot be accumulated.** It is clearly stated on EIPA's website for which seminars and training courses the reductions are offered. Full fees apply to all other seminars and training courses. For more information, please visit EIPA's website: [www.eipa.eu](http://www.eipa.eu) (FAQ – special discounts).

## Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

## Cancellation policy

EIPA reserves the right to cancel the seminar up to 2 weeks before the seminar starting date. In that case, registration fees received will be fully reimbursed. EIPA accepts no responsibility for any costs incurred (travel, accommodation, etc.)

For administrative reasons, a fee of € 150 will be charged for cancellations received after **29 November 2010**. There is no charge for qualified substitute participants.

The mention of a speaker's name in the programme does not commit EIPA. In the event that an announced speaker does not appear, EIPA will do its utmost to find a suitable replacement.

# Registration Form

## Preparing for New EPSO Competitions: The Road to the European Institutions Luxembourg, 6-8 December 2010

Surname: ..... Title: ..... M/F  
First name: .....  
Current position: .....  
Organisation: .....  
Department: .....  
Work address: .....  
Postal code & town: ..... Country: .....  
Tel. no: ..... Fax no: .....  
E-mail address: .....

### This seminar will be held in English only

#### Payment -10538000

- The participation fee includes participation in the seminar (all 3 modules),  
Including documentation, 3 lunches, 1 cocktail and beverages **€ 990**
- Participation in any 1 module only including documentation, 1 lunch, and beverages **€ 350**  
*Please specify the chosen module:.....*
- Early registration and payment made **before 27 October 2010** -50€
- Special discount for civil servants (EIPA members) -10%

#### Method of payment

- Bank transfer  
The participants or their administration will receive an invoice for the payment of the registration fee.  
Invoice address (if different from the abovementioned address):

.....  
E-mail: .....

#### Credit card

- American Express Card  Eurocard/Mastercard  Visa Card

Card no.: ..... Expiry date: ..... / .....

Name Card holder: ..... (in case this differs from above)

Address Card holder: ..... (in case this differs from above)

Postal code: ..... Country: ..... (in case this differs from above)

Card Validation Code: ..... (the last three digits on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968)

received after 29 November 2010 unless another participant is designated.

#### Meals

Vegetarian:  yes      Fish allowed:  yes  no      Other dietary requirements: .....

#### Please return the completed registration form to:

Ms Stéphanie GEMNIG, European Centre for Judges and Lawyers, European Institute of Public Administration,  
Luxembourg, Circuit de la Foire Internationale, 2  
Tel.: +352 426 230 301, Fax: +352 426 237, E-mail: s.gemnig@eipa.eu



Your name and address will be part of EIPA's database for our mailing purpose only.  
Please tick  if you do not want to be included in our mailing database.