**PROMOTION EXERCISE 2024**

**On 13 June,** DGs will publish the promotion lists in Sysper. From that day on, you have **five working days** to introduce an appeal if you think you were unjustly not promoted this year, although you fulfill all the criteria according to Article 45 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 Promotion Committee. You can use the following templates and use them to prepare your text:

* *Unjustified career delay* ***(Template 1)***
* *You were not promoted although you fulfil all promotion criteria - report, responsibilities, languages, seniority in the grade* ***(Template 2)***
* ***Discrimination*** *on the basis of* ***3rd language criterion*** *not yet fulfilled but with a firm commitment from your side to fulfil it before 31 December 2024* ***(Template 3)***
* ***Discrimination*** *on the basis of* ***part time work****,* ***mobility, parental leave or illness (Template 4)***

**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 Promotion Committees have access to your evaluation and promotion 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 career seniority (Annex IB) but are not proposed for promotion

*Following the invitation by my Director-General to consult the promotion list, I wish to file an appeal with the Joint Promotion Committee.*

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

*I therefore ask the Joint Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45, with a view to promote me in 2024.*

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

You fulfil all promotion criteria but are not proposed for promotion

*Following the invitation by my Director-General to consult the promotion list, I wish to file an appeal with the Joint Promotion Committee.*

*My merit over time has accumulated to [ X] years and I therefore reach the average career speed foreseen for my grade, despite fulfilling all promotion 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 Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45 with a view to promote me in 2024.*

***Template 3: (for entry grades SC1-SC2, AST1 – AST3 and AD5 – AD6)***

This is your first promotion: you fulfil all promotion criteria except for the third language

*Following the invitation by my Director-General to consult the promotion list, I wish to file an appeal with the Joint Promotion 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 promotion criteria with regard to merits and the accumulated merit over time, I was not proposed for promotion because of not fulfilling the 3rd language criterion. Due to [elaborate on reasons: heavy workload, illness, family reasons….] I failed to prove my ability to work in a third Community language to date. However, I am willing and able to fulfill the third language criterion before the end of 2024 [elaborate on how and when: I already signed up to … courses in the Commission / I am following language training at the XY language school……]*

*I therefore ask the Joint Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45 with a view to promote me in 2024.*

***Template 4: discrimination***

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

*Following the invitation by my Director-General to consult the promotion list, I wish to file an appeal with the Joint Promotion 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 promotion criteria with regard to my evaluation reports, languages and [only if applicable: responsibilities] I was not proposed for promotion. A possible reason why my DG might have left me out of the promotion 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 Promotion Committee to check for consistency and equity of the exercise in my case and, to ensure the respect of the criteria for promotion in line with the GIP Art 45 with a view to promote me in 2024.*