

**Model curriculum vitae
for candidates to be elected by the Committee of Ministers as
members/experts of the FCNM Advisory Committee**

Please note that CVs should not exceed 4 pages.

I. Personal information

- Family name(s)
- First name(s)
- Sex
- Date and place of birth
- Nationality(ies)

II. Relevant qualifications summary

Please provide a summary (100 words maximum) of your qualifications relevant for membership of the FCNM Advisory Committee, with a particular emphasis on your field(s) of expertise and experience at international, national and local levels, as required by Article 26 of the Framework Convention for the Protection of National Minorities (FCNM).

III. Professional activities

(a) Current professional activity

- Start date
- Name of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

(b) Work at national/local level

Add separate entries for the most relevant activities, starting from the most recent.

- Dates (from – to)
- Names of employers
- Types of business or sectors
- Occupations or positions held
- Main activities and responsibilities

(c) Work at international level

Add separate entries for the most relevant activities, starting from the most recent.

- Dates (from – to)
- Names of employers
- Types of business or sectors
- Occupations or positions held
- Main activities and responsibilities

IV. Education and academic and other qualifications

Please add separate entries for the most relevant courses you have completed/academic and other qualifications you have obtained, starting from the most recent.

- Dates (from – to)
- Principal subjects/occupational skills covered
- Name and type of organisation
- Title of qualification obtained

V. Publications and other works

Please list recent relevant publications, starting from the most recent, but not more than 10.

VI. Computer skills

Please indicate the software packages you are familiar with.

VII. Availability to serve effectively

Please certify that you will be available for the activities of the FCNM Advisory Committee for at least 20-25 days per year. This includes in particular your presence in Strasbourg during 3 plenary meetings of 5 days and at least 1 country visit à 4-6 days with a separate 1-day working group meeting. In addition, preparatory desk work from home is required for each of these meetings.

VIII. Information about any potential conflict of interest

Please indicate how, if (re-)elected, your current position or function may give rise to a real or perceived conflict of interest as required by Rule 2 of Resolution CM/Res(2019)49 on the revised monitoring arrangements under Articles 24 to 26 of the Framework Convention for the Protection of National Minorities and certify that you are prepared to relinquish that position or function if (re-)elected.

IX. Language skills

Please provide a self-assessment of your level in languages other than your mother tongue using the following Common European Framework of Reference for Languages.

Mother tongue					
	Understanding		Speaking		Writing
Language	Listening	Reading	Spoken interaction	Spoken production	Writing skills
Official languages					
English					
French					
Other languages					

Common European Framework of Reference for Languages

Listening skills:

A1 I can recognise familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.

A2 I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.

B1 I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.

B2 I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.

C1 I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.

C2 I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.

Reading skills:

A1 I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.

A2 I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.

B1 I can understand texts that consist mainly of high frequency every day or job-related language. I can understand the description of events, feelings and wishes in personal letters.

B2 I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.

C1 I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.

C2 I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.

Spoken interaction skills:

A1 I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.

A2 I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.

B1 I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).

B2 I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.

C1 I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.

C2 I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem, I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.

Spoken production skills:

A1 I can use simple phrases and sentences to describe where I live and people I know.

A2 I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.

B1 I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.

B2 I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

C1 I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.

C2 I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.

Writing skills:

A1 I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.

A2 I can write short, simple notes and messages relating to matters in areas of immediate needs. I can write a very simple personal letter, for example thanking someone for something.

B1 I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.

B2 I can write clear, detailed texts on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.

C1 I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.

C2 I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

INFORMATION FOR ADMINISTRATIVE USE ONLY:

Complete address (No., Street, Postal Code, Town, Country):

Telephones:

Professional:

Personal (*optional*):

Mobile:

E-mail:

Privacy Notice

1. Who is responsible for data processing?

The Council of Europe is the “data controller” with respect to processing of your personal data in relation to election of experts to the Advisory Committee on the Framework Convention for the Protection of National Minorities (“the Committee”), which means it has the decision-making power concerning the data processing.

