**RECLASSIFICATION EXERCISE 2024**

**On 13 June,** DGs will publish the proposals for reclassification in Sysper. From that day on, you have **five working days** to introduce an appeal if you think you were unjustly not proposed this year, although you fulfill all the criteria according to Article 87 of the Staff Regulations with regard to:

- seniority in the grade

- merits as reflected in your evaluation reports

- responsibilities

- languages used in the service

Although every situation is different, **R&D** has listed some of the most typical situations that might give you reason to file an appeal with the Reclassification Committee. You can use the following templates and use them to prepare your text:

* *Unjustified career delay* ***(Template 1)***
* *You were not proposed although you fulfil all reclassification criteria - report, responsibilities, languages, seniority in the grade* ***(Template 2)***
* ***Discrimination*** *on the basis of* ***part time work****,* ***mobility, parental leave or illness (Template 3)***

**How to use the following templates for appeal?**

* **Keep it short** and to the point (maximum 1 to 2 pages).
* Please bear in mind that the Reclassification Committees have access to your evaluation and career file

***R&D*** ***– the trade union at your service***

***Tel: 55676***

***yellow text to be removed***

***green text to be adapted to your case***

***Template 1: unjustified career delay***

You exceed the average of the expected seniority in your grade before reclassification but are not proposed

*Following the invitation by my Director-General to consult the proposals for reclassification, I wish to file an appeal with the Joint Reclassification Committee.*

*My merit over time has accumulated to [ X] years [calculated between 1.1.2024 and your last reclassification] and I therefore face an unjustified career delay, despite proven consistent and good merits. [add reasons]*

*I therefore ask the Joint Reclassification Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for reclassification in line with the GIP Art 87, with a view to propose me for reclassification in 2024.*

***Template 2: non proposal despite fulfilling all criteria***

You fulfil all criteria but are not proposed for reclassification

*Following the invitation by my Director-General to consult the proposals for reclassification, I wish to file an appeal with the Joint Reclassification Committee.*

*My merit over time has accumulated to [ X] years and I was not proposed despite fulfilling all reclassification criteria with regard to [elaborate on reasons: very good evaluation reports, responsibilities beyond your grade, languages, particularly difficult circumstances, high workload, ....]*

*I therefore ask the Joint Reclassification Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for reclassification in line with the GIP Art 87 with a view to propose me for reclassification in 2024.*

***Template 3: discrimination***

You fulfil all criteria but are not proposed for reclassification, possibly for discrimination

*Following the invitation by my Director-General to consult the proposals for reclassification, I wish to file an appeal with the Joint Reclassification Committee.*

*My merit over time has accumulated to [ X] years and I therefore arrive at / exceed the average career speed foreseen for my grade. Despite fulfilling all reclassification criteria with regard to my evaluation reports, languages and [only if applicable: responsibilities] I was not proposed for reclassification. A possible reason why my DG might have left me out of the list might be discrimination on the basis of [select and elaborate, part time work / recent mobility / parental leave / illness; add reasons]*

*I therefore ask the Joint Reclassification Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for reclassification in line with the GIP Art 87 with a view to propose me for reclassification in 2024.*