



CALL FOR EXPRESSIONS OF INTEREST LIST OF MEDICAL INSPECTORS FOR THE EUROPEAN COURT OF AUDITORS

PR 517

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1. BACKGROUND AND PURPOSE

The European Court of Auditors ('the Court') is an EU institution based in Luxembourg. Approximately 1 000 people work at the Court as officials, temporary staff and contract staff. The rights and obligations of the Court's staff are defined by the Staff Regulations of Officials of the European Union ('the Staff Regulations') in the case of officials and by the Conditions of Employment of Other Servants of the European Union (CEOS) in the case of temporary staff and contract staff.¹

In accordance with Article 204 of the Financial Regulation, the Court has decided to issue this call for expressions of interest in order to draw up a list of general practitioners, occupational physicians, psychiatrists and orthopaedic specialists to whom the Court would entrust periodic staff medical inspections². Each assignment shall be the subject of a service contract or "order". These service contracts shall not constitute contracts of employment.

Decisions regarding medical examinations shall be taken by the Court, pursuant to the Staff Regulations and CEOS, in certain cases of absence from work on account of illness³.

The Court envisages between 20 and 30 inspections being carried out each year.

This call is chiefly aimed at practitioners working in proximity to the Court, i.e. in Luxembourg, Belgium, France or Germany, as most staff likely to be inspected live within approximately 50km of their place of work.

2. QUALIFICATIONS

The Court intends to use this list to employ the services of medical inspectors qualified to practise general medicine and/or occupational medicine (standard profile 1), psychiatry (profile 2) and orthopaedics (profile 3).

The practitioners concerned should have:

- a degree in medicine demonstrating their capacity to perform the duties of a general practitioner or occupational physician and/or specialist in psychiatry and/or orthopaedics;
- at least five years' recent work experience as a general practitioner or specialist in psychiatry or orthopaedics;
- a registration number and proof of registration with the order of physicians in the country of establishment;
- authorisation to practise medicine in the country of establishment.

This call is open only to practitioners established under their own name, not to corporate entities.

Practitioners must be able to communicate in English, French or German.

1 Available at <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:01962R0031-20140501>

2 Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the European Union and repealing Council Regulation (EC, Euratom) No 1605/2002

3 Articles 59 and 60 of the Staff Regulations, Articles 13 and 15 of Annex VIII thereto and Articles 16, 33, 91, 101, 102, 131, paragraph 5 and 135 of the CEOS of the European Union

3. DUTIES AND INSPECTION ORDERS

Where the Court decides that a member of staff on sick leave shall undergo a medical inspection, it will instruct a practitioner to carry out the examination at the staff member's home or, in the event that the staff member is absent, at the doctor's practice or at the Court itself.

The practitioner will be chosen from a reserve list, according to profile, languages spoken and the staff member to be examined, and on the basis of the distance between the doctor's practice and the place where the inspection is to be carried out. The practitioner will be contacted by the Court official or staff member responsible for the file to discuss availability and to ensure that there is no conflict of interests.

If the practitioner is available, the Court will send him/her an "**Inspection order**" by email (Annex 4).

The inspection order will state the name and staff number of the staff member who is to undergo the inspection, the information needed to carry out the inspection, and the practitioner's remuneration (fees and any travel expenses). The inspection order will stipulate the deadline for carrying out the inspection. In principle, the Court intends for inspections to be carried out on the day the inspection order is issued, or on the following day at the very latest. In the case of long-term illness, the inspection must be carried out within five working days of the inspection order being issued.

The inspecting practitioner must confirm his/her availability (by e-mail or telephone) and carry out the inspection without delay. Completion of the task entails acceptance of the order.

The inspection order duly signed by the practitioner should be sent as soon as possible to the address given in section 4.

If the practitioner is unable to carry out the inspection because he/she is unavailable or there is a conflict of interests, he/she shall inform the Court as soon as possible (and, in any event, no later than the day the inspection order is issued). If the practitioner does not inform the Court of any impediment by the stipulated deadline, he/she shall be considered *de facto* as being able to carry out the inspection.

4. IMPLEMENTING INSPECTION ORDERS

The medical inspection shall be carried out while the staff member is on sick leave, on working days between 9.30 a.m. and 8 p.m. Working days shall be understood as meaning any day other than a public holiday, Saturday or Sunday.

