*PRILOGA 1*

*Predloga življenjepisa (za prijavo za člana* Skupine Sveta Evrope za dostop do uradnih dokumentov)

*Vsi podatki, ki jih navedete v tem življenjepisu, razen vaše telefonske številke (številk), poštnega in e-poštnega naslova ter datuma in kraja rojstva, bodo javno dostopni na portalu Sveta Evrope.*

*Če NE želite, da se te informacije javno objavijo, prosimo, označite polje: □*

**Osebni podatki**

• Priimek(-a)

• Ime(na)

• Datum rojstva

• Kraj rojstva

• Naslov(i)

• Telefon(i)

• E-pošta

• Državljanstvo( -a )

• Spol Moški □ Ženska □

**Povzetek ustreznih kvalifikacij** [**[1]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn1)

**Trenutna poklicna dejavnost**

• Začetni datum

• Ime in naslov delodajalca

• Sektor dejavnosti

• Poklic ali položaj

• Glavne dejavnosti in odgovornosti [[2]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn2)

**Ustrezne prejšnje poklicne dejavnosti [** [**3**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn3) **]**

• Datumi

• Ime in naslov delodajalca

• Sektor dejavnosti

• Poklic ali delovno mesto

• Glavne dejavnosti in odgovornosti

**Ustrezne dodatne odgovornosti** [**[4]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn4)

• Datumi

• Ime in naslov organizacije/organa

• Sektor dejavnosti

• Zasedeno delovno mesto

• Glavne dejavnosti in odgovornosti

**Izobraževanje/usposabljanje** [**[5]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn5)

• Datumi

• Naziv pridobljene kvalifikacije

• Glavni predmeti/poklicne spretnosti, ki jih zajema

• Ime in vrsta organizacije

**Publikacije** [**[6]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn6)

**Računalniške spretnosti**

• Programski paketi [[7]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn7)

• Druge IT-veščine in kompetence [[8]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn8)

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| --- | --- | --- | --- | --- | --- |
| **Jezikovne spretnosti** [**[9]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn9) | | | | | |
| Materni jezik |  | | | | |
|  | Razumevanje | | Govorjenje | | Pisanje |
| Jezik | Poslušanje | Branje | Govorna interakcija | Govorna produkcija | Pisne spretnosti |
| Angleščina |  |  |  |  |  |
| Francoščina |  |  |  |  |  |
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*Skupni evropski referenčni okvir za jezike*

Poslušalna spretnost :

A1 Prepoznam znane besede in zelo osnovne besedne zveze, ki se nanašajo name, mojo družino in neposredno konkretno okolico, kadar ljudje govorijo počasi in jasno.

A2 Razumem besedne zveze in najpogosteje uporabljen besednjak, povezan s področji, ki so mi neposredno pomembna (npr. zelo osnovni osebni in družinski podatki, nakupovanje, lokalno okolje, zaposlitev). Razumem glavno bistvo kratkih, jasnih in preprostih sporočil ter obvestil.

B1 Razumem glavne točke jasnega standardnega govora o znanih temah, s katerimi se redno srečujem v službi, šoli, prostem času itd. Razumem glavno misel številnih radijskih ali televizijskih oddaj o aktualnih dogodkih ali temah osebnega ali poklicnega interesa, kadar je govor relativno počasen in jasen.

B2 Razumem daljše govore in predavanja ter sledim tudi zapletenim argumentom, če je tema dokaj znana. Razumem večino televizijskih poročil in aktualno-informativnih oddaj. Razumem večino filmov v standardnem narečju.

C1 Razumem daljši govor, tudi če ni jasno strukturiran in kadar so odnosi le implicitni in niso eksplicitno izraženi. Televizijske programe in filme lahko razumem brez prevelikega truda.

C2 Nimam težav z razumevanjem kakršnega koli govorjenega jezika, bodisi v živo bodisi v oddaji, tudi če je govor hiter, če imam le nekaj časa, da se seznanim z naglasom.

Bralna spretnost :

A1 Razumem znana imena, besede in zelo preproste stavke, na primer na obvestilih in plakatih ali v katalogih.

A2 Znam brati zelo kratka, preprosta besedila. V preprostem vsakdanjem gradivu, kot so oglasi, prospekti, jedilniki in vozni redi, lahko najdem specifične, predvidljive informacije, razumem pa tudi kratka in preprosta osebna pisma.

B1 Razumem besedila, ki so sestavljena predvsem iz pogosto uporabljenega vsakdanjega ali poklicnega jezika. Razumem opise dogodkov, občutkov in želja v osebnih pismih.

B2 Znam brati članke in poročila, ki se ukvarjajo s sodobnimi problemi, v katerih pisci zavzemajo določena stališča ali stališča. Razumem sodobno literarno prozo.

