



SERVICE EUROPEEN POUR L'ACTION EXTERIEURE
EUROPEAN EXTERNAL ACTION SERVICE

Electoral office for the EEAS staff Committee elections

Brussels, 18th November 2014

STAFF NOTICE

Notice of election

In order to proceed with the renewal of the EEAS Staff Committee, the Electoral Office publishes this notice of election.

1. DATE, TIME AND MODALITIES OF ELECTION

The voting period for the election of the EEAS Staff Committee has been set from **6 February 2015** (at **09:00**, Brussels time) to **15 February 2015** (at **17:00**, Brussels time).

The vote will be carried out only in the **electronic way**.

2. NOMINATION OF CANDIDATES

EEAS Staff (officials and other agents) are invited to introduce their candidacy in the written form, according to the following modalities:

- a) There are 20 seats to be filled.
- b) Nominations shall be submitted in the form of lists, each containing at least 1 full member and 1 alternate and a maximum of 20 full members and 20 alternates, arranged in pairs.
- c) Each candidate on each list must submit a nomination stating the following (see also annex 3):
 - surname and first name, place of employment (within or outside the EU) and "category" (function group AST, function group AD or other servant)
 - an undertaking to accept the mandate in the event of election.
- d) No candidate may be nominated more than once.
- e) Each nomination shall be signed by the candidate and include a declaration of acceptance as full or alternate member.
- f) A list of candidates may be submitted by the candidate at the top of the list or by a trade union or staff association. The candidate at the top of the list shall deliver the list personally or send it to the electoral office by e-mail: BUREAU-ELECTORAL@eeas.europa.eu.

g) The candidate at the top of the list shall represent that list. The unacceptability of any nomination shall not invalidate the remaining nominations appearing in the same list.

h) Each list shall be submitted in the order selected by the candidate at the top of the list or by the trade union or staff association concerned (see annex 2).

i) The candidate at the head of each list or his representative must submit the list to the Electoral Office according to one of the following modalities:

(1) The list is submitted to the Secretariat of the Electoral Office (MDR.C.1 - PARC 07/231) before **15 January 2015** at **17:00** (Brussels time).

(2) The list is sent by e-mail to the Secretariat of the Electoral Office (BUREAU-ELECTORAL@eeas.europa.eu) before **15 January 2015** at **17:00** (Brussels time).

j) The original candidacy form must reach to the Secretariat of the Electoral Office (MDR.C.1 - PARC 07/231) before **5 February 2015** at **17:00** (Brussels time).

k) Should there be fewer than 20 candidates or should the submitted nominations fail to ensure the representation of all "categories" (function group AST, function group AD, and other servants) and of places of employment (within or outside the EU), the electoral office shall notify the electors to this effect and grant them an extension of deadline of at least 6 calendar days.

3. COMPOSITION OF THE LISTS – ELECTORAL CAMPAIGN

The present notice opens the possibility to constitute the lists for the election of the members of the EEAS Staff Committee.

Members of staff who wish to present their candidacy have the right to send e-mails to other colleagues, but only within the limits compatible with an acceptable use of the EEAS e-mail system.

The electoral campaign opens when the definitive list of candidates is published (**19 January 2015**) and ends on the last day of voting at 17:00 (Brussels time).

4. CALENDAR

The detailed agenda for the electoral steps for the EEAS Staff Committee elections is joined as annex 4.

(signed)
Chairperson
Fedja Zlobec

Annexes: annex 1: EEAS rules for the election of the Staff Committee
 annex 2 : example of list of candidacies
 annex 3 : example of candidacy form
 annex 4 : electoral calendar