

**DECISION**  
**OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE**  
**21/2006/GB**  
**CONCERNING THE PROCEDURE FOR THE SELECTION OF THE CEPOL**  
**DIRECTOR**

Adopted by the Governing Board  
in a written procedure  
on 28 June 2006

THE GOVERNING BOARD,

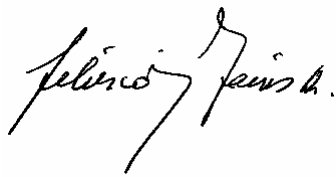
Having regard to the Council Decision 2005/681/JHA of 20 September 2005 establishing a European Police College (hereinafter referred to as “CEPOL”), and in particular Article 11 thereof;

Having regard to the decision of the Governing Board of the European Police College 9/2006/GB concerning the “Rules Regarding the Selection of Candidates for the Post of the Director” adopted on 24 February 2006 and approved by the Council in its JAI meeting on 27 and 28 April 2006;

HAS ADOPTED the “Procedure for the Selection of the CEPOL Director” as described in detail in Annex 1 in a written procedure;

Done at Vienna, 28 June 2006

*For the Governing Board*

A handwritten signature in black ink, appearing to read 'János Fehérváry', written in a cursive style.

*János Fehérváry  
Chair of the Governing Board*

**Annex 1 to the Decision of the Governing Board  
of CEPOL 21/2006/GB**

**Procedure for the Selection of the CEPOL Director**

**1. Initial Meeting**

The Selection Committee (hereinafter referred to as “the Committee”) will be invited to a first meeting by the Austrian Chair of the Governing Board (on 29 June 2006 in Brussels) for

- indicating one of its members as Chairperson;
- discussing and defining the further procedure and schedule of the selection process;
- discussing the working conditions (support by the Secretariat, ...).

**2. Assessment Grid**

The Committee is asked to establish a qualifications-based assessment grid incorporating all the criteria outlined in the job description for the post of Director (Governing Board Decision concerning the Selection Procedure for the Director from 24 February 2006). This assessment grid with a clear score system and a scheme for conclusions reached by the Committee on each applicant should be prepared before beginning of the screening process of the applications and before assessing the qualifications of the candidates.

**3. External Assessor**

If deemed appropriate the Committee may invite one or more external assessors for their tasks upon clearance by the Chair of the Governing Board according to Art 5 (2) of the Rules regarding the Selection of the Candidates for the Post of Director.

**4. Collection and Distribution of Applications**

The Finnish Chair of the Governing Board will collect all applications and distribute copies of them to all five members of the Committee without any delay. He will acknowledge the receipt of the application to the applicants.

**5. Screening and Assessment Meeting**

The Chair of the Committee will invite the Committee for a meeting shortly after the deadline (31 July 2006) for submitting applications for

- an initial screening of the applications, using the assessment grid, in order to identify those candidates who, on the basis of the vacancy notice, are eligible for the post of the CEPOL Director;
- preparing the assessment of the eligible applications;
- assessing and evaluating the qualifications of the remaining eligible candidates using the assessment grid, in order to decide which of them to invite for an interview;
- confirming the admissibility of applicants for the interview process, based on the selection criteria in the advertisement;
- deciding upon the venue and exact date for the interviews in the United Kingdom according to Art 7 of the Rules regarding the Selection of the Candidates for the Post of Director.

## **6. Invitations for Interviews and possible tests**

The Committee will submit invitations to the eligible applicants at the latest two weeks before the interviews will take place.

Should the Committee intend to conduct a written test with the candidates during the interview process the applicants must be informed in advance in writing.

## **7. Interviews and Tests**

The interviews and tests with the eligible candidates will take place in the United Kingdom.

Where considered necessary by the Committee, a second round of interviews for all or some of the applicants may be held.

Travel costs and any subsistence and hotel accommodation costs will be reimbursed to the applicants, the members of the Committee and external assessors by the CEPOL budget.

## **8. Decisions in the Committee**

The decisions in the Committee will be reached by simple majority as outlined in Art 8 of the Rules regarding the Selection of the Candidates for the Post of Director.

At the interview stage the prepared assessment grid must be used and the overall conclusions reached by the Committee on each candidate shall be summarised.

It is recommended that the members of the Committee make detailed notes on their assessment of each applicant. These notes will be considered confidential.

## **9. Report and Short-List to the Governing Board**

On the basis of the interviews and possible test results and the assessments, the Committee produces a report and a short-list of candidates eligible for the post of Director. The report and the short-list of at least three candidates will be forwarded to the Governing Board (according to Art 8 of the Rules regarding the Selection of the Candidates for the Post of Director) for decision by two-thirds majority (according to Art 9 (1) of the Rules regarding the Selection of the Candidates for the Post of Director).

The Committee must inform the Governing Board that the order on the short-list is not binding upon the Governing Board.

## **10. Decision by the Governing Board**

The Governing Board deems it necessary to meet and interview all short-listed candidates. The Chair of the Governing Board will direct the questions.

The Governing Board chooses the Director from the short-list of candidates proposed by the Committee and makes the appointment.

The Governing Board decides by secret ballot.

Should neither of the candidates be able to secure a two-thirds majority in the first round of the voting process in the Governing Board, there will be a run-off between the two candidates who scored highest. Prior to the second round it is advisable to direct the Governing Board's attention to the fact that one of the candidates requires a two-thirds majority in order to be appointed Director.

Should it not be possible to come up with a two-thirds majority for one of the candidates after the 4<sup>th</sup> round of voting, the Voting Members of the Member States in the Governing Board and a representative of the European Commission as an observer will meet in a closed session in order to resolve the issue.