



## INTERNATIONAL TROPICAL TIMBER COUNCIL

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### **DECISION 8(LII) STANDARDS OF CONDUCT FOR THE ITTO EXECUTIVE DIRECTOR**

The International Tropical Timber Council,

Recalling Decisions 4(I), 3(XXVII) and 5(XLII) which appointed Executive Directors of the Organization;

Also recalling Article 14 of the International Tropical Timber Agreement, 2006 which states that the Council shall determine the terms and conditions of the appointment of the Executive Director;

Recognizing that the Executive Director and Staff of the Organization are expected to demonstrate the highest standards of conduct;

Also recognizing that the Executive Director is the Chief Administrative Officer of the Organization is responsible for implementing and enforcing the Staff Regulations and Rules as contained in Decision 3(LII);

Decides to adopt the standards of conduct for the Executive Director of ITTO as contained in the Annex of this decision.

## **Annex**

### **Standards of Conduct for the Executive Director of the International Tropical Timber Organization**

(1) Subject to the authority of the Council, the Executive Director shall exercise the functions of chief administrative officer of the Organization and shall perform such duties as may be specified in the ITTA and in the rules of the Organization and/or as may be assigned to him or her by the Council.

(2) The Executive Director shall be subject to the Staff Regulations of the Organization in so far as they can be applied to him/her. In particular he/she shall not hold any other administrative post, and shall not receive emoluments from any outside sources in respect of activities relating to the Organization. He/she shall not engage in business or in any employment or activity which would interfere with his/her duties in the Organization. In observing Article 14(5) of the ITTA and Rule 103 of the Staff Regulations and Rules, he/she shall ensure that there is not even the appearance of a conflict of interest.

(3) The Executive Director, during the term of this appointment, shall enjoy all the privileges and immunities in keeping with the office by virtue of the ITTA and any relevant arrangements already in force or to be concluded in the future.

(4) The Executive Director shall demonstrate a commitment to:

- Exercise authority in compliance with regulations, rules and all relevant policies and guidelines;
- Shape, guide and support the Organization's commitment to an ethical culture by ensuring that all Secretariat decisions and actions are informed by accountability, transparency, integrity, respect and fairness;
- Responsible stewardship of resources, including:
  - Responsible management of financial resources;
  - Appropriate management of human resources in alignment with Council mandates and priorities, consistent with staff rules, and in an efficient and effective manner to achieve programmatic objectives;
- Implementation of independent audit recommendations;
- Timely issuance of official documentation;
- Ongoing professional development.

(5) Failure to comply with these Standards of Conduct may result in action by the Council in accordance with the ITTA and the Headquarters Agreement with the host government.

(6) In cases of gross negligence and serious misconduct as defined in Regulation 8.1 of the ITTO Staff Regulations and Rules, the appointment of the Executive Director may be terminated by Council. A Panel made up of the Chair of Council, the Vice-Chair of Council and three of the Committee Chairs acting on behalf of the Organization will convene to review relevant investigation findings and will recommend to Council whether or not to terminate the contract of the Executive Director. The panel may decide to suspend the Executive Director until Council takes a decision.

(7) Where the panel recommends termination it may also recommend that Council withhold the Organization's contributions to the Provident fund, plus interest, in order to compensate either partially or in full any financial loss suffered by the Organization consistent with the financial responsibilities described in Rule 902 of the Staff Regulations and Rules and the money withheld will be returned to the Administrative Account.

(8) The Executive Director shall ensure that the issue of appointment of the Executive Director is on the agenda of the Council Session that occurs at least one year before the end of his or her term.

(9) The Executive Director may at any time give six months' notice of resignation in writing to the Chair of the Council, who is authorized to accept such resignation on behalf of the Council; in which case, upon the expiration of the said period of notice, the Executive Director shall cease to hold the appointment.