



SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME

## **Eighteenth SPREP Meeting**

*Apia, Samoa*  
11-14 September 2007

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### **Agenda Item 9.1: Process for Recruitment of Director**

#### **Purpose of Paper**

1. To advise the SPREP Meeting of the relevant process in the agreed procedure for the recruitment of the post of Director and seek a decision on the composition of a Selection Advisory Committee and approval of a duty statement and post requirements for advertising the post.

#### **Background**

2. The recruitment of the post of Director of SPREP is governed by the agreed Rules of Procedure for Appointment of Director (Attachment 2). The process of recruitment revolves around a Selection Advisory Committee (SAC) and its chairperson who is the current chairperson of the SPREP Meeting (refer Rules 3 and 4 respectively).

3. The incumbent Director took office in January 2003 for an initial term of 3 years and was reappointed for a further 3 year term in January 2006. His current term and 6 years of service will expire in January 2009. A decision on who to succeed the incumbent should be made by the 2008 SPREP Meeting. This would mean that the recruitment process, in accordance with the Rules of Procedure should be initiated by the SAC and its chair well ahead of the 2008 Meeting. This would, in turn, mean that this SPREP (18<sup>th</sup>) Meeting should decide on the composition of a SAC and agree on a duty statement for the post as well as the position requirements to constitute the advertisement and guide the SAC in its assigned work towards making a recommendation to the 19<sup>th</sup> SPREP Meeting on a suitable appointment.

#### **SAC Selection**

4. Rule 3 provides for a SAC membership comprising of the current (SPREP Meeting) chairperson who shall also be SAC chair and at least two other members of the SPREP Meeting. This implies a minimum of 3 members but flexible on the upper limit. Cost (borne by the Secretariat) and pragmatism would dictate setting an upper limit. In the past the numbers have varied from 6 (1995/96 recruitment), 8 (2001/02 recruitment) and 10 (2005 recruitment) and based around a core membership provided by members with representation in Samoa (i.e. Australia, New Zealand, Samoa, Tokelau and USA) for cost effectiveness.

5. The Meeting could consider being guided by past practice in making its selection with consideration perhaps for one or two other members not resident in Apia to spread representation bearing in mind that Guam as Chair will also chair the SAC.

### **Duty Statement and Position Requirements**

6. A draft list of duties/responsibilities and position requirements for the post of Director are attached as Attachment 1 for consideration and approval.

### **Recommendation**

7. The Meeting is invited to:

- **decide** on the composition of the SAC; and
  - **consider** and **approve** a duties/responsibilities list and position requirements for the recruitment of Director as contained in Attachment 1.
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