



**R C A**  
**Regional Office**

**18 September 2003**

## **Annex – 3**

**Guidelines on the Operation of the Selection Committee**  
**For a Director of the RCA Regional Office**

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# Guidelines on the Operation of the Selection Committee

## For the Director of the RCA Regional Office

1. (Functions) The main function of the Selection Committee is to recommend most suitable candidate for the post of the Director of the RCA Regional Office (RCARO) to the RCA National Representatives Meeting (NRM). The function of the Selection Committee is as follows:

- (a) To prepare a job description for vacancy notice use
- (b) To prepare a selection criteria
- (c) To screen and prepare a short-list of well qualified candidate(s) and recommend one or two most suitable candidate(s) to the Advisory Committee.

2. (Members) The Advisory Committee shall recommend and appoint the Selection Committee members. During the interim operation period, the Interim Advisory Committee shall recommend. In the normal function, the Standing Advisory Committee shall recommend.

- (a) The Committee shall be limited to 5 members
- (b) The Selection Committee members shall not be nominated from among National RCA Representatives
- (c) Among the 5 members, one shall be from the host government of the RCARO (Korea). Another member will be from the IAEA who shall be recommended by the Agency.
- (d) Members shall participate in the meetings in their personal capacity and their participation shall not represent their originating States.
- (e) The Selection Committee members shall not be available for nomination to the Director.*

3. (Chairperson) The Selection Committee shall elect a Chairperson among the members.

4. (Meetings) The Chairperson shall call the Committee meetings, however, the first Committee meeting shall be requested to convene by the RCA Regional Office. Majority presence of the members constitutes the quorum.
5. (Cost for Meeting Attendance) The travel and living expenses of the Selection Committee members attending Committee meetings shall be borne by the individually. In special cases, the RCA Regional Office may support the expenses for the members attending the meetings upon request.
6. (Meeting Place and Dates) The Selection Committee shall convene well before the RCA NRM at an agreed place and dates for interviewing, *if required*.

- *Reviewed by the RCA Regional Office Advisory Committee at IAEA Headquarters in Vienna in July/August 2002.*
- *Adopted by the 31<sup>st</sup> RCA General Conference at IAEA Headquarters in Vienna in September 2002*
- *Revision recommended by the 1<sup>st</sup> Selection Committee in June 2004*