

RULES OF PROCEDURE FOR EXECUTIVE APPOINTMENTS

As adopted by the Twenty-second Meeting of the Forum Fisheries Committee, Alofi, Niue, 4 - 7 May, 1992, pursuant to Article IV, paragraph 3 of the Convention Establishing the South Pacific Forum Fisheries Agency and amended by the Twenty-ninth Meeting of the Forum Fisheries Committee, Vava'u, Tonga, 13 - 17 May 1996, the Fifty-ninth Meeting of the Forum Fisheries Committee, Majuro, Marshall Islands, 6-10 June 2005, Sixty-first Meeting of the Forum Fisheries Committee, Nadi, Fiji, 15-18 May 2006, the Sixty-seventh Meeting of the Forum Fisheries Committee, Koror, Palau, 12-16 May 2008 and the Seventy-seventh Meeting of the Forum Fisheries Committee, Apia, Samoa, 23-28 May 2011 .

Preliminary

1. Article VI of the Convention establishing the South Pacific Forum Fisheries Agency vests the power to make appointments to the positions of Director-General and Deputy Director-General in the Committee. *[Amended by FFC59]*
2. The Committee delegates the authority to appoint the Deputy Director-General to the Director-General.
3. These rules apply to the positions of Director-General and Deputy Director-General.
4. Only nationals of FFA member countries shall be eligible for appointment as Director-General or Deputy Director-General.
5. The duty statement for the Director-General shall be approved by the Committee. The review of the duty statement should be conducted at least every three years. The duty statement of the Deputy Director-General shall be approved by the Director-General.
6. The initial term of an appointment shall be for a period of three (3) years.
7. The Chairman of the Committee (hereinafter referred to as "the Chairman") shall be responsible for all arrangements concerning the appointment of the Director-General but may call on the Secretariat for administrative assistance. The Director-General shall be responsible for all arrangements concerning the appointment of the Deputy Director-General.

Notification of vacancies to member countries

8. The Director-General shall send notification of a vacancy to official contacts in the governments of member countries at the same time that advertisements are placed.
9. In the event that an incumbent indicates an intention to vacate a position prior to the scheduled termination date, the Director-General shall advise the Chairman and shall immediately notify the governments of member countries with a view to initiating the regular recruitment procedures as soon as possible.

Interim appointments

10. If the Director-General leaves his/her post and as a result there is an unfilled vacancy, the Deputy Director-General shall become the interim Director-General.

11. If for any reason it is impossible or impracticable for the Deputy Director-General to assume the post of interim Director General, the Chairman, in consultation with member governments, may appoint an interim Director-General on such terms and conditions as may be approved by the Committee. In these circumstances, the interim Director-General may be selected from the Secretariat or, if there is no suitable candidate in the Secretariat, from nominees of member countries.

12. If the Deputy Director-General leaves his/her post and if for any reason it is impossible or impracticable to appoint a Deputy Director-General in accordance with these rules before the incumbent leaves his/her post and as a result there is an unfilled vacancy for more than six months, the Chairman, in consultation with member governments, may appoint an interim Deputy Director-General on such terms and conditions as may be approved by the Committee. Where as a result there is an unfilled vacancy for less than six months, the Director-General, in consultation with the Chairman, may appoint an interim Deputy Director-General on such terms and conditions as may be approved by the Chairman. The interim Deputy Director-General may be selected from the Secretariat or, if there is no suitable candidate in the Secretariat, from nominees of member countries.

13. Interim appointments stand until a permanent appointment is made. Interim appointments confer on the holder no assumption of permanency. Holders of an interim appointment shall not however be precluded from applying for permanent appointment in accordance with the provisions of these rules.

Advertisement

14. Vacancies for the Director-General position will be advertised at least six (6) months prior to the FFC session at which the appointment will be considered. The advertisement will specify a closing date which will not be less than three (3) months after the date of the first advertisement.

15. Vacancies for the Deputy Director-General position will be advertised at least three (3) months prior to the date at which the appointment will be considered. The advertisement will specify a closing date which will not be less than two (2) months after the date of the first advertisement.

