



EUROPEAN COMMISSION

MEMO

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Appointment of the Secretary-General of the European Commission – Questions and Answers

On 21 February, following the notification of Secretary-General Alexander Italianer of his wish to retire, the European Commission, on the proposal of President Juncker and Commissioner Oettinger, [appointed Martin Selmayr](#) as its new Secretary-General.

1. How can one become senior manager in the European Commission?

The EU's [Staff Regulations](#) adopted by the European Parliament and the Council provide for two ways of being appointed Deputy Director-General or Director-General, both of which are the same type of post (graded at either AD15 or AD16, in accordance with Annex 1 to the Staff Regulations). The two ways are: (1) appointment by the College following publication of the post and selection procedure or (2) transfer in the interest of the service.

- 1. Appointment by the College following publication** of the post and selection procedure (Article 29 of the [Staff Regulations](#)). This selection procedure includes a full-day of Assessment Centre (run by an external consultancy) and an interview, assessment and opinion by the Commission's high-level Consultative Committee on Appointments (CCA). This is chaired by the Commission's Secretary-General and includes the Director-General for Human Resources, a high-ranking official from the Commission's Human Resources department (the Permanent Rapporteur) and a Director-General selected from a list that is adopted periodically by the Commission. Finally, there is an interview with the responsible Commissioner and with the Commissioner responsible for Human Resources.
- 2.** Once a candidate has successfully gone through the above process for any post at the level of Director-General/Deputy Director-General, he or she is part of the pool of officials at this level and therefore eligible for being **transferred** to another function of Director-General/Deputy Director-General in the Commission **in the interest of the service** (Article 7 of the [Staff Regulations](#)). This does not require an official to undergo the selection procedure outlined in point 1. This is the procedure that was used in 2000, when a former Head of Cabinet of the President, who had previously occupied a function of Director-General, was appointed Secretary-General.

2. Which qualification does the Secretary-General need to bring to the position?

There are two types of requirements. The formal requirements are to have the grade of AD14 or above and a minimum of two years of management experience at Director level or above. Beyond that, over and above demonstrating European commitment, a Secretary-General needs to have an excellent knowledge of the Commission's policies and

priorities as well as of its administrative practices and procedures, have a strong background as a manager and communicator with professional experience in leading and motivating teams as well as strong analytical skills and the ability to communicate efficiently with internal and external stakeholders.

3. Which function group did Martin Selmayr belong to before being appointed by the College on 21 February?

Martin Selmayr's current grade as Commission official is AD15 and will remain the same in his new position as Secretary-General. In his capacity as Head of Cabinet of the President since 1 November 2014, Martin Selmayr was ranked at the level of Director-General in accordance with Commission Decision C(2014)9002.

4. Which position did Martin Selmayr apply for?

Following the [appointment of Paraskevi Michou](#) as Director-General for Migration and Home Affairs on 31 January, the post of Deputy Secretary-General was published with a deadline for applications on 13 February. Martin Selmayr was one of two applicants for that post. Following all the legal procedures (Assessment Center and Consultative Committee of Appointments and interviews – see point 1 of question 1, above), Martin Selmayr was appointed Deputy Secretary-General on 21 February and transferred to the Secretariat-General with effect 1 March. There was no change to his grade. He is and remains AD15.

5 How was the new Secretary-General, Martin Selmayr, appointed?

- Martin Selmayr underwent a full selection and appointment process in accordance with the relevant rules and procedures applicable to appointment to functions at the level of Director-General or equivalent. This procedure included:
- an Assessment Center (15 February);
- an interview (16 February), assessment and opinion (20 February) by the Consultative Committee on Appointments (CCA);
- an interview with Commissioner Oettinger in charge of Budget and Human Resources and President Juncker (20 February).

Following his appointment as Deputy Secretary-General, the College, having taken note of Mr Italianer's wish to retire, decided on 21 February, upon a proposal by President Juncker and Commissioner Oettinger to transfer Martin Selmayr in the interest of the service to the function of Secretary-General with effect 1 March (see point 2 of question 1).

6. What happened on 21 February?

Following the announcement by Alexander Italianer on 21 February to resign, Martin Selmayr was transferred – by unanimous decision of the College upon the proposal of President Juncker and Commissioner Oettinger – from Deputy Secretary-General to Secretary-General.

As he had already gone through the necessary procedure for senior management appointments at this level outlined under question 1, point 1, he was eligible for this transfer in the interest of the service which was agreed by the College.

Before the interview with Martin Selmayr on 20 February, Commissioner Oettinger was informed by President Juncker about the decision of Alexander Italianer to submit his retirement letter the next morning (21 February) and that consequently he would propose that Martin Selmayr be transferred to the post of Secretary-General. Commissioner

Oettinger expressed his full agreement and the proposal was then unanimously agreed by the College on 21 February.

7. Why was there no publication for the Secretary-General post and subsequent selection process?

Under Commission rules, there is neither the obligation, nor is it practice, to publish the post of Secretary-General – not least because this post is crucial to the smooth functioning of the Institution, and should not therefore be vacant at any point (see Article 20 of the Rule of Procedure of the Commission (2010/138/EU – Official Journal L55/60 of 5/3/2010)).

The vast majority of senior management vacancies that are published, are published via our internal personnel management system, to which everyone within the Institutions has access, and through which all applications are then processed. It is only in exceptional cases that the College decides to broaden the search beyond the Institutions and publish a vacancy externally when the required expertise and talent cannot be found in the Commission.

8. When was the College informed of the proposal to appoint Martin Selmayr as Secretary-General?

In accordance with normal practice, and in order to safeguard the necessary degree of confidentiality, senior management appointments at Director-General level are presented directly to the College and are decided there. This was the procedure applied in this case.