Second Session of the Assembly of SIDS DOCK

UN Headquarters, ECOSOC Chamber

New York, New York

24 September 2016

Agenda Item: 9

**Criteria and Process for the Selection of a Secretary-General**

**Annex I**

The candidate for the post of Secretary-General of the SIDS DOCK must be a national of a State Party to the SIDS DOCK or a national of a Signatory State to the SIDS DOCK Statute.

SIDS DOCK shall aim to achieve fair representation of women and men for all positions. While preserving the overarching principle of selection on merit, the nomination of women for the post of Secretary-General shall be encouraged.

**I. Qualifications of Candidates**

Candidates for the post of the Secretary-General shall be assessed on the basis of the following criteria:

* A strong background, experience and network in national and international climate change and renewable energy policies and working experience with respect to policy advice, capacity building, and technology transfer in the area of renewable energy and energy efficiency;
* Proven leadership qualities and senior-level administrative experience to manage an efficient high diverse Secretariat;
* Capacity to build up a ethnic diverse team recruited from many different countries and to build the necessary team spirit; ability to play a role as mediator;
* Strong ability to work effectively with other organisations and the business community in order to achieve maximum synergy;
* A firm and strong commitment to the work and objectives of SIDS DOCK;
* Excellent communication and representation skills to represent SIDS DOCK to the public and secure the active support of the international community;
* Excellent command of English, the working language of SIDS DOCK; command of additional languages will be considered as an advantage;
* Moral authority to model the independent role required by Article VIII, paragraph 4 of the Statute.

**II. Term of office**

1. The Secretary-General shall be appointed for a four-year term, renewable for one further term of the same duration, but not thereafter. There shall be no expectation of automaticity in the reappointment, which shall be confirmed by decision of the Executive Council, who shall be guided by the principle of rotation of this position among the three regions of the SIDS DOCK.
2. In the event of a vacancy in the post of the Secretary-General, the Chair of the Executive Council shall initiate, as soon as possible, a process for appointing a new Secretary-General, in keeping with the procedures set out herein, and may establish expedited deadlines as necessary in consultation with Members.

**Annex II**

**Rules of Procedure Regarding the Work of the “Secretary-General Selection Committee”, the Nominations of Candidates and the Appointment of the Secretary-General**

*The Executive Council for SIDS DOCK,* at its first session: *adopts* for the work of the “Secretary-General Selection Committee”, the nominations of candidates and the procedure of appointment of the Secretary-General the following specifying rules, which shall apply in addition to the rules of procedure of the Executive Council:

**Article I : Work of the Secretary-General Selection Committee**

1. In order to ensure that nominations are collected, analysed and outlined in the synopsis in a transparent manner, the Chair of the Secretary-General Selection Committee, to be elected by the Executive Council for the duration of the Committee in accordance with rule 18 paragraph 4 of the rules of procedure of the Executive Council, shall ensure a close cooperation and coordination of the work of the Secretary-General Selection Committee.
2. The Committee shall ensure efficient and continuous contact and communication between its members by all appropriate means in order to closely cooperate and coordinate its work. Notwithstanding the rules of procedure of the Commission, the Committee shall not need to convene physically as a general rule but only if this is appropriate for the performance of its functions.
3. The Committee, after a thorough review of all the applications based on pre-agreed criteria, shall rank candidates and arrange interviews with the top three candidates.
4. The Committee by secret ballot shall indicate its choice of the most suitable candidate. If there is consensus on a suitable candidate, this candidate will be recommended to the Assembly for appointment as Secretary-General through a decision of the Executive Council. If no clear candidate emerges another round of meetings with the top candidates shall be arranged. If no consensus follows this round of meetings, the Committee will defer the selection to the Assembly as contained in Article III.
5. The work of the Committee shall be based on consensus.

**Article II: Nominations of Candidates**

1. Nominations and supporting documents for a candidate for SIDS DOCK’s Secretary-General shall be sent to the Chair of the Secretary-General Selection Committee in English, in writing and under confidential sealed cover by the nominating State Party or Signatory. In order to ensure receipt of all nominations, they should be sent by registered mail or hand-delivered to the Chair against receipt of delivery.
2. To be eligible for consideration, nominations and supporting documents must be received by the Chair not later than Wednesday, 15 November 2016.
3. Nominations shall contain:

* a written résumé of the candidate, addressing the criteria laid down in Annex I;
* a tabular CV (reverse); and
* a letter of motivation, which should not exceed two pages.  Other supporting documents may be submitted additionally.

1. Nominations and documents received shall not be opened before the 16 November 2016. Within two working days after the Wednesday, 15 November 2016, the Chair in the presence of at least one other member of the Committee shall open all nominations and documents received.
2. The Committee shall keep records of all nominations received, of the date they have been received by the Chair and of the reasons for non-validity. Every State Party and Signatory shall have access to these records.
3. Within three working days after 15 November 2016, the Chair shall send a list of valid and non-valid nominations to all States Parties and Signatories.
4. Within four weeks after 15 November 2016, the Chair shall send a consolidated list of the valid nominations together with a synopsis as well as with the full nomination documents to all States Parties and Signatories.
5. Nominations may be withdrawn at any stage by announcement to the Chair by the nominating State Party or Signatory or the candidate her/himself. The Chair shall inform all States Parties and Signatories about the withdrawal.

**Article III : Appointment of the Secretary-General by the Assembly**

1. The Assembly shall appoint the Secretary-General for SIDS DOCK at the first session of the Assembly after 15 November 2016.
2. The meetings regarding the appointment of the Secretary-General shall be held in private.
3. The Assembly shall appoint the Secretary-General on the recommendation of the Secretary-General Selection Committee through the Executive Council. If the Secretary-General Selection Committee is unable to recommend one suitable candidate, the Assembly shall proceed as follows:
4. Candidates shall be invited to give a brief presentation at this session, which shall be followed by questions of Members of the Assembly for each candidate.
5. At this session of the Assembly the President of the Assembly shall draw by lot the order of presentation.
6. Travel expenses for the purpose of attending the session of the Assembly will be covered by the nominating State Party or Signatory.
7. With respect to the election of the Secretary-General according to Rule 54 of the Rules of Procedure of the Assembly of the SIDS DOCK the overriding aim for the President shall be to reach a decision by consensus. He/She shall take all appropriate efforts therefore.
8. If a vote seems necessary to reach a decision, the following procedure shall apply:

* The Assembly shall vote by secret ballot according to the rules of procedure of the Assembly;
* In case of two or more candidates each Member of the Assembly shall write on his ballot paper the name of only one candidate. The candidate who obtains the lowest number of votes shall be eliminated at each ballot. If two or more candidates simultaneously obtain the lowest number of votes, they shall be eliminated together;
* This procedure shall be repeated until a decision of the Assembly can be taken in accordance with Rule 53 of the Rules of Procedure of the Assembly of the SIDS DOCK