

7.1.8.

**BUREAU DECISION LAYING DOWN THE STEPS IN THE PROCEDURE
FOR APPOINTING SENIOR OFFICIALS**

OF 16 MAY 2000¹

Appointments to posts of director-general and director in the establishment plan (appointing authority: the Bureau):

1. Notification of the Bureau concerning the posts vacant; where appropriate, Bureau decision on the procedure to be followed.
2. Publication of a vacancy notice including a precise description of the duties to be performed and the qualifications and experience required.
3. An Advisory Committee on the appointment of senior officials (hereinafter ‘the Committee’) shall be set up, made up of the Secretary-General, the Deputy Secretary-General and the Director-General of Personnel, to assist the Bureau with the appointment procedure. The Committee shall also include an observer for equal opportunities. In the case of appointments to posts as director, the director-general responsible for the post in question shall also sit on the Committee. The Secretary-General may invite other directors-general to take part in the Committee’s work.
4. The following procedure shall apply:
 - (a) The Committee shall lay down, on the basis of the text of the vacancy notice, criteria which it will apply in its comparative analysis of the applicants’ merits.
 - (b) The Committee shall consider the applications in the light of the formal conditions laid down in the vacancy notice, carry out a comparative analysis of the applicants’ merits and draw up the list of applicants which it recommends should be invited for interview. That list shall be accompanied by a document setting out, for each applicant, the reasons why his or her name has been included on or excluded from the list.

If there is a limited number of applications, the Committee may decide not to carry out a comparative analysis of the applicants’ merits and to recommend to the Bureau that all the applicants be invited for interview.
 - (c) The Secretary-General shall forward to the Bureau, for evaluation, the list drawn up by the Committee, together with the explanations concerning each applicant, a copy of the vacancy notice, the list of all the applicants with their curricula vitae and the criteria employed by the Committee in carrying out the comparative analysis.
 - (d) The Bureau shall draw up the list of applicants to be invited for interview.

¹ Amended by the Bureau decision of 18/02/2008.

- (e) The Committee shall hold interviews with the applicants named by the Bureau and shall draw up a report on the interviews signed by all the members.
 - (f) The Secretary-General shall forward that report, accompanied by a recommendation, to the President and the Bureau.
5. On a proposal from the President, the Bureau shall adopt its decision. The Bureau may first hold hearings of the applicants included on the list.