

**PREPARATORY COMMISSION FOR THE
INTERNATIONAL RENEWABLE ENERGY AGENCY**

**Procedure to identify candidates
for the position of Director-General**

Fourth session
24th and 25th October, 2010
Abu Dhabi, UAE

Agenda item 16

**Decision PC.4/DC.5
Procedure to identify candidates for the position of Director-General**

The Preparatory Commission for the International Renewable Energy Agency (Commission),
at its fourth session:

noting that pursuant to Article IX paragraph I of the Statute of the International Renewable Energy Agency (IRENA), the Assembly shall designate the Director-General of the Secretariat of IRENA (Director-General);

noting further that pursuant to Article XI paragraph B of the Statute the Director-General shall be appointed by the Assembly upon recommendation from the Council;

convinced that the designation of the Director-General at the first session of the Assembly will ensure an effective and early start of the Agency's activities and will contribute to facilitating a smooth transition from the Preparatory Commission to the Agency;

desiring to facilitate the identification of suitable candidates for the position of Director-General;

emphasizing that the procedure to identify such candidates shall be fair and transparent and shall be guided by the best interests of IRENA and by the respect for the dignity of the candidates;

referring to Article IX, paragraph I., Article X, paragraph D. and Article XI, paragraph B. of the Statute of IRENA;

I. *decides* to adopt the annexed procedure to identify one candidate for the position of Director-General to be appointed at the first session of the Assembly;

II. *invites* Signatory States (Signatories) to encourage candidates to put forward their applications for the post of Director-General, based on the criteria as laid down in Annex I, and *mandates* the Secretariat to advertise the vacant post of Director-General of IRENA widely;

III. *decides* to establish a "Director-General Selection Committee" (DGSC), as contained in Annex II, from amongst those Signatories that do not envisage the application of one of their nationals, consisting of not more than ten Signatories with at least five of them having ratified the Statute of IRENA and on as wide a geographical basis as possible;

IV. *requests* the DGSC to facilitate a procedure for developing a recommendation for the position of the Director-General of IRENA which shall provide for the identification of candidates, the creation of a shortlist of not more than four candidates to be considered by the fifth session of the Preparatory Commission and the selection of an individual from that list.

ANNEX

**Procedure to identify candidates for the position
of Director-General**

Annex I**I. Guideline - Qualification of candidates**

IRENA shall aim to achieve fair representation of women and men for all positions. The application of women for the post of Director-General shall be encouraged.

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

- Proven leadership qualities and senior-level administrative experience to establish and manage a large organization, to build up a multicultural team and to develop the necessary team spirit;
- A strong background and experience in the field of renewable energy issues both on the national as well as the international level and an extensive network comprising relevant stakeholders;
- Experience with respect to policy advice, capacity building, technology transfer and innovation and technology in the area of renewable energy as well as knowledge management;
- Capacity to develop and implement IRENA's medium- and long-term strategy and vision to define the Agency's role in the international environment and to guide its day-to-day operations;
- Strong commitment to work in a transparent manner with IRENA's Members and capacity to cooperate closely with IRENA's host country as one of the Agency's most important stakeholders as well as the countries hosting IRENA's satellite offices; ability to act as mediator;
- Excellent communication and representation skills to represent IRENA to its stakeholders as well as the public and to secure the active support of the international community;
- Strong background in the field of international relations and ability to cooperate effectively with other organizations, the business community and other relevant stakeholder in order to achieve maximum synergy;
- A firm commitment to the objectives and activities of IRENA as laid down in Article II and IV of the Statute;
- Moral authority to model the independent role required by Article XI, paragraph F. of the Statute;

- A minimum of 15 years professional experience and postgraduate qualifications or equivalent.

Annex II

II. Composition and mandate of the “Director-General Selection Committee” (DGSC)

1. At its 4th session, the Commission shall appoint from among its Members ten representatives taking into account equitable geographic distribution to comprise the DGSC as an ad-hoc committee pursuant to Rule 18 of the Rules of Procedure of the Commission. In order to avoid any conflict of interest, the Commission shall also elect five alternate representatives, based on the same criteria, allowing DGSC members to resign should one of the ten candidates selected for an interview be a national of their country. In the event of the resignation of a member, the alternate from the same region shall take its place. The DGSC shall designate one of its members as Chair for the duration of the DGSC.
2. The DGSC is mandated to collect applications, conduct interviews and present a shortlist of not more than four candidates together with all necessary information on the work of the DGSC for the 5th session of the Preparatory Commission.
3. The DGSC may decide to transfer the task of collecting applications to the Secretariat.
4. The DGSC shall act by consensus, or where consensus cannot be achieved, a two-thirds majority.
5. The Chair of the DGSC shall facilitate the efficient and continuous communication and cooperation between the members of the DGSC. She/he shall ensure that all necessary deadlines are observed.
6. The DGSC shall work electronically to the extent possible, thus minimizing the expense incurred. Any costs incurred by the participation in the DGSC will be borne by the Signatories concerned, except for developing countries whose participation shall be financed from the IRENA budget.
7. The Interim Director-General shall appoint a member of the Secretariat to provide all required support to the DGSC and its Chair.

