

31 MARCH 2006

EPSO/AST/7/05-EN
Field 2

OPEN COMPETITION

EPSO/AST/7/05

ASSISTANTS (AST3)
in the field of
Project/contract management

Test a)

A test comprising a series of multiple-choice questions to
assess your specialist knowledge in your
chosen field

Questions numbered from 1 to 45

This test will be marked out of 60 (pass-mark: 30)

1. Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 (the Financial Regulation) is applicable to:
 - a) the general budget of the European Commission and of the Parliament.
 - b) the general budget of the European Communities.
 - c) the budget of the European Commission.
 - d) the research budget of the European Communities.

2. From what threshold must a Community institution normally use an open or restricted tendering procedure as of 1 January 2006?
 - a) 5 278 000 euros
 - b) 211 000 euros
 - c) 137 000 euros
 - d) 50 000 euros

3. The next financial perspective of the European Union is due to apply from 2007. The financial perspective currently in force runs for:
 - a) 4 years
 - b) 5 years
 - c) 6 years
 - d) 7 years

4. Procurement by Community institutions is:
 - a) subject to VAT pursuant to the 6th Directive on VAT.
 - b) exempt from VAT under the Protocol on Privileges and Immunities.
 - c) subject to VAT but at a reduced rate determined by agreements with host States.
 - d) subject to VAT under the same conditions as an EU Member State.

5. The Court of Auditors is:
 - a) an interinstitutional body
 - b) an advisory body
 - c) a decentralised body (agency) of the European Union
 - d) an institution

6. All public contracts financed in whole or in part by the Community budget must comply with the principles of:
- a) transparency, proportionality, equal treatment and non-discrimination.
 - b) transparency, opportunity, proportionality and legality.
 - c) transparency, proportionality, opportunity and non-discrimination.
 - d) proportionality, equal treatment, conformity and non-discrimination.
7. A study contract is a service contract concluded between a supplier and a contracting authority which includes:
- a) studies for the identification and preparation of projects.
 - b) feasibility studies and economic and market studies.
 - c) technical studies and audits.
 - d) all of the above answers are correct.
8. Which Community institution(s) is/are responsible for executing the budget?
- a) Parliament
 - b) the Commission
 - c) Parliament and the Commission
 - d) the Council
9. Which of the following answers is correct?
Budgetary commitments for actions extending over more than one financial year may be broken down over several years into annual instalments:
- a) with the approval of the authorising officer.
 - b) only where the basic act so provides and for administrative expenditure.
 - c) never.
 - d) without any particular approval being required.
10. A commitment of expenditure must be preceded by a financing decision adopted by the EU institution:
- a) in all cases.
 - b) in all cases, except when appropriations can be implemented without a basic act.
 - c) a financing decision is not compulsory.
 - d) a financing decision can be taken independently before or after the commitment.

11. What percentage of Community gross domestic product (GDP) does public procurement represent?
- a) 6%
 - b) 16%
 - c) 26%
 - d) 36%
12. The person responsible for all budgetary operations relating to revenue and expenditure is called:
- a) the initiating officer
 - b) the managing official
 - c) the authorising officer
 - d) the verifying official
13. A contract covering both goods and services is considered a service contract where:
- a) the value of the services in question does not exceed that of the goods included in the contract.
 - b) the value of the services in question is equal to that of the goods included in the contract.
 - c) the value of the services in question exceeds that of the goods included in the contract.
 - d) the value of the goods in question exceeds that of the services included in the contract.
14. What is the maximum period (in calendar days) within which an award notice has to be published in the Official Journal of the European Union after a public procurement contract has been signed?
- a) 36
 - b) 48
 - c) 60
 - d) 72
15. In the European Community 6th Framework Programme for Research and Technological Development, proposals are submitted to the Commission in response to:
- a) calls for proposals.
 - b) calls for papers.
 - c) calls for contracts.
 - d) calls for tenders.

