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**CONSULTATION TOWARDS THE DEVELOPMENT OF A PROPOSAL FOR A PERMANENT  
PROCEDURE TO SELECT THE EXECUTIVE SECRETARY****PREPARED BY: SECRETARIAT**

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**PURPOSE**

To update the Commission on progress relating to the development of a proposal for a permanent procedure to select the Executive Secretary.

**BACKGROUND**

In 2017, the Commission expressed its concern with the exceptional procedure used to select the new IOTC Executive Secretary, and recalled that the FAO Council agreed to engage the IOTC in a consultation leading to a permanent process to be adopted by the end of 2018.

To this end, the Commission established a small working group to work through the IOTC Rules of Procedure *Appendix II: Procedure for the Selection and Appointment of the Executive Secretary of the Commission*, and the IOTC Vice-Chairperson submitted an updated draft IOTC Rules of Procedure to the meeting of the FAO Committee on Constitutional and Legal Matters (CCLM) which was held on 12–14 March 2018.

In doing so the IOTC Vice-Chairperson indicated that IOTC member States would appreciate receiving feedback and advice from the FAO to ensure a successful and suitable recruitment process for future IOTC Executive Secretaries recruitment processes can be mutually agreed.

The letter and updated draft IOTC Rules of Procedure are provided in Appendix 1.

**RECOMMENDATION/S**

That the Commission:

- 1) **NOTE** paper IOTC–2018–S22–03a which updates the Commission on progress relating to the development of a proposal for a permanent procedure to select the Executive Secretary.



Food and Agriculture  
Organization of the  
United Nations



Indian Ocean Tuna Commission  
Commission des Thons de l'Océan Indien

iotc ctoi

7 March 2018

**IOTC Reference: 6880**

Mr Khalid Mehboob  
Independent Chairperson of the FAO Council  
Food and Agriculture Organization of the United Nations  
Rome, ITALY

[Khalid.Mehboob@fao.org](mailto:Khalid.Mehboob@fao.org)

Dear Mr Mehboob

Thank you for the letter to Dr Al-Mazroui on 19 February 2018 regarding the FAO process of consultation for Article XIV bodies and consideration of developing procedures for the appointment of Secretaries to these bodies, such as the Indian Ocean Tuna Commission (IOTC). I also note the advice from Mr Árni M. Mathiesen (Assistant Director General) dated 26 April 2016 regarding the specific recruitment process of the Executive Secretary of the IOTC.

As you are aware, the IOTC has established a small working group to work through the IOTC Rules of Procedure *Appendix II: Procedure for the Selection and Appointment of the Executive Secretary of the Commission* (attached), and would appreciate the opportunity for the updated draft IOTC Rules of Procedure to be considered at the upcoming FAO Committee on Constitutional and Legal Matters (CCLM) to be held on 12–14 March 2018.

I believe that the updated draft Rules of Procedure address the concerns of the FAO. The amendments aim to establish a new and mutually agreeable selection and appointment procedure, particularly to provide the FAO Director-General, or their representative, to have suitable oversight of the process, to scrutinise the list of applicants and involvement in the final appointment of the Executive Secretary, while continuing to give IOTC members sufficient contribution in the appointment process itself.

The IOTC Secretariat and IOTC member States would appreciate receiving feedback and advice from the FAO to ensure a successful and suitable recruitment process for future IOTC Executive Secretaries recruitment processes can be mutually agreed. Please send feedback to me at [Riley1126@korea.kr](mailto:Riley1126@korea.kr) by **12 March 2018** as this will allow sufficient time to meet the Commission's deadline for submissions given this issue will be discussed at the IOTC meeting in May 2018.

