

**Outcomes of Proceedings of the
Extraordinary Management Board Meeting
19 December 2017
Budapest, Hungary
Chair: Mr Norbert LEITNER**

ITEM 1. Welcome by the Chair and introduction to the proceedings

<i>Presenter</i>	: Mr Norbert Leitner, Chair
<i>Took the Floor</i>	: Mr Gerhard Haberler, Austrian Chairmanship

The **Chair** welcomed the delegates of the Extraordinary Management Board meeting and announced that the meeting will be recorded, except during interviews.

Mr Haberler on behalf of the Austrian Chairmanship, presented the milestones of the recruitment process as follows:

- During the 2nd MB Meeting on 10 May 2017, the CEPOL MB adopted with decision 06/2017/MB “*the establishment of a selection committee in relation to the selection of the Executive Director of CEPOL*” with decision 07/2017/MB the “*rules on the selection and the appointment of the Executive Director of CEPOL*” and finally with small changes the “*Vacancy Notice for the post of the ED of CEPOL*”.
- The Vacancy Notice was published on 30 June 2017. The deadline for applications was 30 July 2017. The Vacancy Notice was published in the Official Journal of the European Union C2006A/5, the CEPOL website and was also distributed to the Cepol National Units (CNU).
- A total of 34 CVs with motivation letters were received in accordance with the published deadline. The eligibility screening was carried out by the Commission.
- The Selection Committee, composed of 5 full members and 5 alternate members, carried out their task in line with Article 23 (2) of the CEPOL Regulation (2015/2219) and with Article 2 of 07/2017/MB. An overview of the different steps and tasks has been presented at the 3rd MB Meeting on 16 November 2017 by the Chair of the SC, via a Video-conference.
The main tasks of the SC were drawing up a first shortlist by reviewing the CVs of all eligible applications received from the Commission against the defined selection criteria indicated in the vacancy notice by discussing in detail each candidate to be shortlisted. 6 shortlisted candidates were further assessed by the Assessment Centre Hudson in Brussels and finally interviewed by the Selection Committee on 10 November 2017.
- In the meanwhile, on 29 September 2017 the Chair of the MB provided the date and the draft proceedings for the appointment of the ED for the Extraordinary MB Meeting.
- On 16 November 2017 the invitation letter for the Extraordinary MB meeting has been sent out to the Management Board voting members.
- On 24 November 2017 the “*Decision of the Selection Committee on the drawing up a shortlist for the recruitment procedure of the ED of CEPOL*” has been distributed to the

registered voting/alternate member for the Extraordinary MB meeting together with the templates “*declaration of interest*” and “*confidentiality declaration*”.

- On 28 November 2017 the CVs, and motivation letters of the 3 candidates who were shortlisted and invited to the Extraordinary MB meeting were submitted to the members/alternate members of the Extraordinary MB meeting together with the scoring of the 3 candidates, results of the interview and assessment centre.
- Finally the Draft Agenda of the Extraordinary MB meeting of the CEPOL MB was sent out on 7 December 2017.

Following the above, Mr Haberler focused on introducing the proceedings of the Extraordinary MB meeting as follows:

- All three candidates will be heard by the Management Board according to the order established during the pre-meeting of 18 December. Approximately 30 to maximum 40 minutes have been allocated per candidate. Each candidate will be welcomed by the Chair on behalf of the MB and briefly informed about the structure and frame of the interview. In a next step, each candidate will be invited to make a statement to the Board of maximum 10 minutes in order to introduce him in the format as agreed also during the pre-meeting. Thereafter, the 5 selected questions will be read out by the Chair to each candidate in the same order of questions, inviting him to reply. The small change in contrary to the original proceedings (“each candidate shall be asked by a separate person of the presidency team with the same order of questions”) has been made: in order to guarantee equal treatment also with regard to the voice, tone and pronunciation of the questions, the MB Chair has been chosen to raise all the questions to all 3 candidates. When all five questions are answered each candidate will be invited to make a closing statement of up to 5 minutes to the MB. A short break between each candidate is planned. After the third candidate has finished his interview, it is planned to start phase 2 – the voting phase –before lunch.