C1 Razumem dolga in kompleksna dejanska in literarna besedila ter cenim slogovne razlike. Razumem strokovne članke in daljša tehnična navodila, tudi če se ne nanašajo na moje področje.

C2 Z lahkoto berem praktično vse oblike pisnega jezika, vključno z abstraktnimi, strukturno ali jezikovno kompleksnimi besedili, kot so priročniki, strokovni članki in literarna dela.

Spretnost govorne interakcije :

A1 Znam se preprosto pogovarjati, če je druga oseba pripravljena ponoviti ali preoblikovati stvari počasneje in mi pomagati oblikovati, kar želim povedati. Znam postavljati in odgovarjati na preprosta vprašanja o področjih, ki so neposredno potrebna, ali o zelo znanih temah.

A2 Znam se sporazumevati pri preprostih in rutinskih opravilih, ki zahtevajo preprosto in neposredno izmenjavo informacij o znanih temah in dejavnostih. Znam obvladovati zelo kratke družabne pogovore, čeprav običajno ne razumem dovolj, da bi sam nadaljeval pogovor.

B1 Znam se spopasti z večino situacij, ki se lahko pojavijo med potovanjem po območju, kjer se jezik govori. Znam se nepripravljen zaplesti v pogovor o temah, ki so mi znane, me osebno zanimajo ali so pomembne za vsakdanje življenje (npr. družina, hobiji, delo, potovanja in aktualni dogodki).

B2 Znam se pogovarjati tekoče in spontano, kar mi omogoča redno interakcijo z naravnimi govorci. Znam aktivno sodelovati v razpravah v znanih kontekstih, pri čemer lahko utemeljim in zagovarjam svoja stališča.

C1 Znam se tekoče in spontano izražati brez očitnega iskanja izrazov. Jezik znam uporabljati fleksibilno in učinkovito v družbene in poklicne namene. Znam natančno oblikovati ideje in mnenja ter svoj prispevek spretno povezati s prispevki drugih govorcev.

C2 Brez težav se lahko udeležim katerega koli pogovora ali razprave in dobro poznam idiomatske izraze in pogovorne izraze. Znam se tekoče izražati in natančno prenesti fine pomenske odtenke. Če imam težavo, se lahko tako gladko vrnem nazaj in jo preoblikujem, da se drugi ljudje tega komaj zavedajo.

Veščina govorne produkcije :

A1 Znam uporabljati preproste besedne zveze in povedi za opis kraja, kjer živim, in ljudi, ki jih poznam.

A2 Z vrsto besednih zvez in povedi znam preprosto opisati svojo družino in druge ljudi, življenjske razmere, svojo izobrazbo ter svojo trenutno ali najnovejšo zaposlitev.

B1 Znam preprosto povezovati besedne zveze , da opišem izkušnje in dogodke, svoje sanje, upanja in ambicije. Znam na kratko utemeljiti in pojasniti svoja mnenja in načrte. Znam pripovedovati zgodbo ali opisati zaplet knjige ali filma ter opisati svoje reakcije.

B2 Znam jasno in podrobno opisati širok nabor tem, povezanih z mojim področjem zanimanja. Znam razložiti stališče o aktualni temi in navesti prednosti in slabosti različnih možnosti.

C1 Znam jasno in podrobno opisati kompleksne teme, pri čemer povezujem podteme, razvijam posamezne točke in jih zaključujem z ustreznim zaključkom.

C2 Znam predstaviti jasen, tekoč opis ali argument v slogu, ki ustreza kontekstu, in z učinkovito logično strukturo, ki pomaga prejemniku opaziti in si zapomniti pomembne točke.

Pisna spretnost :

A1 Znam napisati kratko, preprosto razglednico, na primer poslati počitniške voščilnice. Znam izpolniti obrazce z osebnimi podatki, na primer vpisati svoje ime, državljanstvo in naslov na hotelski prijavni obrazec.

A2 Znam pisati kratka, preprosta sporočila in zapiske, ki se nanašajo na zadeve s področij takojšnjih potreb. Znam napisati zelo preprosto osebno pismo, na primer zahvalo nekomu za nekaj.

B1 Znam pisati preprosto vezano besedilo o temah, ki so mi znane ali me osebno zanimajo. Znam pisati osebna pisma, v katerih opisujem izkušnje in vtise.

B2 Znam pisati jasna in podrobna besedila o najrazličnejših temah, povezanih z mojimi interesi. Znam napisati esej ali poročilo, v katerem posredujem informacije ali navajam razloge v podporo ali proti določenemu stališču. Znam pisati pisma, v katerih poudarjam osebni pomen dogodkov in izkušenj.

C1 Znam se izražati v jasnem, dobro strukturiranem besedilu in dokaj dolgo izražati stališča. Znam pisati o kompleksnih temah v pismu, eseju ali poročilu in poudariti tisto, kar se mi zdi bistveno. Znam izbrati slog, ki je primeren bralcu.

