



**GENERAL FISHERIES COMMISSION  
FOR THE MEDITERRANEAN  
COMMISSION GÉNÉRALE DES PÊCHES  
POUR LA MÉDITERRANÉE**



<b>GENERAL FISHERIES COMMISSION FOR THE MEDITERRANEAN</b>
<b>First Session of the Committee on Administration and Finance (CAF)</b>
<b>Thirty-Fourth Session</b>
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<b>PROCEDURE FOR THE SELECTION AND APPOINTMENT OF THE EXECUTIVE SECRETARY*</b>

\*Original Language: French

1. This document proposes a procedure for the selection and appointment of the Executive Secretary of the Commission. It recalls a number of pertinent considerations regarding the statutes of the General Fisheries Commission for the Mediterranean (GFCM) and its Executive Secretary and, taking these considerations into account, proposes a procedure for the selection and appointment of the Executive Secretary, for review by the Commission.

#### **GENERAL CONSIDERATIONS**

2. Article XI, paragraph 1, of the Agreement for the establishment of the General Fisheries Commission of the Mediterranean, hereinafter referred to as “the Agreement”, provides that “*the Secretary of the Commission (hereinafter referred to as “the Secretary”)* shall be appointed by the Director-General with the approval of the Commission, or in the event of appointment between regular sessions of the Commission, with the approval of the Members of the Commission”. Article XI, paragraph 2, of the Agreement, for its part, provides that “*the Secretary shall be responsible for implementing the policies and activities of the Commission and shall report thereon to the Commission. The Secretary shall also act as Secretary to other subsidiary bodies established by the Commission, as required*”.

3. Rule V of the current Rules of Procedure of the Commission, headed “The Secretariat”, reads as follows:

*1. The Secretariat shall consist of the Secretary and such staff responsible to him as may be determined by the Director-General.*

*2. The duties of the Secretary shall be the receipt, collation and circulation of documents, reports and resolutions of the sessions of the Commission and its committees, the record of their proceedings, the certification of expenditures and final commitments, and the performance of such other duties as the Commission may direct.*

3. *Copies of all communications concerning the affairs of the Commission shall be sent to the Secretary for purposes of information and record".*

4. Given that the Commission was established by virtue of an agreement concluded under the provisions of Article XIV of the Constitution of FAO, the "*Principles and procedures which shall govern Conventions and Agreements concluded under Articles XIV and XV of the Constitution, and Commissions and Committees established under Article VI of the Constitution*", as set out in Part R of the Basic Texts of FAO, are applicable for review of this matter. Thus, under the provisions of paragraph 32 (iii) of such Principles:

*"the Secretary of each body shall be appointed by the Director-General and shall be administratively responsible to him. In the case of bodies referred to in paragraph 33c)<sup>1</sup>, the Basic Texts may specify that the Secretary shall be appointed by the Director-General after consultation with, or with the approval or concurrence of, the members of the body concerned".*

5. The procedure for the selection and appointment of the Secretary of the Commission needs to be examined in the light of the above provisions and after taking the two following considerations into account.

6. First, the Secretary is responsible for implementation of the policies and activities of the Commission, to which he reports. He also performs the functions of Secretary of any other subsidiary bodies established by the Commission. The Secretary should therefore enjoy a degree of autonomy over technical, functional and operational matters, which he reports to the Commission. This need for autonomy over functional matters reflects the spirit and letter of other relevant provisions regarding bodies established under Article XIV of the Constitution of FAO. By virtue of their statutes, these bodies are assigned specific responsibilities and functions that fall within the general mandate and functions of the Organization. However, these responsibilities and functions, together with obligations on parties deriving from their respective statutes, extend beyond those placed on the parties by virtue of the Constitution of FAO. As a result, not only should these bodies enjoy autonomy over functional matters encompassed in their mandate but, in order to perform their functions and to be in a position to meet the functional requirements of these bodies, their Secretaries need to enjoy all possible legal autonomy.

7. Second, both the Commission, to the extent that it does not have legal personality distinct from that of FAO, and its Secretary, as employee of the Organization, are attached to FAO. Under the Constitution and the General Rules of the Organization, all FAO staff are appointed by the Director-General in accordance with the procedures adopted by the Conference or the Council. By virtue of his authority to direct the work of the Organization, under the general oversight of its Governing Bodies, the Director-General is responsible for appointing the members of staff and for their administration. To that end, a complete series of rules, regulations and administrative procedures have been adopted by the Governing Bodies or under their authority, and elaborated under the aegis of the International Civil Service Commission, in accordance with the relevant provisions of the United Nations Common System concerning salaries, allowances and other benefits. The staff of the Organization are answerable to the Director-General and are subject to his disciplinary authority.

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<sup>1</sup> Paragraph 33c) stipulates that bodies established under Article XIV of the Constitution fall into one of the three following categories: a) bodies entirely financed by the Organization; b) bodies that, in addition to being financed by the Organization, may undertake cooperative projects financed by members of the body; c) bodies that, in addition to being financed by the Organization, have autonomous budgets.