16. Advertisements will be placed in the leading national newspaper of each member country, appropriate regional magazines or journals, public service gazettes and other publications at the discretion of the Chairman.

Applications

17. Applications should be addressed in confidence to the Chairman and should contain a full curriculum vitae of the candidate and the names and addresses of three professional referees. The Chairman, in his discretion, may direct that applications be addressed to him care of the Secretariat and in such circumstances the Secretariat will act at the direction of the Chairman.

18. Applications should reach the Chairman by the closing date. Late applications will not be considered provided that such applications may, at the discretion of the Chairman, be accepted in exceptional circumstances. The factors which are claimed to constitute exceptional circumstances must be set out in the late application.

19. In the event that the Committee decides to readvertise a position, incumbents wishing to apply for re-appointment must submit an application following the same procedures as new applicants.

National support

20. Applicants must receive the endorsement of their Governments. Applications that do not have the endorsement of Government will not be considered.

Short-listing of candidates for the Director-General position

21. At a session of the Committee, an independent agency shall be appointed. The independent agency may comprise of independent consultants or recruitment agencies as deemed appropriate by the Committee. Such independent agency shall have experience in the work of human resource management and knowledge in the work of FFA and CROP agencies.

22. The function of the appointed independent agency shall be to review the applications received from the Chairman and to draw up a short-list of not more than five candidates for consideration by the Committee. The independent agency shall not rank the candidates in the short-list.

23. In carrying out its function, the independent agency shall:

- (a) consider each application individually having regard to the core competencies as set out in the Duty Statement; and
- (b) prepare a report for circulation to member countries on each of the short-listed candidates.

24. The report of the independent agency shall be sent to the Chairman six weeks after the closing date for applications. The Chairman shall forward a copy of the same to each member country. Member countries may submit to the Chairman comments on the short-list or on the report of the independent agency.

Interview process for the Director-General position

25. At an annual session of the Committee, the Committee shall conduct the interviews.

26. The Chairman shall supply the Committee with the full list of applicants, the short-list, comments by member countries, and copies of the report of the independent agency on each candidate.

Final selection process for the Director-General position

27. The final selection of the candidate for appointment as Director-General shall be made at an annual session of the Committee.

28. In deciding upon appointments, the Committee shall make every effort to reach a decision by consensus but if this is not possible voting shall take place in accordance with Article IV, paragraph 2 of the Convention.

Short-listing of candidates for the Deputy Director-General position

29. At a session of the Committee, a sub-committee shall be appointed comprised of not more than five members, which shall be chaired by the Director-General (hereinafter referred to as the “selection panel”).

30. The function of the selection panel shall be to review the applications received from the Director-General and to draw up a short-list of not more than five candidates. The selection panel shall not rank the candidates in the short-list.

31. In carrying out its function, the selection panel shall consider each application individually having regard to the core competencies as set out in the Duty Statement.

Interview for the Deputy Director-General position

32. The selection panel shall conduct the interviews and make a recommendation to the Director-General on the most appropriate candidate to fill the position.

Final selection process for the Deputy Director-General position

33. The appointment of the Deputy Director-General shall be made by the Director-General.

Performance reviews

34. Performance reviews shall be carried out for the Director-General before the end of their initial term to determine whether there is a need to advertise the position.

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 who shall be appointed by the regular session of the Committee held under Article IV, paragraph 1 of the Convention. In deciding on the membership of the sub-committee, the Committee shall include consideration of sub-regional representation and gender balance where possible.

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.

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.

41. In deciding upon whether or not to advertise the executive positions, the Committee shall make every effort to reach a decision by consensus but if this is not possible, voting shall take place in accordance with Article IV, paragraph 2 of the Convention.

42. The performance review of the incumbent and the decision by member countries on whether or not to advertise shall be completed at a session of the Committee, which takes into account the time frame requirements for advertisements under rule 12.

44. The performance review for the Deputy Director-General shall be conducted by the Director-General in accordance with the FFA Performance Management Procedures.

Amendment to the Rules

45. The Committee reserves the right to amend or waive these procedures should circumstances warrant this.

APPENDIX A

Process for performance reviews as agreed at FFC67

The process for performance reviews shall be 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.