Yours sincerely

Riley Jung-re Kim (Ms)  
IOTC Vice-Chairperson

**Attachments:**

- Draft amendments to the IOTC Rules of Procedure (Rule V and Appendix II)

cc. Mr Árni M. Mathiesen, ADG FI

**RULE V: THE SECRETARIAT**

1. The Secretariat shall consist of the Executive Secretary and such staff appointed by him/her and under his/her supervision.
2. The Executive Secretary of the Commission shall be selected by the Commission and appointed by Director-General, in accordance with the procedure set out at Appendix II.
3. The Executive Secretary shall be appointed for a term of four years and shall be eligible for re-appointment for one further term of four years, subject to approval by the Commission.
4. If possible, the incumbent Executive Secretary will remain in position for two weeks after the newly appointed Executive Secretary has taken up duties to enable a period of handover to occur.
5. The Executive Secretary shall be responsible for implementing the policies and activities of the Commission and shall report thereon to the Commission. In the exercise of his/her functions, the Executive Secretary will have direct contact with all Members of the Commission as well as with FAO at all levels.
6. The duties of the Executive Secretary are listed in Appendix II.

**APPENDIX II****PROCEDURE FOR THE SELECTION AND APPOINTMENT OF THE EXECUTIVE SECRETARY OF THE COMMISSION**

1. The Chairperson shall prepare a draft advertisement for the Executive Secretary position (including required qualifications and the terms of reference detailed below) and circulate to the Commission for approval. Once approved the vacancy announcement will be advertised by the IOTC Secretariat through international means, including the FAO website and the Commission's website.
2. Applications are to be received by the FAO and the IOTC Secretariat with a deadline of 45 days after the publication of the vacancy announcement. FAO will select the eligible candidates according to the required competencies of the position and principles of FAO. The pre-selected candidates will be distributed to Members no later than 30 days after the deadline for application.
3. From the list of pre-selected candidates, five of them are to be ranked in order of preference by Members on a point score of five to one within 60 days of receiving the applications from the Secretariat. Five points are to be awarded 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. Rankings are to be transmitted by each Member to the Secretariat, collated, and the final ranking of all candidates conveyed to all Members and the FAO Director-General as soon as possible.
4. The FAO Director-General, or their representative, may conduct the necessary checks to confirm the suitability of applicants for the position prior to interview. The FAO Director General, or their representative, shall determine how many applicants will be subjected to such checks, taking into account the likelihood of an applicant to be interviewed. Any such checks will relate to the ability of the candidate to meet the qualifications and competencies of the position, and the principles of the FAO. Once completed, within 14 days of the closing deadline, the FAO Director-General, or their representative, shall provide a written notification to all Members on the outcome of all checks. Where checks have raised questions over the ability of a candidate to meet the requirements of the position, the written notification shall include specific advice regarding the nature of the concern and any resulting recommendations, including a recommendation not to include a candidate on the interview list.
5. Members shall consider any concerns raised, or any recommendations made by the FAO Director-General, or their representative, in relation to a candidate before finalising the list of candidates for interview. Where Members accept a recommendation made by the FAO Director-General, or their representative, to remove a candidate from the interview list, Members shall invite the next suitably ranked candidate to be interviewed in accordance with paragraph [6].
6. Subject to paragraphs [4 and 5], the five candidates with the greatest number of points, and are recommended by the FAO check, are to be invited to the next Session of the Commission for interview by Heads of Delegation of Members of the Commission, on the Commission's behalf. The interviews may take place immediately prior to, or during the regular Session. The FAO Director-General, or their representative, will be invited to attend the interviews, may engage in discussions and may veto any applicant that does not meet the FAO principles, but shall not participate in the voting process set out in paragraph [7]. Those candidates including those vetoed by the FAO, not proceeding to interview shall be notified by the Secretariat as soon as possible to advise they have not been selected.
7. The new Executive Secretary is to be selected by the Heads of Delegation of Members of the Commission, on the Commission's behalf, by consensus. If consensus cannot be reached, the selection will be made in accordance with the following process:
  - a) Polling shall be done by secret ballot.
  - b) Each Head of Delegation shall cast a vote selecting one candidate.
  - c) If no candidate obtains, on the first ballot, a majority of the votes cast, there shall be taken a second ballot confined to the two candidates obtaining the largest number of votes. If the votes are equally

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divided on the second ballot, as many ballots as necessary will be held to determine the selected candidate.

8. The FAO Director General is to be informed of the decision of the Commission within 14 days and shall proceed with the appointment of the new Executive Secretary as soon as practicable.

9. Personal or sensitive information obtained in the course of the recruitment process will be treated as confidential by all Members, the Secretariat, the FAO and any other persons involved in the recruitment process. Such information will not be shared unless required as part of the Executive Secretary recruitment process.

