



FFA

FORUM FISHERIES COMMITTEE
ONE HUNDRED AND EIGHTEENTH MEETING

Virtual
11 - 14 May 2021

Agenda Item:	22
Paper Number:	FFC118-WP19
Title:	Director General Performance Review- Appointment of FFC Subcommittee

Summary:

The FFC Rules of Procedure for Executive Appointments provide that a sub-committee shall be appointed at a regular FFC meeting to conduct the performance review of the incumbent Director-General.

According to the FFC Rules of Procedure, the Sub-Committee shall comprise the FFC Chair (Fiji), FFC Vice-Chair (Kiribati) and 3 - 5 Members. Members are invited to appoint the sub-committee, with the intention that the Sub-Committee would complete its work prior to FFCMin and make a recommendation to Ministers on whether or not there is a need to advertise the Director General position.

Recommendations:

The Committee is invited to:

- a) **note** the process and Rules of Procedure relating to the performance review of the FFA Director General;
- b) **appoint** the sub-committee that will conduct the DG's performance review; and
- c) **agree to** the proposed process and timeframes for completing the review with outcomes to be reported to FFCMin on 6 July.

Introduction

In accordance with the Rules of Procedure for Executive appointments (see Attachment 1), the review of the Director-General's performance shall be carried out by a Sub-Committee of FFC that reports to a session of FFC. The Sub-Committee will be headed by the FFC Officials Chair (Fiji) with support from the FFC Officials Vice-Chair (Kiribati).

Process

Nominations should be sought for between 3-5 additional members to make up the composition of the Sub-Committee, taking sub-regional representation and gender balance into consideration.

The process to be followed by the Sub-Committee is set out in Appendix A of the Rules as follows:

1. Members shall be invited to provide to the sub-committee Chair an appraisal of the incumbent's performance assessing achievements against the FFA Strategic Plan and the Business Plan and against the incumbent's key tasks and responsibilities as set out in the Duty Statement.
2. The incumbents shall be required to complete the FFA Professional Staff Appraisal forms, and forward this electronically or by other means deemed appropriate, to the sub-committee.
3. Divisional Heads, and in the case of the Director-General's performance review, the Deputy Director-General, shall be invited to provide an appraisal of the incumbent's performance.
4. The sub-committee shall consider the assessments provided by Members, Divisional Heads, where applicable the Deputy Director-General, consult with the incumbents on their self-appraisals, and make their own assessments.

The associated timeframes relating to the performance review of the current Director-General, whose first term comes to an end in November 2021, require the commencement of this process at this annual FFC meeting as set out in the relevant rules/steps below:

35. At a session of the Committee, the Committee shall appoint a sub-committee to conduct the performance reviews of the incumbents. This sub-committee may consist of the Chairman, vice-Chairman, not less than three and not more than five members <u>who shall be appointed by the regular session of the Committee held under Article IV, paragraph 1 of the Convention.</u> In deciding on the membership of the sub-committee, the Committee shall include consideration of sub-regional representation and gender balance where possible.	FFC Officials – 11-14 May 2021
--	---------------------------------------

FORUM FISHERIES COMMITTEE EYES ONLY

36. Any member country may submit comments to the sub-committee. 37. In undertaking the performance review, the sub-committee shall follow the process as set out in Appendix A. 38. Having completed the performance review, the sub-committee shall prepare a report which shall include the results of the performance review and the recommendations of the sub-committee. 39. The Chairman shall circulate the sub-committee's report to member countries.	Before COB Friday 11 June 2021
40. At a session of the Committee, the report of the sub-committee and any comments received from member countries shall be laid before the Committee for consideration.	Before FFC Officials – mid-June 2021
42. The performance review of the incumbent and the decision by member countries on whether or not to advertise <u>shall be completed at a session of the Committee, which takes into account the timeframe requirements for advertisement.</u> ("Vacancies for the Director-General position will be advertised <u>at least six (6) months prior to</u> <u>the FFC session at which the appointment will be considered</u>")	FFC Officials – 1 July 2021
Receive recommendation of FFC Officials and make decision	FFCMIN – 6 July 2021
End of initial term	November 2021

It is proposed that the FFA Manager Human Resources be available to provide secretarial support to the work of the Sub-Committee if and as required. This would include circulation of documentation to the Sub-Committee and members, including a template for providing feedback to the Sub-Committee, and the convening of any (virtual) meetings of the Sub-Committee as may be necessary.