

Ljubljana, 15.10.2012

CALL FOR EXPRESSION OF INTEREST

The Agency will shortly initiate the negotiated procedure for selecting a Registrar for the Board of Appeal¹.

The duties of the Registrar are described in detail in the Rules of Procedure of the Board of Appeal (available at:

http://www.acer.europa.eu/Official_documents/Board_of_Appeal/Documents/BoA%20minutes%20FINAL.pdf), and may be shortly summarized as follows:

- Establishing and managing the register of documents of the Board and the register of appeals;
- Organising the meetings of the Board of Appeal and assist the latter in the organisation and conduct of hearings;
- Assisting the Board of Appeal in the adoption and implementation of procedural measures;
- Providing other administrative support services, such as for instance, the coordination of translation and interpretation services required by the Board of Appeal.

For this reason, the Agency invites companies or individuals interested in providing such legal services to send their contact details and appropriate *curriculum vitae* or company profile/capability statement to the Agency, by using the functional mailbox ACER-NEG-DIR-09-2012@acer.europa.eu, to arrive **by Tuesday, 23 October 2012 by 23:59 Ljubljana time at the latest.**

Interested candidates or the proposed staff in the case of a company should have at least the following minimum qualifications:

- A university degree in law, or equivalent qualifications;
- 8 years of relevant professional legal experience, of which at least 3 years related to EU law, with a focus on administrative and judicial proceedings before national and/or EU bodies;
- Excellent knowledge of the English language;
- Very good writing and communication skills.

Tender specifications will be sent only to those candidates who have been shortlisted. The Agency also reserves the right to send the tender specifications to other candidates on its own initiative.

The contractor shall undertake not to be involved directly or indirectly in any proceedings of the Agency relating to decisions which may be the subject of appeals before the Board of Appeal.

The contract to be awarded is a service framework contract. The initial duration of the contract is one year and may be renewed. The total duration of the contract shall not exceed four years. The maximum total value of the contract for its overall duration of up to four years shall be no more than 60.000 €

¹ The regulatory framework of the Board of Appeal is laid down in Articles 18 and 19 of Regulation (EC) No 713/2009 of the European Parliament and of the Council of 13 July 2009 establishing an Agency for the Cooperation of Energy Regulators. More information on the Board of Appeal can be found at

http://www.acer.europa.eu/Official_documents/Board_of_Appeal/Pages/default.aspx