
DRAFT PROCEDURE FOR THE APPOINTMENT OF THE EXECUTIVE SECRETARY.

Prepared by: IOTC Secretariat

At its Tenth Session, the Commission resolved, as part of the process of placing itself outside the FAO framework, to consider draft procedures for appointing the Executive Secretary.

The IOTC Agreement, as now amended (and to be formally adopted at the Eleventh Session) contains the following provision on the appointment of the Executive Secretary:

Article VIII paragraph 1:

“The Executive Secretary of the Commission (hereinafter referred to as the “Executive Secretary”) shall be appointed by the Commission, or in the event of appointment between regular sessions of the Commission, with the approval of the Members of the Commission. The staff of the Commission shall be appointed by the Executive Secretary and shall be under the Executive Secretary’s direct supervision. The Executive Secretary and staff of the Commission shall be appointed under terms and conditions as determined by the Commission.”

The principal change made to this provision was to delete the reference to the role of the Director-General in the appointment process.

By way of background, it is useful to recall that, at the Eighth Session, the Commission adopted the following procedure for the appointment of the Executive Secretary.

Issues on the selection of a new Secretary

66. *The Commission agreed to follow the procedure described below for the selection process of the new Secretary:*

- a) The vacancy announcement (including required qualifications) to be advertised through international means and the Commission’s Web site by the end of February 2003;*
- b) Applications to be received by the Secretariat with a deadline of 31 May and distributed to Members by 15 June 2003;*
- c) Five candidates to be classed in order of preference by Members on a point score of five to one by 15 September, this ranking transmitted to the Secretariat, collated there and the ranking of all qualified candidates conveyed to Members as soon as possible;*
- d) The three candidates with the greatest number of points to be invited to the 8th Session of the Commission for interview by Heads of delegation;*
- e) The new Secretary to be elected by the Commission;*
- f) The Director General of FAO to be informed of the decision of the Commission in order to proceed to the appointment of the new Secretary.*

67. *Appendix XIV contains a description of required and desired qualifications for candidates to the post of Secretary.*

As the above represents the most recent expression of view by the Commission on the process for appointing the Executive Secretary, the following draft proposal is based on the process as set out there.

Draft Resolution on the Procedure for appointing the Executive Secretary

- a) The vacancy announcement (which will set out the required qualifications) will be advertised in appropriate international media and on the Commission's Web site at least six months before the position of Executive Secretary is due to become vacant.*
- b) The closing date for applications shall be no less than six weeks following the advertisement of the post of Executive Secretary on the Commission's Web site. Applications shall be sent to the Executive Secretary in the first instance.*
- c) The Executive Secretary shall forward copies of all applications received to Members of the Commission; the Executive Secretary shall indicate those applications which do not in his or her opinion meet the essential requirements for the position of Executive Secretary.*
- d) Where the Executive Secretary is an applicant for the post, the Chairperson of the Commission shall undertake the functions that would have been undertaken by the Executive Secretary; the Chairperson may delegate these functions to a Vice Chair of the Commission.*
- e) The Chairperson may, if the extensive number of applications warrants it, appoint a group of Members of the Commission, (not exceeding three in number) to eliminate those applicants who are not considered to meet the essential requirements for the position and to prepare a shortlist of ten candidates for consideration by the Members of Commission in accordance with paragraph f).*
- f) Each Member will then rank the top five applications in order of preference using a point score of five to one. Members shall transmit their results to the Executive Secretary (or to the Chairperson if the Executive Secretary is an applicant) within four weeks of receiving the applications.*
- g) The Executive Secretary (or the Chairperson if the Executive Secretary is an applicant) will then collate the scores and convey the results to Members as soon as possible.*
- h) The three candidates with the highest scores will be invited to the next Session of the Commission for interview by Heads of delegation;*
- g) Following the interviews, the new Executive Secretary will be elected by the Commission.*

Qualifications

The appointee will have university level qualifications, preferably at post graduate level, in a relevant field. He or she will have a least ten years experience in fisheries management, policy formulation, preferably including bilateral and multilateral relations. He or she will have the ability to exercise a high degree of professional

initiative. The incumbent will also be conversant with the preparation of budgets, documents, and the organization of international meetings. He or she will have a working knowledge (level C) of either English or French. Preference will be given to candidates who have a working knowledge of both languages.

Other essential requirements include competence in the selection of staff; demonstrated ability to supervise professional matters in the fisheries area; and high levels of competency in the use of word processing, spread sheets and database management systems.

Desirable requirements include: a high degree of adaptability and ability to collaborate effectively with people of different nationalities and of various cultural and social and cultural backgrounds and education levels.

The Executive Secretary will be graded at a level equivalent to D-1 in the UN system, and will be remunerated in accordance with the Staff Regulations of the IOTC (to be adopted)

Once approved by the Commission, these procedures could be incorporated into the Rules of Procedure of the Commission as an Annex to replace the existing Annex on the procedure for the appointment of the Secretary. However, it needs to be remembered that amendments to the Rules of Procedure need to comply with the requirements of Rule XIV of those Rules. Rule XIV states:

Amendments or additions to these Rules may be adopted on the motion of any delegation by a two-thirds majority of the Members of the Commission at any plenary meeting of the Commission provided that copies of the proposals for amendment or addition have been distributed or circulated to the delegations at least 60 days before the session of the Commission.