

**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**  
**establishment of a reserve list for the post of Budget and Accounting**  
**Assistant (TA – AST3) at the BEREC Office**

**MC/2017/03**

**28 July 2017**

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). BEREC contributes to the development and better functioning of the internal market for electronic communications networks and services. BEREC and the BEREC Office were established by Regulation (EC) No 1211/2009 of the European Parliament and of the Council of 25 November 2009.

The Staff Regulations of officials of the European Communities, the Conditions of employment of other servants of the European Communities and the rules adopted jointly by the European Union institutions for the purpose of applying these Staff Regulations and Conditions of employment apply to the staff of the BEREC Office.

To comply with the legislation in place on 10 March 2017 the BEREC Office published on its website a vacancy notice for the post of Budget and Accounting Assistant (TA-AST3) of the BEREC Office (Ref. BEREC/2017/01). The selection procedure was initialized and the call for expression of interest was translated into all the official EU languages. The procedure was also published on the European Personnel Selection Office (EPSO) website on 15 March 2017.

After the closing date for applications, the Selection Committee checked the submitted applications against relevant criteria listed in the call for expression of interest. Upon completion of the evaluation of applications, the Selection Committee invited the most suitable candidates for the post to a written test and an interview. The content of the written test and interviews were set in accordance with the level and profile of the position advertised.

Following the results of the written test and interview, the Selection Committee proposed to establish a reserve list.

The Management Committee adopted the decision to approve the proposal submitted by the Selection Committee and agreed that the Vice-Chair should establish the reserve list.

The decision of the Management Committee was approved by electronic voting and entered into force on the day of its adoption.

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