

# EXCERPT OF THE RELEVANT RULES GOVERNING THE CLASSIFICATION OF POSTS AND GRADING OF INTERNATIONAL CONTRACTED STAFF\*

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\* This excerpt is a compilation of the rules relevant for those who wish to apply for international contracted positions in EU civilian CSDP missions.

### I. GENERAL PROVISIONS

1.

These Guidelines set down the rules on calculation of relevant professional experience, hence the rules that have an influence on the eligibility of candidates in a selection. They shall be made accessible to the potential candidates.

2. If at any stage of force generation/recruitment it becomes apparent that a candidate does not meet the basic requirements set out in these Guidelines and/or in the vacancy notice/Call for Contributions (CfC), he/she shall not be recruited.

3. The eligibility of the candidates in light of the requirements of the vacancy notice/CfC is established both at the shortlisting and selection stages.

4. During the grading stage, the candidate's educational qualifications as well as the relevance and length of his/her prior experience will be assessed. Nevertheless, before the grading can be established, the selected candidate must comply with the selection criteria set in the Guidelines and in the vacancy notice. Hence, if at the grading stage the candidate fails to demonstrate his/her eligibility, the contract of employment shall not be signed.

5. These Guidelines shall apply, *mutatis mutandis*, to local staff to be recruited under Belgian labour law in Brussels.

## **II. CLASSIFICATION**

### **1. General aspects**

- 1.1. For the purpose of these Guidelines, 'classification' shall be taken to mean a process of attributing a category/level ('expert', 'secretary', etc) to a post, usually at the moment the post is created or, at the latest, at the stage of publication of a vacancy notice for that post.
- 1.2. Posts can be re-classified during their lifetime; however, this entails a substantive change in the job description and would require re-publication of that post before the re-classification takes effect. An incumbent cannot be re-graded as a result of re-classification only, without going through a new selection procedure.
- 1.3. Once a post is classified, it will carry with it unalterable minimum requirements for the level of education, that will be reproduced in each vacancy notice for that post.
- 1.4. There are four post categories/levels for international contracted staff:
  - a) Expert level
  - b) Mission Support Management level (MSML)
  - c) Mission Support Assistant level (MSAL)
  - d) Secretary level
- 1.5. These categories are attributed to posts according to the criteria set out below.

### **2. Criteria for Expert level**

- 2.1. 'Expert' level is an exclusive category attributed to a limited number of posts. To be classified at expert level, the posts must meet the following conditions:
  - a) Have a strict requirement of a University degree in a relevant field of expertise, attested by a diploma as defined under point II.2.3. below, unless a derogation is granted in accordance with the conditions laid down in paragraph II. 6; and
  - b) Entail a high level of responsibility, independence and direct involvement in the implementation of the mandate and execution of tasks which – if not carried out effectively - would impede the achievement of the mission's/EUSR's objectives.

2.2. A post of a Head of Unit which would normally be classified at MSML, but which entails a minimum of two international staff at MSML reporting to the jobholder, can also be classified at expert level without having to meet conditions in II.2.1 (a) to (c) above.

2.3. For expert category posts, the minimum education requirement is either:

- a) Successful completion of University studies of at least four years attested by a diploma or
- b) A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 7 in the European Qualifications Framework or
- c) A qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g., Master's degree.

2.4. Positions that are not directly related to the implementation of the mandate (e.g., administrative, security, or other supporting functions), but are classified at expert level by virtue of paragraph II.2.2 above, can be published with the educational requirements applicable to MSML positions (paragraph II.3 below).

### **3. Criteria for Mission Support – Management level (MSML)**

3.1. MSML post requirements must include as a minimum a University degree in a relevant field of expertise, attested by a diploma as defined under paragraph II.3.2. below, unless a derogation is granted in accordance with the conditions laid down in paragraph II.6.

3.2. For MSML category, the minimum education requirement is either:

- a) Successful completion of University studies of at least three years attested by a diploma or
- b) A qualification at the level in the National Qualifications Framework which is equivalent/referenced to level 6 in the European Qualifications Framework or
- c) A qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g., Bachelor's degree.

### **4. Criteria for Mission Support – Assistant level (MSAL)**

4.1. MSAL posts are those that- whether or not they are directly related to the implementation of the mandate - do not require a University degree.

4.2. The general requirements for posts at MSAL category are:

- a) a level of secondary education attested by a diploma and either
- b) relevant specialised training or
- c) relevant professional experience of 1 year counted from the date of award of a secondary education diploma.

### **5. Criteria for Secretary level**

- 5.1. 'Secretary level' is attributed to job profiles involving clerical and secretarial tasks in sensitive areas, requiring security clearance at a defined 'EU ...' level.
- 5.2. The general requirement for posts in Secretary level is secondary education attested by a certificate.

### **6. Standing derogation in case of military or police careers**

- 6.1. Where justified in the interest of the service, equivalent police or/and military education or training or an award of a rank defined in the vacancy notice/CfC could be considered as giving access to both expert and MSML positions.
- 6.2. This alternative must be clearly indicated in the job description published in a CfC in order to be applicable.
- 6.3. For both expert and MSML posts the education requirements shall be considered satisfied where the candidate can demonstrate attainment of the level of education defined in paragraph II.3.2 by one of the means described in paragraphs II.6.4-8 below.
- 6.4. In cases where formal education (Police or Military Academy) is a usual way of access to or progression in the military/police career, a diploma awarded would satisfy the education requirements provided that those studies are officially recognised as equivalent at least to the education level defined in paragraph II.3.2.
- 6.5. Alternatively, the police/military rank awarded as a result of graduation from an academy, career progression and/or on-the-job training may be taken into account.
- 6.6. In case of military careers, ranks fulfilling the education requirements for Expert and MSML categories are those indicated in column 10 and following in the tables in Annex II to these Guidelines.
- 6.7. Paragraph II.6.6. shall not apply in cases where an official legal act in a country concerned establishes the equivalence between the military rank and the level of civilian education. In the latter cases, the equivalence established in the legal act shall prevail over that established by paragraph II.6.6.

