



European
Commission



HUMAN RESOURCES

RECRUITMENT

FREQUENTLY ASKED QUESTIONS

On INEA

What is an Executive Agency?

Executive Agencies of the European Union are organisations with their own legal identity established in accordance with Council Regulation (EC) No 58/2003 (OJ L11, 16.1.2003). They are entrusted by the European Commission with certain tasks relating to the management of one or more EU programmes. Executive Agencies are set up for a fixed period in line with the Commission's budget (Multi-annual Financial Framework), and must be located at the seat of the European Commission (Brussels or Luxembourg). At present, there are six Executive Agencies (europa.eu > about-eu > agencies).

What are INEA's tasks?

INEA is an Executive Agency implementing the following EU programmes: Connecting Europe Facility (CEF), parts of the Horizon 2020 programme and the legacy programmes (TEN-T and Marco Polo). INEA started its activities on 1 January 2014 and is the successor of the Trans-European Transport Network Executive Agency (TEN-T EA), which was created by the European Commission in 2006 to manage the technical and financial implementation of the TEN-T programme. INEA reports to four Commission's Directorates General: DG MOVE, DG ENER, DG RTD and DG CNECT. You can get further detailed information on INEA's website.

How many people work at INEA?

Currently, the number of staff in INEA is 246 but should gradually increase until 2020.

What are the working languages of INEA?

The working languages in the Agency are English, French and German. Candidates for posts at the Agency must have an excellent command of verbal and written English (level C2 of the Common European Framework of Reference for Languages) and a satisfactory knowledge of at least one other EU official language (level B2) to the extent necessary for the performance of the duties as detailed in the notice of vacancy.

How to Apply ?

How can I apply for a position at INEA?

Go to the job opportunities page of our website (in the "about us" section). From this page you can access the e-recruitment tool (orange button) and apply online.

> ec.europa.eu/inea > about us > job opportunities

Where are INEA's vacancy notices published?

On INEA's website, DG MOVE, DG ENER, DG RTD and DG CNECT intranets, on EC Permanent Representations' websites, LinkedIn, Twitter, EurActiv JobSite, EuroBrussels and on the European Personnel Selection Office (EPSO) website. You may also find our jobs advertised on other sites.

Can I apply for more than one open position at the same time?

Yes, if you are on a CAST list (read the chapter on "Eligibility" to find out what a CAST list is - please note that Contract Agents working at the Commission through the call for expression of interest of 2013 under a 3b contract without having passed an EPSO selection are not eligible). It is however mandatory to apply for each position separately via our e-recruitment tool.

Eligibility

What are the pre-conditions to be eligible for a Contract Agent position in INEA?

To be on a valid EPSO CAST list. Please be informed that for the call for expression of interest EPSO/CAST/P/1-17/2017 only candidates who succeeded the computer based tests are considered as eligible.

What is an EPSO CAST list?

A CAST is a selection procedure for contract staff, intended for a fixed-term contract. The EU Institutions and Agencies employ staff on these fixed-term contracts to provide additional capacity in specialised fields where there are not enough permanent officials with the required skills. Contracts are offered for specific administrative tasks and are generally limited in duration. Contract staff are recruited from a pool of applicants

(CAST lists) kept in a database following a selection procedure usually organised by the European Personnel Selection Office (EPSO). The difference between an open competition and a CAST selection procedure is that there is no assessment centre stage and the number of successful candidates is not predefined.

I am not on a CAST list. Can I still apply for a vacant position?

Yes, but only for a Temporary Agent position which does not require you to be on an EPSO CAST list. You can also be contracted as an interimaire for a short duration of time (maximum 6 months) through the interim agencies that have a contract with the Commission/Agency.

I am not on a CAST list. How can I pass a CAST to be eligible?

You will need to check the EPSO website to see when a CAST competition becomes available. Information can be found at europa.eu > [epso](http://epso.europa.eu) > [apply](#)

I am on a CAST list for Function Group III. Can I still apply for Function Group IV?

No. You can only apply for a position of the Function Group corresponding to your CAST examination (or more information on function groups read the next chapter). If you have passed several CAST examinations in different groups, you can apply for each and every group for which you have been successful.

CONTRACT AGENT IN INEA

What are the different Contract Agent Function Groups?

Contract Agent positions are classified in four function groups corresponding to the duties and responsibilities involved:

- Function Group IV (FGIV): administrative, advisory, linguistic and equivalent technical tasks;
- Function Group III (FGIII): executive tasks, drafting, accountancy and other equivalent technical tasks;
- Function Group II (FGII): clerical and secretarial tasks, office management and other equivalent tasks;
- Function Group I (FGI): manual and administrative support service tasks.

