

## Meeting ADB(M)029

### Draft Minutes

ADB(M)029- MoM

Date of the Meeting ..... : 25 February 2014

Time ..... : 10:00 -14:00

Place..... : SJU, av. de Cortenbergh, 100 - 1000 Brussels

#### Board members and other participants

| SJU Members  | Representative         |           |  |
|--|------------------------|-----------|--|
| European Union represented by the European Commission (EC) | Mr Mathias Ruete       | Member    |  |
|  | Mr Matthew Baldwin     | Alternate |  |
| EUROCONTROL (ECTL)   | Mr Frank Brenner       | Alternate |  |
| AENA   | Mr Ignacio Gonzalez    | Member    |  |
|  | Ms Mariluz De Mateo    | Alternate |  |
| Airbus   | Mr Pierre Bachelier    | Alternate |  |
| ALENIA Aermacchi   | Mr Maurizio Fornaiolo  | Member    |  |
| DFS  | Mr Ralf Bertsch        | Alternate |  |
| DSNA   | Mr Pierre-Yves Huerre  | Alternate |  |
| ENAV   | Mr Cristiano Baldoni   | Alternate |  |
| Frequentis   | Dr Christian Pegritz   | Alternate |  |
| Honeywell  | Mr Jean-Luc Derouineau | Member    |  |
| INDRA  | Excused                |           |  |
| NATMIG   | Mr Aage Thunem         | Member    |  |
| NATS   | Mr Simon Hocquard      | Alternate |  |
| NORACON  | Excused                |           |  |
| SEAC   | Mr Giovanni Russo      | Member    |  |
| SELEX ES   | Mr Stefano Porfiri     | Alternate |  |
| Thales   | Mr Jean-Marc Alias     | Member    |  |

#### Stakeholder representatives

#### Representative

|   |                      |           |  |
|---|----------------------|-----------|--|
| Military (MIL)                          | Mr Richard Connelly  | Member    |  |
| European Defence Agency (EDA)           | Excused              |           |  |
| Civil users of airspace (CUA)           | Mr Vincent de Vroey  | Member    |  |
| Air Navigation Service Providers (ANSP) | Excused              |           |  |
| Equipment manufacturers (EM)            | Mr Jan Pie           | Member    |  |
| Airports (APT)                          | Mr Oliver Jankovec   | Member    |  |
| Staff in the ATM sector (STAFF)         | Mr Loïc Michel       | Member    |  |
|   | Mr Theodore Kiritsis | Alternate |  |
| Scientific community (SC)               | Mr Peter Hecker      | Member    |  |

**Other participants**

|                        |                      |                     |  |
|------------------------|----------------------|---------------------|--|
| SJU Executive Director | Mr Claude Chêne      | Member              |  |
| Secretary of the Board | Ms Vicência Da Silva | Member <sup>1</sup> |  |

**Distributed meeting documents**

SJU-AB-029-14-DOC-00      Draft Agenda

**Item 1 Introduction**

The Chair welcomed the Board members as well as the new representatives and new alternates attending this *Ad Hoc* Administrative Board, in particular:

- o Mr Frank Brenner, Board member representing Eurocontrol
- o Mr Pierre-Yves Huerre, alternate Board member representing DSNA
- o Mrs Vicencia da Silva, temporary Secretary of the Administrative Board replacing Mrs Ilaria Vazzoler<sup>2</sup>

The Chair recalled that the main objective of this *Ad Hoc* Administrative Board meeting was the appointment of the new SJU Executive Director and highlighted the importance of this function in order to ensure continuity in terms of administration of the organisation.

Before introducing the agenda, the Chair gave a brief status of the on-going related SESAR Programme activities:

- The decision on compromise amendments to the Commission's proposal on the extension of the SJU is to be finalised in the next few days, which includes the Parliament's request to have the SJU budget reduced by 2,5%;
- As a result of the new Horizon 2020 and SJU work programmes, now in place, the launch of the new SJU membership accession process is expected in the next months;
- A vote on SES 2 + is expected in the coming weeks. This vote should allow to have continuity on the file also over the next Commission;
- Some changes are to be expected in the management of EC's mobility and transport activities due to the departure of Vice-President Kallas, Commissioner for Transport, who is expected to become the new Estonian Prime Minister.

**Adoption of the agenda**

The chair presented the structure of the meeting. While the first part of the meeting would be dedicated to the presentations and interviews of each shortlisted candidate, received in alphabetical order, the second part of the meeting would be dedicated to the deliberations and appointment of the new Executive Director.

Due to the confidentiality of the selection procedure, the Chair asked the Secretary to attend and take the minutes exclusively during the first part of the meeting but to leave the room during the deliberations during the second part of the meeting.

No Board members proposed changes to the draft Agenda.

▷ **The Board adopted the agenda.**

<sup>1</sup> As per ADB Decision ref. ADB(D)-01-2014 adopted by written procedure as per Article 9.3 of the Rules of Procedure on 31 January 2014

<sup>2</sup> See above



Verification of the voting quorum

The Chair noted that the meeting had the required voting quorum and that three members delegated their voting rights:

- ▷ ○ INDRA to EC;
- NORACON to ENAV;
- HONEYWELL to AIRBUS (*in case of departure of HONEYWELL's representative before any decision has been taken by the Administrative Board*).

