

<p style="text-align: center;">Fourteenth Meeting of the States Parties Decision on a selection procedure for the recruitment of a new ISU Director and on principles for future recruitments</p>

Considering the importance of the function and the need to proceed in a transparent and objective manner, the Meeting of States Parties hereby decides to set up a procedure for the recruitment of a new Director for the Implementation Support Unit (ISU) as follows:

- During the 14th Meeting of States Parties, a selection panel will be established with the mandate to shortlist and interview candidates and to make a recommendation to the States Parties on the appointment to be made.
- The selection panel will consist of five members and four surrogate members, all representatives to the Convention and preferably based in Geneva. The selection panel will reflect the geographical and profile (affected and non-affected States Parties) balance of the membership. The Convention's Presidency shall not be a member of the selection panel. Once established the selection panel will appoint a chair among its members.
- Candidates for the selection panel are reminded of the fact that the selection of a new director will require their professional time especially in the period February to June 2016.
- Announcement of the vacancy based on agreed terms will take place at the closure of the 14th Meeting of States Parties. Candidatures will have to be submitted by 15 February 2016. The shortlisting, the interviews and the report will be readied in time for a decision to be taken at the intersessional meeting of 2016.
- In case a member of the selection panel would experience a conflict of interest with regard to a certain candidate, the said member will withdraw and be replaced by a surrogate member of similar geographical origin and profile.
- The selection panel will draft a report ranking the three top candidates in an order of preference. It will report on the interviews it has conducted and duly explain the motivations for the ranking it has arrived at. The report shall remain confidential within the selection panel. The selection panel will only communicate the candidate it has ranked first to the Convention's Presidency.
- The Presidency will propose that candidate for approval by the States Parties. If no consensus is reached, the Presidency will turn to the selection panel to be given the name of the candidate ranked second and seek consensus on that basis. If necessary, the candidate ranked third is offered to the States Parties.
- After designation of the ISU Director, the report of the selection panel will be made available upon demand of a State Party.
- The candidate will be recruited for a fixed term of 4 years, renewable once only for another fixed term of 4 years with the approval of the States Parties. The description of the function and the level of remuneration are mentioned in the vacancy notice.

The salary is a fixed salary indexed to the cost of living once per year. Adjustments for seniority are only allowed with the approval of the Coordinating Committee.

- The vacancy shall be published on the APMBC Web Site and made available at no cost for the ISU to UN bulletin boards. States Parties shall be solicited to disseminate the vacancy among their own nationals.

The GICHD agrees to assist in the administration of the selection process without costs to the States Parties.

With regard to future recruitments for the ISU, the Meeting of States Parties agrees to the following principles:

- Any new ISU staff member, except for the Director, will be hired at a junior level equivalent to local salaries with commensurate responsibilities, regardless whether it is in the framework of core support or enhanced support.
- As and when existing ISU staff members other than the Director move on, they will be replaced at a junior level equivalent to local salaries with commensurate responsibilities.
- All ISU staff members recruited in future, including the Director, shall be employed on fixed-salary contracts.
- Adjustments to the salary due to cost of living or seniority are only allowed with the approval of the Coordinating Committee.

With a view to enhance efficiency and further reduce costs, the Meeting of States Parties also decided to mandate the Presidency to explore and develop proposals for possible synergies with other Implementation Support Units, in particular with the Implementation Support Unit of the Convention on Cluster Munitions as soon as possible, but no later than two years from now.