C2 Znam pisati jasno, tekoče besedilo v ustreznem slogu. Znam pisati kompleksna pisma, poročila ali članke, ki predstavijo primer z učinkovito logično strukturo, ki pomaga prejemniku opaziti in si zapomniti pomembne točke. Znam pisati povzetke in recenzije strokovnih ali literarnih del.

[[1]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref1) **Prosimo, navedite povzetek (največ 100 besed) vaših kvalifikacij, pomembnih za članstvo v skupini za dostop do informacij Sveta Evrope.**

[[2]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref2) **Zlasti navedite, ali ste na položaju odločanja glede opredelitve in/ali izvajanja politik na področju dostopa do uradnih dokumentov v vladi ali kateri koli drugi organizaciji ali subjektu, kar bi lahko povzročilo navzkrižje interesov z odgovornostmi, ki izhajajo iz članstva v Skupini za informacije o dostopu Sveta Evrope (glej pravilo 3.3).**

[[3]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref3) Dodajte ločene vnose za najpomembnejše poklicne dejavnosti, začenši z najnovejšo.

[[4]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref4) Dodajte ločene vnose za najpomembnejše odgovornosti zunaj vaše glavne poklicne dejavnosti, začenši z najnovejšo.

[[5]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref5) Dodajte ločene vnose za najpomembnejše tečaje, ki ste jih opravili, začenši z najnovejšim.

[[6]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref6) Navedite nedavne relevantne publikacije, začenši z najnovejšo, vendar ne več kot 10.

[[7]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref7) Prosimo, navedite programske pakete, ki jih poznate.

[[8]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref8) Prosimo, navedite morebitne druge IT-veščine in kompetence.

[[9]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref9) Prosimo, ocenite svojo raven znanja jezikov, ki niso vaš materni jezik, z uporabo naslednjega Skupnega evropskega referenčnega okvira za jezike.

**MODEL CURRICULUM VITAE**

*All the information which you provide on this CV, except for your telephone number(s), postal and e-mail addresses and date and place of birth, will be made publicly available on the portal of the Council of Europe.*

*If you do NOT wish this information to be made public, please tick the box: □*

**Personal information**

• Family name(s)

• First name(s)

• Date of birth

• Place of birth

• Address(es)

• Telephone(s)

• E-mail

• Nationality(ies)

• Sex                Male     □          Female    □

**Relevant qualifications summary**[**[1]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn1)

**Current professional activity**

• Start date

• Name and address of employer

• Sector of activity

• Occupation or position held

• Main activities and responsibilities[[2]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn2)

**Relevant previous professional activity(ies)**[**[3]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn3)

• Dates

• Name and address of employer

• Sector of activity

• Occupation or position held

• Main activities and responsibilities

**Relevant additional responsibilities**[**[4]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn4)

• Dates

• Name and address of organisation/body

• Sector of activity

• Position held

• Main activities and responsibilities

**Education/training**[**[5]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn5)

• Dates

• Title of qualification awarded

• Principal subjects/occupational skills covered

• Name and type of organisation

**Publications**[**[6]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn6)

**Computer skills**

• Software packages[[7]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn7)

• Other IT skills and competences[[8]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn8)

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| --- | --- | --- | --- | --- | --- |
| **Language skills**[**[9]**](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftn9) | | | | | |
| Mother tongue |  | | | | |
|  | Understanding | | Speaking | | Writing |
| Language | Listening | Reading | Spoken interaction | Spoken production | Writing skills |
| English |  |  |  |  |  |
| French |  |  |  |  |  |
|  |  |  |  |  |  |
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*Common European Framework of Reference for Languages*

Listening skill:

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 skill:

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 skill:

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 skill:

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 skill:

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.

[[1]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref1) **Please provide a summary (100 words maximum) of your qualifications relevant for membership of the Council of Europe Access Info Group.**

[[2]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref2) **In particular, specify whether you hold a decision-making position as regards defining and/or implementing policies in the field of access to official documents in government or in any other organisation or entity which may give rise to a conflict of interest with the responsibilities inherent to membership of the Council of Europe Access Info Group (see Rule 3.3).**

[[3]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref3) Add separate entries for the most relevant professional activities, starting from the most recent.

[[4]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref4) Add separate entries for the most relevant responsibilities outside your principal professional activity, starting from the most recent.

[[5]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref5) Add separate entries for the most relevant courses you have completed, starting from the most recent.

[[6]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref6) Please list recent relevant publications, starting from the most recent, but not more than 10.

[[7]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref7) Please indicate the software packages you are familiar with.

[[8]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref8) Please specify any other IT skills and competences.

[[9]](https://search.coe.int/cm/Pages/result_details.aspx?ObjectID=0900001680a1a20f#_ftnref9) 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.

Related documents