

## **Rules of Procedure for Appointment of Director General**

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### **Scope**

#### **Rule 1**

These Rules shall apply to any appointment of a Director General of SPREP under Article 3.3 (g) of the Agreement Establishing the South Pacific Regional Environment Programme.

### **Definitions**

#### **Rule 2**

For the purposes of these Rules:

- “Director General” means the position established by virtue of Article 6 of the Agreement Establishing the South Pacific Regional Environment Programme;
- “SPREP” means the Secretariat of the Pacific Regional Environment Programme established by virtue of Article 1 of the Agreement Establishing the South Pacific Regional Environment Programme;

- “SPREP Meeting” means the organ of SPREP established by virtue of Article 1 of the Agreement Establishing the South Pacific Regional Environment Programme
- “Chairperson” means the Chairperson elected by the SPREP Meeting in accordance with Article 4(1) of the Agreement Establishing the South Pacific Regional Environment Programme.

## **Selection Advisory Committee**

### **Rule 3**

The SPREP Meeting shall as required from time to time appoint a Selection Advisory Committee comprising:

- the current Chairperson, who shall also chair the Selection Advisory Committee; and
- at least two other members of the SPREP Meeting.

## **Chairperson**

### **Rule 4**

The functions of the Chairperson are to:

- inform Governments and Administrations of a pending vacancy;
- advertise the position;
- invite nominations;
- receive applications;
- convene the Selection Advisory Committee;
- address any actual or potential conflicts of interest concerning Committee members, by requiring all Committee members to declare any professional or personal relationship with any applicants at the outset, and to recuse themselves if they or the Chairperson deem that their relationship would lead to a loss of confidence in the transparency of the process;
- chair the Selection Advisory Committee; and
- present the recommendations of the Selection Advisory Committee to the SPREP Meeting with a thorough justification and commentary, including details of the Committee’s conclusions on the ranking of the candidates against the selection criteria.

## **Notices and Interim Arrangements**

### **Rule 5**

1. The Chairperson shall transmit notice of a pending vacancy to all SPREP Member Governments and Administrations no later than six months prior to the expiry of the term of office of the incumbent.
2. Advertising of the position on the Internet and in major regional newspapers and periodicals shall be effected by the Secretariat in consultation with the Chairperson no later than six months prior to the expiry of the term of office of the incumbent Director General and in any case in sufficient time to enable the Selection Advisory Committee to complete its work prior to the next SPREP Meeting.
3. Applications should close no sooner than two months following such notification or advertising.
4. Where a vacancy arises and there is no Deputy Director General and the position is likely to be vacant for more than 12 months, the procedures in these Rules will apply and the Chairperson shall convene a special SPREP Meeting to appoint a new Director General.
5. Where a vacancy occurs and there is no Deputy Director General, the Chairperson in consultation with members, may appoint an interim Director General on such terms and conditions as may be agreed by Members. The interim Director General shall be selected from Division Directors of the Secretariat or if there is no suitable candidate in the Secretariat, from nominees of Members. 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.

## **Selection Advisory Committee Functions**

### **Rule 6**

In considering applications received by the Chairperson, the Selection Advisory Committee shall:

- consider each application against the selection criteria;
- make such enquiries as it sees fit;
- draw up a shortlist of no more than five applicants;
- notify Governments and Administrations of the shortlist seeking their comment which shall then be transmitted to the Chairperson within fourteen days of date of notification;
- interview shortlisted candidates; and
- make recommendations concerning the appointment to the next SPREP Meeting preceding the expiry of the term of office of the incumbent Director

General. Such recommendations shall contain the shortlisted candidates in order of suitability/preference, consistent with generic guidance for selection processes provided by the Secretariat, and provide a thorough justification and commentary, including details of the Committee's conclusions on the ranking of the candidates against the selection criteria.

## **Selection Criteria**

### **Rule 7**

1. The following criteria shall be taken into account by the Selection Advisory Committee when preparing the advertisement of the vacancy, considering applications and conducting interviews:

2. Eligibility criteria:

- applicants must be nominated by a Government or Administration. More than one applicant per country is eligible for selection;
- applicants must be nationals of the nominating Government or Administration; and
- members of the Selection Advisory Committee are not eligible for consideration.

3. Suitability criteria:

- the Selection Advisory Committee shall develop and apply criteria to assess the suitability of candidates, based on the competencies, skills and personal qualities required to meet the position responsibilities;
- shortlisted applicants shall be selected on the basis of merit, with regard to the advertised selection criteria, which should be weighted to prioritise leadership and environmental expertise, and which may include:
  1. relevant qualifications and experience in leading a multi-disciplinary, multicultural team;
  2. proven leadership and senior management abilities;
  3. superior representational skills and ability to cooperate with partner organisations;
  4. commitment to the aspirations of Pacific island peoples;
  5. knowledge of, and ability to advocate for, the environmental concerns of the region; and
  6. knowledge of both working languages of SPREP would be an advantage.

## **Decision of SPREP Meeting**

### **Rule 8**

1. The SPREP Meeting should make its decision on the most suitable candidate:
  - by consensus, consistent with its Rules of Procedure; and
  - on the basis of merit.
2. To ensure the selection is based on merit, the primary consideration of the SPREP Meeting should be the recommendations of the Selection Advisory Committee, regarding the relative suitability of the applicants for the duties of the Director General position. The SPREP Meeting will provide, in its formal record, a clear justification in the case of any deviation from the recommendations of the Selection Advisory Committee.
3. The decision of the SPREP Meeting should:
  - identify the most preferred applicant; and
  - rank in preferential order any other candidates it considers suitable for the position, in the event that the most preferred applicant is unavailable. This list should not include any applicants that the Selection Advisory Committee assessed as unsuitable, or needing development, to perform the duties of the Director General position.
4. The Chairperson of the SPREP Meeting is responsible for offering the position of Director General to the successful applicant. In the event that the most preferred candidate declines the offer of the position, the Chairperson should offer the position to the next most highly ranked suitable applicant, and so on down the list agreed by the SPREP Meeting.
5. In the event that none of the suitable applicants accept the offer of the position, the vacancy should be re-advertised and a new selection process should commence, in accordance with these Rules.

## **Term of Appointment**

### **Rule 9**

1. The successful applicant shall be appointed for a period of three years in the first instance.
2. The incumbent may seek reappointment, through application, for a further period of three years. The maximum length of service of any individual is six years.

## **Expenses**

### **Rule 11**

All costs associated with convening meetings of the Selection Advisory Committee and with advertising and interviewing shortlisted candidates shall be met by the Secretariat.

## **Amendments**

### **Rule 12**

These Rules may be amended by consensus decision of the SPREP Meeting.

Adopted at Tarawa, Republic of Kiribati, this thirteenth day of October 1994.

As revised at the 10th SPREP Meeting in Apia, Samoa, September, 1998.

As revised at the 11th SPREP Meeting in Guam, October , 2000.

As revised at the 12th SPREP Meeting in Apia, September, 2001.

As revised at the 21<sup>st</sup> SPREP Meeting in Madang, Papua New Guinea, September 2010.

As amended at the 24th SPREP Meeting in Apia, Samoa, September 2013

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