



ORGANIZACIÓN INTERNACIONAL DEL CAFÉ
ORGANIZAÇÃO INTERNACIONAL DO CAFÉ
ORGANISATION INTERNATIONALE DU CAFÉ

ICC 105-22

8 October 2010
Original: English

E

International Coffee Council
105th Session
21 – 24 September 2010
London, England

Appointment of the Executive Director:

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

Background

This document contains the procedures, schedule and terms of reference for the appointment of a permanent Executive Director, which were approved by the Council at its 105th Session from 21 to 24 September 2010.

As indicated in the attached schedule, Member Governments are requested to forward the names of their endorsed candidates to the Secretariat no later than **15 March 2011**.

DECISION ON THE APPOINTMENT OF THE EXECUTIVE DIRECTOR

Taking into account the Council decision¹ to accept the resignation of the Executive Director and to appoint the Head of Operations as Officer in charge for the period 1 November 2010 to 30 September 2011.

The Council establishes the following terms of reference and procedures for the appointment of a permanent Executive Director and:

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 to the Secretariat, no later than **15 March 2011**.

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

Decides to establish at the Council Session in March 2011, if necessary, a Screening Committee, composed of six Exporting Members and six importing Members. The Screening Committee shall review the list of candidates and recommend to the Council no more than five candidates to be invited to the September 2011 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 Screening Committee shall use transparent and objective criteria.

If the establishment of the Screening Committee is necessary, its report and recommendation shall be distributed to Members no later than **30 June 2011**. Members who wish to comment on the recommendations of the Screening Committee shall provide those comments in writing no later **31 July 2011**.

Following the presentations by candidates at the Council Session in September 2011, the Council shall consider and decide on the appointment of the Executive Director.

¹ See paragraph 25 of ICC-105-24, *Decisions and Resolutions adopted at the 105th Session of the International Coffee Council*.

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 sound management skills in the management of an organization with the size and complexity of the International Coffee Organization, including management of personnel and budgets. Experience raising financial support would be useful. 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 minimum of five (5) years at a 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 initial contract will be for a period of five (5) years and with the possibility of renewal for one 5-year additional term. In no event shall the contract of the Executive Director extend beyond the duration of the International Coffee Agreement.