



11 August 2015
Submitted by: **Chairperson**

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Arms Trade Treaty
First Conference of States Parties
Cancun, 24-27 August 2015

Matters related to the Secretariat

Geneva, 10 August 2015

Excellences
Dear Friends,

I have the honor to submit to the Conference of the States Parties to the Arms Trade Treaty (1CSP-ATT), the Report of the Evaluation Committee, with a view to a decision at its first session. The Evaluation Committee was established as a result of the agreement among States at the Final Preparatory Meeting held in Geneva, 6-8 July, 2015, with the mandate, as contained in the Terms of Reference (ATT/CSP1/2015/PM.2/WP.5), to review the Résumés of applicants for the post as Head of the Secretariat of the ATT until the 2CSP.

After a careful and professional work, the Committee transmitted to my person and to the provisional Secretariat of the ATT, the following report which incorporates the Committees conclusions, narrowing the number of eligible candidates for the above mentioned post from nine (9) to five (5).

With the aim of achieving, to the extent possible, the desire of States Parties of arriving at the most suitable candidate through a merit based selection process for the appointment of the Head of the Secretariat, the Committee adopted its report by consensus. That report identifies the five (5) candidates as eligible for further consideration.

In that sense, during the coming days I will proceed in full transparency and inclusiveness through a process of consultations, to narrow down the field of candidates and ultimately to recommend a choice for appointment as Head of the Secretariat of the ATT within the 1CSP.

I would also like to extend my warm gratitude to the representatives of Argentina, the Czech Republic, Japan, New Zealand and Nigeria, who volunteered themselves to serve as members of the Evaluation Committee, and in particular too Japan who so capably chaired the Committee.

Finally, I avail myself of this opportunity to encourage you all to continue demonstrating your compromise and political will in accomplish general agreements on all decisions to be taken at the First Conference of the States Parties.

With kind regards,

Jorge Lomónaco
Ambassador, Permanent Representative
Chair of the Preparatory Process towards the 1CSP to the ATT

Report of the Evaluation Committee for the Appointment of the Head of Secretariat for the Arms Trade Treaty

10 August 2015

I. Introduction

1. The Final Preparatory Meeting for the First Conference of States Parties of the Arms Trade Treaty (ATT) was held in Geneva, Switzerland on 6-8 July 2015. The Meeting agreed with the recommendation of the Chair of the Preparatory Process to announce the vacancy of the Head of the Secretariat, who will serve a short-term until the Second Conference of States Parties, as contained in ATT/CSP1/2015/PM.2/4/Rev.1, with a deadline for applications by 31 July 2015.

2. The Meeting also agreed to establish an Evaluation Committee for the Appointment of the Head of the Secretariat, composed of Argentina, the Czech Republic, Japan, New Zealand and Nigeria, as per the Terms of Reference contained in ATT/CSP1/2015/PM.2/WP.5. The Meeting appreciated Japan serving as the Chair of the Committee.

3. The Terms of Reference of the Committee state, among others, that the purpose and mandate of the Committee are “to screen/review CVs of candidates to the post of Head of Secretariat, in order to make recommendations to the Chair of the Preparatory process on the eligible candidates.”

II. Organizational Matters and Work of the Committee

4. The ATT Provisional Secretariat received nine applications before the deadline for applications, which were duly provided to the Committee for its evaluation. The ATT Provisional Secretariat received one application after the deadline, which was not provided to the Committee for its evaluation.

5. After its initial examination of CVs, the Committee requested all candidates to provide additional information to the Committee pursuant to the questionnaire contained in Annex1 to this report.

6. The Committee held a meeting in Geneva on 6 August 2015. The list of participants in the meeting is contained in Annex 2 to this report.

III. Evaluation Criteria

7. In determining the eligibility of each candidate, the Members of the Committee had focused in advance of the meeting on all items listed in “Competences” and “Required Skills and Experience” in the vacancy announcement.

