



SIXTH REGULAR SESSION
Papeete, Tahiti, French Polynesia
7-11 December 2009

**EU PROPOSAL FOR SELECTION, INTERVIEW AND DECISION-MAKING
PROCESS FOR THE COMMISSION'S EXECUTIVE DIRECTOR**

WCPFC6-2009/DP20

6 December 2009

Submitted by the EU

Selection Committee

1. The Executive Director Selection Committee (EDSC) shall be comprised of those members and participating territories of the West Central Pacific Fisheries Commission that wish to participate. The purpose of the EDSC is to establish a short list of preferred candidates to be submitted to Heads of Delegation. It is lead by the Chair of the Commission and administrative assistance is provided by the WCPFC Secretariat.

Position documentation

2. The Selection Committee shall review the documentation on the Executive Director position and introduce any changes it considers will better reflect the Commission's requirements, candidates' understanding of the role and the remuneration package.

Advertisement

3. The Executive Director Selection Committee agrees on the text of an advertisement. The advertisement will be placed on the WCPFC web-site and highlighted on the homepage. The recruitment page on the website will include relevant information.

4. The approved advertisement will be placed by the Secretariat at the direction of the Chair of the Selection Committee in national and international publications and web-sites. Whenever websites are used, they should be linked to the WCPFC recruitment website page.

Submission of applications

5. Applications, as well as referee comments, must be submitted by eligible persons to the Chair through the Secretariat in electronic format. Applications submitted by mail will be returned.

Acknowledgement of receipt

6. Each applicant will be notified by the WCPFC Secretariat of the receipt of his/her application.

Availability of applications

7. Each application, including referee comments, received by the Chair will be made available through a secure section of the WCPFC website to all members of the Commission.

Ranking of applicants

8. Each member will notify the Secretariat of its 5 preferred candidates in order of preference. On receipt of all the Commission Members' preferences, the Chair, assisted by the Secretariat, will aggregate individual applicants' rankings, awarding 5 points for a first preference, 4 points for a second preference etc.

Short list

9. The candidates with the four highest aggregate scores will be shortlisted for selection. Should the application of any candidate be withdrawn, the next ranking candidate will be substituted.

Interview process

10. The short-listed candidates will be notified to the Commission's members and participating territories, and will be invited to the next meeting of the Commission. They will be interviewed during a meeting of the Heads of Delegation. The Chair of the Commission will make such practical arrangements for the interviews as agreed with the Heads of Delegation.

11. Travel and per diem expenses of candidates invited for final selection will be reimbursed by the Commission except where a Member of the Commission pays for these costs directly. Members are strongly urged to assume these costs. A line item has to be included in the budget for these costs. Where Members assume these costs for shortlisted candidates, no draw against this line item will be made.

12. It is proposed that the Heads of Delegation meeting adopts the following procedure for the questioning of the short-listed candidates:

The Chair will begin each interview by asking the candidate a general question which has been given to the candidate in advance.

The other members will follow with questions either of their own or drawn from some draft questions prepared in advance, which will be circulated to them. These questions will not have been shared with the candidates.

Decision-making Process

13. After the questioning of all candidates, it is proposed that there should be a general discussion during the Heads of Delegation meeting, which would then adopt the following procedure for the selection of a candidate:

- Polling will be done by secret ballot by all Heads of Delegation
- There will be at least three rounds of polling

- A tie between candidates that affects their inclusion in the subsequent round of voting will result in a re-ballot, which will include only those candidates whose results are tied.
- The candidate in each round with the highest number of votes will be the top ranking candidate for that round.
- Round 1: Each Head of Delegation will rank the candidates from 1 to 4, with 4 representing the most preferred candidate and 1 representing the least preferred candidate. The candidate with the lowest score after this round will drop out of the ballot process and will be ranked the lowest in the final list.
- Round 2: The Heads of Delegation will rank the three remaining candidates from 3 to 1, with 3 representing the most preferred candidate and 1 representing the least preferred candidate. Again, the lowest scoring candidate will drop out of the selection process and will be ranked third in the final list.
- Round 3: Each member will rank the remaining two candidates, with 2 representing the most preferred candidate and 1 representing the least preferred candidate of the two.
- The candidate that polls the highest in round 3 (or in the final round if additional rounds are needed in the event of a tie in any round) will be considered to have been elected, and the candidate that polls the lowest in the final round will be the second preferred choice.

14. The advantages of proceeding in this way through three rounds of polling is to allow the Heads of Delegation to adjust their preferences during the process should their most preferred candidate be eliminated. It will also provide a preferred ranking of all four candidates to cover the contingency that the top candidate does not, for whatever reason, take up the position.

15. A copy of this paper is made available to each of the candidates so that they are aware of the process being followed.

16. The chosen candidate will be notified at the conclusion of the Commission's meeting. Contact negotiations are to be conducted by the Commission's Chair.

Start date

17. If possible, the chosen candidate will report to the Secretariat Headquarters two full weeks before the departure of the incumbent Executive Director in order to allow for a transition.

Unexpected vacancy

18. If a vacancy for Executive Director occurs unexpectedly and the new ED cannot be elected before the departure of the incumbent, the Commission shall nominate an interim Executive Director, preferably from among the existing staff of the WCPFC Secretariat, until the earliest time the regular process can be undertaken.