16. When is a Community institution **forbidden** to make a purchase after consulting only a single supplier?

- a) when the value of the purchase excluding tax is below 5 000 euros
- b) in cases of extreme urgency
- c) when, in the course of procurement procedures completed over the previous twenty-four months for purchases of the same kind, the same supplier has always offered better terms than other competitors
- d) when, for technical or artistic reasons, the contract can only be awarded to a particular supplier

17. In which of the three types of procedure for awarding public supply contracts is it possible, if justified, **not** to use a call for competition?

- a) the open procedure.
- b) the restricted procedure.
- c) the negotiated procedure.
- d) none of the above.

18. A tenderer/candidate could be excluded from a tendering procedure on grounds related to his/her personal situation. Which of the following grounds **cannot** be invoked?

- a) bankruptcy
- b) health status
- c) unfulfilled obligations relating to the payment of taxes
- d) grave professional misconduct

19. Procurement by Community institutions is governed by:

- a) Directive 2004/17/EC.
- b) Directive 2004/18/EC.
- c) Council Regulation (EC, Euratom) No 1605/2002 and Commission Regulation (EC, Euratom) No 2342/2002.
- d) None of the above.

20. When a contractor requests prefinancing:

- a) the Community institutions never grant prefinancing
- b) prefinancing will always be granted
- c) a guarantee is required for payment of prefinancing exceeding 150 000 euros
- d) prefinancing is possible only for works contracts

21. In what context does the European Commission use the Logical Framework Approach?
- a) As an analytical tool for project design and management.
 - b) As a framework for budgeting and financial management.
 - c) As a preparation for tendering and contracting.
 - d) As a framework for accounting and operational procedures.
22. When must at least one third of the members of a selection board have the same professional qualification as the candidates or an equivalent qualification?
- a) In the case of a contest.
 - b) In the case of a negotiated procedure.
 - c) In the case of a restricted procedure.
 - d) In the case of a grant.
23. The contracting authority:
- a) can never demand a prior guarantee from contractors
 - b) may — and in certain cases provided for in the rules in force must — demand a prior guarantee from contractors
 - c) must demand a prior guarantee from contractors for contracts whose value exceeds 50 000 euros
 - d) must demand a prior guarantee from contractors for contracts whose value is below 50 000 euros
24. The European Union is updating the legislation on public procurement procedures. Which of the following public contracts fall under the scope of Directive 2004/18/EC?
- a) Contracts concerning special sectors such as water, energy and transport.
 - b) Contracts which are declared to be secret or affect the essential interests of a Member State.
 - c) Service contracts awarded on the basis of an exclusive right.
 - d) Public supply contracts awarded by the Member States.
25. What is a project?
- a) A set of activities with a defined budget and indefinite duration.
 - b) A set of activities aimed at clearly specified objectives within a defined period and a defined budget.
 - c) A set of activities for a budget of up to €200 000 and a period of at most two years.
 - d) A set of recurrent activities.

26. Which type of public contract accounts for the vast majority (approx. 90 %) of the overall value of procurement by the Commission?
- a) Buildings contract.
 - b) Works contract.
 - c) Service contract.
 - d) Goods contract.
27. Which of the following operations **cannot** take place during the implementation phase of a project?
- a) Acquisition of project resources and equipment.
 - b) Implementation of project activities and delivery of results.
 - c) Recruitment of project personnel.
 - d) Conclusion of the financing agreement.
28. The criterion/criteria used by the contracting authorities in awarding public contracts is/are:
- a) the highest quality.
 - b) the lowest price.
 - c) the most economically advantageous tender.
 - d) b) and c) are possible.
29. A financial audit focuses mainly on:
- a) the assessment of the efficiency, effectiveness, impact, relevance and sustainability of the project activities.
 - b) the ongoing analysis of project progress towards achieving planned results in order to improve project management.
 - c) the assessment of the legality and regularity of project expenditure and income as well as the efficient and effective use of project funds.
 - d) the measurement of the effect of a project on its wider policy environment.
30. In the European Community 6th Framework Programme for Research and Technological Development, a call for expressions of interest:
- a) is a pre-requisite for participation in any future call for proposals.
 - b) is a guarantee that a future proposal derived from it must be selected.
 - c) can never be used by the Commission to define the scope of calls for proposals.
 - d) can be used by the Commission for preparing the objectives of work programmes and defining the scope of calls for proposals.

