

**INTER-AMERICAN TROPICAL TUNA COMMISSION**

**85<sup>TH</sup> MEETING**

Veracruz Veracruz, (Mexico)  
10-14 June 2013

**PROPOSAL IATTC-85 G-1**

**SUBMITTED BY THE EUROPEAN UNION**

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

**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.

## **PROCEDURES FOR THE SELECTION, INTERVIEW AND DECISION-MAKING PROCESS FOR THE COMMISSION'S DIRECTOR**

### **Position documentation and advertisement**

1. Prior to advertising the vacancy, the Secretariat will prepare, on the basis of paragraph 20 of IATTC Rules of Procedure, a draft position description for the post of Director (including qualifications required) and a draft advertisement. These will be provided to the Chair for review in consultation with the Members.
2. The Secretariat will post the approved advertisement and position description on the IATTC website and highlight it on the homepage for a period of 4 weeks. The recruitment page on the IATTC website will include relevant information regarding the vacancy and the application process. The approved advertisement will also be placed by the Secretariat in national and international publications and websites. The deadline for applications to be received by the Secretariat shall be no less than 60 days from the date the advertisement has been placed on the website.

### **Submission of applications**

3. Applications, with referee comments, shall be submitted to the Chair through the Secretariat in electronic format.

### **Acknowledgement of receipt**

4. Each applicant will be notified by the Secretariat by electronic means of the receipt of his/her complete application.

### **Availability of applications**

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

### **Ranking of applicants**

6. Each Member will notify the Secretariat of no more than five preferred candidates in order of preference. On receipt of all preferences, the Chair, assisted by the Secretariat, will aggregate individual applicants' rankings, awarding five points for a first preference, four points for a second preference etc. The individual rankings by Commission members will be kept confidential by the Chair and the Secretariat.

### **Short list**

7. The candidates with the five highest aggregate scores will be shortlisted for interview. 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 will be notified by the IATTC Secretariat that they have not been selected.

### **Interview process**

8. The short-listed candidates will be notified to the Commission's members. They will be interviewed by the members during a meeting of their Heads of Delegation at the next meeting of the Commission.
9. 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 Executive Secretary**

10. Following the interview, Members will endeavour to approve the preferred candidate as Director by consensus. In the event that consensus is not reached, Members will adopt the following procedure for the appointment of a candidate:
  - Polling will be done by secret ballot by the Members represented by Heads of Delegation
  - 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 will result in a re-ballot between those candidates.
  - The candidate that polls the highest in the final round will be offered the position.
11. A copy of this procedure will be made available to each of the candidates so that they are aware of the process being followed.
12. The chosen candidate will be notified at the conclusion of the Commission meeting. Contract negotiations with the chosen candidate will be conducted by the Commission's Chair.

### **Start date**

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