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DECISION 5(LVI)

MATTERS RELATED TO ARTICLE 14 OF THE ITTA, 2006, REGARDING THE RECRUITMENT, SELECTION, AND TERM OF THE EXECUTIVE DIRECTOR

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 10(LIII) on the rotation in the framework of the selection of the Executive Director of the ITTO;

Recalling Decision 6(LIV) on the selection of candidates for the position of Executive Director of the International Tropical Timber Organization;

Also recalling that Decision 6(LIV) decided 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;

Emphasizing that the paramount consideration in the appointment of the Executive Director shall be to secure the highest standard of efficiency, competence and integrity, as established in Decision 6(LIV);

Welcoming the report of the Ad Hoc Working Group on Selection of the Candidates for the Position of Executive Director of the ITTO;

Decides to:

1. Adopt the text in Annex I to this Decision as the vacancy announcement to advertise the position of Executive Director;
2. Adopt the process contained in Annex II to this Decision as the procedure for the Selection Panel and procedures for the selection of the candidates for the position of Executive Director of the ITTO; and that a selection process be initiated at least 9 months in advance of the Council Session prior to the position becoming vacant, or immediately upon the early vacancy of the position;
3. Adopt the process contained in Annex III for the extension of the term of the Executive Director;
4. Request that the Secretariat immediately advertise the vacancy announcement for the position of Executive Director;
5. Authorize the transfer of an amount not exceeding US\$120,000 from the Working Capital Account to the Administrative Account – on each occasion that a recruitment and selection process needs to be initiated - to meet the necessary costs of the process conducted in the most efficient and cost-effective manner, and request that the Executive Director report to Council on funding drawn from the Working Capital Account for this purpose, including a breakdown of effectively incurred expenses;

Decides further that:

6. 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); Decision 10(LIV) and this Decision;
7. The Executive Director is subject to Regulation 7.4a and Rule 709 of the ITTO Staff Rules and Regulations, such that the retirement age prescribed by the United Nations applies to the Executive Director; and
8. Any Council Decision electing an Executive Director is to be accompanied by a Decision on the appointment of the Executive Director 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)), in adherence to the most recent Staff Rules and Regulations.

ANNEX I

TERMS OF REFERENCE FOR VACANCY ANNOUNCEMENT FOR EXECUTIVE DIRECTOR OF THE 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. (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 relevant Multilateral Agreements, International Organizations, representatives of government at relevant levels, civil society, including the private sector, and the UN to support of the delivery of the ITTA, 2006;
- Oversee and implement strategies for the mobilization of resources necessary for the implementation of the strategic priorities, policies and initiatives as decided by the Council, development of relations with donors other than ITTO members and strategies for partnership with stakeholders, including innovative modalities for the mobilization of resources;
- Create an environment in the Secretariat that fosters innovation and that empowers staff to translate vision into results.

The ITTO applies an equal opportunity recruitment policy and will consider all applications regardless of gender, religion, race or sexual orientation. Candidates must however be citizens of an ITTO member country.

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 state-of-the-art organizational rules and regulations, to deliver high quality results within agreed timeframes, within projected cost and to agreed 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: experience in working with high-level representatives from government, international organizations, private sector/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 natural resource management, in particular sustainable forest management and related timber trade would be a distinct advantage;
- iii. International experience: demonstrated track record of professional experience of work in a leading capacity at the international level in and/or international organizations and of 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. Very good command of English orally and in writing is essential.

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 or any close relatives should have no financial interest in the timber industry or timber trade and related activities. Candidates must – in their application – identify any professional or personal ties – also those linked to previous, terminated employment, that could be perceived as conflict of interest. Candidates must provide clarifications and information on how they intend to proactively prevent and manage situations in which such ties or other 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.

7. 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. If there is information to the contrary, candidates should provide clarification and information in writing on these circumstances, for the consideration of the selection panel.

8. Terms of Service

The appointment is for a period of four years. There is an option to extend for up to another 2 years if approved by Council. Any appointment takes into account Regulation 7.4a of Staff Regulations and Rules of the ITTO, which sets the retirement age as prescribed by the United Nations¹.

9. 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 [date]² by [23:59] hours (Japan Standard 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, 220-0012 Japan
Tel: (81-45) 223-1110 Fax: (81-45) 223-1111
E-mail: itto@itto.int

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.

² Date to be inserted consistent with timeline spelled out in Annex II or as otherwise approved by Council.

ANNEX II

PROCEDURE OF THE SELECTION PANEL AND PROCEDURES FOR SELECTION OF THE CANDIDATES

Procedures for Application to the Vacancy Announcement and Establishing the Selection Panel:

1. The selection process is to be initiated at least 9 months in advance of the Council Session prior to the position becoming vacant, or immediately upon the early vacancy of the position
2. The vacancy announcement should be posted for 3 months, including 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 vacancy announcement should inform applicants to submit their applications to the Secretariat by 23:59 hours (Japan Standard Time) on a date at least 4 months prior to the session at which the election of the Executive Director will take place. 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 Secretariat within a period of 4 weeks;
3. 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, or virtually, and finalize its work no less than 10 weeks before the beginning of the Council Session at which the election will take place and shall circulate its report to members within two weeks. The two caucuses shall indicate their respective nominations for the panel to the Secretariat at least 1 month prior to the Selection Panel meeting, taking into account gender balance and geographic representation;

Procedures for the Selection Panel:

1. The panel will take measures to ensure equitable evaluation of all applications;
2. 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 the Terms of Reference for the position of the Executive Director;
3. 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;
4. The panel scrutinizes in more detail professional experience, competencies, and overall suitability in order to select up to 4 candidates to be considered for a shortlist.
5. The Panel selects an indicative shortlist of up to 4 candidates, taking into due consideration Decision 6(LIV) in the process;
6. The panel provides the shortlist to Council, as well as a brief report outlining its process and key issues or concerns;
7. All applications will be treated with the strictest confidentiality throughout the entire process by all persons involved.
8. The Panel also will review and suggest edits to an initial draft decision, prepared by the Secretariat, 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 as amended and including the provisions for early dismissal (for poor performance, misconduct or other violations³).

³ 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, paragraph 6).

ANNEX III

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 Executive Director shall state his/her intentions whether or not he/she is seeking an extension:
 - a) If he/she is seeking an extension, he/she shall inform in writing to the members, his/her intention well in advance of the upcoming Council 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 proceed. Upon conclusion of discussion, the chair will then call for the Council to decide, aiming to reach consensus.
 - b) If he/she 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.
2. The Council shall decide on the extension of the Executive Director up to an additional 2 years, 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.

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