



International Coffee Council
118th Session (Special)
23 January 2017
London, United Kingdom

Appointment of the Executive Director

- **Terms of reference**
- **Procedures and schedule**

SUBMITTED BY THE
FINANCE AND ADMINISTRATION COMMITTEE

Background

1. Following the tragic and unexpected death of the Executive Director, Mr Robério Oliveira Silva, on 30 December 2016, the Finance and Administration Committee held an intersessional meeting on 12 January 2017. The terms of reference, procedures and schedule for the appointment of the Executive Director were discussed at that meeting. This document is based on the result of these discussions. Annex I contains the terms of reference for the post of Executive Director of the International Coffee Organization and Annex II contains the procedures and schedule for the appointment of the Executive Director.

Proposed timetable

2. The following is a suggested timetable for the appointment of the Executive Director of the ICO:

23 January 2017	Special Session of the International Coffee Council to discuss and approve procedures for the appointment of the Executive Director.
24 February 2017	Deadline for the submission of applications from candidates for the post of Executive Director.
28 February 2017	Intersessional meeting of the Finance and Administration Committee to assess the submission of applications for the post of Executive Director.
3 March 2017 (to be determined)	Shortlist of candidates to be determined by the Screening Committee. Candidates to be invited to make a presentation at the first Session of the 119 th Session of the International Coffee Council on 13 March 2017.
13 March 2017	Candidates present their submissions at the first Session of the 119 th Session of the Council.
17 March 2017	The Council considers the appointment of the Executive Director.

Action

The Council is requested to consider and, if appropriate, to approve, this document.

TERMS OF REFERENCE FOR THE POST OF EXECUTIVE DIRECTOR OF THE INTERNATIONAL COFFEE ORGANIZATION

A successful candidate will have deep knowledge of the coffee sector and relevant wide experience. A successful candidate will also demonstrate very strong management skills in the management of an organization with the size and complexity of the International Coffee Organization, including management of personnel, budgets and experience of raising financial support. Experience conducting analytic studies, including economic studies, as well as developing and implementing capacity building projects would be desirable.

Candidates should have the qualities to command wide support among the membership of the International Coffee Organization, and must, at a minimum, meet the following:

- (a) Nationality**
Candidates shall be nationals of ICO Member countries and shall be endorsed by their respective Governments. Only one candidate per country can be endorsed.
- (b) Background**
Candidates shall have earned at least one University Degree from a recognised University or Institution of Higher Education.
- (c) Professional experience**
Candidates shall have at least fifteen (15) years professional experience with a minimum of five (5) years at a senior management level in Government, in an international organization, or in a commercial or similar enterprise. Experience within the field of commodities will be considered a particular advantage.
- (d) Age**
In compliance with U.N. rules there are no restrictions on the age of candidates.
- (e) Languages**
An excellent knowledge of English, both spoken and written, is essential. Knowledge of one or more of the other official languages of the Organization (French, Portuguese and Spanish) would be desirable.

Terms of appointment

The terms of appointment shall be comparable to those applying to corresponding officials of similar intergovernmental organizations. The contract will be for a period of five (5) years. In no event shall the contract of the Executive Director extend beyond the duration of the International Coffee Agreement.

**PROCEDURES AND SCHEDULE FOR THE APPOINTMENT
OF THE EXECUTIVE DIRECTOR**

The International Coffee Council:

Requests Member Governments to use transparent processes to encourage suitable candidates to indicate their interest in the position, taking into account the terms of reference attached as Annex I. Candidates for the position must be endorsed by a Member Government and only one candidate can be endorsed by each Member Government.

Requests Member Governments to forward names of endorsed candidates to the Secretariat no later than **24 February 2017**.

Requests the Secretariat to forward the names and curricula vitae of all candidates to members of the Finance and Administration Committee as soon as possible.

Requests the Finance and Administration Committee to hold an intersessional meeting on Tuesday, 28 February 2017 to assess the situation and decide on the need to establish a Screening Committee. The Screening Committee would review the list of candidates and recommend to the Council no more than five candidates to be invited to the March 2017 Council Session in order to make presentations on their candidacy. If a Screening Committee is not necessary, the Finance and Administration Committee will instruct the Secretariat to advise the candidates to make presentations on their candidacy at the first Session of the Council on 13 March 2017. Presentations shall address the present and future role of the ICO in the coffee sector and the candidate's ability to lead the Organization to achieve the objectives of the Agreement. In making its recommendation to the Council, the Screening Committee shall use transparent and objective criteria.

Following the presentations by candidates at the Council Session in March 2017, the Council shall consider and decide on the appointment of the Executive Director.