

**GENERAL FISHERIES COMMISSION FOR THE MEDITERRANEAN AND BLACK SEA
AND CONNECTING WATERS**

DRAFT RULES OF PROCEDURE

RULE I: Definitions

For the purpose of these Rules, the terms shall have the same meaning as those used in the Agreement, and in addition the following definitions apply:

Agreement: The Agreement for the establishment of the General Fisheries Commission for the Mediterranean adopted in Rome (Italy) on 24 September 1949, as amended in accordance with its provisions;

Bureau: The Bureau established in accordance with Article 14 of the Agreement;

Chairperson: The Chairperson of the Commission;

Delegate: The representative of a Member as specified in Article 6 of the Agreement;

Delegation: The delegate and his/her alternate, experts and advisers;

Director-General: The Director-General of the FAO;

Executive Secretary: The Executive Secretary of the Commission appointed in accordance with Article 15(2) of the Agreement;

Headquarters: The headquarters of the Commission designated under Article 6(7) of the Agreement;

Observer Associate Member: A member or associate member of FAO which is not a member of the Commission attending sessions of the Commission or its subsidiary bodies or other body in accordance with Article 23(1) of the Agreement;

Observer Nation: A nation that is not a Member attending a session of the Commission or its subsidiary bodies or other body in accordance with Article 23(2) of the Agreement;

Observer intergovernmental organization: An intergovernmental organization attending a session of the Commission, or its subsidiary bodies or other bodies as observer in accordance with Article 23(3) of the Agreement;

Observer non-governmental organization: A non-governmental organization attending a session of the Commission or its subsidiary bodies or other body in accordance with Article 23(3) of the Agreement;

Observer non-member States of FAO: Non-member States of FAO which are not members of the Commission, but which is a member of the United Nations, any of its specialized agencies or the International Atomic Energy Agency, attending sessions of the Commission or its subsidiary bodies or other body in accordance with Article 23(2) of the Agreement; and

Vice-Chairpersons: The Vice-Chairpersons of the Commission.

RULE II: Sessions of the Commission

1. The Commission shall, at each regular annual session, decide the time and place of the next session in accordance with Article 6(5) of the Agreement, the requirements of the Commission's programmes and the terms of the invitation of the country in which the session is to be held, as appropriate.
2. The Chairperson may convene an extraordinary session of the Commission at:
 - (a) the direction of the Commission;
 - (b) the request or with the approval of a simple majority of the Members;
 - (c) the direction of the Bureau with the approval of a simple majority of the Members;
3. The Bureau, in consultation with the Director-General, shall decide the time and place of an extraordinary session called in accordance with paragraph 2.
4. Sessions of the Commission may be held at its headquarters, at the headquarters of the FAO or at an agreed location in a Member.
5. Invitations to a regular session of the Commission shall be issued by the Executive Secretary on behalf of the Chairperson not less than sixty days in advance of the date fixed for the opening of the session. Invitations to extraordinary sessions shall be issued not less than forty days in advance of the date fixed for the opening of the session.
6. When determining the site of any meeting to be convened by the Commission, the Executive Secretary should be satisfied that the host government is willing to grant to all delegates, representatives, experts, observers and members of the Secretariat of the Commission and the Secretariat of the FAO attending such a meeting, or other persons entitled to attend such session in accordance with the terms of the Agreement or these Rules, and relevant requirements of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations, immunities that are necessary for the independent exercise of their functions in connection with the meeting.

RULE III: Registration and Credentials

At each session the Executive Secretary shall make arrangements for the registration of delegates and observers, and shall receive the credentials of delegations. Such credentials shall conform to the standard form set by the Executive Secretary. Upon examination thereof, the Executive Secretary shall report to the Commission for the necessary action.

RULE IV: Agenda

1. A provisional agenda for each regular session of the Commission shall be drawn up by the Executive Secretary and sent to the Members following the approval of the Chairperson. The provisional agenda will also be sent to the observer Nations and observer Associate Members which attended the previous regular session of the Commission or have requested to attend the next session. It shall be sent not less than sixty days before the date of the session, together with the reports and documents available in connection with the session.
2. For observer non-member States of FAO, observer intergovernmental organizations or observer non-governmental organizations, such information shall be sent if a decision to invite them to attend the session of the Commission has been taken. Invitations shall also be sent to intergovernmental organizations or institutions having concluded an agreement with the Commission, pursuant to Rule XIV, formally providing for the participation of these organizations and institutions in Commission sessions.
3. The Executive Secretary shall send a provisional agenda with comments, including any proposal by

Members, not less than thirty days before the session, together with relevant available reports and documents.