6.8. In case of police careers, the rank of reference will be determined on a case-by-case basis.

### **III. ASSESSMENT OF PAST EXPERIENCE**

The rules in this section apply for the purposes of:

- a) assessment of eligibility of candidates for the advertised posts and
- b) grading of selected candidates.

#### **1. Calculation of the length of experience**

- 1.1. The application form shall be drafted in such a way as to require the candidates to indicate precise dates of start and finish of their relevant professional experience: dd/mm/yyyy.
- 1.2. If the selected candidate does not present a proof of the day of start and/or the day of end of employment but only the month and year, a given period of experience will be deemed to have started on the 16<sup>th</sup> day of the first month and finished on the 15<sup>th</sup> day of the last month of employment.
- 1.3. Periods of experience defined by year only shall be disregarded.
- 1.4. Only professional experience obtained after reaching the age of 18 can be taken into consideration.
- 1.5. Experience can be taken into account only if it is acquired after the date on which the education requirements have been met. Any requirements of experience should therefore bear a mention 'after having fulfilled the education requirements,' or equivalent.
- 1.6. Where the candidate's working experience is on-going at the time when that diploma is issued, the relevant reference date for the beginning of calculation of the professional experience shall be the date on which the diploma was issued unless the diploma refers to an earlier date.
- 1.7. In cases of MSAL candidates, where professional experience is accepted as an alternative to relevant specialised training (paragraph II.4.2(c)), 1 year shall be deducted from the total professional experience assessed as relevant.
- 1.8. The 'cut-off date' for experience indicated as on-going in the application form shall be the closing date for the submission of applications for a given vacancy. Experience acquired after the deadline shall not be taken into account even in cases where a delayed selection or request for grading could work in favour of the candidate.
- 1.9. Overlapping periods of experience shall be counted only once.

## 2. Relevance of experience

- 2.1. Only the relevant professional experience can be taken into account.
- 2.2. Despite the complexity involved in assessing the relevance of a particular job, a good indication for considering experience as relevant is that it is either fully in line with the requirements of the post or represents a clear asset in performing the tasks of the post in question, in line with the specific job requirements. Experience that can only partially be considered to be an asset in performing the tasks of the post in question shall be counted at 50% rate.
- 2.3. Experience obtained within an internship programme can be considered relevant, provided the requirement of III.1.5 is respected.
- 2.4. Non-remunerated professional experience can only be considered relevant when it is accredited by an established and recognised organisation and if the experience was obtained following a well-defined volunteering programme. Sporadic volunteering activities and individual initiatives will not be considered as relevant for the purpose of grading.
- 2.5. Military service or other equivalent compulsory community service in lieu of military service might be counted as relevant professional experience provided that it is relevant to the post.
- 2.6. Periods of self-employment can be considered relevant experience provided that adequate proof is submitted (paragraph VI.3.4-5).

## 3. Education counted as experience

- 3.1. Relevant education qualifications above the minimum requirements for the post shall be counted as equal to the relevant professional experience as long as the following conditions are met:
  - a) additional qualification is obtained after having completed the minimum educational requirements for the given post;
  - b) additional qualifications are assessed to be an asset for the post in question;
  - c) the normal duration of the programme is at least one academic year; and
  - d) the study period does not overlap with any other period of relevant work experience.
- 3.2. Only the normal duration of the programme will be counted, and not the actual time that took for the staff member to finish the programme.
- 3.3. The period in a military or police academy can be counted as professional experience only if the qualifications obtained are relevant to the post and are not included among the basic requirements in the job description.



#### 4. Full-time and part-time jobs

- 4.1. When the attested professional experience considered relevant is part-time, it will be counted in proportion to full-time experience at a rate of 50% (substantial experience time-wise) or 0% (sporadic and irregular experience), unless paragraph III.4.2. applies.
- 4.2. Where the candidate provides a certificate demonstrating the exact proportion of time worked on a given job/activity, the given episode of professional activity shall be calculated pro rata, on the basis of the certified percentage of full-time hours worked.
- 4.3. When the nature of the work does not allow for proving full-time occupation, such as jobs related to accomplishment of tasks without there being any time fixed (e.g., translation of written material being paid by word or page), the mission/EUSR may seek the opinion of internal or external experts in order to determine the percentage of relevant experience over full time.
- 4.4. Experience overlapping in time can only be counted to a maximum of 100% of full-time, even if total percentage of time worked in two or more part-time jobs is greater than 100% in relation to full time.

## **IV. GRADING**

1. The grade of a selected candidate for an international contracted post in a mission/EUSR office is determined by:
  - a) The level of the post as advertised in the job description;
  - b) The number of years of relevant and proven professional experience, corresponding to a grade as laid down in Annex I to these Guidelines.
2. In Annex I to these Guidelines, in case of category 'Mission support-assistant level', for grade 8, the requirement of '< 4 years' should be read '<= 4 years'.
3. Selected candidates who have served in a CSDP mission or with an EUSR before can choose not to be re-graded in case the following conditions are met:
  - a) an interruption counting from the end of employment with a CSDP mission or EUSR to the taking up of duties with another CSDP mission or EUSR is no longer than 5 years, and
  - b) the candidate is recruited to a position within the same category and with equivalent tasks. For example, positions of logistic officer and fleet officer or positions of procurement officer and senior procurement officer (within the same category) can be considered as equivalent.
4. Notwithstanding paragraph IV.3. above, whenever a new selection takes places, any applicant shall demonstrate compliance with the eligibility criteria stipulated in the Guidelines (and transposed into the vacancy notice). Only having successfully passed through the selection can such a candidate rely on paragraph IV.3. which applies at the grading but not at the selection stage.