10. In order to remove potential conflicts of interest, including where an existing staff member of the IOTC Secretariat has applied for the Executive Secretary position, the functions of the IOTC Secretariat in this procedure may be outsourced to an independent consultant with appropriate expertise and capabilities with the approval of the Commission.

11. Any existing staff member of the IOTC Secretariat who has applied for the Executive Secretary position shall not participate in the administrative or other functions of the IOTC Secretariat in relation to the selection and appointment process.

#### *Qualifications and benefits*

1. The applicant should have university level qualifications, preferably at post graduate level, in fisheries biology, fisheries science, fisheries economics or related field. He/she should have at least fifteen years of experience in fisheries management, policy formulation, preferably including bilateral and international relations. He/she should have the ability to exercise a high degree of professional initiative. The applicant should also be conversant with the preparation of budgets, documents and the organisation of international meetings. He/she should have working knowledge, level C on the FAO scale, of either English or French. Special consideration will be given to suitable candidates who have working knowledge of the other official language.

2. Other essential requirements include competence in the selection of staff; demonstrated ability to supervise professional matters in subject field; and familiarity with the use of word processing, spread sheets and database management systems.

3. Desirable requirements include: a high degree of adaptability and ability to cooperate effectively with people of different nationalities and of various social and cultural backgrounds and education levels, as well as experience on fisheries management in a regional context.

4. The Executive Secretary will be graded at the D-1 level based on the United Nations salary scheme for professional and higher categories. He/she will in addition, be entitled to a variable element for post adjustment, pension, insurance, etc. The Executive Secretary is appointed under the same terms and conditions as staff members of FAO.

#### *Terms of reference*

Pursuant to Article VIII.2 of the Agreement, the Executive Secretary shall be responsible for implementing the policies and activities of the Commission and shall report thereon to the Commission. He/she shall also act as Executive Secretary to the subsidiary bodies established by the Commission, as required.

The incumbent will have overall responsibility for planning, coordination and administration of the Commission in accordance with the Agreement and the decisions of the Commission.

He/she shall, for administrative purposes, be responsible to the Director-General of FAO.

He/she will in particular:

- a) receive and transmit the Commission's official communications;

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- b) maintain high level contacts with appropriate government officials, fishery institutions and international organizations concerned with tuna fisheries to facilitate consultation and cooperation between them on information collection and analysis;
  - c) maintain an active and effective network of national focal points for routine communication of progress and results of the activities of the Commission;
  - d) prepare and implement work programmes, prepare budgets and ensure timely reporting to the Commission;
  - e) authorize disbursement of funds in accordance with the Commission's budget;
  - f) account for the funds of the Commission;
  - g) stimulate interest among Members of the Commission and potential donors in the activities of the Commission and in possible financing or in implementing of pilot projects and complementary activities;
  - h) promote, facilitate and monitor the development of databases for resource assessment and biological and socio–economic research to provide a sound basis for conservation management;
  - i) coordinate the Members' programmes of research when required;
  - j) organize sessions of the Commission and its subsidiary bodies and other related ad hoc meetings, and to maintain records of the proceedings;
  - k) prepare background papers and a report on the Commission's activities and the programme of work for submission to the Commission at the regular sessions, and arrange the subsequent publication of the report and the proceedings of the Commission as well as its subsidiary bodies and related ad hoc meetings;
  - l) perform other related duties as required by the Commission.

*Managerial competencies – Standard FAO requirements*

1. Strategic vision: Capacity to develop a vision, mission statement and strategies and to focus on the needs of member countries and to adjust strategies to take changing circumstances into account.
2. Managing people: Fosters team spirit through building trust and commitment to common objectives and recognizing team successes.
3. Result Orientation: Demonstrates an ability to manage programmes and projects efficiently under shifting priorities, in order to achieve targets.
4. Partnering: Negotiates effectively with partners to enable successful outcomes for all stakeholders and actively supports interdisciplinarity across the Commission.
5. Strong Communication Skills: Demonstrates a high level of communication skills in negotiations with stakeholders and promoting the Commission's messages.