



Curriculum vitae

Based on the European CV format

PERSONAL INFORMATION

Name **FRUTUOSO DE MELO, FERNANDO**
 Address **BRUSSELS : RUE DE LA LOI, 200, OFFICE BERL 13/074**
 Telephone **+32-2-2993145**
 Fax **+32-2-2979696**
 E-mail **fernando.frutuoso-melo@ec.europa.eu**

Nationality **Portuguese**
 Date of birth **25, September, 1955**

LANGUAGES

First language: Portuguese

	Other languages			
	English	French	German	Spanish
Oral expression	very good	very good	basic	basic
Written expression	good	very good	poor	poor
Oral comprehension	excellent	excellent	poor	good
Written comprehension	excellent	excellent	basic	good

EDUCATION AND TRAINING

Degree in Law (Law School, Universidade de Lisboa, 1976);

Other studies: Development (National school of overseas studies, 1970/71), History (History College, Universidade de Lisboa, 1977/78), European Studies (INA - Instituto Nacional de Administração, Lisbon, 1984/85), National Defense (IDN - Instituto de Defesa Nacional, 1984/85), Public Management (Ecole Solvay, ULB, Brussels, 1988/89).

Language training: High School, Commission Training Unit, British Council, Goethe Institute.

Training in the fields of management, financial procedures (including Expenditure Life Cycle), negotiation techniques, information technology, administrative organisation and simplification, administrative reform, organisation of training, documentation and information management. Numerous training courses followed. Practical knowledge and detailed experience of information technology as a user.

WORK EXPERIENCE

Since 05/1987 Official at the European Commission, in Brussels:

From 11/2009 Deputy Head of the Private Office ("Cabinet") of President Barroso.

8-2006 / 10-2009 Director in the Secretariat General, SG/G, responsible for relations with the European Parliament, the European Ombudsman, the Economic and Social Committee, the Committee of the Regions, and the National Parliaments. (AD15). Responsible for a team of 57, managing pro-active relations with the European Parliament and other bodies; successfully steered sensitive legal proposals through Parliament and Council and improved relations between Commission

and the European Parliament. Developed and established new approach to political reporting and political management of relations with EP.

- 11-2004 / 7-2006 **Deputy Head of the Private Office ("Cabinet")** of European Commissioner Olli Rehn, responsible for enlargement policy. Responsible in particular for several policy areas, namely Lisbon Agenda, enterprise policy, employment and social policies, fisheries, financial and administrative issues. Replacement of the Head of Cabinet in meetings and decision-making processes. (AD14).
- 9-2004 / 11-2004 **Deputy Head of the Private Office ("Cabinet")** of European Commissioner Olli Rehn, then responsible for Enterprise Policy and Information Society. Responsible in particular for the preparation of the hearings of the Commissioner before the European Parliament, both written replies and oral debate. (AD14)
- 12-2003 / 8-2004 **Head of Unit** "Human resources, Informatics and Logistics", Directorate General for Fisheries. Responsible for the HR management, as well as document management and IT support within DG Fisheries. (A3=AD14).
- 11-1999 / 11-2003 *Left the Commission for 4 years (special leave), working as an independent lawyer in Lisbon (see next page).*
- 06-1997 / 11-1999 **Head of Unit** "Programming and communication". Directorate-General for Personnel and Administration. Functions in the fields of the programming and overall coordination of the DG; Co-ordinator of the Steering Committee on the administrative reform. Coordination of relationship with the Cabinet of the Commissioner and with the President's Cabinet. Relations with Belgian authorities. Coordinated and contributed to the proposals for the administrative reform of the Commission, including the decentralisation of administrative decisions and budget appropriations (global envelope of administrative appropriations). In 1999 participated in the task force preparing the new codes of conduct for the Prodi Commission and co-ordinated the preparation of the hearings of Vice-President Kinnock before the European Parliament, both written replies and oral debate.(A3)
- 02-1997 / 06-1997 **Adviser** to the Director General for Personnel and Administration: preparation of the Commission's reform of personnel and administration policy. (A4)
- 06-1995 / 1-1997 **Adviser** to the Director General for Development: functions of Assistant to the Director General, with contribution to DG management and organisation and policy implementation.
- 12-1993 / 06-1995 **Head of Unit** "Personnel and Administration: CFSP and External Service", Directorate General for Development. Responsible for HR management, both in headquarters and delegations in ACP countries; management of administrative budget appropriations, management of documents, direct support to the Director General on decision making, as Assistant to the DG. Contributed actively to the definition and regime of the then new External Service of the Commission. (A5)
- 04-1993 / 11-1993 **Head of Unit** "Calls for tenders" and **Assistant** to the Director-General for Development. Mainly worked as direct support to the acting Director General, as Assistant to the DG. (A5)
- 06-1992 / 04-1993 **Head of Sector** "Administrative Coordination"; responsible within the unit "Personal and Administration", as Head of Sector, for the questions of internal programming, of organisation of the services and of

procedures, as well as coordination of the management of the administrative budget appropriations. Reformed and decentralised the management of administrative expenses, namely missions, a new approach followed nowadays in all Commission services. (A5)