## **PROCEDURE PROPOSED FOR THE SELECTION AND APPOINTMENT OF THE EXECUTIVE SECRETARY OF THE COMMISSION**

8. The proposed procedure draws upon the *ad hoc* procedure adopted at the extraordinary session of the Commission held in Malta in 2004 and applied subsequently and at the twenty-ninth session of the Commission in February 2005, with certain amendments. It is proposed that, once adopted by the GFCM at its thirty-fourth session, the procedure be incorporated in annex to the Rules of Procedure of the Commission.

9. It is proposed that the procedure, including the different stages in the selection and appointment of the Secretary and the corresponding elements relating to the vacancy announcement, be as follows:

### Vacancy announcement

The Members agree to a text for the vacancy announcement, including the required qualifications and the job description for the post of Executive Secretary (cf. below). The Director-General of FAO sees that the vacancy announcement is duly posted on the FAO and GFCM Websites and is publicized elsewhere, as appropriate, in accordance with the additional guidelines of the Commission.

### Closing date for applications

Applications are accepted by FAO (Fisheries and Aquaculture Department) during a period of six weeks from the date of announcement of the vacancy notice.

### Screening of applications

The applications received are examined by a Selection Committee comprising:

- the Chair and two Vice-chairs of the GFCM;
- the Chair of the GFCM Committee on Administration and Finance;
- the Chair of the GFCM Screening Committee;
- two representatives of the Director-General of FAO.

10. The Selection Committee meets at FAO Headquarters within four weeks of closure of the vacancy announcement. With the assistance of the FAO Secretariat, the Committee is charged with eliminating those candidates that do not explicitly meet the required qualifications for the vacancy and with identifying a maximum of 20 eligible candidates.

11. The list of eligible candidates is communicated to the Members of the GFCM for evaluation and ranking. For information, the Members also receive a list of the other applicants.

### Ranking of candidates

12. Five candidates are ranked by order of preference by the Members, on a point score of five to one, applying the criteria set out in the section of this document headed “Required qualifications” (the best candidate receiving 5 points).

13. The Members then send the Selection Committee their list of preferences within four weeks of receipt of the applications. The Selection Committee calculates these preferences and sends the Members a short list of the 5 candidates scoring the most points.

### Short list and interview process

14. The five candidates with the most points are invited by the GFCM Chair to the following session of the Commission for interview by the Heads of Delegation of Commission Members.

These interviews are presided by the GFCM Chair and covered by simultaneous interpretation in the languages of the Organization.

#### Interview process

15. The Chair, in agreement with the Heads of Delegation, draws up a list of 5 questions to be asked to the 5 candidates during their separate interviews, each lasting a maximum of 50 minutes.

#### Voting

16. After the interviews, ballots are held as follows until one candidate attains the required majority:

- (a) A first ballot for all five candidates. The two candidates receiving the least votes are eliminated from the selection process.
- (b) A second ballot for the remaining three candidates. The candidate receiving the least votes is eliminated.
- (c) A third ballot between the remaining two candidates. The candidate receiving the most votes is selected.

17. If, during the course of a ballot, two candidates receive the same number of votes, a separate round of voting is held to eliminate one of those candidates.

18. Notwithstanding the above paragraphs, if one of the candidates obtains the required majority, he is selected without the need for further ballots. The required majority is more than half of the votes cast.

19. In accordance with Rule IX.7 of the GFCM Rules of Procedure, matters not specifically provided for in this procedure are governed, *mutatis mutandis*, by the provisions of Article XII of the General Rules of the Organization.

#### Appointment of the new Secretary

20. The name of the candidate selected by the Commission in accordance with the above procedure is proposed by the GFCM Chair to the FAO Director-General so that he can appoint the new Secretary.

### **QUALIFICATIONS REQUIRED FOR THE POST**

21. The following qualifications, which duly reflect the conditions applicable under the United Nations Common System, are proposed for review by the Commission:

- a) The incumbent should hold a university degree, preferably at post-graduate level, in fisheries biology, fisheries science, fisheries economics, administration, law or related fields. He should have at least ten years of experience in fisheries management and policy formulation, and preferably in bilateral and international relations, including knowledge of regional fisheries organizations such as the GFCM and ICCAT. He should have proven ability to exercise a high degree of professional initiative. The incumbent should also have considerable experience in the preparation of budgets and documents and in the organization of international meetings. He should have working knowledge (level C) of two of the following official languages of the Organization: Arabic, English, French or Spanish. Knowledge, even limited, of one of the other cited languages will be considered an additional asset.

- b) Other essential qualifications include competence in the selection of staff; demonstrated ability to conduct professional oversight in appropriate fields, and familiarity with word processing, spreadsheets and database management systems.
- c) Desirable requirements include a high degree of adaptability and the ability to cooperate effectively with people of different nationalities, cultures, social origins and educational levels.
- d) Candidates should have the age that allows to perform a full term mandates of five years (refer to the paragraphs 26-27 of this document).