Annex III

III. Detailed procedure

1. The DGSC will draw up a comprehensive job description for the post of Director-General based on the guidelines in annex I and forward it to the Secretariat to be advertised internationally immediately thereafter.
2. To be eligible for consideration, applications and the required supporting documents shall be submitted in writing to the attention of the Chair of the DGSC. She/he shall forward applications and supporting documents received on a rolling basis to the members of the DGSC for review.
3. Should the DGSC determine it requires assistance due to an excessive number of applications, it may seek external professional services. These services could include a review and ranking of applications based on guidelines provided by the DGSC. The Secretariat shall conduct any necessary procurement. In this case, the DGSC shall be mindful not to delay the process. Expenses related to these services shall be covered from IRENA's budget, mindful not to incur excessive costs.
4. Applications shall be accompanied by a tabular CV, a Letter of Motivation/Vision Statement as well as at least three referee testimonials in order to be considered valid. Other supporting documents may be submitted additionally.
5. Applications may be withdrawn at any stage by announcement to the Chair of the DGSC by the candidate her/himself.
6. After the close of the application period, the members of the DGSC shall select from amongst the applications which are eligible for consideration and valid up to ten candidates to be interviewed.
7. Should a member of the DGSC have the same nationality as one of the ten candidates to be interviewed, the procedure as outlined in II.1. shall apply.
8. After the close of the interviews, the DGSC shall agree upon a shortlist of up to four candidates, assemble a comprehensive documentation to be submitted to all Signatories immediately thereafter together with the shortlist, comprising applications and supporting documents of candidates as well as all other information the DGSC may consider relevant and invite candidates to the 5th session of the Preparatory Commission to deliver a presentation.
9. If time permits, the DGSC shall facilitate videoconference sessions between interested Signatories and each of the up to four short listed candidates.

10. The meetings during the 5th session of the Preparatory Commission dedicated to the identification of candidates for the position of Director-General shall be held in private.
11. At the 5th session of the Preparatory Commission, the Chair of the DGSC shall report on the activities of the DGSC, present the short list of candidates and provide all necessary information to Signatories with a view to ensuring a maximum of transparency related to the DGSC's decision on the short list.
12. The Chair of the 5th session of the Preparatory Commission shall draw by lot the order of presentation of the candidates. Candidates shall give a brief presentation followed by questions of Signatories.
13. The 5th session of the Preparatory Commission shall recommend one candidate to be appointed as Director-General of IRENA at the first Assembly based on the report of the Chair of the DGSC as well as the candidates' presentations and if applicable in accordance with number 7 of the Resolution on Establishing a Preparatory Commission for IRENA.
14. The 5th session of the Preparatory Commission shall elect one candidate for the position of Director-General by either consensus or a 2/3 majority.
15. If the 5th session of the Preparatory Commission decides to hold a vote the following procedure shall apply:
 1. The Commission shall vote by secret ballot.
 2. In case of two or more candidates, each Signatory shall write on its 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.
 3. This procedure shall be repeated until a decision of the Commission can be taken in accordance with number 7 of the Resolution on Establishing a Preparatory Commission for IRENA.
16. The Council shall hold a meeting during the first Assembly to consider the recommendation of the 5th session of the Preparatory Commission and make a recommendation back to that same meeting of the Assembly.

Annex IV

IV. Indicative timeline

(14 weeks process)

X ¹ minus 14 weeks	DGSC draws up a comprehensive job description
X minus 13 weeks	start of the four weeks advertisement and the application period
X minus 9 weeks	application deadline and start of screening process
X minus 7 weeks	notification of interview dates to long-listed candidates
<i>- 2 weeks' time for candidates to plan for the trip to Abu Dhabi -</i>	
X minus 5 weeks	interviews of up to ten long-listed candidates (2-3 days)
X minus 4 weeks	decision on up to four shortlisted candidates and transfer of information to all Signatories
X	1 st session of the Assembly, appointment of the Director-General

¹ Unspecified date of the First Assembly