

Process for the Recruitment of the SPREP Director General_Updated for circulation to Members

March 2021

| NO. | DATE | ACTIVITY | STATUS |
|------------|------------------------|---|--|
| 1 | 31 July 2020 | Circular 20/59 – Deadline for comments from members on the Job Description for the Director General role | Completed – No comments received |
| 2 | September 2020 | <ol style="list-style-type: none"> 1. Executive Board considers comments received from members in response to Circular 20/59 and endorses the DG's Job Description (JD) 2. EB endorses this proposed process for circulation to members for the Recruitment & Selection of the DG 3. Secretariat circulates to Members: <ol style="list-style-type: none"> a) The final Job Description agreed to by the EB; b) The recruitment process agreed to by the EB; and, c) Invitation to Members from the Chair to take part in the Selection Advisory Committee (SAC) | Completed |
| 3 | 20 November 2020 | <p>Members to respond to the Chair through the Secretariat to confirm:</p> <ol style="list-style-type: none"> a) Agreement to Final JD of the DG role; b) Agreement to the recruitment process; and, c) Participation in the SAC. | <p>Completed</p> <ol style="list-style-type: none"> a) Comments received from one Member b) No Comments c) Four nominations received |
| 4 | 18 March 2021 | <p>Members to respond to the Chair through the Secretariat to confirm:</p> <ol style="list-style-type: none"> a) One nomination each from the Melanesia and Micronesia sub-region; and b) Any further comments on this final version of the JD | To be completed |
| 4 | 19 March – 14 May 2021 | The position of DG is advertised widely in accordance with the Rules of Procedure for Appointment of Director | To be actioned |
| 5 | May - July 2021 | <p>Selection process by the SAC</p> <ul style="list-style-type: none"> ○ Prescreening ○ Shortlist ○ Interviews ○ Discussions ○ Report | To be actioned |

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|------------|---|---|-----------------------|
| 6 | August 2021 | The SAC report is finalised and circulated to SPREP Members | To be actioned |
| 7 | 7 – 9 September 2021 – 30 th SM | SM considers the SAC's report and decide on the appointment of a new DG | To be actioned |