4. The agenda for each regular session shall include the following items:

- (a) election of the Chairperson and of two Vice-Chairpersons as provided under Article 6(4) of the Agreement, as appropriate;
- (b) adoption of the agenda;
- (c) a report by the Executive Secretary on the financial and administrative affairs of the Commission and a report by the Chairperson or the Executive Secretary on the activities of the Commission;
- (d) consideration of the proposed budget;
- (e) reports on intersessional activities and recommendations of the subsidiary bodies and working groups;
- (f) proposals for the adoption of conservation and management measures pursuant to Article 7(b) of the Agreement;
- (g) consideration of the proposed programme of work for the Commission;
- (h) consideration of the time and place of the next session;
- (i) applications for membership in accordance with Article 31(2) of the Agreement;
- (j) items referred to the Commission by the Conference, the Council or the Director-General.

5. The provisional agenda may also include:

- (a) items approved at the previous session;
- (b) items proposed by the committees and any other subsidiary body;
- (c) items proposed by a Member.

6. The agenda of an extraordinary session shall consist only of the items relating to the purpose for which the session was called.

RULE V: The Secretariat

1. The Executive Secretary shall be appointed by the Director General following the approval of the Commission in accordance with Article 15(2) of the Agreement and the procedures set out in Appendix 1 of these Rules of Procedure.

2. Copies of all communications concerning the affairs of the Commission shall be sent to the Executive Secretary for purposes of information and record.

RULE VI: Meetings of the Commission

1. In accordance with Article 23(4) of the Agreement, meetings of the Commission shall be open to observers unless otherwise decided by the Commission. When the Commission decides to hold a private meeting, it shall at the same time determine attendance by observers.

2. The meetings of the Committees, working groups and other bodies of the Commission shall be open to observers unless otherwise decided by the Commission or the body concerned.

RULE VII: Election of Chairperson and Vice-Chairperson

The Chairperson and Vice-Chairpersons elected in accordance with Article 6(4) of the Agreement shall be elected from among delegates or alternates attending the session at which they are elected. They shall assume office immediately following the regular session at which they were elected.

RULE VIII: Functions of the Chairperson and Vice-Chairpersons in connection with meetings of the Commission

1. The Chairperson shall exercise the functions conferred on him or her elsewhere in these Rules and, in particular, shall:

- (a) declare the opening and closing of each session of the Commission;
- (b) direct the discussions at such sessions and ensure observance of these Rules, accord the right to speak, put questions and announce decisions;
- (c) rule on points of order;
- (d) subject to these Rules, have complete control over the proceedings of the session;
- (e) appoint such committees of the session, as the Commission may direct;
- (f) call for votes and announce the results of votes;
- (g) sign on behalf of the Commission a report of the proceedings of each session of the Commission for transmission to the Director-General and the Members; and
- (h) perform any other function that may be decided by the Commission.

2. In the absence of the Chairperson, or at his/her request, his/her functions shall be exercised by the Vice-Chairperson or, in the absence of the latter, by the second Vice-Chairperson.

3. The Chairperson, or the Vice-Chairpersons when acting as Chairpersons, shall not vote and another member of their delegation shall represent the relevant Member.

4. The Chairperson or a Vice-Chairperson acting as Chairperson has a right to vote if he/she is acting only as a representative of his/her Member.

5. In the interval between sessions of the Commission, the Chairperson shall exercise his/her functions in accordance with these Rules of Procedure.

6. The Executive Secretary shall temporarily exercise the functions of the Chairperson in the event that the Chairperson and the Vice-Chairpersons should be unable to serve.

7. The Commission may adopt rules, consistent with the present Rules, clarifying the functions of the Chairperson and Vice-Chairpersons, with particular reference to any functions performed during the intersessional period.