Thereafter, Mr Haberler introduced both the voting procedure and the sequence for the counting step-by-step, In particular, regarding the voting procedure the following was presented:

- The voting procedure has been set up in line with Article 9(1)(m), 13 and 23 of the EU Council Regulation 2015/2219 and the procedure described under item “Selection and appointment” (page 4) of the vacancy note.
- The necessary quorum according to Article 6(1) of the Rules of Procedure of the Management Board is set to at least 2/3 of all voting members present or represented by a proxy. The quorum needs to be present in all voting rounds.
- After the last interview, the Chair will invite the delegates for the first round of secret voting. Prepared ballot papers will be distributed.
- The members will be invited to mark the preferred candidate in the respective box next to the three names, as listed in the ballot paper, and to make sure that they mark only one box.
- In order to guarantee full secrecy, members will be invited to perform their voting in the two isolated “secret voting areas” in the plenary room.
- After each member finalizes his/her voting, he/she should put the ballot paper into the envelope and drop it into the ballot box in front of the Chair.
- The TRIO presidency supported by the staff of the Chair will act as tellers and will count the votes.

Regarding the sequence of steps for the counting of the votes the following was presented:

- Envelops will be counted and the total number of envelops will be documented.
- Each envelop will be opened and the indicated name will be read out loud. The Chair and the Deputy Chair will confirm the indicated name. The vote will be documented by the legal officer of the Agency and the ballot papers will also be stored in the Agency.

- The total number of votes per each candidate will be calculated and will be visible on the screen.
- If a ballot paper is torn the vote is valid and is considered as vote cast.
- If an envelope is empty the vote is to be considered as 'abstain'. Vote is considered vote cast.
- If an envelope contains a 'blank' ballot paper is to be considered as 'abstain'. Vote is considered vote cast.
- If a ballot paper indicates more than 1 name or different name the vote is considered as not valid but it is calculated as vote cast.
- The successful candidate needs two-thirds majority of the members of the Management Board which are always 18 votes out of total of 27 members.
- In case no candidate receives the required two-thirds majority in the first round, the candidate who receives the lowest number of votes during the first round will be taken out of the next round for voting.
- In case no candidate receives the required two-thirds majority in the first round and there are candidates with equal number of votes, a voting round will take place among the candidates having equal number of votes. The candidate with the lowest number of votes will be taken out of the next round for voting.
- When only two candidates are left, rounds of voting shall run until one candidate receives an absolute majority which is always 14 votes.
- The Chair will formally declare the votes cast, the number of the votes and the name of the successful candidate.
- The successful candidate will be informed in person and in writing by the Chair of the outcome of the voting.
- The unsuccessful candidates will be informed in person and in writing by the Chair of the outcome of the voting.
- After the end of the voting phase and having the name of the successful candidate the Chair will bilaterally meet with the candidates in an office of the CEPOL premises, informing them about their results and handing over the outcomes of the voting in writing. Finally, the selected new ED together with the other two candidates - if they wish so - will be accompanied by the Chair and Prof.h.c. Dr. Ferenc Banfi to the MB meeting room, where he will be appointed by the Chair in front of the MB.

Following the presentation above, the **Chair** thanked Mr Haberler for the summary and requested for the audio recording to stop so that the interviews could start.

ITEM 2. Interview of candidates

<i>Presenter</i>	: Mr Norbert Leitner, Chair
<i>Took the Floor</i>	: ██████████, ██████████, Mr Detlef Schroeder

The **Chair** asked the CEPOL HR officer to invite the first candidate, ██████████ to enter the room. The Chair welcomed the candidate. The Chair informed the candidate on the structure of the interview. The candidate was invited to present himself in line with the phrasing of the introductory question (see Annex 2). Thereafter, the set of 5 questions (see Annex 2) were addressed to the candidate. There was also a closing statement by ██████████. Subsequently, the candidate was informed by the Chair that he should be present in the CEPOL Headquarters around 13:00 for the announcement of the results and was lead out of the room.

The **Chair** asked the CEPOL HR officer to invite the second candidate ██████████ to enter the room. The Chair welcomed the candidate. The Chair informed the candidate on the structure of the interview. The candidate was invited to present himself in line with the phrasing of the introductory question (see Annex 2). Thereafter, the set of 5 questions (see Annex 2) were addressed to the candidate. There was also a closing statement by ██████████.

Subsequently, the candidate was informed by the Chair that he should be present in the CEPOL Headquarters around 13:00 for the announcement of the results and was ushered out of the room.

The **Chair** asked the CEPOL HR officer to invite the third candidate, **Mr Schroeder** to enter the room. The Chair welcomed the candidate. The Chair informed the candidate on the structure of the interview. The candidate was invited to present himself in line with the phrasing of the introductory question (see Annex 2). Thereafter, the set of 5 questions (see Annex 2) were addressed to the candidate. There was also a closing statement by Mr Schroeder. Subsequently, the candidate was informed by the Chair that he should be present in the CEPOL Headquarters around 13:00 for the announcement of the results and was lead out of the room.

