



APPOINTMENT POLICY
of
DIRECTORATE of EUROPEAN UNION and FINANCIAL ASSISTANCE

Following rules shall be applied in proceeding the appointment requests by the private/local/foreign applicants:

1. Requests via phones directly to the Director are not accepted.
2. All requests are communicated with the Administrative Assistant.
3. In their request, applicants should address the subject, purpose(s) of the visit. Non-subject appointment requests or requests with general expressions such as “getting information about the projects” are not accepted.
4. Applicants should request on behalf of themselves only, not for others. In the case of groups, names of all participants should be given.
5. Convenient appointment time and duration is concluded and notified by the Administrative Assistant to the applicant.
6. Requests should be made at least three days before the intended time of appointment.
7. Director feels free to cancel or postpone the appointment given.
8. Short-listed/pre-selected applicants or their representatives are not allowed to visit the Director (This applies to all DEUFA staff likewise). They are required to explain their status in a frank manner. Otherwise appointment request is rejected immediately.
9. Appointment requests for the tenders of which Procurement Notice or Forecast Notice was published are not accepted (This applies to all DEUFA staff likewise). Applicant is required to explain the reason of his/ her visit. Otherwise appointment request is rejected immediately.
10. Appointment requests for the tenders under evaluation are not accepted.