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1. Scope

These Examination and Certification Regulations (ECR) apply to the certification process for Consultant for EU Regulation according to the programme of DEKRA Certification GmbH for the certification of persons, based on the currently valid version of ISO 17024.

In addition, the General Terms and Conditions (GTC) (D-030-18) and the General Certification Conditions (GCC) (D-030-19) of DEKRA Certification GmbH apply.

The services of the certification body are available to all interested persons and DEKRA Certification GmbH guarantees the equal treatment of all applicants by establishing objective criteria for admission, examination and certification.

2. Application and admission for the examination

The application for an examination and certification is written based on the application for certification for Consultant for EU Regulation (F-03S-62) and confirmation of the ECR, GCC and GTC of DEKRA Certification GmbH. The application must be submitted no later than 1 week before the scheduled exam date.

Participation in the examination mentioned in **Section 1** is subject to the following admission requirements:

- University degree
- At least 3 years of professional experience within EU institutions, EU administration or consulting with regard to the legislative processes of the EU or the management of EU-funded projects
- Good English skills (language level B2 at least)

The obligation to provide documents lies with the participant. The certification body checks the completeness and formal correctness of the application documents and the compliance with the admission requirements and decides about admission to the examination. In case of uncertainty, the certification body is entitled to require further documents.

All evidence must be written in German or English. Evidence provided in foreign languages must be translated by a publicly appointed and sworn translator, by arrangement of the applicant.

3. Performance of the examination

The examination tasks are selected from the task pool by the certification body.

The examination consists of a written part and an oral part.

The written part consists of 20 multiple-choice questions (MC questions). The maximum possible score is 20 points. The written part of the examination lasts 30 minutes.

The oral part of the examination consists of working on a case task. The participant will be provided with a presentation of a fictitious legislative process, possibly with funding instruments relevant to this law. The participant can choose between two case tasks. The participant must prepare for a management kick-off within 60 minutes using the documents provided and determine initial analyses of the legislative process. This is followed by a 45-minute presentation by the participant on the consulting services, the consulting process and the first analysis of the client's (as played by the examiner) legislative process. The participant then has 45 minutes to carry out a dedicated evaluation of the case study, including a presentation of the potential results and specific, strategic options for management. Finally, the participant and the examiner conduct an expert discussion lasting 30 minutes. Typical client–consultant situations are depicted. The duration of the oral part of the examination is 180 minutes in total. The maximum possible score is 80 points.

The written and oral parts of the examination will be carried out by an examiner. All documents necessary for the examination will be made available to the participant. Other resources are not permitted.

The examination is generally conducted in German or English. The organization of the examination lies within the responsibility of the certification body. The examination is carried out by an approved examiner commissioned for this purpose by DEKRA Certification GmbH. The organization of the examination on site is the responsibility of the appointed examiner.

4. Evaluation

Evaluation of the examination is performed by the assigned examiner.

The evaluation is based on a points system. A maximum number of points is set for each part of the examination. The examination/recertification is considered passed when at least 70 % of the maximum possible score in each part of the examination is achieved. At less than 70 % the examination/the part of the examination is considered failed.

In the written part, four possible answers are given for each MC question, whereby one or more answers can be correct, never all four. One point is awarded for each completely correctly answered MC question.

The evaluation of the oral part of the examination is based on the criteria set out in **Annex 2**.

The examination result and the examination documents are sent to the certification body and verified.

5. Repetition of an examination

A failed examination/part of the examination can be repeated once. The application for a repeat examination is written based on the application for repeat examination (F-03S-09) and confirmation of the ECR, GCC and GTC of DEKRA Certification GmbH.

As a rule, an application to repeat an examination must be made within 60 days of the certification decision (date of the decision). The date for retaking the examination is set by DEKRA Certification GmbH.

6. Decision on certification

The certification committee makes the decision on certification, generally within 3 weeks maximum following the exam date. If the certification committee deviates from the vote of the examiner, this must be justified in writing.