## **V. AWARD OF STEP**

### **1. General aspects**

Any person employed as international contracted staff member shall be recruited at the initial step of a given grade unless one of the derogations foreseen in this section applies.

### **2. Step increment for managers**

- 2.1. An additional step may be granted in specific cases where a staff member selected to or occupying a post of MSML category is heading a unit with less than two international staff at MSML level.
- 2.2. An additional step may also be granted in specific cases where a staff member occupying MSAL category post is heading a unit/team.
- 2.3. Steps granted under this paragraph are not retained when the staff member transfers to another post.
- 2.4. Step increment granted by virtue of paragraphs V.2.1. and V.2.2. has no influence over the seniority step (paragraph V.4 below). The seniority step increment continues to be due on the date of the anniversary of recruitment irrespective of whether any step increment for managers has been granted.

### **3. Step/grade increase on account of additional responsibilities**

- 3.1. Taking into account specific organisational or management responsibilities in addition to those associated with the post to which a person is recruited, the Mission/EUSR may award one or two additional steps within a grade or recruit the staff in a grade immediately above the grade to which he/she was entitled on the basis of prior professional experience.
- 3.2. Staff in place in a Unit/Office where a Head of Unit/Office is foreseen but not yet recruited, and temporarily performing the job of the Head of the Unit/Office can be considered as having specific additional organisational and management tasks after six months of performing them, and only until the Head of Unit/Office post is filled. In that case, such an award may be given retroactively to the start of the tasks.
- 3.3. In application of paragraph V.3.1., additional grades/steps can be awarded in cases where substantive additional tasks of organisational/management nature are attributed to the staff member concerned, without the need to change the category of the post. By contrast, if the mission/EUSR considers the category of the post no longer corresponds to the reality, re-classification in category would amount to a substantial change in the job description and would require re-advertisement of the post.

- 3.4. Eligible tasks are those that are not a normal part of duties described in the original job description. It is not enough to detail the original job description adding up duties of the same nature. For example, a PPI Officer assigned to organise a series of workshops aimed at *inter alia* improving visibility would not qualify for grade/step increment in the sense of paragraph V.3.1. even though that particular task was not, as such, included in the original job description. On the other hand, an administrative/financial officer, given the same task, could well be awarded additional steps/grade.
- 3.5. Moreover, eligible tasks have to be related to managing other staff or to managing organisational processes, such as coordinating a team, organising events, etc; provided that those tasks are not normally part of responsibilities related to a particular post, broadly speaking.
- 3.6. While it falls within the discretion of the authorising officer responsible to determine whether one or two steps or a grade should be awarded, he/she shall ensure that the award is proportional to the volume and the level of additional responsibilities.
- 3.7. The updated job description should be taken as a reference for the subsequent publication unless the additional tasks were only assigned temporarily and it is certain that they no longer need to be performed as part of the job concerned. The upgraded job description shall hence become a regular job description and additional steps/grades are no longer due to the new incumbent.
- 3.8. In one and the same position, the staff member can be awarded either one additional grade or one or two additional steps. Where the staff member is granted one step increment only, she/he could still be entitled to one more step provided that his/her organisational/management responsibilities are further augmented and that this could not have been foreseen at the time of granting initial step increment.
- 3.9. Where a staff member changes jobs within the same mission/EUSR team by way of going through a new selection procedure, he/she could again be eligible for additional steps/grade should the conditions be fulfilled.
- 3.10. The step(s)/grade on account of additional tasks can be awarded for a limited period only and can be taken away if the relevant additional tasks are no longer performed. They are not retained when the staff member transfers to another post.
- 3.11. Step increment on account of additional responsibilities has no influence over the seniority step (paragraph V.4 below): the latter continues to accrue irrespective of whether any step(s) or the grade have been awarded for the former reasons.

#### **4. Automatic advancement - 'seniority step'**

- 4.1. Any person employed as international contracted staff member shall automatically advance to the next step in a grade provided that he/she has

completed one step in that grade for a period of one year ('seniority step'). 'Seniority step' is awarded after a calendar year of service (excluding any unpaid leave) in a particular post, on a date of anniversary of recruitment.

- 4.2. Staff who have completed a year in the last step in their grade in a given category/level, shall be moved to step 2 in a grade immediately above, except in cases where they have completed the last step in the last grade in a given category/level. In the latter case, the Mission/EUSR may, in duly justified cases, increase the salary of individual international staff member by up to 3%. Only one such increase may be authorised.

### **5. Retaining seniority steps**

- 5.1. In cases foreseen in paragraph IV.3, where the selected candidate does not wish to be re-graded and is recruited in the same grade as the one held during his previous employment in a CSDP mission/EUSR's team, he/she may keep the seniority steps already acquired.
- 5.2. In such cases, the next step increment shall be due after 365 days of employment in a mission/EUSR, in a given step, is served. This is irrespective of whether a) that period is served in a single mission/EUSR or b) part of the period is served in one mission/EUSR and part - in another. Any interruptions of service, such as, unpaid leave, unemployment or employment outside the CSDP missions'/EUSRs' system shall not be taken into account.

