

**Draft decision on the selection procedure for the recruitment of future  
CCM ISU Directors to be considered at the 10MSP**

The Meeting of States Parties hereby decides to adopt the following calendar and selection procedure for the recruitment of future ISU Directors as well as the updated Terms of Reference (ToR) of the Director's position attached to this decision document as an Annex:

1. A selection panel is established with the mandate to shortlist and interview candidates and make a recommendation to the States Parties on the appointed candidate;
2. The selection panel will be composed of five members, with four surrogate members identified to replace any full members who may have a conflict of interest;
3. The President of the Eleventh Meeting of States Parties will act as Chair of the selection panel and will select the other members of the selection panel from members of the Coordinating Committee and any other State Parties that expresses its interest in serving on the panel, ensuring a balance of gender, geographical representation and status (affected/non-affected States Parties);
4. The vacancy announcement will be published after the closure of the 10MSP and the selection procedure will run in accordance with the calendar proposed herewith;
5. The members of the selection panel should take into account that the selection procedure will require their professional time from October 2022 to March 2023;
6. The selection panel will produce a report on the interviews that it conducted and will make the final decision about the appointed candidate. The report should remain confidential within the selection panel as long as the procedure is running. The

President will propose the appointed candidate for the approval of the States Parties, via written silence procedure. After the designation of the ISU Director, the report of the selection panel will be made available to the members of the Coordinating Committee;

7. The GICHD salary scale will be applied to the ISU Director's work contract and the GICHD staff rules and regulations will apply to them;
8. The GICHD will provide administrative and logistical support throughout the selection process. This may require employing a professional recruitment agency with possible budget implications.

**Calendar for the recruitment of the ISU Director:**

- The GICHD will post the vacancy announcement on relevant websites (5-25 September 2022 = 3 weeks);
- The GICHD will conduct the pre-screening of applications based on the updated Director's Terms of Reference (ToR) Annexed to this document and it will circulate the list of suitable candidates to the selection panel (26 September – 7 October 2022 = 2 weeks);
- The selection panel will consider the applications received and will shortlist the best five candidates to be invited to the interviews (7 October – 9 December 2022 = 2 months);
- The selection panel will define the competency profile and leadership skills prior to the interviews, based on the updated ToR (7 October – 9 December 2022 = 2 months);

- Based on the competency profile and with the assistance of the GICHD, the selection panel will elaborate the list of competency based questions and the evaluation grid which will facilitate debrief sessions and the submission of the report with the selection panel's recommendations (7 October – 9 December 2022 = 2 months);
- The selection panel will carry out the interviews of the selected candidates (12 December 2022 – 27 January 2023 = 7 weeks);
- The selection panel will submit the report containing its recommendations on its preferred candidate (or on the best two candidates if the selection panel cannot agree on one candidate) to the Chair of the selection panel by 17 February 2023 (= 3 weeks);
- The GICHD will be in charge of all of the administrative issues related to the contract of the appointed candidate.