



INTERNATIONAL TROPICAL TIMBER COUNCIL

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FIFTIETH SESSION
3 – 8 November 2014
Yokohama, Japan

REPORT OF THE PANEL ON MATTERS RELATED TO ARTICLE 14 OF THE ITTA, 2006

INTRODUCTION

1. The Panel established pursuant to Decision 3(XLIX) (see Annex I) to consider matters related to Article 14 of the ITTA, 2006 was convened in Yokohama from 9 to 11 June 2014. The twelve-member Panel comprised six producer and six consumer members. The Panel was established to examine all applications for the post of Executive Director of the ITTO which will fall vacant on 6 November 2015, and to agree on an indicative short list of eligible candidates of not more than six persons. The list of the Panel members representing their respective caucuses is as shown in Annex III.

OPENING

2. The meeting was opened by the Executive Director, Mr. Emmanuel Ze Meka, who welcomed the Panel members. The Executive Director informed the Panel about logistics and other arrangements. He reiterated the importance of the work of the Panel for the Organization, not only that the new ED will be in charge of managing the Organization in order to meet its objectives, but will also have to maintain the good standing of ITTO in the international arena, and bring it to new levels as well as addressing the various challenges facing the Organization. He noted that the Council has established the criteria and the requisite competencies of the new ED and has entrusted the Panel with the task to start the screening of the candidates and to come up with a short list of six names.

3. The Executive Director also informed the Panel that in accordance with Decision 3(XLIX), the Official Contact points of the applicant's country of citizenship were contacted on 2 May 2014 and requested to register any objection to the consideration of the applicants from their respective countries by 30 May 2014. Copies of all the applications were circulated to Panel members on 8 May 2014. By the deadline of 30 May 2014, two applications received objections from their respective ITTO focal points and were, therefore, excluded from the list of applications. The Panel subsequently reviewed all the valid applications when it convened on 9-11 June 2014 in Yokohama, Japan.

ELECTION OF CO-CHAIRS

4. The Panel unanimously elected Dr. B.C.Y. Freezailah (Malaysia) and Ms. Ellen Shaw (U.S.A.) as and co-chairs of the Panel. The co-chairs also undertook to draft the report of the Panel.

FORMAT AND CRITERIA FOR EXAMINATION OF APPLICATIONS

5. The Panel had an initial closed discussion to consider the conduct of its work, the need for Secretariat assistance, applications received as required in the vacancy announcement (Annex II) from the Secretariat and the general approach for examination of all eligible applications in order to establish an indicative short list of not more than six names.

6. The Panel had an extensive discussion on the general approach, methodology and criteria to undertake its work to fully reflect the requirements and qualifications stated in the vacancy announcement in terms of deadline, format of applications, educational qualification, competencies and professional experience. The Panel also considered age and conflict of interest:

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- Age – The Panel considered the potential impact of age on eligibility for the position, taking note of the rules about age under the ITTO staff regulations and the ITTA 2006. The Panel suggested that the Council may wish to consider this issue at the next Council Session.
 - Conflict of interest – The Panel considered the issue of conflict of interest, noting that no applicant declared a conflict of interest, and suggested that the Council consider this matter during the appointment process.
7. The Panel decided to adopt a three-stage examination of all eligible applications as follows:
- (a) An initial screening to ensure that applicants had submitted the required information as specified in the vacancy announcement, including a covering letter, the UN Personal History Form and a CV, to provide collectively the necessary information for the Panel to undertake a thorough evaluation.
 - (b) Applications with the required information indicated above, were then examined for educational qualifications, and the required professional experience. The Panel spent extensive time assessing professional experience as specified in Decision 3(XLIX).
 - (c) Candidates who adequately met the requirements as indicated in (b) above were then further assessed on their competencies and overall professional experience as specified in Decision 3(XLIX). In deciding the final list, the Panel took into consideration to the extent possible the issues of gender and geographic representation.

CLARIFICATION FROM SECRETARIAT

8. Before the Panel commenced its examination of all the eligible applications received, Mr. Collins Ahadome, Assistant Director of Operations Division of the Secretariat provided the following information:
- (a) 31 Applications were received before the specified deadline.
 - (b) One applicant withdrew.
 - (c) Objections were received for two candidates.
 - (d) There were therefore, a total of 28 valid applications.
9. The 28 valid applications were comprised of 18 candidates from Producer countries and ten candidates from Consumer countries. Five of the applications were from female candidates, three of whom were from Producer countries and two of whom were from Consumer countries.