The practitioner charged with carrying out the inspection is required to employ all available means of contacting and subsequently examining the staff member, based on the information the staff member has provided. Wherever possible and in the interests of efficiency, the practitioner will contact the staff member before visiting his/her home. The Court reserves the right to ask the practitioner to carry out a medical inspection without prior notification being issued.

The inspecting practitioner shall provide the staff member concerned with proof of his/her professional status and a copy of the inspection order.

If the staff member is not present at the scheduled time of the inspection, despite the information he/she has provided, the Court may ask the inspecting practitioner to organise a second inspection at short notice. If the staff member is not present at the second scheduled time, the Court may summon him/her by registered post to be examined at the Court by the inspecting practitioner.

If the staff member has been examined, the inspecting practitioner must provide an inspection report (Annex 5). Inspection reports shall not contain any medical data or information, and must take the form of the report in Annex 5, a blank copy of which shall be sent to the practitioner with each inspection order.

If it has not been possible to examine the staff member, the inspecting practitioner shall state the reasons why in the inspection report.

Following the inspection, the inspecting practitioner shall inform the staff member of the results and ask him/her to sign the inspection report.

The inspecting practitioner shall also draw up a detailed medical report containing all the information and data resulting from the inspection. This report cannot be submitted to the Court's medical officer if the staff member has expressed his/her opposition by ticking the relevant box in the inspection report.

The inspection report, drawn up in English, French or German and dated and signed by the practitioner and the staff member, together with the detailed report in English, French or German, dated and signed by the practitioner, shall be marked "confidential" and sent to the address below (by fax or post) within two working days of the medical inspection, except where the staff member has expressed his/her formal opposition to the detailed report.

Medical Officer
European Court of Auditors
12, rue Alcide de Gasperi
L- 1615 Luxembourg
Tel.: 00352 4398-47392
Fax No: 00352 4398-48392

5. REMUNERATION AND INVOICING

Fees and other expenses are set by the Court on a flat-rate basis, as detailed below:

- The "**Service fee**" covers the cost of carrying out the inspection itself and of drawing up the inspection report and the detailed medical report referred to in the previous section. The rate is EUR 200 for general practitioners/occupational physicians and EUR 300 for psychiatrists and orthopaedic specialists, but these amounts may be adjusted by the Court while the list is still valid.
- "**Travel expenses**" cover the cost of travelling to the location of the medical inspection (only at the staff member's home or the Court), and shall be calculated as follows:
 - 1 to 50 kilometres: EUR 50;
 - for every additional 25 kilometres: EUR 25.

If the practitioner travels to the staff member's home or to the Court itself, these flat rates shall be paid even if the inspection has not actually taken place. They shall be paid several times if, for reasons attributable to the staff member, the practitioner has had to travel several times.

The practitioner shall send his/her statement of fees to the Court within 30 calendar days of the inspection. All payment claims must contain the following information:

- the date of the inspection;
- the location of the inspection;
- the amount of remuneration, established on the basis of the factors set out in the paragraph above.

The statement of fees should be sent to the following address:

Medical Service
European Court of Auditors
12, rue Alcide de Gasperi
L- 1615 Luxembourg

Payments shall be made if the inspecting practitioner has fulfilled all his/her contractual obligations by the date the payment claim is sent. Any sums due shall be payable within 30 calendar days of the Court receiving the invoice.

6. PROFESSIONAL SECRECY AND CONFIDENTIALITY OF PERSONAL DATA

As long as the list is valid and even when it has expired, the practitioner shall be bound by professional secrecy as regards any medical or personal information or, more generally, any personal data within the meaning of Article 2 of Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The practitioner shall refrain from:

- any processing of personal data referred to in the preceding paragraph that he/she does not require to perform his/her duties;
- any unauthorised disclosure of information of which he/she becomes aware when carrying out the inspection he/she has been assigned.

Any failure to comply with these requirements may result in cancellation of the inspection order and removal from the list.

The inspecting practitioner undertakes to notify the Court in writing of any conflict of interests which may arise, e.g. if he/she is required to examine a staff member who is a regular patient.

7. SELECTION PROCEDURE

Practitioners who wish to apply for the contract should submit the following documents to:
eca-procurement.service@eca.europa.eu:

- a completed and signed application form (Annex 3) detailing the requisite qualifications (diploma(s), experience and authorisation to work in the country in which his/her practice is located, and his/her registration number from the national medical council), full contact details (name, address, telephone number and e-mail address), profile (Profile 1: general practitioner/ occupational physician and/or Profile 2: psychiatrist and/or profile 3: orthopaedic specialist) and languages spoken.
- a declaration regarding confidentiality and personal data protection (Annex 1) and a signed and dated formal declaration concerning exclusion criteria (Annex 2).