ITEM 3. Voting

<i>Presenter</i>	: Chair
<i>Took the Floor</i>	: Mr. Gerhard Haberler, Austrian Chairmanship

Ballot papers and envelopes were distributed and the delegates were invited to vote in the dedicated voting areas and cast their vote in the ballot box. The first round of voting took place. The votes were counted in the presence of the MB members by Mr Haberler with the help of the CEPOL legal officer. The results were as follows: 27 votes cast, Mr Detlef Schroeder: 16 votes, [REDACTED]: 6 votes, [REDACTED]: 5 votes.

Subsequently, a second round of voting took place between the two candidates with the highest number of votes i.e. Mr Detlef Schroeder and [REDACTED]. The votes were counted in the presence of the MB members by Mr Haberler with the help of the CEPOL legal officer. The results were as follows: 27 votes cast, Mr Detlef Schroeder: 21 votes, [REDACTED]: 6 votes.

ITEM 4. Announcement of the voting results

<i>Presenter</i>	: Chair
<i>Took the Floor</i>	: N/A

The **Chair** announced the results of the voting to the plenary of the MB: [REDACTED] gained 6 votes and Mr Schroeder gained 21 votes.

Conclusion: The MB elected Mr Schroeder as Executive Director of CEPOL.

ITEM 5. Individual meetings with the 3 candidates in person by the Chair

<i>Presenter</i>	: N/A
<i>Took the Floor</i>	: N/A

The Chair exited the room to inform in person the three candidates regarding the outcome of the voting.

ITEM 6. Appointment of the new Executive Director by the Chair in front of the MB

<i>Presenter</i>	: <i>Chair</i>
<i>Took the Floor</i>	: <i>Prof.h.c. Dr. Ferenc Banfi, Executive Director, Mr Detlef Schroeder</i>

The **Chair** welcomed Mr Banfi and all the three candidates. The Chair congratulated Mr Schroeder on his election. **Prof.h.c. Dr. Ferenc Banfi** congratulated the newly elected Executive Director. **Mr Schroeder** thanked the Management Board for their trust. The Chair invited the MB members for a family photo.

ITEM 7. Closing of the meeting

<i>Presenter</i>	: <i>Chair</i>
<i>Took the Floor</i>	: <i>N/A</i>

The Chair thanked the Agency for having organised the meeting, wished Merry Christmas to the participants and officially closed the meeting.

Vienna, 09 March 2018

Budapest, 23 March 2018

<Signature on file>

<Signature on file>

Mr Norbert Leitner

Ms Aija Kalnaja

Chair of CEPOL Management Board

*Acting Head of Operations Department,
CEPOL*

Annex 1 – List of Meeting Participants

Annex 2 – Set of questions asked to the three candidates (not included due to confidentiality reasons)

Annex 1. List of Meeting Participants

Chairmanship of the Management Board:

Country	Function	First Name	Last Name
AUSTRIA	Chair	Norbert	LEITNER
AUSTRIA	staff of the Chair	Gerhard	HABERLER
ESTONIA	Deputy Chair	Priit	HEINSOO

Members/Alternate members (with voting right):

Country	First Name	Last Name
AUSTRIA	Peter	LAMPLOT
BELGIUM	Alain	RUELLE
BULGARIA	Svetlozar	MARKOV
CROATIA	Danijela	PETKOVIC
CYPRUS	Georgios	FRANGOS
CZECH REPUBLIC	Lukas	MACKE
ESTONIA	Elmar	NURMELA
European Commission – DG HOME	Luigi	SORECA
FINLAND	Pasi	KEMPPAINEN
FRANCE	Eric	BOISNAUD
GERMANY	Matthias	ZEISER
GREECE	Dimitrios	KRIERIS
HUNGARY	Emese	HORVACZY
IRELAND	Margaret	NUGENT
ITALY	Gennaro	VECCHIONE
LATVIA	Gatis	SVIKA
LITHUANIA	Karolina	VAICIENE
LUXEMBOURG	David	CHENUT
MALTA	Mario	SPITERI
NETHERLANDS	Sandra	WIJKHUIJS
POLAND	Irmina	GOLEBIEWSKA
PORTUGAL	Isabel	POLONIA
ROMANIA	Ovidiu	MACOVEI
SLOVAKIA	Marek	KORDIK
SLOVENIA	Damjan	ZAGAR
SPAIN	Eduardo	BOROBIO
SWEDEN	Ulf	SYDORF

Member State observers:

ITALY	Massimo	TULINI
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CEPOL HQ:

Function	First Name	Last Name
Acting Head of Operations Department (AHoOD)	Aija	KALNAJA
HR officer	Tamara	BRAJKOVIC PATAKI
Legal officer (Outcomes of Proceedings)	Ioanna	PLIOTA

Annex 2. Set of questions asked to the three candidates

(not included due to confidentiality reasons)