31. When a contract is awarded:
- a) only the candidate selected is informed
 - b) the award decision must always be published in the Official Journal of the European Union
 - c) the contracting authority must inform candidates and tenderers not selected of decisions taken on the award of the contract, but only at their request
 - d) the contracting authorities must inform candidates and tenderers of the decisions reached concerning the award of the contract
32. Which of the following policy areas involves mostly compulsory expenditure under the EU budget?
- a) Regional policy
 - b) Agricultural policy
 - c) Research policy
 - d) Energy policy
33. Which criteria for evaluating a tender must be defined in advance and set out in the call for tenders?
- a) award criteria only
 - b) selection and award criteria
 - c) selection criteria only
 - d) award and confirmation criteria
34. A contract notice is published in the Official Journal's:
- a) S series
 - b) L series
 - c) C series
 - d) B series
35. What is the maximum period within which an invoice for services must be honoured after registration (unless the contract specifies otherwise)?
- a) 30 calendar days
 - b) 45 calendar days
 - c) 60 calendar days
 - d) 90 calendar days

36. According to Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 there are four main types of public contract, namely:

- a) contracts for the purchase or rental of a building, works contracts, infrastructure contracts and service contracts
- b) contracts for the purchase or rental of a building, works contracts, supply contracts and service contracts
- c) contracts for the purchase or rental of a building, works contracts, maintenance contracts and service contracts
- d) contracts for the purchase or rental of a building, works contracts, research contracts and service contracts

37. Technical specifications define the characteristics required of a material, supply or service. Which of the following characteristics can be used for technical specifications?

- a) Environmental performance
- b) Conformity assessment
- c) Production methods
- d) All of the above

38. The contracting authorities may, under certain circumstances, award public procurement contracts by means of what is known as competitive dialogue. Which is the main reason for using this kind of procedure?

- a) When contracts are particularly complex.
- b) When there is a lack of suppliers on the market.
- c) When the contract amount exceeds €1 million.
- d) When the open or restricted procedure has failed to award a contract.

39. In the European Community 6th Framework Programme for Research and Technological Development, proposals are evaluated and selected for funding:

- a) by the Commission with the help of an advisory body.
- b) by the Commission with the help of independent external experts.
- c) by the Commission with the help of internal experts.
- d) no special procedure is required.

40. The Treaty establishing the European Community sets out the seven budgetary principles which form the basis for the establishment and execution of the budget. Which of the following is **not** one of those budgetary principles?
- a) Annuality
 - b) Universality
 - c) Consistency
 - d) Equilibrium
41. The budget method used by the European Commission is called:
- a) activity based budgeting
 - b) budget allocation instrument
 - c) object based budgeting
 - d) none of the above
42. In a tendering procedure, the contract is awarded:
- a) by an evaluation committee, which evaluates the tenders and requests to participate
 - b) by the financial manager
 - c) by the authorising officer, acting on the opinion of an evaluation committee, which evaluates the tenders and requests to participate
 - d) in accordance with a procedure laid down retroactively
43. What is a dynamic purchasing system?
- a) A process for highly technical purchases.
 - b) An electronic process for negotiated procedures.
 - c) A completely electronic process for making commonly used purchases.
 - d) A system for additional deliveries intended as a partial replacement of normal supplies.
44. For external actions under decentralised management, the European Commission may entrust management of certain actions to the authorities of beneficiary third countries if:
- a) a national institution for independent external auditing exists
 - b) the duties of authorising officer and accounting officer are effectively segregated
 - c) transparent and non-discriminatory procurement procedures rule out all conflicts of interest
 - d) all the above criteria apply in whole or in part

45. Which of the following statements concerning grants is correct?

- a) An annual work programme for grants needs to be published at the end of the year.
- b) A work programme for grants is implemented through the publication of calls for proposals.
- c) A work programme for grants needs to be published for crisis management and humanitarian aid.
- d) Grants awarded in the course of a financial year do not require publication.

