**APPENDIX**

**MODEL CURRICULUM VITAE**

**I. Personal information**

• Family name(s)

• First name(s)

• Gender

• Date and place of birth

• Nationality(ies)

**II. Relevant qualifications summary[[1]](#footnote-1) (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]](#footnote-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 activities[[3]](#footnote-3) (200 words maximum)**

• Dates

• Name of organisation/body

• Sector of activity

• Position held

• Main activities and responsibilities

* at national/local level
* at international level

**VI. Education/training[[4]](#footnote-4) (200 words maximum)**

• Dates

• Title of qualification awarded

• Principal subjects/occupational skills covered

• Name and type of organisation

**VII. Publications[[5]](#footnote-5) (350 words maximum)**

**VIII. Computer skills**

• Software packages[[6]](#footnote-6)

• Other IT skills and competences[[7]](#footnote-7)

**IX. Information about availability to serve the CPT effectively**[[8]](#footnote-8)

**X. Information about any potential conflict of interest**[[9]](#footnote-9)

|  |
| --- |
| **XI. Language skills[[10]](#footnote-10)** |
| Mother tongue |  |
|  | Understanding | Speaking | Writing |
| Language | Listening | Reading | Spoken interaction | Spoken production | Writing skills |
| 1. **Official languages**
 |  |  |  |  |  |
| English  |  |  |  |  |  |
| French |  |  |  |  |  |
| 1. **Other languages**
 |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**INFORMATION FOR ADMINISTRATIVE USE ONLY:**

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

**Telephones:**

Professional:

Personal *(optional)*:

Mobile *(optional)*:

**E-mail:**

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. [↑](#footnote-ref-1)
2. Add separate entries for the most relevant professional activities, starting from the most recent. [↑](#footnote-ref-2)
3. Add separate entries for the most relevant activities outside your principal professional activity, starting from the most recent. [↑](#footnote-ref-3)
4. Add separate entries for the most relevant courses you have completed, starting from the most recent. [↑](#footnote-ref-4)
5. Please list recent relevant publications, starting from the most recent, but not more than 10. [↑](#footnote-ref-5)
6. Please indicate the software packages you are familiar with. [↑](#footnote-ref-6)
7. Please specify any other IT skills and competences. [↑](#footnote-ref-7)
8. Please indicate in particular if you can be available for the Committee for approximately 40 days or more per year. [↑](#footnote-ref-8)
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. [↑](#footnote-ref-9)
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)](https://www.coe.int/en/web/portfolio/self-assessment-grid) [↑](#footnote-ref-10)