

Annex VI: Indicative timeline of the entire process for the appointment of the Executive Director

Date/deadline	Content	Action
B.12	Establishment by the Board of an Executive Director Selection Committee (EDSC) consisting of six Board members drawn equally from developing and developed countries to oversee the selection process and make recommendations to the Board. Approval by the Board of the terms of reference for the Executive Director Approval by the Board of the ED selection process Budget allocation to support the costs of undertaking the search for the Executive Director Terms of Reference and Procurement of an independent executive search firm to assist the Committee in its work	Board decision
15 March 2016 cob (KST)	Request for proposal for the recruitment firm to be published online	
29 March 2016 cob (KST)	Receive bids from the recruitment firm	Secretariat evaluation of the bids / Approval by EDSC.
12 April 2016 cob (KST)	Contract with recruitment firm to be signed	
18 April 2016	Advert published	
16 May 2016	Deadline for applications	
23 May 2016 6 June 2016 13 June 2016 21 June 2016	Follow the "selection process" on shortlisting: <ul style="list-style-type: none"> • First cut list of 20-25; • Long list of 10-12 candidates; • Short list of 5 or 6 candidates; • In person interviews of short listed candidates 	1) EDSC virtual meeting 2) EDSC virtual meeting 3) EDSC virtual meeting 4) EDSC in-person meeting, location TBC
Pre B.13 (24 June 2016)	Recommendation by the EDSC of at least three final candidates to the Board, which may include ranking by preference.	EDSC Recommendation
B.13 (28-30 June 2016)	Consideration by the Board of the EDSC's recommendations, including Board agreement of one candidate from among the final three candidates.	Board decision
B.13	Recommendation by the EDSC on performance criteria and measurement procedures for the Executive Director	EDSC Recommendation
B.13	Approval of the performance criteria and measurement procedures for the Executive Director	Board decision