



### **PERSONAL FILE STRUCTURE**

<b>Part A – Basic personal documents</b>	
A1	Application – Curriculum vitae – References from previous employers
A2	Educational diplomas
A3	Birth certificate
A4	Passport / National ID card
A5	Police report
A6	Military service
A7	Pre-recruitment medical
<b>Part B – Statutory situation</b>	
B1	Letter of offer – Acceptance of offer
B2	Grading
B3	Assignment
B4	Contract and amendments
B5	
B6	
B7	
B8	Social security – Joint sickness insurance scheme – Group life insurance
B9	Termination of employment
<b>Part C - Career</b>	
C1	<i>Offer of recruitment as Official subsequent to competition</i>
C2	<i>Grading of the Official</i>
C3	<i>Decision of appointment as probationer</i>
C4	<i>Establishment in post</i>
C5	<i>Decision of assignment as Official</i>
C6	Certification and attestation procedure
C7	Promotion

C8	Secondment
C9	CCP – Leave on personal grounds
C10	Family / Parental leave
C11	Part-time work
C12	Training
C13	
C14	
C15	
C16	Professional incompetence
C17	Pensions: Retirement – Early retirement – Invalidity – Survivor's
C18	Death
C19	
C20	
C21	
C22	Transfer of an Official
<b>Part D - Reports</b>	
D1	Probationary report
D2	Development reports
D3	Appraisals
D4	Other reports (e.g. September-2003 Dialogue)
D5	Disciplinary sanctions
<b>Part E – Remuneration and financial rights</b>	
E1	Determination of rights
E2	Family composition
E3	Place of origin – Current private address
E4	Bank details and transfer of funds
E5	Advancement in grade and step
E6	Family allowances

E7	Daily subsistence allowance
E8	Installation and resettlement allowance
E9	Removal
E10	Expatriation and foreign residence allowance
E11	Advance payments and recoveries
E12	Annual travel (discontinued in personal files as of July 2011)
E13	Installation travel and travel on termination of employment
E14	Reporting of contract prolongation and termination
E15	Severance grant
E16	Annual leave on termination of employment
E17	All other indemnities (Transport allowance – Differential allowance – Overtime – Separation grant – Social security contribution for auxillaries)
E18	Parental- and family leave allowances – Part-time work
<b>Part F – Miscellaneous</b>	
F1	Acknowledgement of obligations
F2	Participation in general / internal competitions
F3	Diverse administrative certificates
F4	External activities
F5	
F6	
F7	
F8	
F9	
F10	
F11	
F12	Complaints
F13	Registration in Denmark
<b>Part G – Social issues</b>	
G1	

G2	Preventive medicine
G3	Special leave
G4	Sick leave
G5	Unauthorised absence
G6	
G7	Pregnancy – Maternity leave

***PERSONAL FILE STRUCTURE – Seconded National Experts***

1	Procedure of secondment
2	Curriculum vitae
3	ID-Cards
4	Health insurance
5	Certificates
6	Emoluments
7	Removal / travel
8	Training
9	Evaluation reports