



ITTO

# INTERNATIONAL TROPICAL TIMBER COUNCIL

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TWENTY-FOURTH SESSION  
20-28 May 1998  
Libreville, Gabon

## DECISION 4(XXIV)

### MATTERS RELATED TO ARTICLE 16 OF THE ITTA, 1994

The International Tropical Timber Council

Recalling Article 16 of the ITTA, 1994 regarding the Executive Director and staff of the ITTO Secretariat;

Noting Decision 9(XXIII) on matters related to article 16 of the ITTA, 1994;

Recognizing the need for an open and transparent process to ensure a smooth transition for the appointment of a person with suitable and appropriate qualifications to the position of Executive Director of the ITTO, when the circumstance arises;

Further recognizing the need for appropriate transitional arrangements, should the post of the Executive Director become vacant prior to the expiry of the incumbent's full term;

Decides:

1. To continue to discuss further matters relating to article 16 of the ITTA 1994 at the Twenty-fifth ITTC Session;
2. To facilitate this discussion, to establish a working committee of ten, comprised of eight representatives from member countries (four from consumer member countries and four from producer member countries) and the two spokespersons, to take place for a period of up to four days, to undertake work on the procedure for appointing the Executive Director as per the Terms of Reference at Annex 1 of this Decision. The report of the working committee shall be provided to member countries for consideration, at least, two months prior to the Twenty-fifth Session of the Council in Yokohama;
3. To establish the basic transition rules for the case of vacancy of the office of the Executive Director, which are included in Annex 2 of this Decision;
4. To authorize the Executive Director to invite member countries to contribute to the Special Account for this purpose; and
5. That a decision by the Council on a transparent and open process for the appointment of the Executive Director of the ITTO will be taken in any case at the Twenty-fifth Session of the ITTC and urge member countries that they are fully prepared to enable the decision by the Council on this matter to be finalized at this Session of the Council.

**ANNEX 1 FOR DECISION 4(XXIV)**

**TERMS OF REFERENCE FOR THE WORKING COMMITTEE  
TO PREPARE COUNCIL DISCUSSION ON MATTERS RELATED TO ARTICLE 16**

1. Develop guidelines and/or selection criteria for the position of the Executive Director of the ITTO, for use when it becomes vacant, for advertising the position as well as for use by member countries for nominating or proposing suitably qualified candidates for consideration by Council for selection to the position of the Executive Director of the ITTO. In developing the guidelines or selection criteria, the working committee shall take into consideration the objectives and functions of the ITTO as enshrined in ITTA, 1994.
2. Recommend an open and transparent procedure for the selection and appointment of the Executive Director of the ITTO by member countries.
3. In undertaking its work, the working committee shall take into consideration the processes and procedures that are used by other international and/or multilateral organizations similar to the ITTO for the selection and appointment of an Executive Director.
4. The working committee shall provide its report to the Secretariat for dissemination to member countries, at least, two months prior to the Twenty-fifth Session of Council in Yokohama.

**ANNEX 2 FOR DECISION 4(XXIV)**

**TRANSITIONAL RULES**

1. In any situation where the Executive Director is unable to act or in the case of a vacancy in the Office of the Executive Director, the most senior Assistant Director will provisionally take the position, as officer-in-charge, and assume the day-to-day functions of the position;
2. Should for any reason the position become vacant, at the next Session of the ITTC, the position of Executive Director will be declared officially vacant by the Council, which will call for the process of appointment for the subsequent Session of the ITTC.

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