The e-mail application should contain the following information in the 'Subject' field: "PR517 — CALL FOR EXPRESSIONS OF INTEREST — LIST OF MEDICAL INSPECTORS — PROFILE XXXX".

The Court may, at any time, request certified copies of the qualifications required.

By submitting an application in response to this call for expressions of interest, the practitioner accepts all the provisions of the call, its annexes and the general terms and conditions applicable to low-value contracts (available at: <http://www.eca.europa.eu/en/Pages/General-conditions.aspx>) and all those to be included in the inspection order, and undertakes to comply with them.

All candidates who fulfil the conditions in section 2 above shall be placed on the list of medical inspectors for the European Court of Auditors.

Applicants will be informed in writing of the decision about their application within 30 days of the Court receiving it.

Inclusion on the list entails no obligation on the part of the Court as regards allocating an inspection order.

8. PUBLICATION DATE AND VALIDITY OF LIST

The call for expressions of interest will be published on the Court's website on 13 January 2016.

The list resulting from this notice will be valid for five (5) years, i.e. until 12 January 2021.

Applications may be submitted up to three months before the list expires.

9. PERSONAL DATA

Handling responses to this call for expressions of interest will entail recording and processing personal data (e.g. name, address and CV). Such data will be processed in line with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless stated otherwise, personal data are needed to evaluate the application as specified in this call for expressions of interest, and for the Court to be able to use the list.

Where necessary, personal data may also be transferred to the Court's external auditor, the Financial Irregularities Panel, and the European Commission's Anti-Fraud Office (OLAF).

Practitioners may, upon request, obtain a copy of their personal data and ask for any inaccurate or incomplete data to be rectified or for their name to be removed from the list. In the event of any queries about the processing of their personal data, practitioners may contact the Court's Data Protection Officer. They shall have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of their personal data.

Personal data on candidates in any of the situations referred to in Article 106 of the Financial Regulation may be recorded in the Early Detection and Exclusion System.

10. EX-POST PUBLICATION

A list of inspecting practitioners who have carried out a medical inspection on the basis of this procedure will be published on the Court's website.

11. CONTACT

Additional information may be obtained from the following address: ECA-Procurement.service@eca.europa.eu

12. ANNEXES

12.1 ANNEX 1 — DECLARATION REGARDING CONFIDENTIALITY AND PERSONAL DATA PROTECTION

12.2 ANNEX 2 — FORMAL DECLARATION CONCERNING EXCLUSION CRITERIA

12.3 ANNEX 3 — APPLICATION FORM

12.4 ANNEX 4 — TEMPLATE: INSPECTION ORDER

12.5 ANNEX 5 — TEMPLATE: MEDICAL INSPECTION REPORT



**DECLARATION REGARDING CONFIDENTIALITY AND PERSONAL DATA
PROTECTION**

I, the undersigned,....., formally declare that:

- ✓ I will treat confidentially any information and documents, in any form (i.e. paper or electronic), disclosed in writing or orally in relation to the proposed assignment and/or the performance of the contract, and process any personal data in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.
- ✓ I am fully aware of my obligations, *inter alia* in terms of confidentiality and personal data protection arising from the general conditions for supply, service and work contracts of the European Court of Auditors (available at <http://www.eca.europa.eu/en/Pages/General-conditions.aspx>).
- ✓ I will undertake to observe strict confidentiality in relation to my work as follows:
 - I will not use or disclose, directly or indirectly, confidential information or documents for any purpose other than fulfilling my obligations under the contract without prior written approval from the Court of Auditors;
 - I will not discuss my work with others, including other experts or relevant service staff not directly involved;
 - I will not communicate outside the relevant ECA team any confidential information that is revealed to me or that I have discovered. I will not make any adverse use of information given to me.

I shall continue to be bound by these undertakings after completion of my work unless this disclosure of confidential information is required by law.

