

APPENDIX

MODEL CURRICULUM VITAE

I. Personal information

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

II. Relevant qualifications summary¹ (200 words maximum)

III. Current professional activity (200 words maximum)

- Start date
- Name of employer
- Sector of activity
- Occupation or position held
- Main activities and responsibilities

IV. Relevant previous professional activity(ies)² (600 words maximum)

- Dates
- Name of employer
- Sector of activity
- Occupation or position held
- Main activities and responsibilities
 - at national/local level
 - at international level

V. Other relevant activities³ (200 words maximum)

- Dates
- Name of organisation/body
- Sector of activity
- Position held
- Main activities and responsibilities
 - at national/local level
 - at international level

¹ Please provide a summary of your qualifications relevant for CPT membership, with a particular emphasis on your field(s) of expertise and experience at international, national and local levels.

² Add separate entries for the most relevant professional activities, starting from the most recent.

³ Add separate entries for the most relevant activities outside your principal professional activity, starting from the most recent.

VI. Education/training⁴ (200 words maximum)

- Dates
- Title of qualification awarded
- Principal subjects/occupational skills covered
- Name and type of organisation

VII. Publications⁵ (350 words maximum)

VIII. Computer skills

- Software packages⁶
- Other IT skills and competences⁷

IX. Information about availability to serve the CPT effectively⁸

X. Information about any potential conflict of interest⁹

XI. Language skills¹⁰

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

INFORMATION FOR ADMINISTRATIVE USE ONLY:

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

Telephones:

Professional:

Personal (*optional*):

Mobile (*optional*):

E-mail:

⁴ Add separate entries for the most relevant courses you have completed, starting from the most recent.

⁵ Please list recent relevant publications, starting from the most recent, but not more than 10.

⁶ Please indicate the software packages you are familiar with.

⁷ Please specify any other IT skills and competences.

⁸ Please indicate in particular if you can be available for the Committee for approximately 40 days or more per year.

⁹ Please indicate how, if elected, your current position or function may give rise to a real or perceived conflict of interest and if you are prepared to relinquish that position or function once elected.

¹⁰ Please provide a self-assessment of your level in languages other than your mother tongue using the Common European Framework of Reference for Languages: [Self-assessment Grids \(CEFR\)](#)