



INTERNATIONAL TROPICAL TIMBER COUNCIL

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FIFTY-SECOND SESSION
7 – 12 November 2016
Yokohama, Japan

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

INTRODUCTION

1. The Panel, pursuant to Decision 5(LI) (see Annex I), met in Yokohama from 28 to 30 June 2016. The twelve-member Panel comprised six producer and six consumer members. The Panel was established to examine applications for the post of Executive Director (ED) of the International Tropical Timber Organization (ITTO) which became 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 is shown in Annex III.

OPENING

2. The meeting was opened by the Officer-in-Charge (OIC), Dr. Steven Johnson, who welcomed the Panel members. The OIC informed the Panel about logistics and other arrangements. He reiterated the importance of the work of the Panel, as the new ED will not only be in charge of managing the Organization, but will also have to maintain the good standing of ITTO in the international arena in view of its current financial situation and subsequent challenges.

3. A total of 33 applications were received by the deadline of 30 April 2016. The 33 applications comprised 19 from Producer countries, 12 from Consumer countries and two from non-member countries. Four of the applicants were women, three of whom were from Producer countries and one from a Consumer country. Three applications were received after the deadline.

4. The OIC also informed the Panel that, in accordance with Decision 5(LI), the focal points of the applicants' country of citizenship were contacted on 2 May 2016 and requested to register any objection to the consideration of the applicants from their respective country by 30 May 2016. Three applications received objections from the corresponding focal points.

5. The OIC left the meeting following his opening remarks and a representative of the Secretariat remained to support the closed meeting of the Panel.

6. Electronic copies of all the applications were circulated to Panel members on 1 June 2016 and hardcopies were provided to the Panel upon arrival.

ELECTION OF CO-CHAIRS

7. The Panel unanimously elected Dr. B.C.Y. Freezailah (Malaysia) and Ms. Anna Tyler (New Zealand) as co-chairs of the Panel. The co-chairs also undertook to draft the report of the Panel.

EXAMINATION OF APPLICATIONS

8. The Panel had thorough discussions on the approach, methodology and criteria they would use to fully evaluate and reflect the requirements and qualifications stated in the vacancy announcement. The Panel reviewed all applications received by the deadline.

9. The Panel adopted a three-stage process:
- (a) An initial screening that ensured applicants had submitted the required information as specified in the vacancy announcement and met minimum objective criteria.
 - (b) Applicants who met the requirements in (a) were then further assessed on their professional experience and other criteria as specified in Decision 5(LI).
 - (c) In the final stage, the Panel scrutinized in more detail professional experience, competencies, and overall suitability.

10. Throughout the examination process, the Panel took into account the current circumstances facing the organization, and the necessary skills and attributes of the incoming ED.

11. Consideration was also given to the following matters:

Conflict of interest:

- The Panel noted that the issue of conflict of interest was not adequately specified in the vacancy announcement. Applicants were not required to declare possible conflicts of interest, nor how they would address this matter if they were elected ED.
- The Panel was therefore not in a position to further examine the issue and recommends that it be addressed by the Council in the appointment process in order to meet the provisions of paragraph 5 of Article 14 of the ITTA, 2006¹.

Non-member applications:

- The Panel decided it was not in a position to put forward the applicants from non-member countries given the announcement wording in Decision 5(LI) which states “candidates who are citizens of ITTO member countries ... may apply”, even though one of the applicants was highly qualified.

SHORT LIST

12. The work of the Panel was conducted in a collaborative, positive, frank and constructive manner. The Panel agreed by consensus on the following short list of six candidates (in alphabetical order by surname) to submit to the Council for consideration:

- Ms. Stephanie Caswell (U.S.A.)
- Mr. Gerhard Dieterle (Germany)
- Mr. Putera Parthama (Indonesia)
- Ms. Sheamala Satkuru (Malaysia)
- Mr. Torgny Soderman (Sweden)
- Mr. Ivan Tomaselli (Brazil)

NEXT STEPS

13. The Panel requested the Secretariat to circulate this report to all members as soon as possible but no later than 7 July 2016.

14. The Panel requested the Secretariat to advise all applicants of their status as soon as possible but no later than 8 July 2016, and to inform the short-listed candidates of the issue of the impairment of funds.

15. The Panel recommends that sufficient time be allocated during the Council session for candidates to interact with the plenary, both caucuses and members in a structured manner.

16. In accordance with paragraph 4 of Decision 5(LI), the Secretariat will invite the short-listed candidates to the Council at its Fifty-Second Session, to be held 7-12 November 2016 in Yokohama,

¹ ITTA, 2006, Article 14(5) “Neither the Executive Director nor any member of the staff shall have any financial interest in the timber industry or trade, or associated commercial activities.”