If the participant passes the examination and successfully receives certification, the DEKRA certificate will generally be issued in German and English for a maximum period of 3 years. The certificate contains the following information: the full name, date of birth and title (if available) of the certified person, the acquired qualification level, reference to the certification programme, knowledge and competencies demonstrated, DEKRA logo, DEKRA mark, information on the certification body, date of examination, place of examination, date of issue, place of issue, expiration date of the certificate, unique certificate number and the signature of the person responsible.

The certificate holder will be included in the register of certified persons of DEKRA Certification GmbH intended for publication for authorized persons. The certificate remains the property of DEKRA Certification GmbH. The conditions of use for the certificate are specified in the GCC.

7. Surveillance

The certified person is personally responsible to ensure that the competency is maintained. DEKRA Certification GmbH monitors compliance with the terms of use for the certificate. Should it occur during the validity period of the certificate, this includes the evaluation of information from supervisory authorities, the assessment of complaints and information from interested parties as well as legal action taken with regard to the certified person.

8. Recertification

The certificate holder can apply for recertification in writing to DEKRA Certification GmbH up to 3 months after the expiration of the validity of the current certificate using the application for recertification (F-03S-17). Applications submitted after this date will not be accepted.

The prerequisites for recertification are a complete and correct application and the successful completion of a recertification examination. This takes place in the form of a 60-minute expert discussion. Possible topics for the expert discussion include institutional, contractual and personnel innovations in the EU structure, current legislative initiatives and political changes (majorities etc.). The topic is selected by the examiner. The maximum possible score is 20 points. Upon successful recertification, a new certificate will be issued for a further maximum of 3 years. The previous certificate loses its validity.

9. Examination documents

All documents relating to the examination are stored by the certification body in electronic or paper form. The retention period is 10 years.

10. Costs

	Price plus VAT
Initial examination (incl. certification)	1.350,00 EUR
Repetition of a written examination (incl. certification)	200,00 EUR
Repetition of an oral examination (incl. certification)	700,00 EUR
Recertification	550,00 EUR

A reasonable discount can be agreed upon for group exams in deviation from these regular prices. Approval to do so is the responsibility of the Industry Expert Personnel Certification.

11. Change service

The participant or the certified person must continuously take the responsibility to remain informed about changes to the processes relevant to the certification process, descriptions and forms. The current documents are available at the DEKRA Certification GmbH website.

Annex 1 – Examination content

- a) Knowledge of the EU institutions, their functioning, competences and key officials.
In particular:
- Process knowledge in relation to the legislative process: How are the specific procedures carried out? How can knowledge of these processes be gained?
 - Confidence in dealing with relevant current policies and processes in the European Union
 - TEU, Provisions on the Institutions: Articles 13–19
 - TFEU, Categories and Areas of Union Competence, Articles 2–6 (particularly Article 3)
 - TFEU, Union Policies and Internal Actions (Single Market and Customs Union), Articles 26–37
 - TFEU, The “Four Freedoms” of the EU Single Market, Articles 45–66
 - TFEU, Rules on Competition, Articles 101–109
 - TFEU, Common Commercial Policy, Articles 206–07
 - TFEU, Institutional Provisions, EU Institutions, Articles 223–287
 - Knowledge of the legislative procedure in accordance with the Treaty of Lisbon (types of legislative procedures): TFEU, Legal Acts, Articles 288–309
- b) Knowledge of the EU legislative procedures defined by the Treaty of Lisbon – both in terms of their legal basis and relevant practical and procedural knowledge.
In particular:
- Knowledge of the Union’s system of competences, TFEU Articles 2–6 (basic principles, types of competences)
 - Knowledge of the Protocol on the Application of the Principles of Subsidiarity and Proportionality and Declarations attached to the Final Act of the Treaty of Lisbon
 - Knowledge of the key players, structures, strategies and processes in the policy areas (e.g. executive agencies, consultation procedures, expert groups, working groups)
- c) Knowledge of the key players and processes, structures and strategies in key policy areas, particularly those in which the institutions of the European Union have exclusive competences under the Treaty of Lisbon. This includes confidence in dealing with relevant current political developments in the European Union.
- d) Knowledge of the key funding instruments of the European Union and how to submit applications for them to the competent authorities.
In particular:
- Knowledge of relevant EU funding instruments, the relevant operational management units and the application procedures and conditions (e.g. EFSI, structural funds, Horizon2020, Connecting Europe Facility)
 - Personal working style and methodology, consulting behavior

