

INTER-AMERICAN TROPICAL TUNA COMMISSION

87TH MEETING (RESUMED)

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WORKING DOCUMENT

**REVISED BY BELIZE, COSTA RICA, EL SALVADOR,
GUATEMALA, MEXICO, NICARAGUA, PANAMA AND
VENEZUELA**

**PROCEDURES FOR THE MAKING PROCESS FOR APPOINTMENT OF
THE COMMISSION'S DIRECTOR OF THE COMMISSION**

EXPLANATORY MEMORANDUM

Goal: To establish clear and transparent rules for the selection and appointment of the Commission's Director.

Background: Paragraph 20 of the IATTC Rules of Procedures adopted at the IATTC 83rd meeting, requires that the Commission establish criteria and procedures to appoint a Director.

At the same time, it is also necessary to ~~adopt~~ define appropriately the duration of the appointment rules for the possible reappointment of the incumbent Director.

PROCEDURES FOR THE SELECTION, INTERVIEW AND DECISION- MAKING PROCESS FOR APPOINTMENT OF THE COMMISSION'S DIRECTOR OF THE COMMISSION

Section 1: RE-APPOINTMENT OF INCUMBENT DIRECTOR

1. One month before the Ordinary meeting of the Commission of the year preceding the expiration of the mandate of the Director, the Chair will verify with the Director his interest in being reappointed. In the event of a positive reply, Members will be informed and the item will be included in the agenda of the Ordinary meeting. In the event of a negative reply, the procedure under section 2 will be initiated.
2. At the Ordinary meeting, the Chair will proceed to verify whether there is consensus within the Commission to re-appoint the incumbent Director.
3. In the absence of consensus, the process for the selection of the Executive Director will be launched according to the procedure under section 2.

Section 2: SELECTION OF THE DIRECTOR

Position documentation and advertisement

4. Prior to advertising the vacancy, the Director, who shall act as the Secretariat for the process, will prepare, on the basis of paragraph 20 of IATTC Rules of Procedure, a draft advertisement containing a description of position description for the post of Director (including that the post is offered for four years and indicating the qualifications required, in the field of the Convention, in particular in its scientific, technical and administrative aspects, and observing the following selection criteria:
 - a. Experience or detailed knowledge of fisheries research and/or fisheries management.
 - b. Experience or detailed knowledge of the operation of international, regional and/or intergovernmental organizations. Special attention will be given to the candidate's experience in international activities, and his/her capacity for impartiality and neutrality.
 - c. Experience or detailed knowledge of such fields as:
 - Experience in directing administrative and technical personnel;
 - Preparation of reports, financial budgets and expense management;
 - Organization and provision of secretariat support for international meetings;
 - Supervision and management of computer and information technology services.
 - d. Excellent working knowledge of English and Spanish.
 - e. University degree or equivalent, with a strong preference for an advanced degree (Masters or doctorate) or equivalent (e.g. certificate of postgraduate studies) relevant to fisheries research or management or other relevant fields.
- 4.5.) and a draftThe advertisement shall. These will be provided to the Chair for review in consultation with the Members and shall include the rules of procedure that shall govern the appointment of the Director.
6. The Secretariat will post the approved advertisement and position description on the IATTC website and highlight it on the homepage for a period of 30 calendar days. The recruitment page on the IATTC website will include relevant information regarding the vacancy and the application process of receipt of applications. The approved advertisement will also be placed by the Secretariat in specialized national and international publications and websites relevant to the matter, giving wide publicity to the vacancy. The deadline for applications to be received by the Secretariat shall be no less than 60 calendar days from the date the advertisement has been placed on the website.
7. If the incumbent Director is also an applicant, he/she shall appoint a member of the Commission staff who is not an applicant to carry out the duties attributed to the Director as described in these proce-

dures.

~~5-bis. The incumbent Director will be eligible for consideration in the process if he/she is willing to apply for the post on equal footing with other candidates.~~

Submission of applications

~~5-8.~~ Applications, with ~~referee comments~~all the references including supporting recommendations, shall be submitted to the Chair through the Secretariat in electronic format. The Secretariat will verify that applications meet the qualifications required as advertised following Paragraph 5.

Acknowledgement of receipt

~~6-9.~~ Each applicant will be notified by the Secretariat by electronic means of the receipt of his/her complete application.

