



LUXEMBOURG

ОБЩ СЪД НА ЕВРОПЕЙСКИЯ СЪЮЗ
TRIBUNAL GENERAL DE LA UNIÓN EUROPEA
TRIBUNÁL EVROPSKÉ UNIE
DEN EUROPÆISKE UNIONS RET
GERICHT DER EUROPÄISCHEN UNION
EUROOPA LIIDU ÜLDKOHUS
ΓΕΝΙΚΟ ΔΙΚΑΣΤΗΡΙΟ ΤΗΣ ΕΥΡΩΠΑΪΚΗΣ ΕΝΩΣΗΣ
GENERAL COURT OF THE EUROPEAN UNION
TRIBUNAL DE L'UNION EUROPÉENNE
CÚIRT GHINEARÁLTA AN AONTAIS EORPAIGH
OPĆI SUD EUROPSKE UNIJE
TRIBUNALE DELL'UNIONE EUROPEA

EIROPAS SAVIENĪBAS VISPĀRĒJĀ TIESA
EUROPOS SAJUNGOS BENDRASIS TEISMAS
AZ EURÓPAI UNIÓ TÖRVÉNYSZÉKE
IL-QORTI ĠENERALI TAL-UNJONI EWROPEA
GERECHT VAN DE EUROPESE UNIE
SĄD UNII EUROPEJSKIEJ
TRIBUNAL GERAL DA UNIÃO EUROPEIA
TRIBUNALUL UNIUNII EUROPENE
VŠEOBECNÝ SÚD EURÓPSKEJ ÚNIE
SPLOŠNO SODIŠČE EVROPSKE UNIJE
EUROOPAN UNIONIN YLEINEN TUOMIOISTUIN
EUROPEISKA UNIONENS TRIBUNAL

Description relating to call for applications

Seconded national expert

Unit C – Archive Team – Follow up of translations

Registry of the General Court

I. PRESENTATION OF THE REGISTRY OF THE GENERAL COURT

Within the Court of Justice of the European Union, the Registry of the General Court is a multilingual, hardworking and dynamic department. It accompanies its various internal and external interlocutors throughout the judicial process by endeavoring to meet the requirements of a fair trial.

The Registry's function is to contribute to the efficient administration of justice. This mission falls within the remit of the Registrar and is divided into four parts:

- facilitating communication between the parties' representatives and the judges of the Court in the course of the proceedings;
- ensuring the smooth running of procedures and the proper keeping of case files;
- providing practical, legal and technical assistance to the judges of the General Court and their staff, and
- providing administrative support to the General Court under the authority of the President of the General Court and with the assistance of the services of the Court of Justice of the European Union.

In particular, under the Rules of Procedure, the Registrar of the General Court is tasked with keeping documents and is responsible for the archives. Since 1989, the Registry of the General Court has managed its archives using its own resources. However, the Registry needs assistance to meet a number of challenges.

First of all, the issue regarding the keeping of the General Court's historical archives at the European University Institute (EUI) in Florence requires the support of an expert to overcome several obstacles and help draft guidelines (selection, preparation, indexing).

Second, new requirements are emerging in terms of classification and long-term archiving of documents, both administrative and strictly judicial, in an exclusively digital format.

The issues that arise relate to technological aspects (file formats, preservation formats, durability of electronic signatures, need for migration, operation of hardware and software storage infrastructures); archival aspects (identification of items and collections, selection, classification, destruction, conservation); documentary aspects (descriptive metadata, access rights, confidentiality, reflections on the dissemination and reuse of information), and legal aspects (question of proof, notions of original and copying, security and traceability, regulatory and normative monitoring, protection of personal data).

II. CANDIDATE PROFILE

The successful candidate will be required to work in the Archives team – Follow-up of translations, Unit C – Cross-cutting activities.

Assistance is required from a specialist capable of designing an electronic archiving system that complies with legal requirements. The need for such a system became clear during the preparation for the transition to the electronic signature of Court documents of the General Court in 2022, which is closely related to the issue of the long-term conservation of originals bearing a qualified electronic signature. In the future, the Registry of the General Court aims to achieve a complete digitisation of the procedural files.

Therefore, the tasks of the successful candidate will include the following:

- study of archives and preparation of methodological notes and advice relating to the improvement of Registry practices, both in with regard to archiving in analogue formats (physical media) and in digital format (electronic originals), including for aspects relating to their cataloguing;
- preparation of specifications relating to the electronic archiving module in an integrated case management system, currently being set up for the computer processing of procedural files;
- maintaining close contacts with the members of the ‘Archives – Follow up of translations’ team and helping them to improve their skills, as well as working closely with the other teams in the Registry involved in the constitution of the archives, both in the administrative and judicial fields;
- liaising with the Registry’s management team and collaboration in the work of the Registrar in the implementation of the Court’s archiving policy;
- liaising with the services of the Court of Justice of the European Union, in particular the Directorate for the Library and the Directorate for Information Technology.

The ability to understand the different facets (archival, documentary, legal and technological) and to exchange with the specialists competent in each of these different areas within the Registry, and within the General Court, will be decisive advantages.

III. LEVEL, PROFESSIONAL EXPERIENCE AND LANGUAGE SKILLS

In accordance with the decision of the Court of Justice of 2 July 2003 establishing the rules applicable to seconded national experts, as amended by the decisions of the Court of Justice of 24 September 2003, 17 October 2007 and 22 September 2010, and considering the specific needs of the service, the candidate must provide proof of full training in law, or full training in archival science, as well as professional experience of at least three years in administrative, technical, advisory or supervisory functions.

Experience of working in the legal field or in the justice system would be appreciated.

The candidate must have a thorough knowledge of one official language of the European Union and a good knowledge of at least one other official language of the European Union.

For service reasons, fluency in French and English is required.