RULE IX: Voting arrangements and procedures

1. Except as otherwise provided in paragraph 4 of this Rule, voting in plenary meetings shall be by show of hands, except where a Member requests that the vote be taken by roll call or secret ballot, and such request is seconded.

2. A vote by roll call shall be conducted by calling the names of the Members entitled to vote in the English alphabetical order. The name of the first Member to be called shall be designated by lot drawn by the Chairperson

3. The record of any roll call vote or postal vote shall show the votes cast by each delegate and any abstention.

4. Unless the Commission decides otherwise, voting shall be by secret ballot on matters relating to individuals, including the election of officers of the Commission and its committees and, if applicable, the name of the Executive Secretary to be forwarded to the Director-General for appointment.

5. When no nominee for an office 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, on the

second ballot, the votes are equally divided, as many ballots as necessary shall be held to determine the elected candidate.

6. Votes cast mean votes “in favour” and “against”.

7. If the Commission is equally divided when a vote is taken on a question other than an election or the recommendation regarding the name of the Executive Secretary to be forwarded to the Director-General for appointment, a second and third vote may be taken at the current session. If the Commission remains equally divided, the proposal shall not be considered further at the current session.

8. In exceptional circumstances as determined by the Executive Secretary in consultation with the Chairperson, when urgent matters require Members to take decisions intersessionally, any rapid means of communication may be used for decision-making with respect to procedural and administrative matters of the Commission, including any of its subsidiary bodies or working groups, other than matters relating to the interpretation of and the adoption of amendments to the Statute of the Commission, its Rules of Procedure or Financial Regulations.

9. Voting arrangements and other related matters not specifically provided for by the Agreement, or by these Rules, shall be governed *mutatis mutandis* by the General Rules of the FAO.

RULE X: Subsidiary bodies, working groups, subregional working groups and other bodies

1. Each subsidiary body established pursuant to Article 8(1) or Article 8(2) of the Agreement may establish working groups and other bodies and shall ensure their coordination, as appropriate, through a coordinating meeting, subject to the provisions of Article 8(3) of the Agreement.

2. Unless otherwise provided, the subsidiary bodies, working groups, subregional working groups and other bodies shall be governed, *mutatis mutandis*, by the Rules of Procedure of the Commission, as well as such other supplementary procedures, consistent with these Rules, as the Commission may establish.

3. The relationship between the Commission and its subsidiary bodies, working groups, subregional working groups, or other entities as may deal with matters within the purview of the Commission may be clarified, as appropriate, through specific decisions by the Commission or arrangements to be concluded on behalf of the Commission and the relevant interested parties.

4. The meetings of each subsidiary body shall take place at such time as may be agreed by the Commission, subject to Article 8(3) of the Agreement.

RULE XI: Subregional Working Groups

1. The Subregional Working Groups established in accordance with Article 13 of the Agreement shall have the following areas of application:

- (a) Western subregion;
- (b) Central subregion;
- (c) Adriatic subregion;
- (d) Eastern subregion;
- (e) Black Sea subregion;

[Please see explanatory notes for options to define the areas of application of the subregions and provide technical guidance as kindly requested in the comments.]

2. The Subregional Working Groups established in accordance with Article 13 of the Agreement shall cooperate to implement the objective, general principles, functions and responsibilities of the

Commission in their respective areas of application. To this end, each Subregional Working Group shall:

[Technical advice requested.]

3. A coordinator shall be appointed for each Subregional Working Group who shall be responsible for:

- (a) coordinating and overseeing all of its operations and activities;
- (b) liaising with other Subregional Working Groups and the Commission;
- (c) as appropriate, serving on any mechanism established in accordance with Article 7, paragraph (f) of the Agreement; and
- (d) performing such other duties as may be agreed by the Commission.

4. The coordinator appointed in accordance with paragraph 3 of this Rule shall be remunerated but shall not serve as a FAO staff member.

RULE XII: Budget and finance

1. Any estimates of expenditures to be covered by the general budget of the FAO shall be submitted by the Executive Secretary to the Commission for approval. Once approved, as part of the general budget of the FAO, without prejudice to the relevant rules of the FAO and the decisions of its Governing Bodies, they will constitute the limits within which funds may be committed for purposes approved by the Conference .

