

## **ANNEX II**

### **SELECTION PROCEDURE FOR THE ADMINISTRATIVE MANAGER OF THE BEREC OFFICE**

#### **1. Set up of a Selection Panel by the Management Committee**

The Management Committee of the Office will set up a Selection Panel made up of 5 members, 4 EU NRAs' senior representatives - in such a way as to guarantee a wide and balanced representation of the various geographical areas of the European Union -, and 1 representative from the Commission. A second representative from the Commission expert in Human Resources will participate in the work of the selection panel to ensure the respect for due process<sup>1</sup>.

The purpose of the selection panel is to propose to the Management Committee a short-list of the best suitable candidates for the post of Administrative Manager.

The Selection Panel shall elect its chairperson.

The decisions of the selection panel shall be adopted unanimously and shall be motivated. In case no unanimous proposal is possible, both the majority and minority views will be presented to the Management Committee.

The secretariat of the selection panel will be provided by the Commission.

#### **2. Pre-selection phase**

The Commission will carry out the first scrutiny of the applications on the basis of the eligibility criteria and will draft a list of admissible applications to be sent to the Selection Panel.

The Selection Panel will:

- a) Confirm the list of admissible applications
- b) Define the assessment criteria - based on the selection criteria indicated in the vacancy notice
- c) Ensure that admissible applications are assessed and ranked on the basis of the assessment criteria previously defined. Given the high workload expected the members of the selection panel may delegate the tasks of assessing and ranking the applications to experts from their respective organisations
- d) Confirm the list of candidates to be interviewed on the basis of the ranking mentioned above.

#### **3. First interview round by the Selection Panel**

The Selection Panel will invite a list of candidates matching best the selection criteria to an interview.

Each interview will comprise a short presentation by the candidate him/herself followed by a set of standard questions common to all candidates to be prepared in advance by the selection panel and additional questions put forward by individual members of the selection panel.

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<sup>1</sup> This person will co-sign the final report but will not participate in the assessment of candidates.

#### **4. Short-list for interview by the Management Committee**

Upon completion of the interviews, the Selection Panel will provide to the Management Committee a short-list of the best suitable candidates for the post of Administrative Manager along with all relevant support documentation relating to the selection procedure carried out.

#### **5. Assessment centre**

In order to facilitate identifying the most suitable and competent candidates for the post of Administrative Manager, short-listed candidates will be invited to an assessment centre session, which will be held in Brussels. In the assessment centre, candidates' general competencies will be tested by appropriate means.

The results of the assessment centre will be then communicated to the Management Committee along with a description of the competency framework of the candidates and a global overview of their strengths and weaknesses.

#### **6. Second interview round by the Management Committee**

The Management Committee will approve the short-list prepared by the Selection Panel and invite the candidates to the last interview before the members of the Management Committee.

The day of the interviews, the Management Committee will define the list of questions that should be common to all candidates.

#### **7. Appointment**

Upon completion of the second round of interviews and taking account of the results of the assessment centre, the Management Committee will select the candidate in accordance with the following voting procedure.

Members shall each vote for one candidate. If during that round of voting no candidate obtains a 2/3 majority of the votes of all Members, the candidate with the least support shall be withdrawn from the selection process and a new round shall be organized on the same basis. Where two or more candidates with equal votes have least support all of them shall be eliminated. Rounds will run until there is one remaining candidate who shall be selected.

If the candidate finally selected is unable to take up the appointment by a date specified by the Management Committee, the Management Committee may select other candidates from the above voting process, in reverse order of elimination.

Candidates will be informed whether or not they have been selected.

Before appointment, the selected candidate may be subject to a non-binding opinion of the European Parliament. To this end, the candidate shall be invited to make a statement before the responsible Committee of the European Parliament and answer questions put by its members.