## **VI. PROOF OF EMPLOYMENT/EDUCATION**

### **1. General aspects**

- 1.1. It is mandatory to have copies of supporting documents in each grading file of a candidate recruited by a mission/EUSR. Such grading file shall include supporting documents for all education and experience taken into account when determining the grading.
- 1.2. The mission/EUSR shall request the selected applicants to provide a certified translation of the supporting documents into the working language(s) of the mission/EUSR. The vacancy notice/CfC should include a warning to the applicants that they may be asked to do so.
- 1.3. The missions/EUSRs should verify the coherence between the information provided in the CV and in the supporting documents. If there are slight discrepancies between the information in the application form and the documentation submitted, the data in the documents prevails.
- 1.4. Missions/EUSRs shall also ensure that they verify the originals of supporting documents.
- 1.5. Supporting documents will be routinely verified by the auditors and during the monitoring missions conducted by the Commission. Should it be established that alleged education title or a period of experience is not supported by relevant documentation, this may give rise to a finding of ineligibility in respect of salary (or parts of it) of a given staff member.

### **2. Proof of education**

- 2.1. Education requirements stated in the application form must be attested by a diploma or an equivalent certificate. The documents should allow the mission/EUSR to determine the nature of education (e.g., transcript of degree modules) where it's necessary. It is up to the candidate to submit all the relevant proof demonstrating that his/her diploma meets the standards of the vacancy notice/CfC (and hence those of the Guidelines).
- 2.2. Diplomas awarded outside of the EU might be considered if they are equivalent to those issued in the EU countries; in case of doubt, the mission/EUSR may require a proof of such equivalence. In case of posts that require very specific education qualifications and/or registration in a professional association for lawfully practicing the profession in an EU country (e.g., doctors, lawyers, etc), the mission/EUSR should request the equivalence certificate/accreditation issued by the authorities of an EU Member State.

### 3. Proof of experience

- 3.1. Professional experience must be attested by documents such as certificates of employment, signed letters demonstrating the fact of employment, letters of recommendation, payslips, contracts or any other certified/official documents.
- 3.2. Supporting documents shall be such as to allow determining the period of employment, relevance or otherwise of professional experience: titles of posts, tasks performed, etc; they should include an indication whether the job was full or part time and, in the latter case, the percentage of the time worked.
- 3.3. Recommendation letters are acceptable as supporting documents as long as they are official (with an official letter-head and signed/stamped by a person entitled to represent the employer). Unofficial letters signed by a (former) co-worker would not satisfy these requirements.
- 3.4. Self-employment has to be proven through a means of registration (e.g. registration of a company or professional license) and a proof of professional activity during the period being covered, e.g., contracts with clients, etc. Such proof shall comply with requirements of paragraph VI.3.2. above.
- 3.5. Registration with/acceptance by a professional body (e.g., a bar), does not in itself constitute a sufficient proof that a candidate practiced the profession within the period of registration, neither does a certificate showing that taxes have been paid for a period in question.

**VII. PROCEDURAL ASPECTS**

1. Before the employment contract is signed, the mission/EUSR shall ascertain that it has received at least the copies of the documents demonstrating that the selected candidate meets the minimum education and experience requirements stipulated in the vacancy notice/CfC.
2. The burden of proof to provide the documents lays with the candidate for the post. It is incumbent on the candidates to provide the mission/EUSR with all the information they consider pertinent to the appraisal of their applications. The mission/EUSR cannot be required to make inquiries itself or to arrange for the submission of the documents to it.
3. The mission/EUSR shall set a clear deadline to provide the documentation proving the fulfilment of the minimum requirements, failing which the offer of employment may be withdrawn. The mission/EUSR cannot be deemed under an obligation to take into consideration the documents submitted out of time.
4. A staff member who wishes to provide further documentation that could potentially change the grading, shall do so within the time limit set by the mission/EUSR. Such deadline shall be no longer than three months following the signature of the first contract. In such cases, the review will be implemented retroactively. After the deadline has passed, neither new claims nor documents for review of grading can be accepted.
5. A mission/EUSR could foresee in its standard operating procedures a possibility of an appeal against a grading decision, setting a clear deadline which shall not exceed three months. Where the mission/EUSR chooses to provide for a right to appeal, the relevant rules should be made available to the candidates concerned in good time.
6. The grading decision may be reviewed where there are new elements that come to light and that were not available at the grading stage.