2. The Commission shall determine the extent to which travelling expenditures incurred by the Chairperson, the Vice-Chairpersons and of any subsidiary bodies, in connection with their functions, may be covered by the autonomous budget of the Commission.

3. Subject to Article 16 of the Agreement, any budgetary or financial matters relative to the autonomous budget of the Commission shall be dealt with in accordance with the Financial Regulations of the Commission.

RULE XIII: Participation by observers

1. The Director-General or a representative designated by him/her, shall have the right to participate without vote in all sessions of the Commission and any of the subsidiary bodies of the Commission.

2. Non-governmental organizations having special competence in the field of activity of the Commission that wish to attend any session of the Commission or such of its meetings as the Commission may specify shall notify the Executive Secretary in advance, at such time as may be specified by the Executive Secretary or the Commission, of its wish to be invited.

3. The list of non-governmental organizations wishing to be invited shall be submitted to the Members. Any Member may object in writing to the issuance of an invitation within 15 days of receiving notification, and shall include reasons for its objection. Where an objection has been notified, the matter will be subject to decision by the Commission out of session by written procedure.

4. The Commission, on proposal of the Executive Secretary, may decide to request a contribution towards the additional administrative costs arising from the attendance of observers at its sessions, subject to reciprocity in the case of intergovernmental organizations.

5. Unless the Commission determines otherwise, observers may attend the sessions of the Commission. Observer Nations may submit memoranda and participate without vote in the discussions. Observer non-member States of FAO as well as observer intergovernmental organizations

or observer non-governmental organizations may be invited by the Commission to submit memoranda and deliver oral statements.

6. The Commission may invite consultants or experts, in their individual capacity, to attend the sessions meetings or participate in the work of the Commission as well as the subsidiary and other bodies and meetings of the Commission.

7. Agreements entered into under Rule XIV may provide that the relevant organization or institution may be represented as an observer in the sessions of the Commission. Observers from these organizations or institutions will be authorized to submit memoranda and, as appropriate, to participate in the discussions of the Commission and the subsidiary bodies of the Commission, without voting right.

RULE XIV: Criteria for attaining the status of cooperating non-member

1 Each year, the Executive Secretary shall contact all non-members of the Commission which are coastal States within the Agreement Area, and urge them to become a Member or to attain the status of a cooperating non-member.

2 Any such non-member that seeks to be accorded the status of a cooperating non-member shall apply to the Executive Secretary no later than ninety (90) days in advance of an annual session of the Commission, to be considered at that session.

3 Non-members requesting the status of a cooperating non-member shall provide the following information in order to have this status considered by the Commission:

- (a) where available, data on its historical fishing activities in the Agreement Area;
- (b) all the data that Members have to submit based on measures adopted by the Commission; and
- (c) information on any research programmes it may have conducted in the Agreement Area and the information and the results of this research.

4 An applicant for cooperating non-member status shall also confirm its commitment to respect the Commission's conservation and management measures and inform the Commission of the actions it takes to ensure compliance with those measures.

5 Cooperating non-member status shall be annually reviewed and renewed unless revoked by the Commission due to non-compliance with the conservation and management measures of the Commission.

RULE XV: Cooperation with other intergovernmental organizations and institutions

To further the objective of Article 24(1) of the Agreement, the Commission may enter into agreements, arrangements or understandings with other intergovernmental organizations and institutions which might contribute to the work and further the objectives of the Commission.

RULE XVI: Reports

1. At each session, the Commission shall approve a report embodying its views, recommendations, resolutions and decisions, including, when requested, a statement of minority views. The report shall be made available on the website of the Commission.

2. Subject to the provisions of Article 18 of the Agreement, the decisions, resolutions and recommendations of the Commission shall be transmitted to the Director-General at the end of the session. The Executive Secretary shall, on behalf of the Chairperson, circulate them to Members, observer nations and observer intergovernmental and observer non-governmental organizations which

were represented at the session, and such others as the Commission may direct from time to time. Similarly, these documents may be made available to other members and associate members of the FAO for their information, as appropriate.

3. Decisions having policy, programme or financial implications for the FAO shall be brought by the Director-General to the attention of the Conference through the Council for action.

4. Subject to the provisions of the preceding paragraph, the Chairperson may request Members to supply information on action taken on the basis of the decisions and recommendations made by the Commission.