Annex 2 – Criteria for the oral examination

Initial examination – oral part	Maximum score
	80
Presentation	
General content criteria:	
• Structure and coherence of the presentation	4
• Understanding and technically correct explanation of the legislative procedure	4
General criteria relating to form:	
• Appropriateness of language	4
• Presentation and persuasion skills	
• Confident use of technical terms	
Technical criteria:	
• Knowledge of the legislative procedure in accordance with the Treaty of Lisbon applied to the specific case task	4
• Knowledge of the responsibilities and competences of the EU institutions in relation to the specific case task	4
• Process knowledge in relation to the legislative process: What are the specific, and particularly the informal processes? How can knowledge of these processes be gained?	4
• Dealing with relevant current policies and processes in the EU	4
Evaluation of the case task	
General content criteria:	
• Structure and coherence of the presentation	4
• Quality of the recommendations for action to the client	4
General criteria relating to form:	
• Appropriateness of language	4
• Presentation and persuasion skills	
• Confident use of technical terms	
Technical criteria:	
• Ability to present a coherent, professional and realistic lobbying strategy and management options for action	4
• Ability to present in detail an analysis of the potential impact of the client's legislative example	4
• Knowledge of the relevant players, structures, strategies and processes in the policy areas relating to the case task	4
• Knowledge of relevant EU funding instruments, the relevant operational management units and the application procedures and conditions (e.g. EFSI, structural funds, Horizon2020, Connecting Europe Facility)	4
• Confidence in dealing with relevant current policies and processes in the EU	4
Expert discussion	
• Quality of content and relevance of the recommendations for action and consulting services	4
• Degree of personal organization	4
• Dynamism, flexibility and initiative in the planning of the consulting services	4
• Degree of personal networking	4
• Basic knowledge of the “terrains,” strategies, structures and players of the EU	4

Recertification examination	Maximum score
	20
Expert discussion	
• Knowledge of institutional innovations	5
• Knowledge of personnel innovations	5
• Knowledge of legislative initiatives that are relevant on a daily basis	5
• Ability to adapt his/her own toolbox, techniques and working methods to relevant innovations	5

Annex 3 – Document matrix

Document/form	No.	Participant			Examiner			DEKRA Certification		
		IC		RC	IC		RC	IC		RC
Examination and Certification Regulations (ECR) Consultant for EU Regulation	D-03S-39	x		x	x		x	x		x
General Certification Conditions (GCC) Personnel Certification	D-030-19	x		x	x		x	x		x
General Terms and Conditions (GTC) Personnel Certification	D-030-18	x		x	x		x	x		x
Certification procedure Personnel Certification	V-09S-01				x		x	x		x
Application for certification Consultant for EU Regulation	F-03S-62	x						x		
Application for recertification	F-03S-17			x						x
Questionnaire including answer sheet	-	x		o	x		o	x		o
Solution matrix	-				x		o	x		o
Case task	-	x		x	x		x	x		x
Examination report Consultant for EU Regulation	F-09S-36				x		x	x		x
Application for repeat examination	F-03S-09	o		o				o		o
List of candidates/decision on certification	F-09S-24	x		x	x		x	x		x
Certificate*	-	x		x				x		x
Decision on the certification process	-	x		x				x		x
Examiner assignment	F-06S-03				x		o	x		o
Examiner's invoice and travel expense receipts	-				x		x	x		x
ISO 17024	-						x			x
Explanations:										
IC = initial certification RC = recertification o = if required (optional) x = mandatory *Certificate only with successful certification										