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**REPARTITION DES COMPETENCES AU SEIN DU CABINET
DE M. LE PRESIDENT**

Destinataires : Membres de la Commission
Directeurs généraux et chefs de service

CABINET OF PRESIDENT JEAN-CLAUDE JUNCKER
DIVISION OF RESPONSIBILITIES
AS OF 1 SEPTEMBER 2016

President Jean-Claude JUNCKER
✉ BERL 13/057
☎ 55033

Vanessa BICCAI (VB)
Assistant to the President
✉ BERL 13/061
☎ 57438

Solenn GEIDEL (SG)
Assistant to the President
✉ BERL 13/061
☎ 55123

Name	Responsibilities	Substitute
Martin SELMAYR (MS) Head of Cabinet ✉ BERL 13/069 ☎ 81230	<ul style="list-style-type: none"> - Management of the Cabinet - Strategic Legal Issues - Strategic Communication Matters - Senior Personnel Matters - G7/G20 - Spokesperson's Service 	CMA
Herlinda LAMERAND (HL) Assistant ✉ BERL, 13/061 ☎ 81092		JM
Jayne MORRIS (JM) Assistant ✉ BERL, 13/061 ☎ 58552		HL
Clara MARTINEZ ALBEROLA (CMA) Deputy Head of Cabinet ✉ BERL, 13/074 ☎ 65730	<ul style="list-style-type: none"> - Deputising for the Head of Cabinet - Strategic Inter-Institutional Issues (VP Timmermans) - Better Regulation (VP Timmermans) - European Political Strategy Centre - Strategic issues related to the Cyprus settlement process - Anti-Fraud 	TB
Beata KOVALOVA (BK) Assistant ✉ BERL, 13/075 ☎ 58939	<i>Chair of the Inter-Institutional Relations Group Relations with the independent Regulatory Scrutiny Board</i>	MSA

<p>Sandra KRAMER (SK) Director of Coordination and Administration ✉ BERL, 13/125 ☎ 55541</p> <p>Marta SALMONOWICZ (MSA) Assistant ✉ BERL, 13/130 ☎ 81712</p>	<ul style="list-style-type: none"> - Budget and Human Resources (VP Georgieva) - Mid-term review of the Multiannual Financial Framework - Discharge, Audit - Code of Conduct, Ethics and Access to Documents - Cabinet and College administrative and finance coordination, training and IT - Agenda and Correspondence of the President - Transparency Initiative - Articles and Dedications - Patronages - Security and Protocol <p><i>Relations with the Court of Auditors</i> <i>Relations with the European Ombudsman</i> <i>Relations with the Belgian authorities on EU related matters</i></p>	<p>PR</p> <p>BK</p>
<p>Richard SZOSTAK (RS) Diplomatic Adviser ✉ BERL, 13/080 ☎ 96345</p> <p>Adina APETROI (ADA) Assistant ✉ BERL, 13/081 ☎ 50455</p>	<ul style="list-style-type: none"> - Foreign Affairs and Security Policy (VP Mogherini) - G7 (with MS) - European Neighbourhood Policy and Enlargement Negotiations - Task Force for the Preparation and Conduct of the Negotiations with the United Kingdom under Article 50 TEU - Negotiations with Switzerland - Relations with Turkey 	<p>LD</p> <p>SS</p>
<p>Luc THOLONIAT (LT) Economic Adviser ✉ BERL, 13/117 ☎ 88008</p> <p>Sabine QUADFLIEG (SQ) Assistant ✉ BERL, 13/116 ☎ 61627</p>	<ul style="list-style-type: none"> - Euro and Social Dialogue (VP Dombrovskis) - Economic and Financial Affairs Coordination - European Semester Coordination - Internal Market, Industry, Entrepreneurship and SMEs - Employment, Social Affairs, Skills and Labour Mobility - Social Dialogue - Structural Reform Support Service <p><i>Relations with Eurostat</i> <i>Relations with the independent advisory European Fiscal Board</i> <i>Tripartite Social Summit</i> <i>Relations with the Economic and Social Committee</i></p>	<p>PDH</p> <p>SI</p>