5. The Executive Secretary shall receive on behalf of the Commission the information requested pursuant to paragraph 4 and shall prepare a summary and an analysis of such information for presentation at the next session.

RULE XVII: Recommendation Review Panel

1. A Recommendation Review Panel is hereby established pursuant to Article 7, paragraph (f) of the Agreement.

2. The Recommendation Review Panel shall consist of the following persons:

- (a) the Chairperson of the Scientific Advisory Committee;
- (b) the Chairperson of the Advisory Committee on Aquaculture;
- (c) the Chairperson of the Compliance Committee;
- (d) the Coordinator of each Subregional Working Group;
- (e) five Members of the Commission, comprising one Member from each Subregional Working Group; and
- (f) three independent experts in fisheries management .

3. The Members of the Commission referred to in paragraph 2(e) shall:

- (a) be elected by the Commission;
- (b) serve for (two) years;
- (c) be eligible for re-election; and
- (c) not serve for more than (two) years in the same capacity.

4. The independent experts in fisheries management referred to in paragraph 2(f) shall be appointed by the Secretary with the approval of the other members of the Recommendation Review Panel.

5. A Chairperson and two Vice-Chairpersons of the Recommendation Review Panel shall be elected by the Commission from among the Members, and shall each serve for a term of (xx) years and shall be eligible for re-election but shall not serve for more than (xx) years in succession in the same capacity.

6. Each subsidiary body or working group that develops Recommendations that may be considered by the Commission for adoption pursuant to Article 7(b) of the Agreement shall transmit each such recommendation to the Recommendation Review Panel review at least (ninety) days prior to the Session at which they are to be considered.

7. The Recommendation Review Panel shall review each recommendation at least (sixty) days prior to the session at which it is to be considered, and shall transmit each recommendation, together with any conclusions and recommendations it may make, to the Commission for its consideration.

8. The Recommendation Review Panel shall take its decisions by consensus wherever possible, but otherwise may take decisions by simple majority vote.

9. The Recommendation Review Panel may conduct its business using electronic or other means of rapid or real-time communication to the extent necessary.

RULE XVIII: Procedures for the *ad hoc* Expert Panel for the Settlement of Disputes

1. These procedures shall apply to an ad hoc Expert Panel for the Settlement of Disputes that has been established pursuant to Article 27(2) of the Agreement.

2. A Member shall notify another Member of its intention to submit a dispute it has with that Member to an ad hoc expert panel, hereafter “the Panel”, and the notification shall be accompanied by a full description of the subject matter as well as grounds relied upon. It shall send a copy to the Executive Secretary.

3. The other Member shall within 15 days decide on whether to accept or disagree to submit the dispute to the Panel. In the event that the other Member accepts, the decision shall be communicated to the Member that notified its intention and to the Executive Secretary.

4. The Executive Secretary shall promptly transmit a copy of the notification with the documents attached to it to all Members.

5. Unless the parties to the dispute agree otherwise, the following shall apply:

(a) the Panel shall consist of three members;

(b) each party to the dispute shall appoint one panelist and inform the Executive Secretary of that appointment at the latest 15 days after the communication of the acceptance of the establishment of the Panel by the other party;

(c) the parties to the dispute shall appoint the third panelist by mutual agreement, and inform the Executive Secretary of the appointment at the latest 15 days after the appointment of the two other panelists. If they are unable to agree on the appointment of the third panelist, they may agree at the latest at the end of this 15 days period that the appointment shall be made by the Chairperson of the Commission or any other person. Where there is no agreement, the appointment shall be made by the President of the International Tribunal for the Law of the Sea;

(d) the third panelist shall not be a national of any Member involved in the dispute or of the same nationality as either of the other panelists;

(e) the panelists may be selected from a list of experts that may be established and maintained by the Executive Secretary on the basis of nominations made by the Members, who may nominate up to three experts each with competence in legal, scientific or technical aspects concerning the Agreement, and who shall provide information on relevant qualifications and experience; and

(f) the third panelist shall chair the Panel.

6. As soon as the panelists are nominated, the Executive Secretary shall record the constitution of the Panel and inform all Members accordingly.