2. What data do we process and for what purpose?

We process personal data that we receive either from you yourself or from the person you have authorised to transmit such data to us for the purpose of ensuring your participation as a candidate in the elections to the Committee and, in case you are elected, to subsequently provide you with the relevant information and administrative support.

We process the types of personal data listed below for the following purposes:

a) Data contained in your CV

In order to register you as a candidate to the Committee, we need you to fill in a template CV that has been sent to you. The information you need to provide in the CV includes your personal information (such as your name, date and place of birth, gender and nationality), professional background, education and other qualifications, computer and language skills, as well as information relevant to your ability to serve on the Committee, such as your availability and potential conflict of interest.

b) Contact information

We also need your contact details for administrative purposes so that, in case of your election to the Committee, we will be able to provide you with the relevant information and assist you with arrangements for your participation in the Committee’s work, such as inviting you to the Committee meetings or booking travel tickets for your field missions.

For this purpose we need your address, telephone number(s) and e-mail address that you have to provide in the box at the end of the CV marked “Information for administrative use only”.

3. What is the legal basis for our processing of your data?

We process your personal data on the basis of the Council of Europe’s legal instruments and its internal rules in order to carry out activities necessary for the performance of the Council of Europe’s tasks flowing from the Framework Convention for the Protection of National Minorities.

4. Who has access to your data?

Your personal data is processed by the unit of the Secretariat of the Council of Europe responsible for providing support to the Committee.

a) Data contained in your CV

Upon receipt, your CV will be published on the internet pages of the Committee of Ministers of the Council of Europe. These data will be accessible to users that have log in access to the Committee of Ministers restricted pages only. The Committee of Ministers’ document containing your CV will not be declassified for data protection reasons.

In case of your election, your personal information may also be shared with third parties for the purposes of providing you with a visa, national and local transport, accommodation assistance, or access to public buildings if required, similarly to your contact information below.

b) Contact information

Only the unit of the Secretariat of the Council of Europe responsible for providing support to the Committee has access to these data.

Except where we need to provide you with a visa, transport or accommodation assistance, we shall not share your contact information with any third party.

If you need our assistance with the issue of a visa in order to travel for your service at the Committee, we will share your personal data required for the issue of the visa with the competent authorities of the State you need to travel to.

Where we need to provide you with transport, accommodation assistance, and access to public buildings we shall share your personal data with service providers or relevant state authorities. We shall share the minimum of your personal data necessary for provision of such services.

5. How do we collect and store your data?

We collect your information from your CV send to us by e-mail as a Word document. We then store your information electronically in our Document Management System on the servers located within the European Union. We have put in place measures to protect the security of your information, including appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Where we share your data for the purpose of providing you with visa, local transport and accommodation assistance and catering, or access to public buildings such data may also be stored and shared in the form of electronic files and hard copies.

6. How long will your data be stored?

If you are not elected to the Committee, your CV will be removed from the internet pages of the Committee of Ministers of the Council of Europe and your personal data will be deleted immediately upon the receipt of the election results.

If you are elected to the Committee, we will store your personal data in our electronic system until the end of your mandate. At the same time, your CV will be stored as part of the working documents of the Committee of Ministers of the Council of Europe for archiving purposes.

7. Is data transferred to a third country?

Your data is stored within the European Union and is not transferred to any country outside of the European Union, unless we need to provide you with a visa, transport or accommodation assistance for travelling for the purposes of your service at the Committee.

8. What are your data protection rights?

You have the right to:

- request access to your personal information held by us;
- request that we correct incomplete or inaccurate personal information that we hold about you;
- request we delete or remove your personal information when there is no valid reason for us to keep it;
- object to the processing of your personal information on specific grounds relating to your situation.

If you want to exercise the above rights, or for any queries, concerns, or requests you may have in connection with the way your data is collected and used, please contact the Council of Europe by:

- sending an email to minorities.fcnm@coe.int
- sending an email to the Council of Europe’s Data Protection Officer at dpo@coe.int.