22. The post of Secretary is at D-1 grade based on the United Nations salary scale for high-ranking administrators and professionals. The Secretary is also entitled to a variable element for post-adjustment, pension contributions, health insurance, etc. He is a member of FAO staff and is appointed under the terms of FAO Staff Regulations and Rules.

#### **TERMS OF REFERENCE**

23. The Commission is invited to examine the incumbent's terms of reference as proposed in Appendix A of this document.

#### **ENTRY ON DUTY**

24. In view of the time needed to complete the administrative formalities, both within FAO and, as appropriate, within the incumbent's administration at the time of appointment, it is suggested that entry on duty be envisaged as early as possible after selection by the Commission, and in any case within a maximum period of four months.

25. The interviews and voting for selection of the Secretary will take place at a regular or extraordinary Session of the GFCM to be convened at a date to be determined by the Commission.

#### **TERM OF OFFICE OF THE EXECUTIVE SECRETARY**

26. The Commission is invited to decide the term of office of the Executive Secretary, a matter that was not addressed during selection of the candidate for this post in 2004 or 2005. This is an important decision which should ensure the stability and effectiveness of the Secretariat, but also taking into account that an extended term of office could in some cases pose a risk if the Secretary does not perform satisfactorily.

27. It is proposed that the incumbent be appointed for a period of five years. An incumbent selected for a period of five years may be reselected for a further term of five years. At the third regular session following regular session of the Commission during which the Executive Secretary was selected, or at the fourth regular session following the selection of the Executive Secretary, in the case in which selection took place at an extraordinary session of the Commission, selection of the next Executive Secretary should be placed on the GFCM agenda. The Commission decides the necessary arrangements for the next selection of Executive Secretary, in accordance with the procedure in place.

**MEASURES SUGGESTED TO THE COMMISSION**

28. The Commission is invited to review and comment upon this document. It is specifically invited:

- a) to examine and approve the proposed procedure for the selection and appointment of the GFCM Executive Secretary, which will be incorporated in annex to the Rules of Procedure of the Commission of which it will be an integral part;
- b) to examine any other related matter and in particular the issuing of the vacancy announcement, the terms of reference and required qualifications and the term of office of the Executive Secretary.

## Appendix A

### TERMS OF REFERENCE OF THE GFCM EXECUTIVE SECRETARY

1. By virtue of Article XI.2 of the Agreement establishing the General Fisheries Commission for the Mediterranean, the Secretary is responsible for implementing the policies and activities of the Commission to which he reports. The Secretary also acts as Secretary to other subsidiary bodies established by the Commission, as required. The incumbent assumes general responsibility for the planning, coordination and administration of the Commission in accordance with its decisions, it being understood that all matters, including documents that may have an impact on the policies, work programme or finances of FAO, should be reported to the Organization through established channels, in accordance with paragraph 30 of the Appendix to the Principles and procedures which should govern Conventions and Agreements concluded under Articles XIV and XV of the Constitution and Commissions and Committees established under Article VI of the Constitution (Part R of the Basic Texts).
2. The Executive Secretary is responsible, for administrative purposes, to the FAO Director-General and, for technical matters, is required to coordinate his activities with those that are implemented by the Organization through its Fisheries and Aquaculture Department. He should be in a position to call upon the technical expertise that is available within the Organization.
3. The Executive Secretary shall in particular:
  - a) receive and transmit the Commission's official communications;
  - b) maintain contacts with appropriate government officials, fishery institutions and international organizations concerned with the development, conservation, rational management and utilization of fisheries, as well as the sustainable development of aquaculture in the Region of the Commission, to facilitate consultation and cooperation on all matters pertaining to the objectives of the Commission;
  - c) maintain an active and effective network of national focal points for routine communication on 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 autonomous budget;
  - f) account for the funds of the Commission's autonomous budget;
  - g) participate in the formulation of proposals regarding the budget and programme of work or other activities of the Commission financed by the regular budget of the Organization;
  - h) stimulate interest among Members of the Commission and potential donors in the activities of the Commission, and in possible financing or in implementing pilot projects and complementary activities;
  - i) promote, facilitate and monitor the development of databases for fisheries assessment and monitoring, and technical, biological and socioeconomic research, to provide a

sound basis for fisheries management and aquaculture development;

- j) coordinate the Members' programmes of research, when required;
- k) participate, as appropriate, in the oversight of activities of projects carried out under the general framework of the Commission or its subsidiary bodies;
- l) organize sessions of the Commission and its subsidiary bodies and other related *ad hoc* meetings;
- m) prepare, or have prepared, the background document and the report on the Commission's activities and programme of work for submission to the Commission at its regular sessions and arrange for the subsequent publication of the report and proceedings of the Commission as well as its subsidiary bodies and *ad hoc* meetings;
- n) take such steps as may be required to ensure coordination between the activities of the Commission and those carried out by the Organization through its Fisheries and Aquaculture Department, with particular reference to all matters having policy, financial or programme implications;
- o) perform other related duties as required.