

Annex VII: Terms of reference of the Executive Director Selection Committee

I. Role and functions

1. The role of the Executive Director Selection Committee (EDSC) is to oversee the selection process of the Executive Director in accordance with these terms of reference; and recommend at least three final candidates to the Board at its twenty first meeting.
2. In particular, and without limitation, the EDSC shall:
 - (a) With the support of the Secretariat, select and engage the executive search firm;
 - (b) Provide guidance and approve the vacancy advertisement to be published by the executive search firm;
 - (c) With the support of the executive search firm:
 - (i) Establish a long list of twelve candidates;
 - (ii) Establish a short list of six candidates;
 - (iii) Interview the short list of candidates;
 - (iv) Establish a final list of at least three candidates;
 - (v) Interview the final list of candidates;
 - (vi) Prepare a detailed final report to be presented to the Board for decision, with may include a recommendation with a ranking by preference; and
 - (vii) Strive to ensure a balance of candidates from developed and developing countries and gender balance on the long list, short list and final list of candidates.

II. Membership

3. The ad hoc committee will comprise:
 - (a) Four developing country Board members; and
 - (b) Four developed country Board members.
4. In accordance with the Board Guidelines on the Participation of Advisers, one advisor may support each Committee member.
5. Members of the EDSC will serve for its duration as per paragraph 5.
6. The members of the EDSC shall elect two co-chairs, one from developed countries and one from developing countries.

III. Duration

7. The EDSC will be an ad hoc committee of the Board and shall function until the earlier of:
 - (a) The conclusion of the selection process of the Executive Director; and
 - (b) The Board having decided to terminate the Committee.