



IOC/INF-1316
Paris, 2 May 2014
Original: English

INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

INFORMATION DOCUMENT

**CONSULTATION FOR THE APPOINTMENT OF THE EXECUTIVE SECRETARY
OF THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO:
PROCESS FOR THE ESTABLISHMENT OF A SHORT LIST OF APPLICANTS FOR
SUBMISSION TO THE DIRECTOR-GENERAL OF UNESCO**

Summary

Article 8.2 of the Statutes for the Intergovernmental Oceanographic Commission of UNESCO states that *“The Executive Secretary of the Commission, at the level of Assistant Director-General, shall be appointed by the Director-General of UNESCO following consultation with the Executive Council of the Commission”*.

This document provides an overview of the process and the arrangements for the consultative vote in an *in camera* session of the IOC Executive Council.

Introduction

The consultative process follows the procedures used in 1997 and in 2009 for consultation with the Director-General of UNESCO on the appointment of the Executive Secretary. The procedures are based on the review and decision adopted by the Executive Council at its 39th session in 2006.

The recruitment is conducted in accordance with the UNESCO Constitution, UNESCO Staff Regulations and the IOC Statutes. The beginning of the recruitment process should be anticipated one year before the incumbent of the position assumes his or her duties. The consultative process described hereafter spans over a six-month period.

Procedure prior to the Executive Council session

1. The vacancy announcement for the post of Executive Secretary of IOC is circulated by IOC and UNESCO to Member States and advertised via public channels during 60 days. Subsequently applications are received by UNESCO Human Resources Management (HRM).
2. After pre-screening by HRM, all relevant applications are evaluated by the pre-selection committee composed of the Officers of the IOC (excluding any that may have applied), the Director of Human Resources (DIR/HRM), the Director of the Cabinet of the UNESCO Director-General. The Executive Secretary attends *ex officio* and acts as technical secretary for the committee. The retained applications are forwarded to the IOC Executive Council at least three months before the session of the Executive Council where the consultative process will actually take place.
3. Any questions which Member States may have in regard to the list of applicants should be directed to the Officers of the IOC in writing, via the Secretariat.
4. In the next stage the IOC Executive Council will, through secret ballot, establish a shortened list of preferably up to six applicants for submission to the Director-General of UNESCO.

Procedure at the Executive Council session

5. The Executive Council will meet *in camera*, together with the representative of the Director-General and the IOC Executive Secretary. The latter can act as the representative of the Director-General if the Director-General so desires.
6. Only one representative of each Member State of the Executive Council will be allowed in the meeting room. Prior notice of the name of each representative has to be given to the Chairperson of IOC and to the IOC Secretariat at least four weeks before the session of the Executive Council. Being an *in camera* session, no observers are allowed to follow the proceedings.
7. If for any reason a Member State Representative is unable to be present, he or she must nominate an alternate and inform the Chairperson of IOC prior to the ballot. Only the Member States Representatives or the nominated alternates will be permitted to vote.
8. The Chairperson of IOC will present the list of retained applicants to the meeting, and may add any further explanatory comments which he or she considers appropriate. There will be no discussion of, or presentations on behalf of, individual applicants, geographical groups or Member States.
9. If a member of the Executive Council has any further questions in regard to the list of pre-selected applicants, these should be provided in confidence to the Officers in writing at least two full days before this agenda item is scheduled at the session. The Officers will respond to the question prior to the meeting session, and will determine whether the information should be brought to the attention of the meeting.

10. Immediately following the Chairperson's presentation, paper ballots listing the names of the pre-selected applicants in alphabetic order will be distributed to Member States Representatives to the Executive Council.

11. The Representatives of Member States on the Executive Council will be requested to express their preferences by filling in the voting sheet shown as Annex I. To be valid, their votes shall comply exactly with the instructions written on the ballot:

Vote for three (3) candidates exactly, from the names presented, in order of preference, by writing "1" against your first choice, "2" against your second choice and "3" against your third choice.

12. Counting of the votes will be undertaken by the Executive Secretary, with two Officers of the IOC acting as scrutineers. Representatives of UNESCO HRM and Legal Affairs will also be present.

13. The votes of the Representatives of Member States on the Executive Council will be counted as shown in the vote count form (Annex II):

A vote for a candidate that is marked with a "1" will count with a score of 3, a vote for a candidate that is marked with a "2" will count with a score of 2, and a vote for a candidate that is marked with a "3" will count with a score of 1.

14. After counting is complete, the Chairperson will provide to the *in camera* session an alphabetic short list of the highest scored applicants (preferably up to six) to be submitted to the Director-General.

15. The IOC Chairperson accompanied by the Executive Secretary and the Director-General's representative will personally transmit the short list and scores to the Director-General, as soon as possible after completion of the above process.

16. The IOC Chairperson will also be given the responsibility to answer any questions and provide any further information which the Director-General may require, either immediately or at a later time.

Annex I. Ballot Template

CONFIDENTIAL

**CONSULTATION VOTE FOR APPOINTMENT OF EXECUTIVE SECRETARY
OF THE INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION OF UNESCO**

BALLOT

Instructions: Vote for three (3) candidates exactly, from the names presented, in order of preference, by writing "1" against your first choice, "2" against your second choice and "3" against your third choice.

[Candidates listed in alphabetical order]

- ☐ Candidate AA
- ☐ Candidate BB
- ☐ Candidate CC
- ☐ Candidate DD
- ☐ Candidate EE
- ☐ Candidate FF
- ☐ Candidate GG
- ☐ Candidate HH
- ☐ Candidate II
- ☐ Candidate JJ
- ☐ Candidate KK
- ☐ Candidate LL
- ☐ Candidate MM
- ☐ Candidate NN

Annex II. Consultation for appointment of Executive Secretary of IOC - vote count form

	Choice 1 (x 3)		Choice 2 (x 2)		Choice 3 (x 1)		TOTAL	
	Votes	Score	Votes	Score	Votes	Score	Votes	Score
Candidate AA								
Candidate BB								
Candidate CC								
Candidate DD								
Candidate EE								
Candidate FF								
Candidate GG								
Candidate HH								
Candidate II								
Candidate JJ								
Candidate KK								
Candidate LL								
Candidate MM								
Candidate NN								