**VIII. ANNEXES**

**ANNEX I: Remuneration of international staff contracted by civilian CSDP missions or EUSRs**

**ANNEX II: Military ranks for the purposes of selection and grading**

**Annex 1- Remuneration of international staff contracted by civilian CSDP Missions or EUSRs**

**Annex 1**

**Remuneration of International Staff contracted by CFSP Special Advisers or EUSRs (in €)**

Category	Grade	experience	steps			
			1	2	3	4
Expert <i>Such as Political adviser, Head of Cabinet, Head of Finance and Administration team and Head of procurement team in ESDP missions</i>	28	over 24 years	7.125	7.375	7.625	7.875
	27	>20	6.375	6.625	6.875	7.125
	26	>16	5.625	5.875	6.125	6.375
	25	>12	4.950	5.175	5.400	5.625
	24	>8	4.350	4.550	4.750	4.950
	23	>4	3.825	4.000	4.175	4.350
	22	≤ 4 years	3.300	3.475	3.650	3.825
Mission support staff - Management level <i>such as Financial/Administrative officer, etc.</i>	21	over 24 years	5.500	5.650	5.800	5.950
	20	>20	5.050	5.200	5.350	5.500
	19	>16	4.600	4.750	4.900	5.050
	18	>12	4.150	4.300	4.450	4.600
	17	>8	3.700	3.850	4.000	4.150
	16	>4	3.250	3.400	3.550	3.700
	15	≤ 4 years	2.800	2.950	3.100	3.250
Mission support staff - Assistant level <i>such as Accountant/bookkeeper, etc.</i>	14	over 24 years	4.100	4.200	4.300	4.400
	13	>20	3.800	3.900	4.000	4.100
	12	>16	3.500	3.600	3.700	3.800
	11	>12	3.200	3.300	3.400	3.500
	10	>8	2.900	3.000	3.100	3.200
	9	>4	2.600	2.700	2.800	2.900
	8	< 4 years	<b>2.300</b>	2.400	2.500	2.600
Secretary	7	over 24 years	3.150	3.225	3.300	3.375
	6	>20	2.925	3.000	3.075	3.150
	5	>16	2.700	2.775	2.850	2.925
	4	>12	2.475	2.550	2.625	2.700
	3	>8	2.250	2.325	2.400	2.475
	2	>4	2.025	2.100	2.175	2.250
	1	≤ 4 years	<b>1.800</b>	1.875	1.950	2.025
Drivers etc		no international staff				

## ANNEX II: Military ranks for the purposes of selection and grading

Annex II: Military ranks for the purposes of selection and grading

EQUIVALENCE BETWEEN RANKS IN EU-COUNTRY MILITARIES - ARMY

	10	11	12	13	14	15	16	17	18	19
Austria	Leutnant // Oberleutnant	Hauptmann	Major	Oberstleutnant	Oberst	Brigadier	Generalmajor	Generalleutnant	General	no rank
Croatia	Second and First Lieutenant	Captain	Major	Lt Colonel	Colonel	Brigadier General	Major General	Lt General	General	General of the Army
Cyprus	Ανθυπολοχαγός Anthylochagos, second Lieutenant // Υπολοχαγός (Ypolochagos, Lieutenant)	Λοχαγός (Lochagos, Captain)	Ταγματάρχης (Tagmatarchis, Major)	Αντισυνταγματάρχης (Antisyntagmatarchis, Lieutenant Colonel)	Συνταγματάρχης (Syntagmatarchis, Colonel)	Ταξίαρχος (Taxiarchos, Brigadier)	Υποστράτηγος (Ypostratigos, Major General)	Αντιστράτηγος (Antistratigos, Lieutenant General)	Στρατηγός (Stratigos, General)	No rank
Finland	Vänrikki (Second lieutenant) // Luutnantti (Lieutenant) // Yliluutnantti (First Lieutenant)	Kapteeni (Captain)	Majori (major)	Everstiluutnantti (Lieutenant colonel)	Eversti (Colonel)	Prikaatinenraali (Brigadier General)	Kenraalimajuri (Major General)	Kenraaliluutnantti (Lieutenant General)	Kenraali (General)	No rank
Ireland	2nd Lieutenant // Lieutenant	Captain	Commandant	Lieutenant-Colonel	Colonel	Brigadier General	Major General	Lieutenant General	No rank	No rank
Malta	Second-Lieutenant/Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier (Chief of Defence)	No Rank	No Rank	No rank	No rank
Sweden	Fänrik // Löjtnant	Kapten	Major	Överste löjtnant	Överste	Brigad General	General Major	General löjtnant	General	No rank
Belgium	Onder Luitenant // Luitenant	Kapitein	Comandant // Major	Luitenant - Kolonel	Kolonel	Brigadegeneraal	Generaal - Major	Luitenant - Generaal	Generaal	No rank
Bulgaria	Second Lieutenant // First Lieutenant	Captain	Major	Lieutenant colonel	Colonel	Brigadier general	Major General	Lieutenant general	General	No rank