<p>Paulina DEJMEK-HACK (PDH) Financial Adviser ✉ BERL, 13/112 ☎ 91553</p> <p>Sabine QUADFLIEG (SQ) Assistant ✉ BERL, 13/116 ☎ 61627</p>	<ul style="list-style-type: none"> - Jobs, Growth, Investment and Competitiveness (VP Katainen) - Financial Stability, Financial Services and Capital Markets Union - Competition <p><i>Relations with EIB, EBRD and other international financial institutions</i></p>	<p>LT</p> <p>SI</p>
<p>Michael SHOTTER (MSH) Senior Legal Adviser ✉ BERL, 13/105 ☎ 64195</p> <p>Claudia BERGMANN (CB) Assistant ✉ BERL, 13/107 ☎ 52846</p>	<ul style="list-style-type: none"> - The Rule of Law and the Charter of Fundamental Rights (VP Timmermans) - Migration, Home Affairs and Citizenship - Security Union - Legal Service - Infringements <p><i>Relations with the European Court of Justice</i></p>	<p>SG</p> <p>SQ</p>
<p>Stefano GRASSI (SG) Institutional Adviser ✉ BERL, 13/111 ☎ 58898</p> <p>Claudia BERGMANN (CB) Assistant ✉ BERL, 13/107 ☎ 52846</p>	<ul style="list-style-type: none"> - Justice, Consumers and Gender Equality - External aspects of migration - Western Balkans contact point - Preparation of the European Council (with CMA) - Accession to the European Convention on Human Rights - Dialogue with churches and religious associations or communities and with philosophical and non-confessional organisations <p><i>Relations with the Council</i> <i>Relations with the Council of Europe – Venice Commission</i></p>	<p>MSH</p> <p>SQ</p>
<p>Telmo BALTAZAR (TB) Senior Political Adviser ✉ BERL, 13/145 ☎ 81384</p> <p>Shpresa ISMAJLAJ (SI) Assistant ✉ BERL, 13/141 ☎ 57499</p>	<ul style="list-style-type: none"> - Energy Union (VP Šefčovič) - Climate Action and Energy - Environment, Maritime Affairs and Fisheries - Transport - Parliamentary Questions (with PR) - DG Communication <p><i>Relations with the European Parliament (with PR)</i> <i>Relations with national Parliaments</i></p>	<p>PR</p> <p>SS</p>

<p>Pauline ROUCH (PR) Political Adviser ✉ BERL, 13/139 ☎ 80035</p> <p>Shpresa ISMAJLAJ (SI) Assistant ✉ BERL, 13/141 ☎ 57499</p>	<ul style="list-style-type: none"> - Digital Single Market (VP Ansip) - Digital Economy and Society - Education, Culture, Youth and Sport - Parliamentary Questions (with TB) <p><i>Relations with the European Parliament (with TB)</i> <i>Relations with the Publications Office of the European Union</i></p>	<p>TB</p> <p>SS</p>
<p>Léon DELVAUX (LD) Trade and Development Adviser ✉ BERL, 13/093 ☎ 55084</p> <p>Suzanne SPEER (SS) Assistant ✉ BERL, 13/092 ☎ 96631</p>	<ul style="list-style-type: none"> - Trade - International Cooperation and Development - Humanitarian Aid and Crisis Management - Africa Strategy - Health and Food Safety - Agriculture and Rural Development 	<p>RS</p> <p>SI</p>
<p>Antoine KASEL (AK) Legal and Budgetary Adviser ✉ BERL, 13/088 ☎ 56039</p> <p>Suzanne SPEER (SS) Assistant ✉ BERL, 13/092 ☎ 96631</p>	<ul style="list-style-type: none"> - Taxation and Customs - Budgetary issues, notably mid-term review of the Multiannual Financial Framework (with SK) - Economic and Financial Affairs (with LT) - Regional Policy - Research, Science and Innovation - G20 (with MS) <p><i>Relations with the Committee of the Regions</i></p>	<p>LTH</p> <p>SI</p>
<p>Annabelle ARKI (AA) Policy and Communication Assistant to the Head of Cabinet ✉ BERL, 13/123 ☎ 80241</p>	<ul style="list-style-type: none"> - Coordination of Policy Actions and Strategic Communication - Liaison with the Services of the President (SG, SJ, EPSC, DG COMM) - Europa Website, including the President's Website 	<p>MSI</p>
<p>Marit SILLAVEE (MSI) Policy and Communication Assistant to the Head of Cabinet ✉ BERL, 13/087 ☎ 56041</p>	<ul style="list-style-type: none"> - Coordination of Policy Actions and Strategic Communication - Liaison with the Services of the President (SG, SJ, EPSC, DG COMM) - Briefings for the President and for the Head of Cabinet 	<p>AA</p>

ARCHIVES		
Gabriela DODEKOVA (GD) Archivist ☎ 74167	Eleonora LATINI (EL) Archivist ☎ 57865	Jan RYCKAERT (JR) Archivist ☎ 58309
✉ BERL, 13/100-103		
MISSIONS AND LOGISTICS		
Sandrine DUPRET (SD) Assistant ✉ BERL, 13/095 ☎ 88162		