8. In the meeting, each Member was objective, and there was no disclosure of a conflict of interest by any Member relating to paragraph 5 of the Terms of Reference of the Committee.

IV. Recommendations

9. The Committee has determined among the nine applicants that five applicants are eligible candidates for the Head of the Secretariat as follows in alphabetical order:

Mr. Paul Lennart Beijer
Mr. Kerry Brinkert
Mr. Simeon Dumisani Dladla
Ms. Hine-Wai Kapiti Loose
Mr. Guy Pollard

10. The Committee kindly requests the Chair of the Preparatory Process to protect the confidentiality of those candidates who have been determined by the Committee not to be eligible to continue further with the application process. The Committee also requests the Chair of the Preparatory Process to inform, as a courtesy, those candidates that they are not eligible to continue further with the application process and to thank them for their applications.

11. The Committee recognized that for future recruitment it would be useful for CVs to contain all the information necessary to evaluate an applicant against the required criteria, including language skills of a second UN language.

QUESTIONNAIRE TO APPLICATNS

Name: _____

Competencies

Corporate Competencies:

- Demonstrates integrity by values and ethical standards;

Q: Please provide examples, if any, of your actions in the past that demonstrate integrity by values and ethical standards.

- Promotes the vision, mission, and strategic goals of the ATT;

Q: Please describe your plans of how to promote the vision, mission, and strategic goals of the ATT.

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Q: Please provide examples, if any, of your actions in the past that display cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;

Q: Please explain your work experience that shows your ability to lead strategic planning, results-based management and reporting.

- Ability to lead formulation and monitoring of management projects;

Q: Please explain your work experience that shows your ability to lead formulation and monitoring of management projects.

- Solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology, general administration;

Q: Please explain your work experience that shows your solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology, general administration.

- Ability to lead business processes re-engineering, implementation of new systems (business side), and affect staff behavioral/ attitudinal change.

Q: Please explain your work experience that shows your ability to lead business processes re-engineering, implementation of new systems (business side), and affect staff behavioral/ attitudinal change.

QUESTIONNAIRE TO APPLICATNS

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;

Q: Please provide examples, if any, of your actions in the past that show your ability or skills to build strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.

- Consistently approaches work with energy and a positive, constructive attitude;

Q: Please provide examples, if any, of your actions in the past that show that you consistently approach work with energy and a positive, constructive attitude.

- Demonstrates good oral and written communication skills;

Q: Please provide examples, if any, of your actions in the past that demonstrate good oral and written communication skills.

- Demonstrates openness to change and ability to manage complexities;

Q: Please provide examples, if any, of your actions in the past that demonstrate openness to change and ability to manage complexities.

- Leads teams effectively and shows mentoring as well as conflict resolution skills;

Q: Please provide examples, if any, of your actions in the past that show your ability to lead teams effectively, mentoring, and conflict resolution skills.

- Demonstrates strong oral and written communication skills;

Q: Please provide examples, if any, of your actions in the past that demonstrate strong oral and written communication skills.

- Remains calm, in control and good humored even under pressure;

Q: Please describe how you can remain calm, in control and good humored even under pressure.

- Proven networking, team-building, organizational and communication skills.

Q: Please provide examples, if any, of your actions in the past that show your networking, team-building, organizational and communication skills.

List of Participants

Argentina

Mr. Julio César Mercado, Minister, Mission in Geneva

Czech Republic

Ms. Markéta Homolková, First Secretary, Mission in Geneva

Japan

Mr. Toshio Sano, Ambassador to the Conference on Disarmament

Mr. Chitaru Shimizu, Counsellor, Mission in Geneva

New Zealand

Ms. Dell Higgle*, Ambassador to the Conference on Disarmament

Ms. Katy Donnelly, First Secretary, Mission in Geneva

Nigeria

Mr. Patrick Y. Gbemudu, Minister-Counsellor, Mission in Geneva

* Participated in the meeting by teleconferencing.