



# **SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME**

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

**Adopted at Tarawa, Republic of Kiribati,  
13 October 1994**

***(and amended by the 11<sup>th</sup> and 12<sup>th</sup> SPREP Meetings in 2000 and 2001 respectively)***

# Rules of Procedure for Appointment of Director

## Contents

Rule No.	Subject
1.	Scope
2.	Definitions
3.	Selection Advisory Committee
4.	Chairperson
5.	Notices
6.	Selection Advisory Committee Functions
7.	Selection Criteria
8.	Term of Appointment
9.	Expenses
10.	Amendments

## Scope

### Rule 1

These Rules shall apply to any appointment of a Director 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” means the position established by virtue of Article 6 of the Agreement Establishing the South Pacific Regional Environment Programme;
- “SPREP” means the South 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.

## **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; and
- chair the Selection Advisory Committee.

## **Notices**

### **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 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 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 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.
5. Where a vacancy occurs and there is no Deputy Director, the Chairperson in consultation with members, may appoint an interim Director on such terms and conditions as may be agreed by Members. The interim Director shall be selected from Heads of Division 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 people;
- notify Governments and Administrations of the shortlist seeking their comment which shall then be transmitted to the Chair of the Selection Advisory Committee 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. Such recommendations should contain the shortlisted candidates in order of suitability/preference.

## **Selection Criteria**

### **Rule 7**

The following criteria shall be taken into account by the Selection Advisory Committee when considering applications:

- 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;
- applicants must possess sound personal qualities;
- shortlisted applicants shall be selected on the basis of merit, with regard to:
  1. relevant qualifications and experience;
  2. proven management abilities; and,
  3. superior representational skills.
- individuals of the Selection Advisory Committee are not eligible for consideration.

## **Term of Appointment**

### **Rule 8**

The successful applicant shall be appointed for a period of three years in the first instance. 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 9**

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 10**

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 10<sup>th</sup> SPREP Meeting in Apia, Samoa, September, 1998.

As revised at the 11<sup>th</sup> SPREP Meeting in Guam, October , 2000.

As revised at the 12<sup>th</sup> SPREP Meeting in Apia, September, 2001.

---