



Annex 1 to the MB Decision 2019-053 on the Deputy Executive Director Vacancy Notice and Procedure for the Appointment of the Deputy Executive Director

PROCEDURE FOR THE APPOINTMENT OF THE DEPUTY EXECUTIVE DIRECTOR OF EU-LISA

- 1) The Appointing Authority (the Management Board) agrees on the Vacancy Notice, which is published in eu-LISA website, Official Journal, EuroBrussels, EPSO, EU Agencies Network and other eu-LISA social media channels;
- 2) The Appointing Authority nominates the Selection Committee (pursuant to Art. 3, paragraph 1 of Annex III of the SR: *The Selection Board shall consist of a Chairperson designated by the Appointing Authority and of members designated by the Appointing Authority and the Staff Committee, each designated the same number*), which consists of: the Chair: Executive Director (ED) of eu-LISA, and the 2 members of the Selection Committee designated by the Appointing Authority in accordance with points 3 and 4 below.
- 3) Pursuant to Art. 3, paragraph 4 of Annex III of the SR, members of the Selection Committee are chosen from officials whose function group and grade is at least equal to that of the post to be filled, in this case: AD13;
- 4) Representatives from the parent DG (Home Affairs) of the European Commission or from other EU JHA Agencies (CEPOL, EASO, EIGE, EMCDDA, Frontex, Eurojust, Europol, FRA) may be appointed by the Appointing Authority of eu-LISA to the Selection Committee;
- 5) eu-LISA Human Resources Unit verifies the eligibility criteria of the candidates;
- 6) The Selection Committee proceeds to the screening, short-listing, knowledge testing and interviewing;
- 7) The Selection Committee draws up a ranked list of the most suitable candidates for the position in order to allow the Executive Director to submit a final list of at least three candidates to the Management Board with a recommendation;
- 8) The Executive Director submits a proposal to the Management Board;
- 9) On the proposal of the Executive Director, the Management Board appoints the Deputy Executive Director on the grounds of merit and appropriate administrative and management skills, including relevant professional experience. The Management Board may decide to interview the candidates before appointing the Deputy Executive Director from among the candidates on the shortlist proposed

by the Executive Director. The Management Board shall take its decision by a two-thirds majority of its members;

10) Proposed indicative timeline:

	Steps	Estimated date	Remarks
1	Final version of VN approved by COM and MB	21/03/2019	Approved at the MB meeting on 19-20/03/2019
2	Final VN text translated	29/03 (urgent) or 05/04 (normal)	5 working days/urgent translation (Euro 37 950), to be sent for translation today or tomorrow ; 10 working days/normal (Euro 30 360)
3	Sending to Publication Office (PO) in OJ	4/04 or 11/04/2019	Depending on translation speed chosen
4	Date of publication	The earliest 22/04/2019	Includes 10 days from the moment we send to the PO
6	Closing date of VN	Latest end of 05/2019	4 weeks as minimum
6	Appointment of the Selection Committee	By mid of 04/2019 or latest until publishing date	
7	1 st meeting of SC to discuss and agree on the test and interview questions, planning	During 05/2019 the latest	
8	2 nd meeting – eligibility check, finalise questions, further planning	By mid of 06/2019	
9	Screening and shortlist meeting	By end of 06/2019 or beginning of 07/2019	
10	Interviews	Second half of 07/2019 or beginning of 08/2019	
11	Assessment Centre	End of 08/2019, beginning of 09/2019	To be flexible as external provider will be involved
12	Final meeting for SC	By end of 9/2019	
13	Documents sent to the MB	20/10/2019	