Czech Republic	Podporučík // Poručík	Náporučík // Kapitan	Major	Podplukovník	Plukovník	Brigádní General	Generalmajor	Generalporučík	Armádní general	No rank
Denmark	Løjtnant // Premierløjtnant	Kaptajn	Major	Oberstløjtnant	Oberst	Brigadegeneral	Generalmajor	Generalløjtnant	General	No Rank
Estonia	Lipnik // Nooremleitnant // Leitnant	Kapten	Major	Kolonelleitnant	Kolonel	Brigaadikindral	Kindralmajor	Kindralleitnant	Kindral	No rank
France	Sous-lieutenant // Lieutenant	Capitaine	Commandant	Lieutenant colonel	Colonel	General de brigade	General de division	General de corps d'armée	Marechal de France	No rank
Germany	Leutnant // Oberleutnant	Hauptmann // Stabshauptmann	Major	Oberstleutnant	Oberst	Brigadegeneral	Generalmajor	Generalleutnant	General	No rank
Greece	Ανθυπολοχαγός Anthylochagos, second Lieutenant // Υπολοχαγός (Ypolochagos, Lieutenant)	Λοχαγός (Lochagos, Captain)	Ταγματάρχης (Tagmatarchis, Major)	Αντισυνταγματάρχης (Antisyntagmatarchis, Lieutenant Colonel)	Συνταγματάρχης (Syntagmatarchis, Colonel)	Ταξίαρχος (Taxiarchos, Brigadier)	Υποστράτηγος (Ypostratigos, Major General)	Αντιστράτηγος (Antistratigos, Lieutenant General)	Στρατηγός (Stratigos, General)	No rank
Hungary	Hadnagy (hdgy) // Military-Major, Army-Major // Főhadnagy (fhdgy) // Chief Military-Major	Százados (szds) // Squadron (leader), Centurion	Őrnagy (őrgy) // Guard-Major	Alezredes (alez) // Junior Regiment (leader), Junior Regimentist	Ezredes (ezds) // Regiment (leader), Regimentist	Dandánábornok (dđtbk) // Brigade General	Vezérmagy (vőrgy) // Leader Guard-Major	Altábornagy (altbg) // Vice field marshal	Vezérezredes (vezds) // Chief Regiment (leader), Chief Regimental Commander	No rank
Italy	sottotenente // tenente	capitano // primo capitano	maggiore	tenente colonnello	colonnello	generale di brigata (brigadier generale)	generale di divisione (maggior generale)	generale di corpo d'armata (tenente generale)	generale di corpo d'armata con incarichi speciali	generale (Chief of Defense Staff only)
Latvia	Leitnants // Virslieitnants	Kapteinis	Majors	Pulkvežleitnants	Pulkvedis	Brigādes Ģenerālis	Ģenerālmajors	Ģenerālleitnants	no rank	No rank
Lithuania	Leitenantas // Vyresnysis leitenantas	Kapitonas	Majoras	Pulkininkas leitenantas	Pulkininkas	Brigados generolas	Generolas majoras	Generolas leitenantas	no rank	No rank
Luxembourg	Lieutenant // Premier-Lieutenant	Capitaine	Major	Lieutenant-Colonel	Colonel	No rank	No rank	No rank	No rank	No rank
Netherlands	Tweede luitenant // Erste luitenant	Kapteinis	Majoor	Luitenant-Kolonel	Kolonel	Brigade-general	General-majoor	Luitenant-generaal	generaal	No rank
Poland	Podporucznik // Porucznik	Kapitan	Major	Podpułkownik	Pułkownik	Generał brygady	Generał dywizji	Generał broni	General	Marszałek Polski
Portugal	Aspirante // Alferes // Tenente	Capitão	Major	Tenente - Coronel	Coronel	Brigadeiro general	Major General	Tenente general	General	Marechal
Romania	Sublocotenent // Locotenent	Capitan	Major	Locotenent-colonel	Colonel	General de brigada	General-major	General locotenent	General	No rank
Slovakia	Poručík // Náporučík	Kapitán	Major	Podplukovník	Plukovník	Brigádny Generál	Generálmajor	Generálporučík	Generál	No rank
Slovenia	Poročnik // Nađporočnik	Stotnik	Major	Podpolkovnik	Polkovnik	Brigadir	Generalmajor	Generalpodpolkovnik	General	No rank
Spain	Alférez // Teniente	Capitán	Comandante	Teniente coronel	Coronel	General de brigada	General de división	Teniente general	General de Ejército	Capitán general
UK	2nd Lieutenant // Lieutenant	Captain	Major	Lieutenant colonel	Colonel	Brigadier	Major general	Lieutenant general	General	Field marshal