Availability of applications

~~7-10.~~ Each application, ~~including referee comments~~, received by the Chair will be ~~made~~-available to all the Members of the Commission from the time, ~~as soon as~~ it is received, through a secure section of the IATTC website ~~to all Commission's members~~.

Ranking of applicants

~~8-11.~~ On the basis of the qualifications and requirements specified in the advertisement, each Member ~~will notify the Secretariat~~shall review the applications, within ~~2-30~~ calendar days, ~~and shall then notify the Director of its selection from the expiry of the deadline for applications~~, of no more than five ~~preferred candidates~~applicants in order of preference. On receipt of ~~all the notifications of~~ preferences, the Chair ~~of the Commission~~, assisted by the ~~Deputy Chair and the Director~~Secretariat, will aggregate individual ~~applicants'~~ ranking of each applicants, awarding five points for a first preference, four points for a second preference, three points for a third preference, two points for a fourth preference, and one point for a fifth preference-ete. The ~~individual~~ rankings ~~by Commission members~~ will be kept confidential by the Chair and the ~~Director~~Secretariat.

Short list

~~9-12.~~ ~~The~~ A maximum of five applicants~~candidates~~ with the highest aggregate scores will be shortlisted as candidates for interview by the Members in a meeting of Heads of Delegation. ~~The number of candidates should not exceed five.~~ Should ~~the application of~~ any candidate ~~be~~ withdraw his or her application, he/she will be replaced by the next ranking ~~applicant~~candidate will be substituted in descending order. In case of a tie for the fifth place, all ~~candidates~~applicants with equal scores will be included in the short list of candidates. ~~Candidates~~Applicants not on the short list of candidates will be notified by the ~~IATTC Secretariat~~Director that they have not been selected.

Interview process

~~10-13.~~ The names of the short-listed candidates will be notified to the Members of the Commission's members. ~~These candidates y-~~ will be interviewed by the members during a meeting of their Heads of Delegation at the next meeting of the Commission. The candidates' tTravel expenses will be covered by the IATTC budget.

~~11-14.~~ In order to ensure transparency and fairness of the process, all candidates will be asked the same questions. Those questions will have been prepared by the Chair in consultation with the Members ahead of the meeting of the Heads of Delegation.

Appointment process for the Director

~~12-15.~~ Following the interview, Members will endeavor to approve the preferred candidate as Director by consensus. Members will adopt the following procedure to establish consensus for the appointment of a candidate:

- a. Polling will be done by secret ballot by the Members represented by Heads of Delegation

- b. 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.
- c. A tie between candidates will result in a re-ballot between those candidates until one candidate drops out of the process.
- d. The rounds will continue until a single candidate emerges with the largest number of votes.
- e. The candidate that polls the highest in the final round will be appointed by consensus..
- ~~f. Candidates will be ranked for the purposes of paragraph 15bis.~~
- f. If the chosen candidate declines the position, the next highest ranked candidate will be appointed by consensus.
- g. As long as the necessary consensus is not reached, the incumbent Director shall continue in office until his replacement is appointed.

~~13. A copy of this procedure will be made available to each of the candidates so that they are aware of the process being followed.~~

~~14.~~16. The chosen candidate will be notified at the conclusion of the Commission meeting. The ~~c~~Contract ~~negotiations~~ with the chosen candidate will be ~~conducted~~ formalized by the ~~Commission's~~ Chair of the Commission.

~~15bis. If the chosen candidate declines the position, the next highest ranked candidate will be appointed by consensus. If the Commission is not met at the time, the decision will be taken intersessionally.~~

Start date of the appointment

17. If possible, the chosen candidate will report to the Secretariat Headquarters ~~two full weeks~~ one month before the departure of the incumbent Director in order to allow for ~~a~~ the appropriate transition. The appointed Director's term of office shall start on the effective date of his starting in the post.

Entry into force of these procedures

18. These procedures shall enter into force as of the vacancy that occurs after the year 2014.

Transitory provision for the duration of the appointment of the incumbent Director:

19. For all the purposes of calculating the duration of the term of office in the post, the appointment of the incumbent Director shall remain in force for four years starting on the twenty-sixth of August of the year two thousand and fourteen.