



## 2<sup>nd</sup> Executive Board Meeting

2 – 4 September 2020

### Agenda Item: 9.8 Process for the Recruitment of the Director General (DG) for 2021

#### Purpose of paper

1. To seek endorsement of the Executive Board (EB) for:
  - a) Director General's Job Description in preparation for the recruitment in 2021; and
  - b) The process for the recruitment of the next DG.

#### Background

2. The current Director General's contract of employment will complete in December 2021.
3. Options were presented to the 29<sup>th</sup> SPREP Meeting in 2019 for progressing the recruitment process for the DG position given the next SPREP Meeting would be in 2021 where an appointment should be made.
4. The 29<sup>th</sup> SPREP Meeting in 2019 agreed as a way forward as follows:
  - a) reaffirmed that the SPREP Meeting would oversee the process for the recruitment of the next SPREP Director General scheduled for 2021. The Secretariat would kickstart the process in the last half of 2020 through direct communication with all members regarding the process and requirements in line with the Rules of Procedure for the Appointment of the Director General, so that a report with a recommendation is ready to be considered by the SPREP Meeting in 2021.
  - b) approved changing the Director General's Term of Appointment from the current period of three years in the first instance to four years initially with a possible renewal for another two years subject to performance and needs of the Secretariat.
5. In light of the above decision, the Secretariat kickstarted this process through Circular 20/59 on 9<sup>th</sup> July 2020 to all members seeking comments and suggestions on the existing Job Description for the Director General role. For ease of reference, the Rules of Procedures (RoP) for the Appointment of the Director General is attached as Annex 1.
6. Further to Circular 20/59 and to allow ample time for the recruitment of a new Director General in 2021, and to ensure the smooth transition to minimise disruption to the work programme of SPREP, the Secretariat is proposing the following process for consideration by the EB, so that a report with a recommendation is ready to be considered by the next SPREP Meeting in 2021.

NO.	DATE	ACTIVITY	STATUS
1	31 July 2020	Circular 20/59 – Deadline for comments from members on the Job Description for the Director General role	<b>Completed</b> – No comments received
1	September 2020	<ol style="list-style-type: none"> <li>1. Executive Board considers comments received from members in response to Circular 20/59 and endorses the DG's Job Description (JD)</li> <li>2. EB endorses this proposed process for circulation to members for the Recruitment &amp; Selection of the DG</li> <li>3. Secretariat circulates to Members: <ol style="list-style-type: none"> <li>a) The final Job Description agreed to by the EB;</li> <li>b) The recruitment process agreed to by the EB; and,</li> <li>c) Invitation to Members from the Chair to take part in the Selection Advisory Committee (SAC)</li> </ol> </li> </ol>	1. To be actioned
2	November 2020	<ol style="list-style-type: none"> <li>1. Members to respond to the Chair through the Secretariat to confirm: <ol style="list-style-type: none"> <li>a) Agreement to Final JD of the DG role;</li> <li>b) Agreement to the recruitment process; and,</li> <li>c) Participation in the SAC.</li> </ol> </li> </ol>	1. To be actioned
3	January 2021	<ol style="list-style-type: none"> <li>1. The position of DG is advertised widely in accordance with the Rules of Procedure for Appointment of Director</li> </ol>	1. To be actioned
4	March - May 2021	<ol style="list-style-type: none"> <li>1. Selection process by the SAC <ul style="list-style-type: none"> <li>o Prescreening</li> <li>o Shortlist</li> <li>o Interviews</li> <li>o Discussions</li> <li>o Report</li> </ul> </li> </ol>	1. To be actioned
5	June - July 2021	<ol style="list-style-type: none"> <li>1. The SAC report is finalised and circulated to SPREP members</li> </ol>	1. To be actioned
6	September 2021 – 30 <sup>th</sup> SM	<ol style="list-style-type: none"> <li>1. SM considers the SAC's report and decide on the appointment of a new DG</li> </ol>	1. To be actioned

**Table 1: Proposed Process for the Recruitment of the Director General**

## SELECTION ADVISORY COMMITTEE

7. In line with the RoP for the Appointment of the DG, the SPREP Meeting is required to appoint a Selection Advisory Committee (SAC) to carry out the recruitment and selection process for the DG position. The SAC comprises the current Chair of the SPREP Meeting, who will also chair the SAC, and at least two other members of the SPREP Meeting. Based on past SM decisions on SAC, members of the Troika are proposed to participate in the SAC given their roles in the governance matters of the Secretariat. As noted in the proposed process in the above table, the Chairperson through a Circular will seek Member interest for participation in the SAC after the Executive Board Meeting in September.

8. Under the RoP, the minimum for SAC participation is set at three members with the maximum number opened to discussions and agreement of Members. For cost effectiveness and practical reasons, the SPREP Meeting in the past has based composition of SAC on Members located in Apia and supplemented with any additional members required for sub-regional and French-speaking representation.

### **Recommendations**

9. The Executive Board Meeting is invited to:
  1. **note** that as of 31<sup>st</sup> July 2020, no comments have been received by the Secretariat from Members on the Job Description of the Director General post; and
  2. **consider** and **decide** on the proposed recruitment process presented in Table 1 for circulation to all Members for comments.

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5 August, 2020