## ANNEX II: Military ranks for the purposes of selection and grading

EQUIVALENCE BETWEEN RANKS IN EU-COUNTRY MILITARIES - NAVY										
	10	11	12	13	14	15	16	17	18	19
Austria	NO NAVAL FORCES									
Croatia	Ensign/Lieutenant JG	Lieutenant	Lieutenant Commander	Commander	Captain	Rear Admiral (L)	Rear Admiral (U)	Vice Admiral	Admiral	Fleet Admiral
Cyprus	Σημαιοφόρος (Simalioforos, Ensign) // Ανθυπολοίαρχος (Anthypoloiarchos, Sub-Lieutenant)	Υπολοίαρχος (Ypoloiarchos, Lieutenant)	Πλωτάρχης (Plotarchis, Lieutenant Commander)	Αντιπλοίαρχος (Antiploiarchos, Commander)	Πλοίαρχος (Ploiarchos, Captain)	Αρχιπλοίαρχος (Archiploiarchos, Commodore)	Υποναύαρχος (Yponavarchos, Rear Admiral)	Αντιναύαρχος (Antinavarchos, Vice Admiral)	Ναύαρχος (Navarchos, Admiral)	No rank
Finland	Allluutnantti (Ensign) // Luutnantti (Lieutenant, junior grade) // Yliluutnantti (Lieutenant)	Kapteeniluutnantti (Lieutenant, senior grade)	Komentajakapite (Lieutenant Commander)	Komentaja (Commander)	Kommodori (Captain)	Lippueamiraali (Commodore)	Kontra-Amiraali (Rear Admiral)	Vara-amiraali (Vice Admiral)	Amiraali (Admiral)	No rank
Ireland	Ensign // Sub Lieutenant	Lieutenant	Lieutenant-commander	Commander	Captain	Commodore	Rear-admiral	No rank	No rank	No rank
Malta	Second-Lieutenant/Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier (Chief of Defence)	No rank	No rank	No rank	No rank
Sweden	Fänrik //Löjtnant	Kapten	Örlogskapten	Kommendörkapten	Kommendör	Flottilljamiral	Konteramiral	Viceamiral	Amiral	No rank
Belgium	Vaandrigter-zee tweede klasse //Vaandrigter-zee	Lieutenant-ter-zee	Lieutenant-ter-zee eerste klasse // Korvetkapitein	Fregatkapitein	Kapitein-ter-zee	Flottille admiral	Divisie-admiraal	Vice-admiraal	Admiraal	No rank
Bulgaria	Second Lieutenant // first lieutenant	Lieutenant	Lieutenant commander	Commander	Captain	Brigadier admiral	Rear admiral	Vice-admiral	Admiral	No rank
Czech Republic	NO NAVAL FORCES									
Denmark	Løjtnant // Premierløjtnant	Kaptajn/løjtnant	Orlogskaptajn	Kommandørkaptein	Kommandør	Flotilleadmiraal	Kontreadmiral	Viceadmiraal	Admiral	No rank
Estonia	Üpnik // Nooremleitnant // Leitnant	Vanemleitnant	Kaptenmajor	Kaptenleitnant	Mereväekapten	Kommodoor	Kontradmiral	Viitseadmiraal	Admiral	No rank
France	Enseigne de vaisseau de deuxième classe // Enseigne de vaisseau de première classe	Lieutenant de vaisseau	Capitaine de corvette	Capitaine de frégate	Capitaine de vaisseau	Contre-Amiral	Vice-Amiral	Vice-Amiral d'escadre	Admiral	Admiral de France
Germany	Leutnant // Oberleutnant	Kapitän-leutnant // Stabskapitän-leutnant	Korvettenkapitän	Fregattenkapitän	Kapitän zur See	Flottillen-admiral	Konteradmiraal	Vizeadmiraal	Admiral	No Rank
Greece	Σημαιοφόρος (Simalioforos, Ensign) // Ανθυπολοίαρχος (Anthypoloiarchos, Sub-Lieutenant)	Υπολοίαρχος (Ypoloiarchos, Lieutenant)	Πλωτάρχης (Plotarchis, Lieutenant Commander)	Αντιπλοίαρχος (Antiploiarchos, Commander)	Πλοίαρχος (Ploiarchos, Captain)	Αρχιπλοίαρχος (Archiploiarchos, Commodore)	Υποναύαρχος (Yponavarchos, Rear Admiral)	Αντιναύαρχος (Antinavarchos, Vice Admiral)	Ναύαρχος (Navarchos, Admiral)	No rank
Hungary	NO NAVAL FORCES									
Italy	Guardiamarina // sottotenente di vascello	Tenente di vascello // primo tenente di vascello	Capitano di corvetta	Capitano di fregata	Capitano di vascello	Contrammiraglio	Ammiraglio di divisione	Ammiraglio di squadra	Ammiraglio di squadra	Ammiraglio
Latvia	Lieutenant junior grade	Lieutenant senior grade	Lieutenant commander	Commander: junior grade, senior grade	Captain	Rear admiral lower grade	Rear admiral	Vice admiral	No rank	No rank
Lithuania	Leitenantas // Vyresnysis leitenantas	Kapitonas leitenantas	Komandoras leitenantas	Komandoras	Jūry kapitonas	Flotilės admiralas	Kontradmirolas	Viceadmirolas	No rank	No rank
Luxembourg	NO NAVAL FORCES									
Netherlands	Luitenant ter zee der 3de klasse // Luitenant ter zee der 2de klasse	Luitenant ter zee der 2de klasse oudste categorie	Luitenant ter zee der 1ste klasse	Kapitein-luitenant ter zee	Kapitein ter zee	Commandeur	Schout-bij-Nacht	Vice-Admiraal	Admiraal	No rank
Poland	Podporucznik marynarki	Porucznik marynarki	Kapitan marynarki	Komandor podporucznik // Komandor porucznik	Komandor	Kontradmiral	Wiceadmirał	Admirał	no rank	No rank
Portugal	Guarda-marinha and Subtenente // Secundo tenente	Primeiro tenente	Capitão-tenente	Capitão de Fragata	Capitão de Mar e Guerra	Comodoro	Contra-almirante	Vice-almirante	Almirante	Almirante da Armada
Romania	Aspirant // Locotenent	Capitan	Locotenent-comander	Capitan-comander	Comandor	Contraamiral de flotila	Contraamiral	Viceamiral	Amiral	No rank
Slovakia	NO NAVAL FORCES									
Slovenia	Poročnik korvete // Poročnik fregate	Poročnik bojne ladje	Kapitan korvete	Kapitan fregate	Kapitan bojne ladje	Kapitan	Kontraadmiraal	Viceadmiraal	Admiral	No rank
Spain	Alférez de Fragata // Alférez de Navío	Teniente de Navío	Capitán de Corbeta	Capitán de Fragata	Capitán de Navío	Contra Almirante	Vice Almirante	Almirante	Almirante General	Capitán General
UK	Midshipman //Sublieutenant	Lieutenant	Lieutenant-commander	Commander	Captain	Commodore	Rear-admiral	Vice-admiral	Admiral	Admiral to the Fleet

