



**SIXTH REGULAR SESSION
FINANCE AND ADMINISTRATION COMMITTEE
THIRD SESSION
Papeete, French Polynesia
06 - 11 December 2009**

**EXECUTIVE DIRECTOR APPOINTMENTS –
DRAFT SELECTION PROCESS AND PROCEDURES**

**WCPFC6-2009-FAC3/12
7th November 2009**

Prepared by the Secretariat

Introduction

1. WCPFC5 recommended that a process and set of procedures for the selection of an Executive Director should be developed. The Committee considered it desirable that the appointment of an Executive Director (ED) is synchronised with the timing of the Commission Annual Sessions and for employment contract periods to overlap with the appointment of the Commission Chair, where possible, to help ensure support for Annual Sessions, continuity of institutional knowledge and to facilitate the Commission's appointment process. However, appointments to the post of Executive Director may be required at any time depending on circumstances that could result in an unanticipated vacancy. This paper sets out a draft process and set of procedures to support the recruitment of an Executive Director under different circumstances for the consideration of FAC3.

Standard Process and Procedures for a new appointment – coincides with the regular annual session of the Commission

2. It is proposed that the standard process cover a six month period coupled to:
- An appointment decision by the Commission at an Annual Session held in December; and
 - For the chosen ED to take up her/his four year contract by commencing the following February. In order for this to occur it is suggested:
 - a. An ex-officio standing Executive Director Selection Committee is established that comprises the Chairs of the Commission's existing Committees, i.e.:
 - i. Chair of the Commission;
 - ii. Chair of the Scientific Committee;
 - iii. Chair of the Northern Committee;
 - iv. Chair of the Technical and Compliance Committee; and *one* of the
 - v. Co-Chairs of the Finance and Administration Committee.

Members and participating territories may provide written input to the Chairman detailing their views on candidate(s) at any time.

- b. The Selection Committee is chaired by the Chair of the Commission and administrative support is provided by the Secretariat's Finance and Administration staff.
- c. A standard clause be included in the contract of each ED that requires notice be given by the ED of his/her intention to leave the Secretariat as soon as possible after s/he has taken that decision; for that notice to be given at least 6 months in advance of the expiration of the Executive Director's first contract term, preferably by or before the August of the final year of that contract; and that the incumbent undertakes to endeavour to remain in his/her position until the following February. Where an ED is in the final year of his/her second contract the standard procedures and timetable set out below would come into effect.
- d. A(nother) standard clause be included in the contract of each ED that requires the Chair of the Commission to give notice as soon as possible in the final year of the Executive Director's first contract term, but no later than the August, as to whether the incumbent is to be recommended for contract renewal by the standing Selection Committee.
- e. The stages/cycle suggested for the selection process for a new appointment are:

August (or earlier) prior to the Commission Annual Session which will make a decision on appointment:

- f. The Selection Committee reviews the ED position documentation and makes any draft changes that it considers will better reflect the Commission's requirements, candidates understanding of the role and the remuneration package.
- g. The documentation is made available to members and participating territories for comment for two weeks and is then finalised by the Selection Committee.
- h. The position is advertised internationally and by circular to members and participating territories before the end of August, with a closing date of 31 October.

November prior to the Commission decision:

- i. The Selection Committee finalises a short list by 15 November based on the applications; then considers referee comments and determines the top two or three candidates. Arrangements are made for these candidates to be interviewed by the Selection Committee at the Annual Session venue two days before the meeting of the FAC.

Two days prior to the meeting of the FAC:

- j. The Selection Committee conducts interviews and finalises a recommendation on the preferred candidate.

At the December FAC Meeting:

- k. The Selection Committee's report and recommendation are presented in closed session to the FAC for endorsement or otherwise.

At the December Annual Session:

- l. In closed session, the Chairman of the Commission presents the Selection Committee's Report in conjunction with the presentation of the FAC's meeting report. The Commission will be asked to decide on which candidate is to be offered the appointment; and if applicable, the preferential order of candidates. Contact negotiations are to be conducted by the Commission Chair.

Process and Procedures for re-appointment for a second term

3. Where an incumbent ED has received satisfactory performance assessments in the first three years of his/her contract and wishes to extend, s/he should advise the Chairman prior to August in the final year of his contract and the Chairman should negotiate a contract renewal.

4. Where there has been an unsatisfactory performance appraisal the Chairman, in consultation with the other members of the Selection Committee, will decide whether to commence a standard recruitment exercise or seek to negotiate a contract renewal. If the Selection Committee's decision is to re-advertise, the procedures for recruitment will apply. The Chairman will present the Selection Committee's decision to the next FAC and Annual Session.

Non-Standard Process and Procedures – vacancy occurs unexpectedly

5. Where it is clearly impractical for the process and procedures suggested above to be implemented, say because circumstances oblige an incumbent ED to leave the office at another time, it is suggested the Selection Committee be empowered to:

- a. appoint an interim Executive Director until the earliest time a full standard recruitment exercise can be conducted. Advertising of the post should commence immediately the incumbent ED's resignation is tendered.
- b. In making an interim appointment the Selection Committee should:
 - i. seek nominations from Members;
 - ii. make an interim appointment as early as practicable from amongst those nominees, with a suitable commencement date.

The Chairman, in consultation with the Selection Committee, after consultation with the other members, should decide on the necessity for in-person interviews and the arrangements for any interviews, taking funds availability into account. Contract negotiations are to be conducted by the Commission Chair.

- c. If a suitable candidate is not identified from among those nominated by Members the Selection Committee may consider an acting appointment from among existing Secretariat staff.

If the interim appointment period includes an Annual Session, the Chairman of the Selection Committee should report on the interim appointment process to the FAC at that Annual Session.

Synchronisation with the timing of Annual Sessions and overlap with the appointment of the Commission's Chair, where possible.

6. In theory the proposed processes and procedures are synchronised to the current timing of Annual Sessions as requested by WCPFC5. Also, as preferred by WCPFC5, the current Commission Chairman and ED appointments overlap each other. The proposed processes and procedures should not, of themselves, change that situation. However this overlap may not continue indefinitely as both positions can be subject to unpredictable inter-sessional change. If this occurs it is suggested a case by case approach be adopted by the Commission.

Recommendation

7. The Committee is invited to endorse the proposed processes and procedures for consideration by WCPFC6 or to change them and provide further direction.