



EUROPEAN COMMISSION

Secretariat-General

# **CALL FOR APPLICATIONS REGARDING COMMISSION DECISION OF 5 DECEMBER 2012 CONCERNING THE EXTENSION OF THE MANDATE OF THE HIGH LEVEL GROUP ON ADMINISTRATIVE BURDENS – C(2012)8881**

## **1. Background<sup>1</sup>**

By decision of 31 August 2007 – C(2007)4063 – the Commission set up a High Level Group of Independent Stakeholders on Administrative Burdens. The task of the group is to advise the Commission on the administrative burdens placed on businesses. The mandate was extended in August 2010 to advice on the simplification initiatives identified in the Commission Work Programme and on best practice in Member States to implement EU legislation in the least burdensome way. On 5 December 2012 the mandate was extended until October 2014 with a focus on SMEs and micro companies and on how to make public administration in the Member States more efficient and more responsive to the needs of stakeholders – C(2012)8881.

Several members of the group will not continue their term of office beyond the expiry of the current mandate on 31 December 2012. The Commission is therefore calling for applications with a view to selecting replacements for members of the group who have resigned.

## **2. Features of the group**

### ***2.1. Composition***

The members shall be high level experts in Smart Regulation and/or the policy areas covered by the Action Programme for Reducing Administrative Burdens in the EU or subject to significant administrative requirements under EU regulation. The Commission will ensure that the interests of small and large businesses, social partners, consumer and environmental organisations, including non-governmental organisations are adequately represented.

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<sup>1</sup> For further information on the group cf. the High Level Group's website:

[http://ec.europa.eu/dgs/secretariat\\_general/admin\\_burden/ind\\_stakeholders/ind\\_stakeholders\\_en.htm](http://ec.europa.eu/dgs/secretariat_general/admin_burden/ind_stakeholders/ind_stakeholders_en.htm)

The group shall consist of up to 15 members. Members shall be:

- individuals appointed in a personal capacity; they shall commit to act independently and in the public interest;

or

- individuals appointed to represent a common interest shared by stakeholders having expertise in administrative burden reduction; they shall not represent an individual stakeholder,

in accordance with Article 4 of the above Decision.

## ***2.2. Terms of appointment***

Members shall be appointed until 31 October 2014. They shall remain in office until such time as they are replaced in accordance with Article 4 (5) of the above Decision or their term of office ends.

## ***2.3. Confidentiality***

The members of the group shall respect the conditions of confidentiality mentioned in Article 5 (3) of the above Decision.

## ***2.4. Transparency***

Personal data will be collected, processed and published in accordance with the provisions of Regulation (EC) No 45/2001<sup>2</sup>. The list of members of the High Level Group on Administrative Burdens shall be published in the Register of Commission expert groups and other similar entities and on the group's website<sup>3</sup> in accordance with Article 4 (7) of the above Decision.

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<sup>2</sup> Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8 of 12.1.2001, p. 1).

<sup>3</sup> Cf.

[http://ec.europa.eu/dgs/secretariat\\_general/admin\\_burden/ind\\_stakeholders/ind\\_stakeholders\\_en.htm](http://ec.europa.eu/dgs/secretariat_general/admin_burden/ind_stakeholders/ind_stakeholders_en.htm)

## **2.5. Attendance at meetings**

Applicants should be prepared to attend meetings systematically, to contribute actively to discussions in the group, to examine and provide comments on documents under discussion, and to act, as appropriate, as 'rapporteurs'.

The group shall normally meet on Commission premises in accordance with expert meeting procedures.

Applicants should take into account that meetings generally involve preparatory work.

## **3. Application Procedure**

Interested applicants are required to submit their application to the European Commission.

An application will be deemed admissible only if it includes the documents and information referred to in chapter 4.2. of this call, sent at the latest by the deadline indicated in the present call.

Each application must be completed in one of the official languages of the European Union, and must indicate whether the application is made for individuals to be appointed in a personal capacity or for individuals to represent a common interest shared by stakeholders.<sup>4</sup> However, applications in English, French or German would facilitate the evaluation procedure. If another language is used, it would be helpful to include a summary of the CV in English.

