

The European Personnel Selection Office (EPSO) is an inter-institutional office responsible for organising open competitions and other procedures for the selection of personnel on behalf of all EU institutions.

In addition, together with the European Administrative School (EAS), EPSO runs a yearly "Certification" procedure, whereby a selected number of officials of the E.U. Institutions (normally between 150 and 200) are required to go through a series of exams, after training organised by the EAS. Successful candidates are then eligible for transfer from the assistant function group to that of administrator within the career structure of the EU Institutions.

The services requested include the provision of premises and IT facilities:

- \* Large hall (+/-500 m<sup>2</sup>) equipped with approximately 200 working stations. The hall has to meet all requirements listed in the specification documents.

- \* Smaller room, to be used as a secretariat, for the invigilators from EPSO and EAS on the day (+/- 10 persons) equipped with all appropriate material (such as fax machine, photocopier, etc.).

- \* The hall and PC's will be available on the whole day of the exam, the afternoon of the working day before and, in advance, on another day for a dry run in order to test the systems. In case of problems encountered during the dry run, a second day for a second dry run has to be foreseen. The testing date for 2010 is fixed on 11 October.

- \* Qualified technical support during the dry run events and qualified technical support throughout testing day.

- \* The facilities must be situated in the greater Brussels area and must be of easy access by public transport (preferably close to the Brussels-based EU Institutions). Access and facilities for special needs candidates (e.g. limited mobility) are indispensable.

If you are interested in this contract and you fulfil the above criteria, please send your request for participation to the following e-mail address:

[Epso-certification-tenders@ec.europa.eu](mailto:Epso-certification-tenders@ec.europa.eu)

by May 26, 2010.