



International Coffee Council
129th Session
15 and 16 April 2021
London, United Kingdom

Appointment of the Executive Director:

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

SUBMITTED BY THE FINANCE AND
ADMINISTRATION COMMITTEE

Background

1. During its 45th meeting, held on 8 and 12 April 2021, the Finance and Administration Committee conducted an extensive debate on the criteria for the selection and appointment of a new Executive Director. The following items are still pending a decision and will be submitted to the Council for further discussion:

- Proposed timetable
- Establishment of the Pre-Selection Committee

2. Annex I of this document contains the Council decision on the appointment of the Executive Director. Sentences highlighted in **yellow** are areas in which the FAC could not reach an agreement and thus are still pending a Council decision.

3. Annex II contains the Terms of Reference (ToR) for the post of Executive Director of the ICO as proposed by the FAC. Based on these ToR, Members can forward the application of proposed candidates that fulfil the qualifications.

4. Annex III contains the points that are still outstanding on the establishment of the Pre-Selection Committee:

Proposed timetable

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

15 and 16 April 2021	Session of the International Coffee Council to discuss and approve procedures for the appointment of the Executive Director. Establishment of the Pre-Selection Committee.
30 July 2021	Deadline for the submission of applications from candidates for the post of Executive Director.
3 September 2021	Pre-Selection Committee meets to assess the applications and recommends to the Council no more than five candidates to be invited to the Session in March/April 2022.
6 to 10 September 2021	Shortlist of candidates determined by the Pre-Selection Committee submitted to the Council. Candidates to be invited to make a presentation at the first Session of the 131 st Session of the International Coffee Council to be held from 28 March to 1 April 2022.
28 March to 1 April 2022	Candidates present their submissions at the first Session of the 131 st Session of the Council.
1 April 2022	The Council considers the appointment of the Executive Director.

Action

The Council is requested to consider this document.

DECISION ON THE APPOINTMENT OF THE EXECUTIVE DIRECTOR

Taking into account the expiration of the term of appointment of the Executive Director on 30 April 2022, the Council establishes the following terms of reference and procedures for the appointment of a new Executive Director:

Procedures and schedule

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, together with curricula vitae and personal letters of motivation, the combined length of which shall not exceed five pages, to the Secretariat, no later than [30 July 2021.]

Requests the Secretariat to compile the names of all candidates and distribute this list to Members in the documents for the [September] Session of the Council.

Decides to establish at the Council Session in [April 2021], if necessary, a Pre-Selection Committee, open to interested Members, to assess the applications for the post of Executive Director and recommend to the Council no more than [five] candidates to be invited to the [April 2022] Council Session in order to make presentations on their candidacy. 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 Pre-Selection Committee shall use transparent and objective criteria.

If the establishment of the Pre-Selection Committee is necessary, its report and recommendation shall be distributed to Members no later than [September 2021].

Following the presentations by candidates at the Council Session in [April 2022], the Council shall consider and decide on the appointment of the Executive Director.

**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 recognized University or Institution of Higher Education.

(c) Professional experience

Candidates shall have at least fifteen (15) years professional experience with a demonstrated minimum of five (5) years at a senior management level in Government, in an international organization, or in a commercial or similar enterprise. Experience in fundraising and the management of projects is desirable. Experience within the field of agricultural commodities, and in particular coffee, will be considered an added advantage. Work experience in international forums is desirable.

(d) Age

In compliance with UN 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.

(f) Term of office

The initial contract shall be for a period of five (5) years, with the possibility of renewal for only one five-year additional term.

(g) Remuneration

The terms of appointment shall be comparable to those applying to corresponding officials of similar intergovernmental organizations. This salary will be equivalent to the USG (Under Secretary General) level on the United Nations salary scale

(h) Other benefits

The Executive Director is entitled to a Personal Representation Allowance of £5,000 per annum.

The Executive Director is also entitled to other allowances and benefits applicable under the Staff Regulations and Staff Rules to internationally recruited staff.

ESTABLISHMENT OF THE PRE-SELECTION COMMITTEE

During its 45th meeting, held on 8 and 12 April 2021, the Finance and Administration Committee conducted an extensive debate on the criteria for the selection and appointment of a new Executive Director. The following points remain outstanding regarding the establishment of a Pre-Selection Committee to review the list of candidates applying for the position of Executive Director of the ICO:

- 1) Establishment of the Pre-Selection Committee
 - The Council should decide whether a Pre-Selection Committee should be constituted.
 - A Pre-Selection Committee is necessary to reduce the burden of work of the Council.
 - A Pre-Selection Committee is unnecessary because Council should be prepared to evaluate all candidates.
- 2) Composition of the Pre-Selection Committee
 - Open to all interested Members [who have not endorsed a candidate].
 - Open to a small number of Members [who have not endorsed a candidate].
- 3) Shortlist of recommended candidates to Council
 - The Pre-Selection Committee should propose a shortlist of five candidates.
 - The Pre-Selection Committee should propose a shortlist of ten candidates, unless the number of candidates is lower than ten.
 - The Pre-Selection Committee should propose two shortlists: one of ten applicants and another shortlist of five. The Council will decide on which shortlist will be invited to make presentations.
- 4) Terms of Reference of the Pre-Selection Committee
 - If established, the Pre-Selection Committee should have its own terms of reference, including decision-making procedures, approved by the Council.