- ✓ If material/documents/reports/deliverables are made available to me either on paper or electronically, I agree to be held personally responsible for maintaining the confidentiality of the documents or electronic files sent and for returning, erasing or destroying all confidential documents or files on completing my work as instructed.
- ✓ When my work takes place on premises within the remit of the European Court of Auditors or relevant department, I:
 - must not remove from the premises any copies or notes, either on paper or in electronic form;
 - will be held personally responsible for maintaining the confidentiality of any documents or electronic files sent, and for returning, erasing or destroying all confidential documents or files on completing my work as instructed.
- ✓ If I seek further information (e.g. from the internet, specialised databases, etc.) to complete my work, I:
 - must respect the overall rules for confidentiality for obtaining such information;
 - must not contact third parties without prior written approval from the European Court of Auditors.

Date:.....Place:.....

Signature.....



FORMAL DECLARATION CONCERNING EXCLUSION CRITERIA

The undersigned,.....,

<i>ID or passport number:</i>	
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(1) declares whether or not he/she is in one of the following situations:		
SITUATION OF EXCLUSION CONCERNING THE PERSON	Yes	No
(a) he/she is bankrupt, subject to insolvency or winding-up proceedings, his/her assets are being administered by a liquidator or by the courts, he/she has entered into an arrangement with creditors, he/she has suspended business activities or is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgment or a final administrative decision that he/she is in breach of his/her obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which he/she is established, with those of the country in which the contracting authority is located or the country where the contract is to be performed;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgment or a final administrative decision that he/she is guilty of grave professional misconduct by having violated laws or regulations or ethical standards of the profession to which he/she belongs, or by having engaged in any wrongful conduct which has an impact on their professional credibility, where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
ii) entering into an agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
v) attempting to obtain confidential information that may confer upon him/her undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgment that he/she is guilty of any of the following:		
i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, established by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country in which the contracting authority is located, the country in which the candidate is established or the country in which the contract is to be performed;	<input type="checkbox"/>	<input type="checkbox"/>

iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
v) terrorist offences or offences linked to terrorist activities, as defined in Article 1 and Article 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(e) he/she has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(f) it has been determined by a final judgment or a final administrative decision that he/she has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
(g) as regards cases of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularities, the applicant has been subject to: i) facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii) non-final administrative decisions, which may include disciplinary measures taken by the competent supervisory body responsible for checking the application of standards of professional ethics; (iii) decisions of the ECB, the EIB, the European Investment Fund or international organisations; (iv) Commission decisions relating to the infringement of the Union's competition rules or decisions of a competent national authority relating to the infringement of Union or national competition law; or v) exclusion decisions taken by an authorising officer of an EU institution, a European office or an EU agency or body.	<input type="checkbox"/>	<input type="checkbox"/>

(2) declares whether or not he/she is in one of the following situations:		
 GROUNDS FOR REJECTION FROM THIS PROCEDURE	Yes	No
(h) he/she has not distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>
(i) he/she has provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(3) he/she acknowledges that he/she may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.		

REMEDIAL MEASURES

If the undersigned declares one of the situations of exclusion listed above, he/she should indicate the measures taken to remedy them, thus demonstrating his/her reliability. These may include for example technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which appropriately illustrates the remedial measures taken should be provided in annex to this declaration. This does not apply to the situations referred to in point (d) of this declaration.

EVIDENCE UPON REQUEST

The following supporting documents shall be provided upon request and within the time limit set by the Court of Auditors:

- For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment showing that those requirements are satisfied.
- For situations described in (a) or (b), recent certificates issued by the competent authorities of the State concerned must be produced. These documents must provide proof of payment of all taxes and social security contributions for which the applicant is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or a notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in the country of establishment.

If he/she has already submitted such evidence for the purposes of another procedure, and provided that the documents in question were not issued more than one year previously and that they are still valid, the tenderer declares on his/her honour that the documentary evidence has already been provided and confirms that no changes have occurred in his/her situation.

Date:.....Place:.....

Signature.....



Application form for inclusion on the list of medical inspectors

Profile	<input type="checkbox"/> Type 1: General practitioner/occupational physician
	<input type="checkbox"/> Type 2: Psychiatrist
	<input type="checkbox"/> Type 3: Orthopaedic specialist
Personal information	
Name(s)	
Address	
Telephone number(s)	
Fax number(s)	
E-mail address(es)	

Practice	
Authorisation to practise in the country of establishment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number and proof of registration with the national medical council	No.: Attach proof of registration

Professional experience		
1	Date(s)	
	Occupation or position held	
	Name and address of employer	
	Main activities and responsibilities	
Professional experience		
2	Date(s)	
	Occupation or position held	
	Name and address of employer	
	Main activities and responsibilities	

Medical education and training		
1	Date(s)	
	Qualification obtained	
	Name and address of medical school	

