

# INTER-AMERICAN TROPICAL TUNA COMMISSION

## 87<sup>TH</sup> MEETING (RESUMED)

La Jolla, California USA  
26-28 October 2014

### WORKING DOCUMENT

## PROCEDURES FOR THE IMPLEMENTATION OF ARTICLE XII, PARAGRAPH 1, OF THE ANTIGUA CONVENTION

### **[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, will prepare a draft advertisement containing a description of the post of Director (including that the post is offered for at least four years and indicating the qualifications required, in the field of the Convention, in particular in its scientific, technical and administrative aspects, and observing selection criteria including inter alia the following:
  - a. Experience in, or [detailed] [specific] [proven] knowledge of fisheries research and/or fisheries management.
  - b. Experience in, or [detailed] [specific] [proven] knowledge of the [operation] [management] 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 in, or [detailed] [specific] [proven] 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] [or] Spanish.]
  - d.e. University degree or equivalent, with a 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.
5. The advertisement shall 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 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 more 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 procedures.]

#### **Submission and availability of applications**

- ~~7.8.~~ Applications shall be submitted to the Chair and all members through the Secretariat in electronic format. These applications will be made available to all members of the Commission from the time they are received, through a secure section of the IATTC website.

#### **Acknowledgement of receipt**

- ~~8.9.~~ Each applicant will be notified by the Secretariat by electronic means of the receipt of his/her application.

#### **Ranking of applicants**

- ~~9.10.~~ On the basis of the qualifications and requirements specified in the advertisement, each Member shall review the applications, and shall notify the Director, within 30 calendar days from the date in which all applications were made available in accordance to paragraph 8, of its selection of no more than five applicants in order of preference. On receipt of the notifications of preferences, the Chair of the Commission, assisted by the Deputy Chair and the Director, will aggregate individual ranking of each applicant, 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. The rankings will be kept confidential by the Chair [, the Members,] and the Director.

#### **Short list**

- ~~10.11.~~ A maximum of five applicants with the highest aggregate scores will be shortlisted as candidates for interview by the Members in a meeting of Heads of Delegation. The names of the short-listed candidates will be notified to the Members of the Commission as soon as possible, and no later than seven days after the shortlisting. Should any candidate withdraw his or her application, he/she will be replaced by the next ranking applicant in descending order. In case of a tie for the fifth place, all applicants with equal scores will be included in the short list of candidates. Applicants not on the short list of candidates will be notified by the [Director] [Chair] that they have not been selected.

#### **Interview process**

- ~~11.12.~~ The short listed candidates will be interviewed by the members during a meeting of the Heads of Delegation at the first available meeting of the Commission. The candidates' travel expenses will be covered by the IATTC budget.
- ~~12.13.~~ 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**

- ~~13.14.~~ 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. [Without prejudice to Article IX of the Antigua Convention,] tThe candidate that polls the highest in the final round will be [considered to have been] appointed by consensus.
- f. If the chosen candidate declines the position, the next highest ranked candidate will be [considered to have been] 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.]

14.15. The chosen candidate will be notified at the conclusion of the Commission meeting. The contract with the chosen candidate will be formalized [negotiated] by the Chair of the Commission [in consultation with the Heads of Delegation].

**Start date of the appointment**

16. [If possible], theThe chosen candidate [shall] [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**

17. 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:**

18. 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.]