



FIFTY-FIFTH SESSION
2 – 7 December 2019
Lomé, Togo

**REPORT OF THE AD HOC WORKING GROUP ON SELECTION OF THE CANDIDATES FOR THE
POSITION OF EXECUTIVE DIRECTOR OF THE ITTO**

INTRODUCTION

1. Pursuant to Decision 6(LIV), the Ad Hoc Working Group (AHWG) met in Yokohama from 8-10 October 2019 with the task to review and revise as needed the terms of reference and procedure for the selection panel and procedures for selection of the candidates, and to propose a formal process, if appropriate, for the extension of the term of the Executive Director. Decision 6(LIV) is attached as Annex I.
2. In accordance with Decision 6(LIV), the AHWG consisted of three producer and three consumer members. The membership was as follows:

Producers

Ghana	Dr. Mohammed Nurudeen Iddrisu
Malaysia	Mr. Mad Zaidi Mohd Karli
Peru	Mr. Jorge Malleux

Consumers

China	Mr. Dazhong Wang
European Union	Ms. Catherine Rivoal
Japan	Ms. Yoshiko Motoyama

OPENING

3. The meeting was opened by the Officer-in-Charge (OIC), Ms. Sheam Satkuru, who welcomed the AHWG members. The OIC informed the AHWG about logistics and other arrangements. She reiterated the importance of the work of the AHWG and made reference to a number of documents relevant to the work of the AHWG, including Decision 6(LIV), Decision 8(LII), Decision 10(LIII), among others.
4. The OIC left the meeting following her opening remarks and a representative of the Secretariat remained to support the closed meeting of the Panel.

ELECTION OF CO-CHAIRS

5. The Panel unanimously elected Ms. Catherine Rivoal and Mr. Jorge Malleux as co-chairs of the AHWG.

MANDATE OF THE WORKING GROUP

6. The AHWG briefly reviewed its mandate in accordance with Decision 6(LIV) and the relevant documentation circulated by the Secretariat. The AHWG decided to follow the sequence as outlined in Decision 6(LIV), operative paragraph 4, i.e.:
 - a) review and revise as needed the terms of reference and procedure for the selection panel and procedures for selection of the candidates, including the formulation of criteria related to:

- Significant management experience, such as in international organizations
 - Experience and knowledge in fields relevant to the organization
 - Conflict of interest
 - Provisions for early dismissal (for poor performance, misconduct or other violations)
 - Compliance with the obligations of the ITTA, 2006
- b) propose a formal process, if appropriate, for the extension of the term of the Executive Director
7. The AHWG decided to use the previous vacancy announcement for the position of Executive Director of ITTO (posted in 2015) as template for their mandate under Decision 6(LIV), operative paragraph 4a.
8. The revised terms of reference and procedure for the selection panel and procedures for selection of the candidates are provided in Annex II.
9. The AHWG did consider it as appropriate to propose a formal process for the extension of the term of the Executive Director. The proposed process is provided in Annex III.

Annexes

Annex I – Decision 6(LIV)

Annex II – Revised terms of reference and procedure of the selection panel and procedures for selection of the candidates

Annex III – Proposed process for the extension of the term of the Executive Director of ITTO

Annex I

DECISION 6(LIV)

SELECTION OF THE CANDIDATES FOR THE POSITION OF EXECUTIVE DIRECTOR OF THE ITTO

The International Tropical Timber Council,

Recalling Article 14 of the ITTA, 2006;

Recalling Decision 5(LI) which established an open and transparent procedure for identifying qualified candidates for the Council to appoint an Executive Director;

Recalling Decision 9(LII), establishing an Ad Hoc Working Group to consider rotation in the framework of the selection of the Executive Director of the ITTO;

Recalling Decision 10(LIII), in which the Council accepted the principle of rotation in the selection of the Executive Director as set out in the Report of the Ad Hoc Working Group;

Emphasizing that the paramount consideration in the appointment of the Executive Director shall be to secure the highest standard of efficiency, competence and integrity;

Acknowledging the joint partnership among all members of ITTO;

Decides:

