

**ANNEX II****TAKING ACCOUNT OF QUALIFICATIONS AND PROFESSIONAL EXPERIENCE FOR PURPOSES OF  
GRADING CONTRACT STAFF IN THEIR FUNCTION GROUP***Article 1 — General principles*

1. The same period may be counted only once.
2. The supporting documents submitted by the candidate may be subjected to a detailed examination by the Human Resources Unit.

*Article 2 — Qualifications*

1. 'Qualifications' means any completed studies or professional training attested by a diploma issued by a Member State under the conditions set out in Article 4(2) of this Decision.
2. Qualifications will be taken into account:
  - provided that the study or training is at least equivalent to the level of the qualification required for access to the function group and that it lasted for at least one full-time academic year;
  - in respect of a period which may not exceed the statutory duration of the studies. In the case of a doctorate, the actual duration of the studies will thus be taken into account, subject to a maximum of three years;
  - provided that the study or training was undertaken following the award of the diploma giving access to the function group. Studies undertaken and qualifications obtained prior to the diploma giving access to the function group will not be taken into account.

*Article 3 — Professional experience*

1. For the purposes of this Decision, 'professional experience' means any paid activity carried out by the member of the contract staff in accordance with Article 5(1) of this Decision.

2. The actual duration of compulsory military service or equivalent civilian service will be taken into account even if this period of service took place before the conditions giving access to the function group were met.
3. For freelance interpreters, the length of the professional experience will be calculated by counting the number of days worked as an interpreter; 100 days of actual interpretation work will be considered to be equivalent to one year's professional experience.
4. For freelance translators, the length of professional experience will be calculated, within the limits of the period spent on such activities, on the basis of the number of pages translated converted into days worked; five pages translated will be considered to be equivalent to one day's work.
5. Periods of paid in-service training, or in-service training for which an indemnity is paid, will be regarded as professional experience.
6. Non-salaried professional activities (e.g. self-employed, liberal professions) will be considered on a case-by-case basis, taking into account their nature and duration. Such consideration will be based on formal data such as tax returns, statements of fees from national bodies, or any other supporting document of an official nature.
7. Professional activities carried out on a part-time basis will be calculated *pro rata* according to the hours worked.