## ANNEX II: Military ranks for the purposes of selection and grading

EQUIVALENCE BETWEEN RANKS IN EU-COUNTRY MILITARIES - AIR FORCES										
	10	11	12	13	14	15	16	17	18	19
Austria	Leutnant // Oberleutnant	Hauptmann	Major	Oberleutnant	Oberst	Brigadier	Generalmajor	Generalleutnant	General	No rank
Croatia	Second Lieutenant/First Lieutenant	Captain	Major	LI Colonel	Colonel	Brigadier General	Major General	LI General	General	General of the Army
Cyprus	Ανθυποσμηναγός (Anthyposminagos, Pilot Officer) // Υποσμηναγός (Yposminagos, Flying Officer)	Σμηναγός (Sminagos, Flight Lieutenant)	Επισμηναγός (Epismnagos, Squadron Leader)	Αντισμηναρχός (Antismnarchos, Wing Commander)	Σμηναρχός (Sminarchos, Group Captain)	Ταξίαρχος Αεροπορίας (Taxiarchos Aeroporias, Air Commodore)	Υποπτεράρχος (Ypoplerarchos, Air Vice-Marshal)	Αντιπτεράρχος (Antiplerarchos, Air Marshal)	Πτέραρχος (Pterarchos, Air Chief Marshal)	No rank
Finland	Vänrikki (Second Lieutenant) // Luutnantti (Lieutenant) // Ylikonnanantti (First Lieutenant)	Kapteeni (Captain)	Majuri (Major)	Eversiluutnantti (Lieutenant Colonel)	Eversii (Colonel)	Prinaattikennraali (Brigadier General)	Kennraalimajuri (Major General)	Kennraaliluutnantti (Lieutenant General)	Kennraali (General)	No rank
Ireland	Second Lieutenant // Lieutenant	Captain	Commandant	Lieutenant-Colonel	Colonel	Brigadier General	Major General	No rank	No rank	No rank
Malta	Second-Lieutenant/Lieutenant	Captain	Major	Lieutenant Colonel	Colonel	Brigadier (Chief of Defence)	No rank	No rank	No rank	No rank
Sweden	Fänrik // Ljtnant	Kapten	Major	Översle ltnant	Översle	Brigad General	General Major	General Ljtnant	General	No rank
Belgium	Onder-Lieutenant // Lieutenant	Kapitein	Kapitein commandant // Major	Lieutenant - Colonel	Kolonel	Brigade Generaal	General - Major	Lieutenant - Generaal	Generaal	No rank
Bulgaria	Second Lieutenant/First Lieutenant	Captain	Major	Lieutenant colonel	Colonel	Major general	Brigadier general	Lieutenant general	General	No rank
Czech Republic	Podporučík // poručík	Nadporučík // kapitán	Major	Podplukovník	Plukovník	Brigádní generál	Generálporučík	Generálporučík	Armádní generál	No rank
Denmark	Ljtnant // Premierljtnant	Kaptajn	Major	Obersljtnant	Oberst	Brigadegeneral	Generalmajor	Generaliljtnant	General	No rank
Estonia	Lipnik // Nooremleitnant // Leitnant	Kapten	Major	Kolonelleitnant	Kolonel	Brigaadikindral	Kindramajor	Kindralleitnant	Kindral	No rank
France	Sous-lieutenant // Lieutenant	Capitaine	Commandant	Lieutenant colonel	Colonel	General de brigade aerienne	General de division aerienne	General de corps aerien	General de armee aerienne	Marechal de France
Germany	Leutnant // Oberleutnant	Hauptmann // Stabshauptmann	Major	Oberleutnant	Oberst	Brigadegeneral	Generalmajor	Generalleutnant	General	No rank
Greece	Ανθυποσμηναγός (Anthyposminagos, Pilot Officer) // Υποσμηναγός (Yposminagos, Flying Officer)	Σμηναγός (Sminagos, Flight Lieutenant)	Επισμηναγός (Epismnagos, Squadron Leader)	Αντισμηναρχός (Antismnarchos, Wing Commander)	Σμηναρχός (Sminarchos, Group Captain)	Ταξίαρχος Αεροπορίας (Taxiarchos Aeroporias, Air Commodore)	Υποπτεράρχος (Ypoplerarchos, Air Vice-Marshal)	Αντιπτεράρχος (Antiplerarchos, Air Marshal)	Πτέραρχος (Pterarchos, Air Chief Marshal)	No rank
Hungary	Hadnagy (hdgy) // Military-Major, Army-Major // Főhadnagy (hdgy) // Chief Military-Major	Százados (szds) // Squadron (leader), Centurion	Őrnagy (őrgy) // Guard-Major	Alezredes (alez) // Junior Regiment (leader), Junior Regimentalist	Ezredes (ezds) // Regiment (leader), Regimentalist	Dandártábornok (dttk) // Brigade-General	Vezérezredes (vezred) // Leader Guard-Major	Altábornagy (albg) // Vice field marshal	Vezérezredes (vezred) // Chief Regiment (leader), Chief Regimental Commander	No rank
Italy	Sottotenente // Tenente	Capitano // primo capitano	Maggiore	Tenente colonnello	Colonnello	Generale di brigata aerea	Generale di divisione aerea	Generale di squadra aerea	Generale di squadra aerea	Generale
Latvia	Lieutenant // First lieutenant	Captain	Major	Lieutenant colonel	Colonel	Brigadier general	Major General	Lieutenant general	No rank	No rank
Lithuania	Leitenantas // Vyresnysis leitenantas	Kapitonas	Majoras	Pulkininkas leitenantas	Pulkininkas	Brigados generolas	Generolas majoras	Generolas leitenantas	No rank	No rank
Luxembourg										
Netherlands	Tweede luitenant // Eerste luitenant	Kapitein	Major	Lieutenant-Colonel	Kolonel	Commodore	Lieutenant generaal	General major	General	No rank
Poland	Podporucznik // Porucznik	Kapitan	Major	Podplukownik	Plukownik	General brygady	General dywizji	General broni	General	No rank
Portugal	Aspirante // Alférez // Tenente	Capitão	Major	Tenente-coronel	Coronel	Brigadeiro-general	Major-general	Tenente-general	General	Marechal
Romania	Sublocotenent // Locotenent	Captan	Locotenent-comander	Captan-comander	Comandor	General de forta aeriana	General-major	General locotenent	General	No rank
Slovakia	Poručík // Nadporučík	Kapitán	Major	Podplukovník	Plukovník	Brigádny Generál	Generálporučík	Generálporučík	Generál	No rank
Slovenia	Poročnik // Nadporučnik	Stotnik	Major	Podpolkovnik	Polkovnik	Brigadir	General major	General podpolkovnik	General	No rank
Spain	Alférez // Teniente	Capitán	Comandante	Teniente Coronel	Coronel	General de Brigada	General de División	Teniente General	General de ejército	Captan general
UK	Pilot officer/flying officer	Flight Lieutenant	Squadron leader	Wing commander	Group captain	Air commodore	Air Vice marshal	Air marshal	Air Chief Marshal	Marshal of the Royal Air Force