1. That the paramount consideration in the shortlisting/selection/ appointment of the Executive Director shall be to secure the highest standard of efficiency, competence and integrity as set out in the Recruitment notice;
2. That from among the qualified candidates the final selection should take into due consideration the rotation between **producer and consumer caucuses** for the term of the appointment, commencing with the producer caucus for the next selection of the Executive Director;
3. That the term of future Executive Directors is 4 years, with the option to extend up to another 2 years, upon approval by the Council;
4. To establish an Ad Hoc Working Group, consisting of 3 producer and 3 consumer members, to:
 - (a) review and revise as needed the terms of reference and procedure for the selection panel and procedures for selection of the candidates, including the formulation of criteria related to:
 - Significant management experience, such as in international organizations
 - Experience and knowledge in fields relevant to the organization
 - Conflict of interest
 - Provisions for early dismissal (for poor performance, misconduct or other violations)
 - Compliance with the obligations of the ITTA, 2006
 - (b) propose a formal process, if appropriate, for the extension of the term of the Executive Director
 - (c) report its work and recommendations to the Fifty-fifth Session of the Council for consideration
5. To authorize the Executive Director to utilize an amount not exceeding US\$50,000 from the Working Capital Reserve to meet the expenses related to the Working Group;

- 6. To emphasize that this decision is intended to address the unique organizational requirements of ITTO and is not intended to and does not constitute a precedent for other international organizations or processes.

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Annex II

Revised terms of reference and procedure of the selection panel and procedures for selection of the candidates

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. (Article 14.3, ITTA 2006).

Functions:

- The Executive Director will strategically lead, oversee and direct the work and the performance of the ITTO Secretariat as mandated by the Council;
- Implement strategic priorities, policies and initiatives as decided by the Council;
- Lead the organization's finance, risk management, and corporate governance;
- Ensure efficient, effective and transparent management of existing structures and procedures for the administration and operation of the ITTA 2006;
- Foster and enhance synergies and collaboration among members of the organization;
- Represent ITTO; strengthen and maintain close partnerships with high-level stakeholders, including the Council, intergovernmental bodies, government representatives, civil society, private sector, and UN system representatives to support the delivery of the ITTA 2006;
- Oversee the development and implementation of innovative resource mobilization, donor relations and partnership strategies, including innovative finance modalities;
- Create an environment that fosters innovation, and empowers others to translate vision into results.

The ITTO explicitly encourages applications from qualified female candidates.

Candidates who are citizens of ITTO member countries 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 in a transparent manner;
- (iii) Communication: Ability to communicate effectively orally and in writing to a wide range of audiences. Listens to others, correctly interprets messages from others and responds promptly and appropriately. Openness in sharing information and keeping people informed;
- (iv) Leadership: Ability to motivate staff and to delegate the appropriate responsibility, accountability and decision-making authority to each staff member. Makes sure that roles, responsibilities and reporting lines are clear and that progress is monitored against targets;
- (v) Ethical standards: Committed to the highest ethical standards in furtherance of his/her mission and the objectives of the ITTO;
- (vi) Diversity and gender balance: Committed to promoting equal opportunities and the implementation of the ITTO Guidelines on Gender Equality and Empowerment of Women;
- (vii) Diplomatic and negotiation skills, including experience in working with high-level representatives from government, international organizations, private sector and civil society, and engaging with donors.

2. Professional Experience

- (i) Managerial experience: a proven track record and a minimum of 15 years of progressively responsible experience in managing complex programs, financial/human resources and strategic planning in areas relevant to forestry, trade, environment and other related fields;
- (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 working in diverse, multicultural settings; Working experience in ITTO related fields in more than one region of ITTO membership would be an advantage;
- (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 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.

Candidates are strongly encouraged – in their application – to identify possible conflicts of interest that may arise and to proactively prevent and manage, situations in which personal interests may conflict or appear to conflict with the interests of the ITTO, should the individual be appointed to position of the Executive Director. If the selection panel identifies any potential ties that can be perceived as conflict of interest, candidates must provide clarifications and information in writing on how those ties will be avoided if shortlisted for the position.

Criminal Record Clearance

Shortlisted candidates will be required to complete a self-attestation stating that they have not committed, been convicted or, nor prosecuted for any criminal offense.

Terms of Service

Four years plus option of 2 year extension if approved by Council, and taking into account Regulation 7.4a of Staff Regulations and Rules of the ITTO, which sets the retirement age as prescribed by the United Nations¹.

¹ Staff members shall normally not be retained in the service of the Organization beyond the retirement age prescribed by the United Nations and are expected to retire at that age. Earlier retirement consistent with the rules of the Provident Fund may be agreed between the Organization and the staff member.

