



# Situational Competency-Based Interview

**Open Competition  
EPSO/AST/155/22**

**Security and safety assistants (AST 3) in the  
following fields:**

- 1. Operational security**
- 2. Technical security**
- 3. Occupational health and safety**

---

**Time allowed: 25 minutes**

---

© European Union, 2023

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying or otherwise, without the prior permission of EPSO, Unit 01.001 L107 Floors 2-3/DCS, B-1049 Brussels.

This exercise may only be administered and interpreted by persons trained and authorised by EPSO and only under the conditions stipulated by EPSO.

---

## ASSIGNMENT

---

### IMPORTANT NOTICE

**This document presents a fictitious scenario. It has been produced solely for the purpose of this exercise. All references to existing countries, international organisations, private companies, departments and their representatives, etc. have been invented purely as examples. Any views expressed should not be taken to represent the opinions of those bodies or persons. When dealing with the assignment, participants should therefore rely solely on the information presented in the exercise and not on any prior expertise in the field.**

For this exercise, you will be asked to take on the role of an Assistant in the European Parliament (EP), who is part of a working group tasked with providing support to an EP Committee during a legislative procedure. All the documentation that you need to prepare yourself for your interview is included in this information brochure. It comprises a number of documents, reports and other information that you need to analyse in order to be able to deal properly with the situations presented to you during the interview.

It is important that you accept the scenario as it is presented. You may print the documents, rearrange them in any order you wish and add comments or make notes as necessary. You may consult the notes you have prepared in advance during your interview. However, you cannot record your interview or take further notes during your interview. Also, please note that there will be no preparation time on the day of the interview.

Neither your knowledge in the field nor your knowledge on the topic of this exercise will be assessed during the interview; therefore, conducting any additional research is unnecessary. This Situational Competency-Based Interview is designed to assess the following general competencies: Learning & Development, Resilience and Working With Others.

You will have until the day of the interview to go through the information individually in order to prepare for the interview. The interview will last 25 minutes.

**Please note that for the purpose of this exercise:  
the interview will take place on Friday 18 October 20XX  
Last year was 20XX-1, next year will be 20XX+1**

---

## BACKGROUND INFORMATION

---

### The outdated Directive on European inland waterway transport

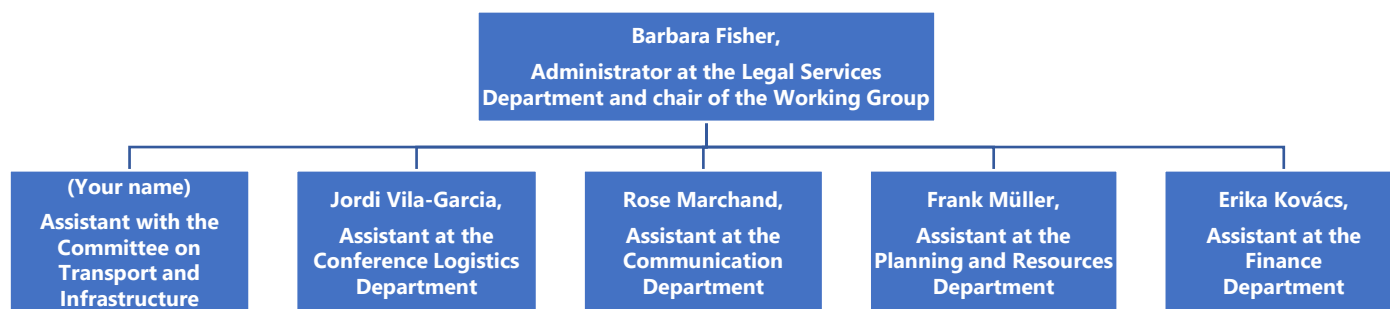
In 20XX-6, a Directive on European Inland Waterway Transport (hereinafter 'the Directive') was adopted to address the issue of overcapacity in the European inland waterway transport fleet caused by the steady increase in vessel numbers over the past few decades. Since then, rising demand for transport and restrictions on the introduction of new vessels have helped curb overcapacity, but the economic situation in the shipping industry remains difficult, as the size of the European fleet still outweighs general demand for shipping. The European Commission has therefore decided that the Directive needs to be amended to address aspects that are currently either not covered or lack clarity.

### Drafting a legislative proposal

The European Parliament (EP) has put its Committee on Transport and Infrastructure (hereinafter 'the Committee') in charge of revising the outdated Directive and of drafting a new legislative proposal. The Committee has twelve months left in which to finalise the first draft proposal.