Disclosure of conflicts of interests

The Chair reminded the participants of their obligation to declare any real or potential conflict of interest on any agenda items. Board members and participants were required to fill in and sign the relevant declaration in accordance with Article 2.4 of the Board decision on conflict of interest ADB(D)-10-2008 as modified by Decision ADB(D)-03-2012. Copies of the complete text of the decision were available in the meeting room in order to allow participants to better understand their obligations in terms of declaration of conflict of interest.

The Chair clarified that the fact that a person belongs to an organisation or to a company is not *per se* a conflict of interest. The holding of interests should be scrutinised so that precautions can be taken in order to ensure impartiality of decision making but does not automatically give rise to a conflict of interest, if the independence and objectivity of decisions are not at risk.

- ▷ The Chair noted that no conflict of interest was declared on any agenda item and that all participants had completed the declarations on conflict of interest.

Presentations of the procedure for the selection of the SJU Executive Director and of the candidates' evaluation process

The Chair briefly presented the procedure for the selection of the SJU Executive Director. Both Mrs de Mateo (AENA) and Mr Brenner (Eurocontrol) participated in the selection process.

The Chair reported that the selection procedure was broken down into six consecutive steps:

- the European Commission received initially 29 applications;
- these applications were evaluated and narrowed down to a list of 12 candidates for interview;
- the interview then resulted in a short list of 6 candidates to be interviewed by the Commission's Consultative Committee for Appointments (CCA). One candidate was however not admitted for formal reasons;
- the interview of the five admitted candidates by the CCA resulted in the pre-selection of four candidates who were also sent to an assessment centre;
- Vice-President Kallas interviewed and confirmed the list of four pre-selected candidates;
- the final interviews of the four pre-selected by the Board would close the selection the process.

The alternate Chair highlighted that the Single Sky Committee endorsed the short list of 4 candidates, supported the decision making process and was, in general, very satisfied with the procedure.

The CVs and motivation letters of each candidate were sent to the Board members on 22 January 2014, upon confirmation of the short list of candidates by the Vice President Kallas.

The Chair noted that some letters of support to dedicated candidates were received by the European Commission and Eurocontrol. Considering the formal selection process, the Chair asked the Board members to strictly base their assessment and decision on the outcomes of the interviews of the candidates.

Regarding the organisation of the interviews, the Chair suggested to let first the candidates present themselves and their vision of the SJU Executive Director position during maximum ten minutes and then open the floor for a maximum of 20 minutes of questions.

- ▷ The Board decided to ask specific questions to each candidate based on their respective presentations within a given timeframe of 20 minutes.

The Board agreed that:

- neither the European commission nor Eurocontrol would ask questions to the candidates during the first part of the meeting due to their involvement in the previous stages of the procedure,
- the Board members would only discuss and give their feedback on each interview at the end of the interviewing process, during the second part of the meeting, and that
- the decision regarding the Executive Director appointment would be taken, as far as possible, by consensus and have a formal vote only should a consensus not be reached.

Before starting with the interviews, the Chair asked if there was any question regarding the procedure.

Mr Michel (Staff in the ATM Sector) inquired if, out of the very detailed selection process over the last weeks and months, there was element that should be brought to the Board's attention apart from the fact that each of the four pre-selected candidate had an appropriate profile for the Executive Director position.

The Chair clarified that the assessment report made by the management assessment centre was not made available. The most significant outcome to be considered was the short list of the four candidates presented today.

The Chair noted that there was no more questions from the Board members and decided to move to the next item of the agenda.

## Item 2 Presentations/interviews of the shortlisted candidates

- Introduction

Before each presentation and interview, the Chair welcomed, presented the interviewing process agreed by the Board.

- The Chair then invited each candidate to give his view regarding the SJU Executive Director position for a maximum ten minutes before asking them, in a second part of the process to answer to the Board's questions during a maximum timeframe of twenty minutes.
- Upon completion of each interview, the Chair thanked the respective candidates for their time and active participation in the selection process. The Chair also indicated that the decision of the Board regarding the selection of the new Executive Director will be communicated as soon as possible and, hopefully, in the afternoon after the interviews.

▷ **Conclusions on item 2**

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- The Board took note of the presentations and answers given by each candidate during the interview process and decided to proceed with the deliberations.
- In respect of the confidentiality of the selection procedure, the Secretary left the room during the deliberations.

**Item 3 Deliberations - Appointment decision**

- The Chair then led the discussions between the Board members regarding the different candidates' presentations and interviews.
- Whilst all candidates were considered to be suitable and well qualified for the post, the Chair noted that a clear consensus appeared between all the Board members in favour of Mr Guillermet, who was perfectly meeting all the selection criteria listed in the vacancy notice ref. COM/2013/10337 and best met the Board's expectations in terms of continuity of the SJU operations, definition of the future SJU programme priorities and challenges.

▷ **Conclusions on item 3**

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- The Board appointed Mr Florian Guillermet as Executive Director of the SJU.

**Item 4 Any Other Business**

- The Chair proposed
  - to cancel the Administrative Board meeting initially foreseen for 20 March 2014, and
  - to maintain the next Administrative Board meetings planned on 26 June, 23 October and 11 December 2014.

▷ **Conclusions on item 4**

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- The Board took note of the information provided by the Chair.

**Closing of the meeting**

The Chair thanked the Board members and the other participants for their active participation and their contribution to the meeting.

**Annexes**

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Annex 1 Board members attendance list  
Annex 2 Declarations on conflicts of interest

Done in Brussels, on 25<sup>th</sup> February 2014,

Chairman



Secretary



**Annex 1**  
**Attendance list**



**Annex 2**  
**Declarations on conflicts of interest**

