

**Explanatory Memorandum  
to the Decision of the Management Committee of the Office  
of the Body of European Regulators for Electronic  
Communications (BEREC Office) on the recruitment and  
the establishment of a reserve list for the post of Head of  
Administration and Finance (TA – AD9) at the BEREC  
Office  
(MC/2016/04)**

16 March 2016

On 4 December 2015 the BEREC Office<sup>1</sup> published on its website a vacancy notice for the post of Head of Administration and Finance<sup>2</sup>. The procedure was also advertised on the EPSO website.

After examining all applications received, on 26 February 2016 the Selection Committee, appointed by the Vice-Chair of the Management Committee, reached an agreement on the successful candidate and candidates to be included in the reserve list for that post, duly recorded in a report of the Selection Committee.

Taking into account the provisions of Article 7(4) of the Founding Regulation of the BEREC Office<sup>3</sup> according to which the Management Committee is responsible for the appointment of the BEREC Office staff, the BEREC Chair proposed to the Management Committee to adopt a decision to approve all proposals of the Selection Committee presented in its report of 26 February 2016 and to agree that the Vice-Chair shall offer the job of Head of Administration and Finance to the proposed successful candidate and shall establish the reserve list.

The reserve list shall be adopted in order of merit and with validity 12 months from the date of its establishment. Its validity may be extended by a decision of the Vice-Chair of the Management Committee prior to its expiration.

The decision of the Management Committee was approved by electronic voting procedure on 16 March 2016 in accordance with the provisions of Article 10(5) of the Rules of Procedure of the Management Committee<sup>4</sup>.

The decision of the Management Committee entered into force on the day of its signature.

---

<sup>1</sup> The BEREC Office is an Agency of the EU, established with the objective of providing administrative and professional support to the Body of European Regulators for Electronic Communications (BEREC).

<sup>2</sup> BEREC/2015/02, [Vacancy for a Head of Administration and Finance \(TA-AD9\) at the BEREC Office](#), 04.12.2015

<sup>3</sup> [Regulation \(EC\) No 1211/2009 of the European Parliament and of the Council of 25 November 2009 establishing the Body of European Regulators for Electronic Communications \(BEREC\) and the Office \(Text with EEA relevance\)](#); OJ L 337, 18.12.2009, p. 1–10 (BG, ES, CS, DA, DE, ET, EL, EN, FR, GA, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV); this document has been published in a special edition (HR)

<sup>4</sup> MC (14) 70, [Rules of Procedure of the Management Committee of the BEREC Office](#), 06.06.2014