COMMISSION EUROPÉENNE
Secrétariat Général


Version révisée à la demande du Cabinet auteur
Annule et remplace le document SEC(2015)1

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 January 2016

<table>
<thead>
<tr>
<th>Name</th>
<th>Responsibilities</th>
<th>Substitute</th>
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<tbody>
<tr>
<td>President Jean-Claude Juncker</td>
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<tr>
<td>Vanessa Biccaï (VB)</td>
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<tr>
<td>Solenn Geidel (SG)</td>
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<tr>
<td>Vanessa Biccaï (VB) Assistant to the President</td>
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<td>Solenn Geidel (SG) Assistant to the President</td>
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<tr>
<td>Martin Selmayr (MS)</td>
<td>Management of the Cabinet, Strategic Legal Issues, Strategic Communication Matters, Senior Personnel Matters, G7/G20, Spokesperson's Service, Task Force for Strategic Issues related to the UK Referendum</td>
<td>CMA</td>
</tr>
<tr>
<td>Herlinda Lamерand (HL)</td>
<td></td>
<td>JM</td>
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<tr>
<td>Jayne Morris (JM)</td>
<td></td>
<td>HL</td>
</tr>
<tr>
<td>Clara Martinez Alberola (CMA)</td>
<td>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</td>
<td>TB</td>
</tr>
<tr>
<td>Beata Kovalova (BK)</td>
<td>Chair of the Inter-Institutional Relations Group Relations with the independent Regulatory Scrutiny Board</td>
<td>MSA</td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
<td>Responsibilities</td>
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</table>
| Sandra KRAMER (SK)          | Director of Coordination and Administration | - 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  

Relations with the Court of Auditors  
Relations with the Belgian authorities on EU related matters | PR  |
| Marta SALMONOWICZ (MSA)    | Assistant                           | - Relations with the Court of Auditors  
- Relations with the Belgian authorities on EU related matters | BK  |
| Richard SZOSTAK (RS)       | Diplomatic Adviser                  | - Foreign Affairs and Security Policy (VP Mogherini)  
- G7 (with MS)  
- European Neighbourhood Policy and Enlargement Negotiations  
- Western Balkans contact point  
- Strategic issues related to the UK referendum (with MS/MSH)  
- Negotiations with Switzerland | LD  |
| Johannes MÜLLER (JM)       | Assistant                           |                                                                                  | SS  |
| Luc THOLONIAT (LT)         | Economic Adviser                    | - 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  

Relations with Eurostat  
Relations with the independent advisory European Fiscal Board  
Tripartite Social Summit  
Relations with the Economic and Social Committee | PDH |
<p>| Sabine QUADFLIEG (SQ)      | Assistant                           |                                                                                  | SI  |</p>
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| Paulina DEJMEK-HACK (PDH) Financial Adviser | - Jobs, Growth, Investment and Competitiveness (VP Katainen)  
- Financial Stability, Financial Services and Capital Markets Union  
- Competition  
- Relations with EIB, EBRD and other international financial institutions | LT       |
| Sabine QUADFLIEG (SQ) Assistant | - Strategic coordination of Migration, Justice and Home Affairs  
- Legal Service  
- Infringements  
- Strategic issues related to the UK referendum (with MS/RS)  
- Relations with the European Court of Justice | SI       |
| Michael SHOTTER (MSH) Senior Legal Adviser | - The Rule of Law and the Charter of Fundamental Rights (VP Timmermans)  
- Migration, Home Affairs and Citizenship (with MSH)  
- Justice, Consumers and Gender Equality (with MSH)  
- Accession to the European Convention on Human Rights  
- Anti-Fraud  
- Relations with the Council of Europe – Venice Commission  
- Relations with the Ombudsman | CZ       |
| Claudia BERGMANN (CB) Assistant | - Energy Union (VP Šefčovič)  
- Climate Action and Energy  
- Environment, Maritime Affairs and Fisheries  
- Transport  
- Parliamentary Questions (with PR)  
- DG Communication  
- Relations with the European Parliament (with PR)  
- Relations with national Parliaments | MSH      |
| Carlo ZADRA (CZ) Legal Adviser | - Strategic coordination of Migration, Justice and Home Affairs  
- Legal Service  
- Infringements  
- Strategic issues related to the UK referendum (with MS/RS)  
- Relations with the European Court of Justice | SQ       |
| Claudia BERGMANN (CB) Assistant | - Energy Union (VP Šefčovič)  
- Climate Action and Energy  
- Environment, Maritime Affairs and Fisheries  
- Transport  
- Parliamentary Questions (with PR)  
- DG Communication  
- Relations with the European Parliament (with PR)  
- Relations with national Parliaments | SQ       |
| Telmo BALTAZAR (TB) Senior Political Adviser | - Energy Union (VP Šefčovič)  
- Climate Action and Energy  
- Environment, Maritime Affairs and Fisheries  
- Transport  
- Parliamentary Questions (with PR)  
- DG Communication  
- Relations with the European Parliament (with PR)  
- Relations with national Parliaments | PR       |
| Shpresa ISMAJLAJ (SI) Assistant | - Energy Union (VP Šefčovič)  
- Climate Action and Energy  
- Environment, Maritime Affairs and Fisheries  
- Transport  
- Parliamentary Questions (with PR)  
- DG Communication  
- Relations with the European Parliament (with PR)  
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</table>
| Pauline ROUCH (PR)                | Political Adviser           | - Digital Single Market (VP Ansip)  
- Digital Economy and Society  
- Education, Culture, Youth and Sport  
- Parliamentary Questions (with TB)  

Relations with the European Parliament (with TB)  
Relations with the Publications Office of the European Union | BERL | 13/139 | 80035 |
| Shpresa ISMAJLAJ (SI)              | Assistant                   |                                                                                   | BERL   | 13/141 | 57499 |
| Léon DELVAUX (LD)                 | Trade Adviser               | - Trade  
- International Cooperation and Development  
- Humanitarian Aid and Crisis Management  
- Health and Food Safety  
- Agriculture and Rural Development | BERL | 13/093 | 55084 |
| Suzanne SPEER (SS)                | Assistant                   |                                                                                   | BERL   | 13/092 | 96631 |
| Antoine KASEL (AK)                | Legal and Budgetary Adviser | - 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)  

Relations with the Committee of the Regions | BERL | 13/088 | 56039 |
| Suzanne SPEER (SS)                | Assistant                   |                                                                                   | BERL   | 13/092 | 96631 |
| Annabelle ARKI (AA)               | Policy and Communication    | - 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 | BERL | 13/123 | 80241 |
| Marit SILLAVEE (MSI)              | Policy and Communication    | - 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 | BERL | 13/087 | 56041 |
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<th>NAME</th>
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<tbody>
<tr>
<td>Gabriela DODEKOVA (GD)</td>
<td>Archivist</td>
<td>74167</td>
<td>BERL, 13/100-103</td>
</tr>
<tr>
<td>Eleonora LATINI (EL)</td>
<td>Archivist</td>
<td>57865</td>
<td></td>
</tr>
<tr>
<td>Jan RYCKAERT (JR)</td>
<td>Archivist</td>
<td>58309</td>
<td></td>
</tr>
<tr>
<td>Sandrine DUPRET (SD)</td>
<td>Assistant</td>
<td>88162</td>
<td>BERL, 13/095</td>
</tr>
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