7. Any other Member, having the same interests as one of the parties to the dispute, may become a party to the dispute by a notification to the parties involved and to the Executive Secretary within 15 days after receiving the notification pursuant to paragraph 3 of this Rule, and provided that the other parties already involved and having the same interests agree.

8. In the event that two or more Members jointly make a notification pursuant to paragraph 1 of this Rule or one or more Members become parties to the dispute pursuant to paragraph 6 of this Rule, the parties shall designate one of them for the official contacts during the work of the Panel.

9. The Panel may adopt such rules of procedures as it considers necessary for effective and expeditious proceedings.

10. The Panel shall inform the Executive Secretary of the dates and venue(s) of hearings, who shall inform all Members accordingly.
11. Any Member may, upon notification to the Panel, attend any hearings, and make written or oral submissions.
12. The Panel may seek information or technical advice from any source it considers appropriate.
13. The Panel shall seek to agree on its recommendation to resolve the dispute by consensus. If this is not possible, the Panel shall agree by a majority vote of its members, none of whom may abstain from voting.
14. Unless the parties to the dispute agree on a later date, the panel shall deliver its recommendations within ninety days from the date of its constitution.
15. The recommendations shall be confined to the subject matter of the dispute and set out the reasons on which they are based. The Executive Secretary shall promptly communicate them to all Members.
16. Costs of the Panel shall be borne by the first two parties to the dispute in equal parts.

RULE XIX: Amendments to the Agreement

1. Proposals for the amendment of the Agreement pursuant to Article 30 of the Agreement may be made by any Member in a communication addressed to the Executive Secretary. The Executive Secretary shall transmit to all Members and to the Director-General a copy of such proposals for amendment immediately upon their receipt.
2. No action on a proposal for the amendment of the Agreement shall be taken by the Commission at any session, unless it has been included in the provisional agenda of the session.

RULE XX: Relationship between these Rules of Procedure and the General Rules, policies or procedures of the FAO

1. Where there is any change to the General Rules, procedures or policies of the FAO that affect these Rules of Procedure, including by adoption of a new Rule or amendment of an existing Rule, the adoption and implementation of such change by the Commission or any of its parts shall be subject to endorsement by the Commission by simple majority vote.
2. Notwithstanding the provisions of paragraph 1 of this Rule, the Executive Secretary may implement such changes by the FAO on a provisional basis, with the concurrence of the Bureau, until the next Session of the Commission at which such change may be considered.
3. For purposes of interpretation, where any ambiguity exists between these Rules of Procedure and the General Rules, policies or procedures of the FAO, these Rules of Procedure shall prevail.

RULE XXI: Suspension and amendment of Rules

1. Subject to the provisions of the Agreement, any of the foregoing Rules, other than Rules IV, V, XII, XIV, XVI paragraph 2, and XXI, may be suspended on the motion of any delegation by a majority of the votes cast at any plenary meeting of the Commission, provided that announcement is made at a plenary meeting of the Commission and copies of the proposal for suspension have been distributed to the delegations not less than forty-eight hours before the meeting at which action is to be taken.

2. Amendments of, or additions to, these Rules may be adopted on the motion of any delegation by a two-thirds majority of the Members, at any plenary meeting of the Commission, provided an announcement is made at a plenary meeting and copies of the proposal for the amendment or addition have been distributed to delegations not less than twenty-four hours before the meeting at which action is to be taken.

3. Any amendments to Rule XVIII which may be adopted in accordance with the provisions of paragraph 2 of this Rule shall not become effective until the next session of the Commission.

Rule XXII: Official languages of the Commission

Where a Member requests interpretation for a session in accordance with Article 29(2) of the Agreement:

- (a) the Member shall confirm its intention to attend the session; and
- (b) such request shall be made in writing to the Executive Secretary no less than (eight) months before the relevant session.

**REQUIREMENTS FOR THE SELECTION, APPOINTMENT AND TERM OF OFFICE OF
THE EXECUTIVE SECRETARY**

PART I - QUALIFICATIONS AND BENEFITS

1. The following qualifications shall be required for the post of Executive Secretary, unless otherwise decided by the Commission:

(a) The candidate should hold a university degree, preferably at post-graduate level, in fisheries biology, fisheries science, fisheries economics, administration, law or related fields. He/she 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. He/she should have proven ability to exercise a high degree of professional initiative. The incumbent should be able to prepare budgets and documents and organize international meetings. He/she should have working knowledge (level C) of two of the following official languages of the Commission: 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) The age of the candidates should allow him/her to perform a full term of five years prior to attaining the age set by FAO for required retirement.