Contract Agents at INEA

Contract Agents of the 3a type who are working for INEA currently enjoy longer-term employment prospects than those in the Commission. The initial contract at the Agency runs for a maximum period of two years. It is then renewable for one year, after which the third renewal is for an indefinite duration.

What about the probationary period?

All Contract Agents and Temporary Agents are required to serve a probationary period of nine months (except for Contract Agents in FGI who only have to serve a 6 months probation). If you are already a Contract Agent in another Executive Agency, special conditions may apply (explained in the “Contract and Grading” chapter).

Where can I find more info on Contract Agents?

The conditions of employment of Contract Agents are laid in the provisions of Title IV, Article 80 of the Conditions of Employment of Other Servants of the European Communities. Information can be found on ec.europa.eu > [DGs](#) > [Human resources](#)

CONTRACT AND GRADING

I am currently working in an EU Institution as a Contract Agent and my contract is ending. Am I eligible to work at INEA?

Yes. You can apply for a position at INEA if you fulfil all the eligibility and essential criteria of the post you are applying for. The conditions of employment of Contract Agents at the European Commission (contract type 3b) are different than in the Agencies (Contract type 3a). Commission contracts are limited in time (7 years maximum) whereas they can be of indefinite duration in the Executive Agencies. The grades available in each function group between 3a and 3b contracts are also different, which means that the grading which the Agency can offer you might be different than what you currently have in the Commission.

I am employed in an Executive Agency as Contractual Agent and I want to move to INEA within the same function group.

Will I have the same contract?

- **If you are still in the probationary period in another Executive Agency**, your current contract will not be taken into account. You will be offered a first contract of 2 years and you will be re-graded. You will also have to undergo a new full-length probationary period.
- **If you have successfully passed your probationary period**, you will have continuation of your career with a second contract of employment with the new agency. The length of this second contract will depend on the time already spent in your first contract and will normally not exceed a total of 3 years for both contracts combined. You will have at least the same grade as what you had in your previous contract*.
- **If you are running on a second contract of employment** and the total duration of both previous contracts is of 3 years or more, you will be offered a contract of indefinite duration. You will have at least the same grade as what you had in your previous contract*.
- **If you have an indefinite contract**, you will also be offered an indefinite contract of employment at INEA. You will have at least the same grade as what you had in your previous contract*.

(*) Under the current rules which may change in the future.

I am employed in an Executive Agency and I want to move to INEA as a Contract Agent within the same function group, will I have the same grading?

Your grading will be recalculated in INEA. However, you will never get a lower grade than in your previous Executive Agency.

I am employed in the Commission and I want to move to INEA. Will I have the same grading?

Executive Agencies have different grounds to calculate what grading to assign to new staff than the European Commission, which means that it is possible that you will end up with a different grade in the Agency than in the Commission. You will need to provide all supporting documents regarding your education and professional career so that we can determine your grade.

When will the contract become of indefinite duration?

The first contract is generally for a duration of 2 years (this includes a 9 month probationary period). It is renewable once (for one year) and after that, if renewed, the third contract will be of indefinite duration. FGI Contract Agents need to prove knowledge of a third EU language at level B2 of the Common European Framework of Reference for Languages (CECR) in order to obtain a contract of indefinite duration.

WORKING CONDITIONS

What type of flexible working arrangement is INEA offering?

As in the Commission, INEA uses a compulsory flexible time management tool called Sysper. Staff members are able to organise their working hours (outside core hours) in a flexible manner to achieve a better work-life balance. INEA also offers the option to telework on a regular or occasional basis.

What about well-being in INEA?

INEA invests a lot into the well-being of its staff. The building currently occupied by the Agency features a fully equipped kitchen as well as a dedicated social area. Further to this, INEA organises activities such as pilates and yoga which, together with the social events such as St Nicolas, Christmas or Halloween parties, help foster the feeling of belonging to a team among staff. Agency-wide away days or Department/Unit teambuildings are also regularly held.

INEA offers an extensive programme for newcomers (welcome day, mentoring, on-the-job training, coaching, breakfast with management/with the director) and invests many resources in its internal communication activities (an internal newsletter is issued every quarter, all news is posted on the Intranet, a Staff Assembly is regularly, there are regular meetings between management and the local Staff Committee and regular meetings of staff with the Director).

Where can I find more information on INEA HR issues in general?

Check the HR pages on INEA's website. For any specific questions not answered on the website or in this leaflet, please contact INEA-HR-INFO@ec.europa.eu.

For more information

**ec.europa.eu/inea > About us
> Job opportunities**

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