INDICATIVE SHORT LIST

10. The Panel had a collaborative discussion and collectively reached consensus on the indicative short list. All discussions were held by Panel members as a group without having to resort to breaking out into caucus meetings.
11. The decisions were difficult in view of the many good candidates whom the Panel had to consider.
12. Based on the methodology described above, the Panel evaluated the 28 valid applications. On the first day, the Panel completed stages (a) and (b) of the three-stage process outlined in paragraph (8) above. On the second day, the panel considered the remaining candidates according to the competencies outlined in the vacancy announcement.

13. The Panel agreed to present for the consideration of the Council the indicative short list of six candidates in alphabetical order.

- Mr. Gerhard Dieterle (Germany)
- Mr. James K. Gasana (Switzerland)
- Mr. John Jack Hurd (United States)
- Mr. Eduardo Mansur (Brazil)
- Ms. Sheamala Satkuru (Malaysia)
- Mr. Ivan Tomaselli (Brazil)

14. The Panel also selected two Alternate Candidates, one each from the Producer and Consumer Group countries.

- If a short listed Producer candidate withdraws by the date as stipulated in paragraph 18 below, the alternate candidate, Mr. Manoel Sobral Filho (Brazil) will be included in the short list as a replacement.
- If a short listed Consumer candidate withdraws by the date as stipulated in paragraph 18 below, the alternate candidate, Mr. Lars Hakan Gustafsson (Sweden) will be included in the short list as a replacement.

NEXT STEPS

15. The Panel requested the Executive Director to advise all applicants on their status by Thursday, June 12, 2014.

16. In accordance with paragraph 4 of Decision 3(XLIX), the Executive Director will invite all the six short-listed candidates to the Council at its Fiftieth Session, to be held on November 3 – 8, 2014 in Yokohama, Japan, to make a presentation and be available for informal consultation with Council members. All candidates are expected to be present in person at the Council Session. The Panel proposed that presentations should be no longer than 15-minutes and followed by a question and answer session.

17. The Panel proposed the Executive Director to request a response from each of the six short-listed candidates by September 1, 2014. After this date, if a candidate has withdrawn, then the Panel proposed that the Executive Director extend an invitation to the appropriate alternate candidate.

OTHER CONSIDERATIONS

18. The Panel noted that Member States are invited to independently verify the information contained in the application packages candidates have provided, prior to the Council Session.

19. The Panel concluded its meeting on 11 June 2014 and adopted this report and requested the Executive Director to circulate this report to all member countries as soon as possible but not later than July 7, 2014.

20. The Panel expressed its deep appreciation to the Secretariat for its assistance and for the excellent logistical arrangements for the meeting.

Annexes

Annex I – Decision 3 and its Annex

Annex II – Vacancy Announcement

Annex III – List of Panel members

Annex I

DECISION 3(XLIX)

MATTERS RELATED TO ARTICLE 14 OF THE ITTA, 2006

The International Tropical Timber Council,

Recalling Article 14 of the ITTA, 2006;

Noting that the position of Executive Director of ITTO will become vacant on 6 November 2015;

Decides to:

1. Request the Executive Director to take action to advertise the position, using the text in the Annex to this Decision, in the ITTO Tropical Forest Update and websites of the ITTO, the Collaborative Partnership on Forests and other relevant international organizations and through notification to national governments and international organizations including the United Nations. The advertisement shall be placed by 30 December 2013;
2. Request the Executive Director to inform applicants to submit their applications to the Secretariat by 30 April 2014 by 17:00 hours (Japan time). The Secretariat will thereafter inform the focal point of the applicant's country of citizenship, and request the focal point to register any objection to the applicant's further consideration to the Executive Director within a period of 4 weeks;
3. Establish a panel composed of 6 producer members, and 6 consumer members, to examine the applications and verify the information therein, and agree on an indicative short list of no more than six names. The panel shall meet in Yokohama and finalize its work before 30 June 2014 and shall circulate its report to members by 7 July 2014. The two caucuses shall indicate their respective nominations for the panel by 28 February 2014, taking into account gender balance and geographic representation;
4. Request the Executive Director to invite all short-listed candidates to the Council at its Fiftieth Session to make a presentation and be available for informal consultations with Council members;
5. Request the Council to discuss the indicative short list of candidates prepared by the panel and to select the Executive Director at its Fiftieth Session;
6. Authorize the Executive Director to transfer an amount not exceeding US\$ 100,000.00 from the Working Capital Account to the Administrative Account to meet the costs of advertising the position of Executive Director, the work of the Panel, and travel costs for short-listed candidates invited to present at the Council in the most efficient and cost-effective manner.

ANNEX FOR DECISION 3(XLIX)

VACANCY FOR THE POSITION OF THE EXECUTIVE DIRECTOR OF ITTO

The International Tropical Timber Organization (ITTO), a commodity organization headquartered in Yokohama, Japan is in the process of appointing a new Executive Director. The ITTO mission is to promote the expansion and diversification of international trade in tropical timber from sustainably managed and legally harvested forests and to promote the sustainable management of tropical timber producing forests.