### A working group for this legislative procedure

Because amending the Directive is currently a high priority for the EP, an inter-departmental working group composed of assistants from the EP Secretariat has been created to assist the Committee in this legislative procedure. This working group will provide technical assistance and organisational support throughout the entire process.



*The Working Group Organigram*

### Public consultation guidelines

The Committee already has a few broad ideas for amending the Directive but wants to launch a public consultation process to decide what direction the new legislative proposal should take. The EP Secretariat lists two types of public consultation methods commonly used at the EP:

1. A **public hearing** is a large public consultation event open to all citizens, often streamed live on the internet. Public hearings require extensive preparations, such as finding sufficiently large venues, getting everyone to the venue location, providing interpretation services, catering, security, etc. The Conference Logistics Department generally assists the Committees in making the necessary arrangements.
2. A **public workshop** is a public consultation event for smaller groups that brings together experts on a specific topic. Given their smaller meeting size, public workshops are often held in one language and are less costly to organise than public hearings – however, they also attract less public attention.

European Parliament x

https://europarl.europa.eu/en/digital\_tools\_workshop/EN

en


European Parliament

## Committee on Transport and Infrastructure

### Workshop on Digital Tools for Future-Proof Inland Waterways

*Author: Rose Marchand, EP Secretariat, Department of Communication.  
Monday 02-09-20XX – 09.00*

The Committee on Transport and Infrastructure will hold a workshop on the "Digital Tools for Future-Proof Inland Waterways" project on Thursday 26 September (13.30–17.00). The workshop will examine the major elements of the project and its implications for the transport sector. Experts will discuss how digital tools can contribute to the achievement of the economic and environmental objectives set out in the European Green Deal.



Invited experts:

- Mikaela Gavas, Director of Inland Waterway Transport Europe (IWTE)
- Aitor Perez, Director of the Union of European Inland Ports (UEIP)
- Anna Kowalski, Secretary-General of the Bureau for the Navigation of the Rhine River (BNRR)
- Kim Kai, President of the European Association of Barge Owners and Operators (EABOO)

Workshop downloads:

- [PDF](#) Poster
- [PDF](#) Agenda
- [PDF](#) Speaker CVs
- [PDF](#) Presentation – IWTE – Inland Waterway Transport Europe
- [PDF](#) Presentation – UEIP – Union of European Inland Ports
- [PDF](#) Presentation – BNRR – Bureau for the Navigation of the Rhine River
- [PDF](#) Presentation – EABOO – European Association of Barge Owners and Operators

> [Link to the web streaming event](#)



European Parliament  
Secretariat

INTERNAL DOCUMENT

## Internal guidance document on the legislative process within the EP

[...]

### Legislative procedure

- Amending a legislative text involves many steps, from the point that the Committee members suggest their amendments to that when the Committee is able to produce a final proposal that has been linguistically checked by lawyer-linguists and translated into the various European languages.
- When only one parliamentary Committee is involved in the amendment of a legislative text, the Committee in question follows a standard timetable used for processing and preparing amendments. A visual summary of this standard timetable can be requested from the Planning and Resources Department.
- The Planning and Resources Department will assist Committee members if this timetable needs to be adapted; for example, when other aspects (i.e. involvement of several Committees in the amendment process, organisation of public consultation meetings, etc.) need to be taken into account.

[...]

### Preparing Committee meetings

- Regular Committee meetings: it is important that members can prepare themselves thoroughly for a Committee meeting. To ensure this, they need to have all relevant documents (legislative texts, meeting agenda, etc.) in their possession at least two weeks before the meeting takes place. These meeting 'dossiers' are usually assembled and printed by assistants from the Committee involved.
- Exceptional Committee meetings: (public hearings, workshops, etc.) are organised on an *ad hoc* basis on request. Support and more information about the specific logistics of public hearings can be found on the EP intranet.

[...]

### Available document templates

- To arrange interpretation for a live event at the EP, assistants must submit an Interpretation Services request form in which they specify the date, time, location and duration of the event, as well as the languages required.
- [...]
- Various templates are available to EP assistants to help them manage the internal and external correspondence (invitations to public hearings, replies to citizens, etc.) of the Committees. The full list of templates can be requested directly from senior correspondence assistant, Ms Viola Jennings ([v.jennings@ep-secretariat.eu](mailto:v.jennings@ep-secretariat.eu)).