

Procedure to recruit P-staff members to the HELCOM Secretariat

(Minutes of HELCOM HOD 17/2005, Annex 9)

1. Twelve months prior to the expiry of the term of office of a Professional Secretary the Executive Secretary together with the Chairman shall evaluate and assess the performance of the person in question. Based on their evaluations the Executive Secretary informs the Heads of Delegations of the results of their evaluation – either to prolong the contract of that person or to perform a new recruitment.
2. If approved by all Heads of Delegation the Executive Secretary will prolong the contract of the person in question for maximum three years and make the decision public.
3. If the above consensus cannot be obtained or the Executive Secretary recommends to perform an open and competitive recruitment she/he shall, after it has been approved by the Heads of Delegation, display the vacancy announcement on the HELCOM home page and, simultaneously, submit it to the Heads of Delegation for national distribution, inviting applications within a given time, not less than two months, to the Secretariat.
4. The Secretariat shall inform the Heads of Delegation about their national candidates applying for a P-staff post in the Secretariat.
5. The selection procedure shall be conducted by a Recruitment Panel (hereinafter referred to as the "Panel") consisting of the Chairman of the Helsinki Commission, and the Executive Secretary of the Helsinki Commission, *ex officio*, as well as three other Panel members to be nominated in their personal capacity by the Heads of Delegation. The Panel will elect an independent Chairman for the Panel amongst the three nominated Panel members.
6. The Executive Secretary shall distribute the applications to the members of the Panel for evaluation and selection.
7. The Panel may call for interview up to five candidates.
8. When evaluating the candidates the personal competence and qualifications of the candidates shall be the only criteria for selection. The Panel should apply the same procedure equally to each candidate.
9. The Panel shall make all efforts to arrive at decision unanimously. In the exceptional case where no unanimity can be reached, the simple majority decision, where also the Chairman has one vote, should, in the spirit of compromise, be recognized unanimously.
10. The Chairman of the Panel presents in writing the Panel's formal recommendation to the Executive Secretary of the person to be appointed.
11. The Executive Secretary forwards his/her decision together with the recommendation of the Panel and the CV of the chosen person to the Heads of Delegation for approval.