
AGREEMENT ON THE CONSERVATION OF ALBATROSSES AND PETRELS

Resolution 1.1

Secretariat of the Agreement on the Conservation of Albatrosses and Petrels (ACAP)

Adopted by the first session of the Meeting of the Parties (Hobart, 10-12 November 2004)

Recalling Article VIII 11 c) requiring the first session of the Meeting of the Parties to establish a Secretariat to perform secretariat functions, including those listed in Article X of the Agreement;

Thanking Australia for hosting the Interim Secretariat since the signing of the Agreement;
and

Noting that Australia has offered to host the Agreement Secretariat;

The Meeting of the Parties to the Agreement on the Conservation of Albatrosses and Petrels

Agrees:

1. to establish an Agreement Secretariat in Hobart;
2. to request the Interim Secretariat, working with the host country, Australia, to negotiate a headquarters agreement providing for:
 - (a) legal personality;
 - (b) employment terms and conditions for Secretariat staff; and
 - (c) the privileges and immunities to be enjoyed by the Secretariat and staff to be presented to Parties for their agreement;
3. to request that Australia continue the Interim Secretariat arrangements until the proposal is agreed by Parties and implemented;
4. that the Agreement Secretariat staff should comprise, initially, an Executive Secretary and an Administrative Assistant; and
5. that the recruitment and selection procedures outlined in Annex 1 to this resolution should be followed as far as possible.

Annex 1

Recruitment procedure for Executive Secretary

When the position of Executive Secretary is or becomes vacant, it is recommended that the following procedures be implemented.

1. The Parties shall appoint three members, from a list nominated by the Chair of the Advisory Committee, as a recruitment sub-committee to address the matters associated with the advertising and recruitment processes entailed in the appointment of a new Executive Secretary.
2. The meetings of the recruitment sub-committee will be closed. All information obtained by the recruitment sub-committee and their deliberations will be treated confidentially.
3. An advertisement in each of the official languages, establishing the selection criteria, shall be placed on the ACAP website and in appropriate media of each Party, with the purpose of attracting applications for the post of Executive Secretary. In addition, Parties may advertise the post nationally within appropriate media. Any such national advertisements shall be similar in form to that placed on the website.
4. The Chair of the Advisory Committee shall, in consideration of the time available, determine the deadline for applications and other processes leading to the short listing of candidates.
5. After the deadline for receipt of applications all curricula vitae, references and other documents submitted by applicants shall be examined by the recruitment sub-committee, who shall draw up a short list of the five most suitable candidates.
6. The recruitment sub-committee will arrange telephone or other interviews with the five candidates and will ensure that at least one of the interviewers is from an impartial professional recruiting agency. This individual will advise the sub-committee during the interview and final selection process.
7. The recruitment sub-committee will request the two most suitable candidates to attend a face-to-face interview.
8. All expenses related to the selection process, including travel and per diem for recruitment sub-committee members and potential candidates (see paragraph 12) and advice from the recruiting agency (see paragraph 11) will be reimbursed from the ACAP general fund.
9. The successful candidate will be notified to Parties along with a confidential summary of the selection process and a rationale for the appointment of the selected candidate.
10. The chosen candidate shall be notified at the earliest opportunity.
11. The successful candidate will be subject to a year's probation period during which the appointee's performance will be assessed by the recruitment sub-committee taking into account the views of Parties. The post will be confirmed subject to a satisfactory performance assessment.
12. The Executive Secretary will be required to give six months notice of resignation.

13. Following the resignation of the Executive Secretary, the most senior member of the professional staff of the Secretariat shall be designated Acting Executive Secretary pending the appointment of a new incumbent.
14. If appropriate, the Advisory Committee shall nominate a suitable temporary replacement, who must be approved by at least a two-thirds majority of the Parties to the Agreement.
15. Any person designated Acting Executive Secretary shall enjoy the salary, allowances and other privileges appropriate to the post of Executive Secretary for such time as the person occupies the post.

Suggested Selection Criteria for the Appointment of the Executive Secretary to ACAP

The recruitment sub-committee shall be guided by, but not necessarily limited to, the following criteria in the selection of an Executive Secretary:

Essential criteria

1. national of an ACAP Party;
2. experience or detailed knowledge of the operations of international intergovernmental organisations;
3. representational and promotional skills;
4. fluency in one of the ACAP languages;
5. demonstration of an appropriate level of managerial experience and proven competence, including:
 - a. the preparation of financial budgets and the management of expenditures; and
 - b. the organisation of meetings and provision of Secretariat support for high level committees;

Desirable criteria

6. familiarity with the conservation of albatrosses and petrels;
7. relevant university qualifications; and
8. proficiency in the ACAP languages

Recruitment procedure for Support staff

The procedure for the recruitment of the support staff will follow that used to recruit the Executive Secretary, but with the Executive Secretary taking the leading role.

1. Advertisements shall be placed on the ACAP website and in appropriate media of each Party, with the purpose of attracting applications for the vacant post. Any advertisements placed shall be similar in form, detailing the selection criteria.
2. The Executive Secretary shall, in consideration of the time available, determine the deadline for applications and other processes leading to the short listing of candidates.
3. The Parties shall agree to three members, from a list nominated by the Chair of the Advisory Committee, as a recruitment sub-committee.
4. The meetings of the recruitment sub-committee will be closed. All information obtained by the recruitment sub-committee and their deliberations will be treated confidentially.

5. From applications received, the Executive Secretary, in consultation with the recruitment sub-committee, will identify the most suitable candidates and perform a preliminary interview by telephone.
6. The Executive Secretary, in consultation with the recruitment sub-committee, will then determine the most appropriate method for the final selection. Possible measures include:
 - a) requesting Parties to follow up references for the candidate resident in their country;
 - b) requesting additional information on candidates; and
 - c) performing face-to-face interviews.
7. Face-to-face interviews will be conducted by the Executive Secretary, a representative of the recruitment sub-committee, and some other person competent to assess and convey the suitability of the individual to the position.
8. The Executive Secretary will offer the position to the best candidate. If the interview conducted under paragraph 6 has been performed by another person, the Executive Secretary will interview the preferred candidate before offering the position.
9. Upon receiving notice of resignation from a staff member, the Executive Secretary will immediately advise Parties and provide a provisional timetable for the implementation of these procedures.
10. The Executive Secretary may make arrangements to cover any work requirements on the Secretariat if such absences occur. These could include temporary promotion, temporary employment or hiring of contractual support.