Japan and to make a 15 minute presentation, participate in question and answer sessions, and be available for consultation with Council members. All candidates are expected to be present in person at the Council session.

17. The Panel asked the Secretariat to request a response from each of the short-listed candidates by 1 September 2016.

18. The Panel invites members to verify for themselves the information contained in the documentation provided by the short-listed candidates prior to the Council session.

ACKNOWLEDGEMENTS

19. The Panel thanked the Secretariat for its assistance and for the excellent logistical arrangements for the meeting.

20. The Panel expressed its deep appreciation for the dedication, leadership and outstanding professionalism of the OIC in leading the Organization under particularly challenging circumstances.

ADOPTION OF THE REPORT

The Panel concluded its meeting on 30 June 2016 and adopted this report.

Annexes

Annex I – Decision 5(LI) and Annexes

Annex II – Vacancy Announcement

Annex III – List of Panel members

Annex I

DECISION 5(LI)

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 has become vacant on 6 November 2015;

Decides to:

1. Request the Officer-in-Charge 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 2015;
2. Request the Officer-in-Charge to inform applicants to submit their applications to the Secretariat by 30 April 2016 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 Officer-in-Charge 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 2016 and shall circulate its report to members by 7 July 2016. The two caucuses shall indicate their respective nominations for the panel by 29 February 2016, taking into account gender balance and geographic representation;
4. Request the Officer-in-Charge to invite all short-listed candidates to the Council at its Fifty-Second 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 Fifty-Second Session;
6. Authorize the Officer-in-Charge 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 5(LI)

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 2016 by 17:00 hours (Japan Time). Applications may be submitted electronically or by mail or fax and should be sent to:

Officer-in-Charge
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

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Annex II

VACANCY ANNOUNCEMENT No. 75 (DEADLINE FOR APPLICATION: 30 APRIL 2016)

Position/Title	Level (Grade)	Duty station	Date for entry on duty	Duration of assignment
EXECUTIVE DIRECTOR	ASG	YOKOHAMA, JAPAN	LATE 2016/ EARLY 2017	FIXED TERM: FOUR YEARS (RENEWABLE)

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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.

5. 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.

6. CONFLICT OF INTEREST

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

7. 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 2016, 17:00 hours (Japan time). Applications may be submitted electronically or by mail or fax and should be sent to:

Officer-in-Charge
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: vacancy_ed@itto.int

All applications will be acknowledged within two working days of receipt. If applicants do not receive acknowledgement of receipt of their application, it is their responsibility to contact the ITTO Secretariat.

ABOUT ITTO

The International Tropical Timber Organization (ITTO) is an intergovernmental organization promoting the conservation and sustainable management, use and trade of tropical forest resources. Its members represent the bulk of the world's tropical forests and of the global tropical timber trade. ITTO develops internationally agreed policy documents to promote sustainable forest management and forest conservation and assists tropical member countries to adapt such policies to local circumstances and to implement them in the field through projects. In addition, ITTO collects, analyzes and disseminates data on the production and trade of tropical timber and funds projects and other actions aimed at developing industries at both the community and industrial scales. Since it

became operational in 1987, ITTO has funded more than 1000 projects, pre-projects and activities valued at more than US\$400 million. All projects are funded by voluntary contributions, the major donors being the governments of Japan, the United States of America, Norway and the European Union. ITTO is headquartered in Yokohama, Japan and at 1 December 2015 has a membership of 71 countries, plus the European Union, which together represent about 90 percent of world trade in tropical timber and over 80% of the world's tropical forests.

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. The ITTA, 1994 continued to focus on the world tropical timber economy. In addition, it contained broader provisions for information sharing, including on 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 the ITTA, 1994 were concluded, again under the auspices of UNCTAD, in 2006 and the ITTA, 2006 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 tropical forests.

ITTO Membership

Producing Members (34)

Africa (12)

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

Asia & Pacific (10)

Cambodia
Fiji
India
Indonesia
Malaysia
Myanmar
Papua New Guinea
Philippines
Thailand
Vietnam

Latin America (12)

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

Consuming Members (38)

Albania
Australia
China
European Union (28)
Austria
Belgium
Bulgaria
Croatia
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 the Panel

Producers

Brazil	Mr. Fernando Perdigao
Cameroon	Mr. Adrian Ngo'o Bitomo
Indonesia	Mr. Teguh Rahardjo
Malaysia	Dr. B.C.Y. Freezailah
Peru	Mr. Jorge Malleux
Togo	Mr. Richard Edjidomele Gbadoe

Consumers

China	Ms. Liang Hong
European Union	Ms. Emmanuelle Maire
Japan	Mr. Hiroyuki Nishiura
New Zealand	Ms. Anna Tyler
Sweden	Mr. Bjorn Merzell
U.S.A.	Ms. Rowena Watson

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