

Schedule 3 to Staff Regulations.

Selection, interview and appointment process for the Commission's Executive Director

Position documentation and advertisement.

1. Prior to advertising the vacancy, the Secretariat will prepare, on the basis of Rule 11 of the Commission's Rules of Procedure, a draft position description for the post of Executive Director and a draft advertisement. These will be provided to the Chair for review and approval in consultation with Members and Participating Territories.
2. The Secretariat will post the approved advertisement and position description on the WCPFC web-site and highlight it on the homepage. The recruitment page on the WCPFC web-site will include relevant information regarding the vacancy and the application process. The deadline for applications to be received by the WCPFC Secretariat shall be no less than 60 days after the advertisement has been placed on the web-site.
3. The approved advertisement will be placed by the Secretariat at the direction of the Chair in national and international publications and web-sites. Members and Participating Territories may also place the advertisement in appropriate national publications and web-sites provided they have coordinated with the Secretariat to avoid duplication of placement. Whenever websites are used, they should be linked to the WCPFC recruitment website page.

Submission of applications

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

Acknowledgement of receipt

5. Each applicant will be notified by the WCPFC Secretariat by electronic means of the receipt of his/her complete application. The WCPFC Secretariat will also request the applicant to acknowledge a receipt of their electronic notification.

Availability of applications

6. Each application, including referee comments, received by the Chair will be made available through a secure section of the WCPFC website to all Members and Participating Territories of the Commission.

Ranking of applicants

7. Each Member and Participating Territory will notify the Secretariat of no more than 5 preferred candidates in order of preference. On receipt of all 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

8. The candidates with the five highest aggregate scores will be shortlisted for selection. Should the application of any candidate be withdrawn, the next ranking candidate will be substituted. In case of a tie for the fifth place, all candidates with equal scores will be included in the short list. Candidates not on the short list shall be notified by the WCPFC Secretariat that they have not been selected.

Interview process

9. 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 by the Contracting Parties during a meeting of their Heads of Delegation, observed by Members and Participating Territories that so desire. The Chair of the Commission will make such practical arrangements for the interviews as agreed with these Heads of Delegation.

10. 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.

11. It is proposed that the Heads of Delegation meeting of the Contracting Parties 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 others will follow with questions either of their own or drawn from some draft questions prepared by the Chair and circulated to them in advance. These questions will not have been shared with the candidates. The duration of each interview shall be no more than 45 minutes.

Appointment Process for the Executive Director

12. After the questioning of all candidates, it is proposed that there should be a general discussion among the Contracting Parties during their Heads of Delegation meeting, which would then adopt the following procedure for the appointment of a candidate:

- Polling will be done by secret ballot by the Contracting Parties represented by Heads of Delegation
- There will be at least four rounds of polling¹
- In each round each Head of Delegation will select one candidate. The candidate with the lowest number of votes each round will drop out of the ballot process.
- A tie between candidates that affects their inclusion in the subsequent round of voting, including the final round, will result in a re-ballot, which will include only those candidates whose results are tied.
- The candidate that polls the highest in the final round (including additional rounds needed in the event of a tie) will be offered the position, and the candidate that polls the lowest in the final round will be the second preferred choice.

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

14. 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

15. 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.

¹ The advantages of proceeding in this way through rounds of polling is to allow the Contracting Parties to adjust their preferences during the process should their most preferred candidate be eliminated. It will also provide a preferred ranking of all candidates to cover the contingency that the top candidate does not, for whatever reason, take up the position.