

Record of the First Selection Committee Meeting for the Director of RCA Regional Office

- Prepared for reporting to the RCARO Advisory Committee -

1. Introduction

As recommended by the Chair of RCA Regional Office (RCARO) Advisory Committee to the 26th Meeting of National RCA Representatives in Islamabad, Pakistan in April 2004 and as endorsed by the above mentioned Meeting, the 1st Selection Committee meeting for the Director of RCARO was held at the RCARO meeting room on 13 June 2004, Sunday, to develop a 'Job Description' and a 'Vacancy Notice'.

2. Members attended

The Selection Committee, constituted in March 2004, comprises five members, as agreed by the 32nd RCA General Conference Meeting in Vienna in September 2003. They are; Dr Chung-Won Cho representing the host country of the RCARO, Dr Prinath Dias representing the IAEA, Dr John F Easey, Dr Anil Kumar Anand and Dr Corazon C Bernido representing the Member States. All members except Dr Chung-Won Cho, attended the Meeting. Mr Nam-Joon Cho of Ministry of Science and Technology (MOST) of Korea attended the meeting on his behalf. Mr J. K. Chung of RCARO attended the meeting as an observer.

3. Election of the Chair

The members elected Dr Anil Kumar Anand as the Chair. The Chair then appointed a staff member of RCARO as the rapporteur. The meeting adopted the agenda prepared by RCARO. The agenda is attached as **Annex-1**.

4. Review of the Guidelines on the Selection and Appointment of a Director of the RCA Regional Office

The Meeting reviewed the 'Guidelines on the Selection and Appointment of a Director of the RCA Regional Office' that had been adopted by the 31st RCA General Conference Meeting in Vienna in September 2002 and amended by the 32nd RCA General Conference Meeting in Vienna in September 2003, respectively. The Meeting agreed to recommend a few minor revisions of the Guidelines. The Meeting suggested a few minor changes in the sections 'Employment Notice' and the 'Duty Start' for consideration by the RCARO Advisory Committee. The revised 'Guidelines' are attached as **Annex-2**.

5. Review of the Guidelines on the Operation of the Selection Committee

The Meeting reviewed the 'Guidelines on the Operation of the Selection Committee' that had been adopted by the 31st RCA General Conference Meeting in Vienna in September 2002. The Meeting agreed to recommend a few revisions in the sections 'Members' and in the 'Meeting Place and Dates', respectively, for consideration by the RCARO Advisory Committee. The revised 'Guidelines' are attached as **Annex-3**.

6. Time Frames

The Meeting reviewed the time frames of the selection and appointment process that had been prepared and circulated by the RCARO on request of the 26th Meeting of National RCA Representatives in Islamabad in April 2004. A few minor changes in the time frames were recommended in particular with regard to the closing date of the application and the subsequent Selection Committee functions. The revised time frames are attached as **Annex-4**.

7. Submission to RCARO AC

The Meeting finalized the 'Job Description' and the 'Vacancy Notice' after thorough review of the draft prepared by the RCARO. The Meeting also developed an 'Application Form'. The Meeting categorized the qualifications of the Director as "Essential" and "Desirable". The 'Job Description' and the 'Vacancy Notice' along with the Application Form are attached as **Annex-5** and **Annex-6**, respectively.

Essential qualifications of the RCARO Director are: educational background in science/engineering and technology fields; experience either in administration and policy planning or in research and development activities; knowledge of the workings of RCA and of IAEA; good communication skills in English; and, knowledge and experience dealing with international organizations.

Desirable qualifications are: computer literacy; sound background in administration and management; in public relations; and, fund seeking activities or negotiation.

The Meeting agreed to submit the finalized documents to the Advisory Committee for consideration and for reporting to the 33rd RCA General Conference Meeting to be held in Vienna in September 2004 for endorsement by the Member States.

❖ **Post Facto**

The Meeting recommended that in the event of there being no suitable candidate, the Advisory Committee should consider such appropriate post facto measures as may be required.

Prepared and reported by

A K Anand

The Chair of the Selection Committee

On 13 June 2004