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 must be received at ITTO headquarters by [...] by [...] hours (Japan Time). 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

Procedures for the Selection Panel

Taking note of Decision 5(LI), the AHWG recommends the Council to:

1. Request the Executive Director to inform applicants to submit their applications to the Secretariat by [...] by [...] 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; (Decision 5(LI), operative paragraph 2);
2. Establish a Selection Panel composed of 6 producer members, and 6 consumer members, to examine the applications and verify the information therein, and agree on an indicative shortlist of no more than four names. The panel shall meet in Yokohama and finalize its work before [...] and shall circulate its report to members by [...]. The two caucuses shall indicate their respective nominations for the panel by [...], taking into account gender balance and geographic representation; (Decision 5(LI), operative paragraph 3);
3. Request the ITTO Secretariat to prepare a vacancy announcement on the basis of the report of this AHWG (Document ITTC(LV)/11) for consideration by the Council.

Procedures for the Selection Panel are recommended as follows:

- a) The panel will take measures to ensure objective evaluation of all applications;
- b) The panel initially screens whether the applications submitted fulfill the requirements, in terms of information and documentation, as specified in the vacancy announcement and meet minimum objective criteria. [based on 2016 process para 9a];
- c) Applicants who meet the requirements in (b) are then further assessed on their professional experience and other criteria as specified in the vacancy announcement and Decision X(...) [based on 2016 process], including potential conflict of interest.

Disclosure of a potential conflict of interest is not necessarily grounds for disqualifying an applicant. The panel will carefully review any disclosures of conflict of interest or perception of conflict of interest and the accompanying mitigation strategy, and assesses whether the proposed mitigation is sufficient.

The criteria to be examined in order to determine the independence of a candidate and to prevent potential conflicts of interest, include the following:

- Active management position and/or large share ownership of companies in the forest sector, in particular in timber trade;
- Presence of close/family relationships with corporate officers of one or more companies in the forest and timber sector;
- History of conviction and/or prosecution from any criminal offense.

Shortlisted candidates must provide certified official documents to demonstrate their academic and professional qualifications for verification. If the claims of a candidate cannot be verified, the panel may choose to conduct additional reference checks for that candidate or elevate the next qualified candidate into the shortlist;

- d) The panel scrutinizes in more detail professional experience, competencies, and overall suitability [based on the 2016 process, paragraph 9c] in order to select up to 4 candidates to be considered for a shortlist.

In accordance with the criteria specified in the vacancy announcement, the selection panel should establish a minimum threshold that each candidate must achieve, in order to be considered as eligible to the shortlist;

- e) The Panel selects an indicative shortlist of up to 4 candidates, taking into due consideration Decision 6(LIV) in the process;
- f) The panel provides the shortlist to Council, as well as a brief report outlining its process and key issues or concerns;
- g) All applications will be treated with the strictest confidentiality throughout the entire process by all persons involved.

Annex III

Proposed process for the extension of the term of the Executive Director of ITTO

According to Decision 6(LIV), the term of future Executive Directors is 4 years, with the option to extend up to another 2 years, upon approval by the Council.

1. The Council shall consider an extension of the Executive Director up to an additional 2 years², at the latest one year prior to the end of the Executive Director's term, via the inclusion of an agenda item at the relevant Council session.
2. The Executive Director shall state his/her intentions whether or not s/he is seeking an extension
 - a. If s/he is seeking an extension, he/she shall inform in writing to the members, his/her intention well in advance of the upcoming ITTC session, providing also justification for this extension, including his/her achievements as the Executive Director of ITTO. Upon presentation of his/her rationale at Council, the Executive Director shall excuse him/herself from the room, at which point the plenary will open for discussion on that agenda item, including ways to proceed³. Upon conclusion of discussion, the chair will then call for the Council to decide, aiming to reach consensus.
 - b. If s/he does not seek an extension of his/her term, the Chairperson of the Council will immediately invoke the process to advertise the vacancy, select and appoint a new Executive Director.

Upon Council approval, a decision on the appointment of the Executive Director will be drawn up detailing the terms of employment, including start date and end date, retirement age restrictions, adherence to the Standards of Conduct for Executive Director (Decision 8(LII)), adherence to the most recent Staff Rules and Regulations, including the provisions for early dismissal (for poor performance, misconduct or other violations⁴).

The selection process, appointment of a candidate, and conduct of the selected Executive Director once hired is subject, but not limited, to: ITTA, 2006; most recent ITTO Staff Rules and Regulations; Decision 8(LII); Decision 6(LIV); and Decision [⁵].

² Rule 709 of the ITTO Staff Regulations and Rules mandates that Executive Director extension beyond the mandatory retirement age is in one year increments.

³ Members from the producer caucus of the AHWG proposed that the Council consider options including constituting a contact group/working group on the margins of the session to evaluate the performance of the Executive Director.

⁴ 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. (Decision 8(LII), Annex, para 6).

⁵ Operational decision launching the next Executive Director vacancy and any other relevant decisions/documents.