Applications must clearly indicate the applicant's nationality and include the necessary documentation. Supporting documents (e.g. publications) may be requested at a later stage.

### Deadline for application

The duly signed applications must be sent **by 11 January 2013** at the latest. The date of sending will be established as follows:

- Where applications are sent by e-mail to the following e-mail address: **SG-HLG-xx@xx.xxxxxx.xx**, the date of the e-mail will be the date of sending.
- Where applications are sent by post to the following address: European Commission, Secretariat-General, Unit C1 secretariat, Office BERL 06/391, B-1049 Brussels, the postmark will be considered the date of sending.
- Where applications are hand-delivered to the following address: European Commission, Secretariat-General, Unit C1 secretariat – Rue de la Loi/Wetstraat 200,

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<sup>4</sup> Cf. chapter 2.1. of this call. The membership section of the High Level Group on Administrative Burdens in the Register of Commission Expert Groups and Other Similar Entities provides the categories selected for the current members (code E02149), cf.

<http://ec.europa.eu/transparency/regexpert/index.cfm?do=groupDetail.groupDetail&groupID=2149>.

1040 Brussels, the date on the receipt given upon delivery will be considered the date of sending.

## **4. Requirements**

### ***4.1. Selection criteria***

The Commission will take the following criteria into account when assessing applications:

- proven competence and experience, including at European and/or international level, in areas relevant to Smart Regulation and/or the policy areas covered by the Action Programme for Reducing Administrative Burdens in the EU or subject to significant administrative requirements under EU regulation,
- good knowledge of the English, French or German language.

Members of the group must be nationals of a Member State of the European Union or, if appropriate, of an acceding country or a European Economic Area country.

In the selection process the Commission will as far as possible strike a balance within the group in terms of representativeness of applicants, gender and geographical origin.<sup>5</sup>

### ***4.2. Supporting evidence***

All applicants must document their professional experience and expertise by means of a curriculum vitae, preferably not exceeding three pages, in English, French or German, and, if appropriate, a letter in support of their application.

The following information should also be included:

- The authority/organisation for which the applicant has been working and the length of time working there.
- Other authorities/organisations, for which the applicant has worked in the past.
- Specific competences, notably in fields subject to EU regulation and relevant for smart regulation and/or the policy areas covered by the Action Programme for Reducing Administrative Burdens in the EU.
- The specific projects and or tasks the applicant has been involved in.
- Any experience acquired at EU and international level.

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<sup>5</sup> Commission Decision 2000/407/EC of 19 June 2000 relating to gender balance within the committees and expert groups established by it (OJ L 154 of 27.6.2000, p. 34).

- Major professional challenges in the applicant's present capacity foreseen in the near future.
- Any interests which may prejudice the applicant's capacity to contribute independent expertise to the work of the group.

## ***5. Selection Procedure***

The selection procedure will consist of an assessment of the applications against the criteria, followed by the establishment of a list of the most suitable applicants, and concluded by the appointment of the members of the group.

Information on the results of the call for applications will be published on the group's website and on the Register.

## ***6. Operation of the High Level Group on Administrative Burdens***

Travel and subsistence expenses incurred by participants in the activities of the group shall be reimbursed by the Commission in accordance with the provisions in force at the Commission within the limits of the available budgetary appropriations. Members will receive no remuneration for their duties.

Working languages for documents will be English. Working languages for meetings will usually be English, French and German.

For any further information please contact Mr Jörg Stephan, Telephone: (32-2) 2991622, e-mail: [xxxx.xxxxxxx@xx.xxxxxx.xx](mailto:xxxx.xxxxxxx@xx.xxxxxx.xx), or Ms Ivana Urbanova, Telephone: (32-2) 2995776, e-mail: [xxxxx.xxxxxxxx@xx.xxxxxx.xx](mailto:xxxxx.xxxxxxxx@xx.xxxxxx.xx)