The Executive Director is the chief administrative officer of the International Tropical Timber Organization and is responsible to the International Tropical Timber Council for the administration and operation of the International Tropical Timber Agreement, 2006, in accordance with decisions of the Council.

The ITTO explicitly encourages applications from qualified female candidates.

Candidates who are citizens of ITTO member countries with the following qualifications may apply:

1. Competencies

Demonstrates:

- (i) Professionalism: Professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- (ii) Accountability: Ability to operate in compliance with organizational rules and regulations, to deliver outputs within prescribed time, cost and quality standards.
- (iii) Communication: Ability to communicate effectively orally and in writing. Listens to others, correctly interprets messages from others and responds appropriately. Openness in sharing information and keeping people informed.
- (iv) Networking: Ability to create and maintain a network of external contacts and coalitions with other relevant organizations, in a manner that enables the ITTO to play a leadership role internationally on matters relevant to its mandate.
- (v) Leadership: Experienced in proactively developing goals and strategies to accomplish the organization's objectives.
- (vi) Vision and innovation: Creates an environment that fosters innovation and innovative thinking. Empowers others to translate vision into results.
- (vii) Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Monitors progress against milestones.
- (viii) Ethical standards: Committed to the highest ethical standards in furtherance of his/her mission and the objectives of the ITTO.
- (ix) Gender balance: Committed to promoting equal opportunities.
- (x) Diplomatic and negotiation skills, including experience in working with high-ranking government and industry representatives.

2. Professional Experience

- (i) Managerial experience: a proven track record and at least 15 years of experience in managing programs, staff and finances, in matters relevant to forestry, trade, environment or other equivalent field with proven experience in strategic planning;

- (ii) Specific experience: demonstrated experience in the field of sustainable forest management and timber trade would be a distinct advantage;
- (iii) International experience: previous work at the international level and experience in dealing with international organizations; and
- (iv) Partnership building and fundraising experience: Demonstrated experience in creating strategic partnerships/networks and promoting initiatives with partner organizations. Demonstrated experience in mobilization of financial resources would be a distinct advantage.

3. Education

Master's or Ph.D. degree in forestry, natural resource management and conservation, economics, business administration, or any other relevant field.

4. Language

Proven ability in both oral and written communication in one of the official languages of ITTO (English, French and Spanish) and preferably a working knowledge in the other two official languages of ITTO. Good command of English would be a distinct advantage.

Salary and Emoluments

Salary is equivalent to that of an Assistant Secretary General (ASG) in the scale of the United Nations, including benefits such as removal expenses, home leave travel every 24 months, children's education grant, rental subsidies, etc.

Conflict of Interest

Candidates should have no vested financial interest in the timber industry or timber trade and related activities

Applications

Written applications including a cover letter explaining how the candidate meets the required qualifications, a completed United Nations Personal History form (form P.11), a curriculum vitae and additional supporting materials related to the job qualifications and a recent photo should be received at ITTO headquarters by 30 April 2014. Applications may be submitted electronically or by mail or fax and should be sent to:

Executive Director
International Tropical Timber Organization
International Organizations Center, 5th Floor
Pacifico-Yokohama, 1-1-1, Minato-Mirai
Nishi-ku, Yokohama, Japan 220-0012
Tel: (81-45) 223-1110
Fax: (81-45) 223-1111
E-mail: itto@itto.int

Annex II**INTERNATIONAL TROPICAL TIMBER ORGANIZATION (ITTO)
VACANCY ANNOUNCEMENT No. 73**

(DEADLINE FOR APPLICATION: 30 APRIL 2014)

| Position/Title | Level (Grade) | Duty Station | Date for Entry on Duty | Duration of Assignment |
|--------------------|---------------|-----------------|------------------------|------------------------------------|
| EXECUTIVE DIRECTOR | ASG | YOKOHAMA, JAPAN | 6 November 2015 | FIXED TERM: FOUR YEARS (RENEWABLE) |

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Networking: Ability to create and maintain a network of external contacts and coalitions with other relevant organizations, in a manner that enables the ITTO to play a leadership role internationally on matters relevant to its mandate.

Leadership: Experienced in proactively developing goals and strategies to accomplish the organization's objectives.

Vision and innovation: Creates an environment that fosters innovation and innovative thinking. Empowers others to translate vision into results.

Managing performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Monitors progress against milestones.

Ethical standards: Committed to the highest ethical standards in furtherance of his/her mission and the objectives of the ITTO.

Gender balance: Committed to promoting equal opportunities.

