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**Meeting of the States Parties to the Convention  
on the Prohibition of the Use, Stockpiling,  
Production and Transfer of Anti-Personnel  
Mines and on Their Destruction**

30 November 2015

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**Fourteenth Meeting**

Geneva, 30 November - 4 December 2015

**Item 4 (e) of the provisional agenda**

**Administrative and financial issues:**

**Recruitments**

**Draft Decision on a selection procedure for the recruitment  
of a new ISU Director and on principles for future  
recruitments**

**Submitted by the President**

Considering the importance of the function and the need to proceed in a transparent and objective manner, the Meeting of States Parties hereby decides:

**I. To set up a procedure for the recruitment of a new Director for the  
Implementation Support Unit (ISU) as follows:**

1. A selection panel is to be established with the mandate to shortlist and interview candidates and to make a recommendation to the States Parties on the appointment to be made.
2. The selection panel will consist of five members and four surrogate members, all representatives to the Convention and preferably based in Geneva. In composing the panel, due consideration will be given to gender balance, geographical background and profile (affected and non-affected States Parties). The Convention's Presidency shall not be a member of the selection panel. Once established the selection panel will appoint a chair among its members.
3. Candidates for the selection panel are reminded of the fact that the selection of a new director will require their professional time especially in the period February to June 2016.
4. Announcement of the vacancy based on agreed terms will take place at the closure of the 14th Meeting of States Parties. Candidatures will have to be submitted by 15 February 2016. The shortlisting, the interviews and the report will be readied in time for a decision to be taken through a silence procedure or at the latest at the intersessional meeting of 2016.
5. In case a member of the selection panel would experience a conflict of interest with regard to a certain candidate, the said member will withdraw and be replaced by a surrogate



member. To the extent possible the balance with regard to gender, geographical background and profile should be maintained.

6. The selection panel will draft a report ranking the three top candidates in an order of preference. It will report on the interviews it has conducted and duly explain the motivations for the ranking it has arrived at, emphasizing how the competences of the respective candidates correspond to the requirement of the function. The report shall remain confidential within the selection panel as long as the procedure is running. The selection panel will only communicate the candidate it has ranked first to the Convention's Presidency.

7. The Presidency will propose that candidate for approval by the States. If a silence procedure is applied, the response time will be at most two weeks. If no consensus is reached, the Presidency will turn to the selection panel to be given the name of the candidate ranked second and seek consensus on that basis. If necessary, the candidate ranked third is offered to the States Parties.

8. After designation of the ISU Director, the report of the selection panel will be made available to the members of the Coordinating Committee.

9. The candidate will be recruited for a fixed term of 4 years, renewable once only for another fixed term of 4 years with the approval of the States Parties. The description of the function and the level of remuneration are mentioned in the vacancy notice. The salary is a fixed salary. Adjustments to the salary due to local inflation or seniority are only allowed with the approval of the Coordinating Committee.

10. The vacancy shall be published on the APMBC Web Site and made available at no cost for the ISU to UN bulletin boards. States Parties shall be solicited to disseminate the vacancy among their own nationals.

11. The GICHD agrees to assist in the administration of the selection process without costs to the States Parties.

## **II. With regard to future recruitments for the ISU, to adopt the following principles:**

1. All ISU staff members recruited in future, including the Director, shall be employed on fixed-salary contracts using the GICHD salary scale as a possible guide. When recruiting new ISU staff members the first step on the identified salary scale will be used as the starting salary.

2. Adjustments to the salary due to local inflation or seniority are only allowed with the approval of the Coordinating Committee.

3. When recruiting new ISU staff members due consideration shall be given to the need for a balance between recruiting staff members with the right competencies and experience to fulfil the functions expected from them and maintaining a financially prudent policy aiming at containing the overall staff costs for the ISU at a sustainable level.

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