- 10-1991 / 05-1992 **Assistant** (acting) to the Director-General for Development. (A6)
- 10-1989 / 09-1991 Attached directly to the Director-General, to ensure the preparation of the final stage of the decision-making process on the management of the development policy and financing of projects and programmes, as well as the management of the operational budget and EDF appropriations. Coordination of relations with the Cabinet of the Commissioner. Reformed administrative procedures within the DG. (A6)
- 05-1987 / 09-1989 After having successfully completed an external A7/6 competition, entered the Commission (and DG Development, then DG VIII), on 1/5/87, to the unit "Operational Coordination; Financing Committees". Functions of Secretary of the Food Aid and Mediterranean Committees, monitoring of technical assistance and service contracts, micro projects, responsible for the initiatives on the less developed, landlocked and insular Lome Countries, and for regional projects in ACP countries.

Other assignments:

- 11-1999 / 11-2003 **Lawyer**, partner in a law firm in Lisbon, Portugal. Main practice areas: corporate law, banking and international financing, financial derivatives, M&A, project finance, cross-border leasing, taxation, European Union Law. Clients include major international and Portuguese banks, large multinationals and some of the biggest Portuguese companies, namely in the fields of cement industry, highways, public transportation, media, telecommunications, energy, distribution, as well as public authorities at national and regional level.
- 08-1986 / 04-1987 Manager in a private company in the Tourism sector, in Funchal, Madeira.
- 02-1975 / 07-1986 Several **managerial and administrative functions** in the Portuguese civil service, in Leiria and in Lisbon.
- During the same period acted as adviser and Chief of Staff to five members of the Portuguese Government; worked in the sectors of Social Security, Health, Industry, Home Office, Environment, Housing, Presidency of the Council of Ministers and Parliament:
- 1986 President of the Board of the regional administration of the health service (**ARS**), in Lisbon. Function of Director General level. Management of the service responsible for medical care within the National Health Service, for the whole Lisbon district (except central hospitals).
- 1985 Member of the Board of the regional Centre of Social Security, in Lisbon. Function of Director level. Management of the service responsible for social security (contributions, family allowances, unemployment allowances, social services, kindergartens, residences for senior people), for the whole Lisbon district.
- 1984/86 President of the liquidation board of a former foundation for social housing holding 1,000 social apartments in 23 localities within Portugal. Reformed and modernised the management of the institution, namely with the introduction of IT tools and prepared the transfer of the real estate and the management to local authorities.

1982 -1985	Collaborated with several Portuguese newspapers writing articles mainly on politics.
1983	Adviser to the Deputy-Prime Minister. Responsible for advice in several policy areas, including relations with the Parliament, the political parties and the media, and Defence (the Deputy-Prime Minister was also Minister of Defence).
1982/83	Chief of Staff of the Minister for Parliamentary Affairs. During this period working with the Parliament, the main political achievement of the Minister was the 1982 major reform of the Portuguese Constitution.
1981/82	Chief of Staff of the Secretary of State for the Presidency of the Council of Ministers. Management of the agenda of the Cabinet meetings, and of the legislative process with the Parliament and the Office of the President of the Republic.
1981	Chief of Staff of the Secretary of State for the Environment. Contributed to the political decisions and drafted the laws creating the Ministry of Environment, and the Natural Parks of Sintra-Cascais and of Serra da Malcata.
1981	Adviser to the Minister for Home Affairs. Responsible for legal advice.
1980	Adviser to the Secretary of State for Industry. Responsible for legal advice. Contributed to the works of re-privatisation of the industrial sectors nationalised in 1975, namely in the cement and steel sectors.
1978/79	Administrator in the regional Centre of Social Security, in Leiria; acted as assistant to the Director; contributed to the definition of the new Law of Social Security and drafted the law on the regionalisation of the Social Security services.
1977	Administrator in the regional Administration of the Health Service, in Leiria; responsible for legal issues within the service.
1975/76	Administrative assistant in the National Pensions Centre, in Lisbon. Administrative clerk, dealing with pension requests. Elected by the Staff Committee as representative to the Board of Directors.

TECHNICAL SKILLS AND COMPETENCIES

35 years of wide experience in the public and in the private sectors, in the fields of Parliamentary Affairs, Enlargement Policy, Industrial Policy, Fisheries, Personnel and Administration, Development policy, Tourism, Social Security, Health, Environment, Home Affairs, including 18 years experience with the European Commission (including 10 years in middle-management functions and 3 years in senior management functions). Experience as a Lawyer.

Brussels, November 2009