Diplomatic and negotiation skills, including experience in working with high-ranking government and industry representatives.

2. Professional Experience

Managerial experience: a proven track record and at least 15 years of experience in managing programs, staff and finances, in matters relevant to forestry, trade, environment or other equivalent field with proven experience in strategic planning;

Specific experience: demonstrated experience in the field of sustainable forest management and timber trade would be a distinct advantage;

International experience: previous work at the international level and experience in dealing with international organizations; and

Partnership building and fundraising experience: Demonstrated experience in creating strategic partnerships/networks and promoting initiatives with partner organizations. Demonstrated experience in mobilization of financial resources would be a distinct advantage.

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Proven ability in both oral and written communication in one of the official languages of ITTO (English, French and Spanish) and preferably a working knowledge in the other two official languages of ITTO. Good command of English would be a distinct advantage.

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Salary is equivalent to that of an Assistant Secretary General (ASG) in the scale of the United Nations, including benefits such as removal expenses, home leave travel every 24 months, children's education grant, rental subsidies, etc.

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International Tropical Timber Organization
International Organizations Center, 5th Floor
Pacifico-Yokohama, 1-1-1, Minato-Mirai
Nishi-ku, Yokohama, Japan 220-0012
Tel: (81-45) 223-1110
Fax: (81-45) 223-1111
E-mail: itto@itto.int

ABOUT ITTO

ITTO is a commodity organization which brings together countries which produce and consume tropical timber to discuss and exchange information and develop policies on all aspects of the world tropical timber economy. ITTO is headquartered in Yokohama, Japan and at 1 December 2013 has a membership of 67 countries, including the European Union, which together represents about 90 percent of world trade in tropical timber and a majority of the world's tropical forests.

ITTO recognizes that a continuing supply of tropical timber on the world market depends on quality information about the trade and market place, on efficient timber production and processing methods and on sustainable forest management practices. ITTO facilitates discussion, consultation and international cooperation on issues relating to the international trade and utilization of tropical timber and the sustainable management of its resource base.

ITTO was first established by the International Tropical Timber Agreement (ITTA), 1983, which was negotiated with a limited life span of ten (10) years under the auspices of the United Nations Conference on Trade and Development (UNCTAD) and came into force in 1985. The Organization became operational in 1987. Unlike some other commodity agreements, the ITTA has no price regulation mechanisms or market intervention provisions, and accords equal importance to trade and conservation. ITTO's underlying concept is sustainable development of tropical forests by encouraging and assisting the tropical timber industry and trade to manage and thus conserve the resource bases upon which they depend.

The successor agreement to the ITTA (1983) was negotiated in 1994 and came into force on 1 January 1997. ITTA, 1994 continued to focus on the world tropical timber economy. In addition, it contained broader provisions for information sharing, including non-tropical timber trade data and allowed for consideration of non-tropical timber issues as they relate to tropical timber.

Negotiations for a successor to this agreement were concluded, again under the auspices of UNCTAD in 2006 and entered into force on 7 December 2011. The ITTA, 2006 builds on the foundations of the two previous agreements, focusing on the world tropical timber economy and the sustainable management of the resource base, simultaneously encouraging the timber trade and the improved management of the tropical forests.

ITTO Membership

Producing Members

Africa
Benin
Cameroon
Congo
Côte d'Ivoire
Democratic Republic of the Congo
Gabon
Ghana
Liberia
Mali
Mozambique
Togo

Asia & Pacific
Cambodia
Fiji
India
Indonesia
Malaysia
Myanmar
Papua New Guinea
Philippines

Latin America
Brazil
Colombia
Costa Rica
Ecuador
Guatemala
Guyana
Honduras
Mexico
Panama
Peru
Trinidad and Tobago

Consuming Members

Albania
Australia
China
European Union
Austria
Belgium
Bulgaria
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Ireland
Italy
Latvia
Lithuania
Luxembourg
Malta
Netherlands
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden
United Kingdom
Japan
New Zealand
Norway
Republic of Korea
Switzerland
United States of America

Annex III

Membership of Panel

Producers

Ghana (Mr. Musah Abu-Juam)
Brazil (Mr. Saulo Arantes Ceolin)
Malaysia (Dr. B.C.Y. Freezailah)
Indonesia (Ms. Sri Murniningtyas)
Cameroon (Mr. Adrian Ngo'o Bitomo)
Guatemala (Mr. Mario Rafael Rodriguez Palma)

Consumers

New Zealand (Mr. Jack Lee)
European Union (Mr. Luca Perez)
Switzerland (Ms. Anne Schick)
U.S.A. (Ms. Ellen Shaw)
Japan (Mr. Kazuhiro Takahashi)
China (Mr. Zhang Zhongtian)