

PREPARATORY COMMISSION FOR THE INTERNATIONAL RENEWABLE ENERGY AGENCY

Selection Procedure for IRENA's Interim Director- General

First session

Tuesday, 27 January 2009,
Bonn, World Conference Center

IRENA/PC.1/dc.3

Agenda item 5 b.)

Decision PC.1/dc.3 on a Selection Procedure for IRENA's Interim Director-General

The Preparatory Commission for the International Renewable Energy Agency,

at its first session:

- I. decides to invite Signatory States to nominate a candidate for the post of IRENA's Interim Director-General by 30 April 2009, based on the criteria as laid down in Annex I to the present decision;
- II. decides to establish a "Director-General Committee" from amongst Signatory States, which will not nominate a candidate, and requests this Committee to collect and analyse the nominations in a transparent manner, and to submit its synopsis and the nominations to the Preparatory Commission for decision;
- III. decides that the "Director-General Committee" shall consist of no more than five Signatories based on an equitable geographical representation;
- IV. decides to appoint the Agency's Interim Director-General on the basis of the criteria as laid down in Annex I and the procedure as laid down in Annex II of the present decision, taking into account the synopsis put forward by the Committee.

Annex I

I. Qualifications of Candidates

IRENA 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 Interim Director-General shall be encouraged.

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

- A strong background, experience and network in national and international renewable energy policies and working experience with respect to policy advice, capacity building, and technology transfer in the area of renewable energy;
- Proven leadership qualities and senior-level administrative experience to manage a large Secretariat;
- Capacity to build up a 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 IRENA;
- Excellent communication and representation skills to represent IRENA to the public and secure the active support of the international community;
- Excellent command of English, the working language of IRENA¹; command of additional languages will be considered as an advantage;
- Moral authority to model the independent role required by Article XI, paragraph F of the Statute.

¹ Other languages can become a working language only if the Assembly so decides.

II. Term of office

1. The Interim Director-General shall be appointed for the period in which the Commission exists, but not more than four years, renewable for one further term of the same duration, but not thereafter. There shall be no expectation of automaticity in the reappointment.
2. In the event of a vacancy in the post of the Interim Director-General, the Chair of the Commission shall initiate, as soon as possible, a process for appointing a new Interim Director-General, in keeping with the procedures set out herein, and may establish expedited deadlines as necessary in consultation with Members.

Annex II

DRAFT

Rules of Procedure Regarding the Work of the “Director-General Committee” (“Committee”), the Nominations of Candidates and the Appointment of the Interim Director-General

The Preparatory Commission for IRENA (“Commission”), at its first session:

adopts for the work of the “Director-General Committee” (“Committee”), the nominations of candidates and the procedure of appointment of the Interim Director-General the following specifying rules, which shall apply in addition to the rules of procedure of the Commission:

Article I

Work of the Committee

1. In order to ensure that nominations are collected, analysed and outlined in the synopsis in a transparent manner, the Chair of the Committee, to be elected by the Commission for the duration of the Committee in accordance with rule 18 paragraph 4 of the rules of procedure of the Commission, shall ensure a close cooperation and coordination of the work of the 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 work of the Committee shall be based on consensus.
4. Members of the Committee shall make all appropriate efforts and necessary contributions in cash or in kind to ensure the effective and efficient work of the Committee.

Article II

Nominations of Candidates

1. Nominations and supporting documents for a candidate for IRENA's Interim Director-General shall be sent to the Chair of the Committee in English, in writing and under confidential sealed cover. 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 30 April 2009.
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.

4. Nominations and documents received shall not be opened before the 1 May 2009. Within two working days after the 30 April 2009 the Chair in the presence of at least two other members of the Committee shall open all nominations and documents received.
5. 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 Signatory shall have access to these records.

6. Within three working days after the 30 April 2009, the Chair shall send a list of valid and non-valid nominations to all Signatories.

7. Within four weeks after the 30 April 2009, 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 Signatories.

8. Nominations may be withdrawn at any stage by announcement to the Chair by the nominating Signatory or the candidate her/himself. The Chair shall inform all Signatories about the withdrawal.

Article III

Appointment of the Interim Director-General by the Commission

1. The Commission shall appoint the Interim Director-General for IRENA at the first session of the Commission after the 30 April 2009.

2. The meetings regarding the appointment of the Interim Director-General shall be held in private.

3. Candidates shall be invited to give a brief presentation at this session, which shall be followed by questions of Members of the Commission for each candidate.

4. At this session of the Commission the Chair of the Commission shall draw by lot the order of presentation.

5. Travel expenses for the purpose of attending the session of the Commission will be covered by the nominating Signatory.

6. With respect to the election of the Interim Director-General according to number 9 of the Resolution on Establishing a Preparatory Commission for IRENA the overriding aim for the

Chair shall be to reach a decision by consensus. He shall take all appropriate efforts therefore.

7. If a vote seems necessary to reach a decision, the following procedure shall apply:

a.) The Commission shall vote by secret ballot according to the rules of procedure of the Preparatory Commission.

b.) In case of two or more candidates each Member of the Commission 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.

c.) This procedure shall be repeated until a decision of the Commission can be taken in accordance with number 9 of the Resolution on Establishing a Preparatory Commission for IRENA.