(e). The post of Executive Secretary will be graded at the D-1 level based on the United Nations salary scale for professional and higher categories. He/she is appointed under the terms of FAO Staff Regulations and FAO Staff Rules, is a member of FAO staff and as such entitled to benefits including a variable element for post adjustment, pension contributions and health insurance.

PART II – PROCEDURE FOR THE SELECTION OF THE EXECUTIVE SECRETARY

2. The procedure, for the selection of the Executive Secretary, shall be as follows:

(a) The Commission shall agree to a text for the vacancy announcement, including the required qualifications and the job description for the post of Executive Secretary.

(b) The Director-General shall post the vacancy announcement on the FAO and GFCM Websites and is publicized elsewhere, as appropriate, in accordance with such guidelines as the Commission may agree.

(c) The closing date for applications shall be six weeks from the date of announcement of the vacancy notice.

(d) A Selection Committee shall be established to review the applications and rank candidates. It shall comprise:

- (i) the Chairperson and two Vice-Chairpersons of the Commission;
- (ii) the Chairperson of the Committee on Administration and Finance;
- (iii) the Chairperson of the Compliance Committee;
- (iv) two representatives of the Director-General;
- (v) one representative from EU Member States; and
- (vi) one representative from non EU Member States; and
- (vii) such other member(s) as the Commission may decide.

(e) The Selection Committee shall meet within four weeks of the date of closure of the receipt of applications, and shall, with the assistance of the FAO Secretariat identify a maximum of 20 candidates that meet or exceed the required qualifications for the post.

(f) The Executive Secretary shall communicate to the Members a list of all applicants and shall identify those which have been selected as candidates in accordance with these procedures.

(g) Within four weeks of receipt of the communication from the Executive Secretary under paragraph (f), each Member shall rank five candidates by order of preference, taking into account the required qualifications set out in Part I of this Appendix, on a scale of one (lowest) to five (highest), and shall notify the Secretariat of such designation.

(h) The Selection Committee shall compile the rankings and notify the Members the names and relevant information on the five candidates that scored the highest number of points.

(i) The Chairperson shall invite the five candidates designated pursuant to paragraph (h) to be interviewed at such regular or extraordinary session of the Commission that the Commission has determined.

(j) The Chairperson shall preside over the interviews, which shall be conducted at the session by the Member's representatives designated in accordance with Article 6(3) of the Agreement. Interpretation in the languages of the FAO shall be made available.

(k) . The Chairperson, with the approval of the Member's representatives, shall prepare five questions to be used as a basis for the interview.

(l) The interview of each candidate shall have a maximum duration of 50 minutes.

3. The voting for the Executive Secretary shall take place at the same session at which the interviews were conducted, and shall proceed as follows:

(a) Balloting shall take place as follows until one candidate attains the required majority of more than half the votes cast:

(i) A first ballot shall be held for all five candidates. The two candidates receiving the least votes shall be eliminated from the selection process.

(ii) A second ballot shall be held for the remaining three candidates. The candidate receiving the least votes shall be eliminated.

(iii) A third ballot shall be held between the remaining two candidates. The candidate receiving the most votes shall be selected.

(b). If, during the course of a ballot, two candidates receive the same number of votes, a separate round of voting shall be held to eliminate one candidate.

(c) In accordance with Rule IX.8 of these 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 FAO.

PART III – APPOINTMENT

4. The Chairperson shall transmit the name of the candidate selected by the Commission in accordance with the above procedures to the Director-General for appointment.

PART IV – TERM OF OFFICE

5. Entry on duty by the appointee should, to the extent possible, be achieved as soon as possible after his/her selection and in any case within a maximum period of four months.

6. The Executive Secretary shall be appointed for a period of five years and may be reselected for a further consecutive 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 Commission's agenda. The Commission shall decide the necessary arrangements for the next selection of Executive Secretary, in accordance with the procedure in place.