2	Date(s)	
	Qualification obtained	
	Name and address of medical school	

Languages spoken			
Mother tongue			
Language required (at least one)	<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> German
Other languages			



Human Resources Directorate

Luxembourg,

Inspection Order

..... (name and title), in his/her capacity as Appointing Authority and as the authority empowered to conclude contracts of employment (AECCE), pursuant to Decisions No 10-2016 and 11-2016 on the delegation and sub-delegation of powers of the appointing authority and of the authority empowered to conclude contracts of employment,

hereby instructs Dr..... (name and address of practitioner), in his/her capacity as:

General practitioner/occupational physician <input type="checkbox"/>	Psychiatrist <input type="checkbox"/>	Orthopaedic specialist <input type="checkbox"/>
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in accordance with Article 59(1) of the Staff Regulations of Officials, as well as Articles 16 and 91 of the Conditions of Employment of Other Servants of the European Union, to carry out a medical examination of the following staff member:

Name of staff member:			
Staff number:			
Address of staff member: (home or current place of residence) Or other address if the inspection cannot take place at the staff member's home			
Telephone number of staff member:			
Illness with medical certificate	<input type="checkbox"/> Yes	Period: from.....to.....	
	<input type="checkbox"/> No	<input type="checkbox"/> Patient authorised to leave home	<input type="checkbox"/> Patient not authorised to leave home
		Since [date].....	
Deadline for inspection			
Amount of remuneration			

The performance of the inspection by the practitioner entails acceptance of this order. Accordingly, the order, duly signed and dated, must be returned to the Court as soon as possible and, at the latest, at the same time as the inspection report.

The practitioner shall present this order to the staff member who is to undergo the medical inspection.

If the staff member refuses to undergo the inspection, the practitioner shall, wherever possible, explain the consequences of refusal, namely that, under Article 59(1) of the Staff Regulations, "if the examination cannot take place for reasons attributable to the official, his absence shall be considered as unauthorised as from the date that the examination is due to take place."

.....
Appointing Authority/AECCE

Dr (*name and address*)
The practitioner

Date

Date



Medical Inspection Report

organised pursuant to Article 59, paragraph 1, subparagraphs 3, 4, 5, 6 and 7 of the Staff Regulations and Articles 16, 59 and 91 of the CEOS

(to be returned by post no later than two working days after the inspection to the following address:
Medical Officer, European Court of Auditors, 12 rue Alcide de Gasperi, L- 1615 Luxembourg
or by fax: 00352 4398-48392)

To be completed by the inspecting practitioner	
NAME OF STAFF MEMBER:	
NAME OF INSPECTING PRACTITIONER:	
DATE AND TIME OF INSPECTION:	
PLACE OF EXAMINATION:	<input type="checkbox"/> Home of the staff member or other address provided by the Court
	<input type="checkbox"/> Practitioner's surgery
	<input type="checkbox"/> Court of Auditors
IT FOLLOWS FROM THE MEDICAL INSPECTION THAT	
<input type="checkbox"/> the current absence from work is medically justified. <input type="checkbox"/> the staff member is fit to carry out his/her duties.	
<input type="checkbox"/> THE INSPECTION COULD NOT BE CARRIED OUT BY THE PRACTITIONER at the scheduled time because the staff member:	<input type="checkbox"/> refused to undergo the inspection
	<input type="checkbox"/> was not present at the place of inspection, despite having been given notice thereof
	<input type="checkbox"/> was not present at the place of inspection. He/she had not been given notice of the inspection

To be completed by the staff member

I have been informed of the results of the inspection

For information regarding the consequences of the inspection report, see Article 59(1) of the Staff Regulations.

I object to a detailed medical report being sent in a confidential capacity to the Court's medical officer.

Staff member (*Name*)

Dr (*Name*)

(*Signature*)

(*Signature*)

Date

Date

Click here for Annexes 1 to 5 in word format:

http://www.eca.europa.eu/Lists/CallForTender/CFT16_PR517/Annex_1.docx

http://www.eca.europa.eu/Lists/CallForTender/CFT16_PR517/Annex_2.docx

http://www.eca.europa.eu/Lists/CallForTender/CFT16_PR517/Annex_3.docx

http://www.eca.europa.eu/Lists/CallForTender/CFT16_PR517/Annex_4.docx

http://www.eca.europa.eu/Lists/CallForTender/CFT16_PR517/Annex_5.docx