

### Procedure continued recruitment ReSPA Director

1. At the 10<sup>th</sup> session of the Steering Committee, the Steering Committee agreed on the revised text of the key requirements and the calendar for the post of the ReSPA Director. This has been incorporated in the revised **Terms of Reference for the ReSPA director**.
2. The Steering Committee shall announce this vacancy through the ReSPA website. Steering Committee Members shall be invited to publish the vacancy in the same manner Government senior vacancies are published.
3. The applications shall be submitted to the ReSPA team at the OECD within a deadline of thirty days following the vacancy announcement. The initial screening (administrative compliance) shall be done by the ReSPA team at EIPA. A list of all eligible candidates will be submitted to the Steering Committee.
4. It was confirmed at the 10<sup>th</sup> session of the Steering Committee that the Selection Committee will be composed of the same people who participated in the previous phase.
5. The applications received shall be examined by the Selection Committee.
6. The Selection Committee shall meet in Podgorica within one week from the closure of the vacancy notice. First, applicants who did not submit application within deadline and did not explicitly fulfill the qualifications required for the post will be disqualified. The Selection Committee shall submit the list of applications of qualified candidates to the Steering Committee for information.
7. The Steering Committee shall also receive a list of the names of disqualified applicants with copy of their applications.
8. The **chair of the selection committee** shall inform disqualified applicants of the results without delay.
9. The **Selection Committee** shall select three qualified candidates (short list) for interview and written test within three weeks after receiving the applications. Steering Committee members will receive the list of preselected candidates with copy of their application forms.
10. The **Selection Committee** shall establish a list of questions, which shall be posed to all candidates during their separate interviews lasting a maximum of 1 hour each. The Selection Committee will prepare a written test which applicant will be invited to fulfill in 4 hours.
11. The **chairman of the Selection Committee** shall invite selected candidates for interviews and written tests which will take place in Podgorica.

12. The **selection Committee** will evaluate all selected applicants, and will make a recommendation for appointment to the Governing Board. The Selection Committee will inform the Steering Committee of its recommendation.
13. The Chair of the Steering Committee will inform the selected candidate of the result of the **selection process**. The candidate will be informed in writing of the **appointment process** (prior to the first Governing Board meeting, at which the appointment should take place).

Activity	Time in weeks (or days), or proposed deadlines
Vacancy notice republished on the ReSPA website and by signatories on Government Portals	9 February 2009
Deadline for submission of applications	9 March 2009 24h00, Amsterdam Time.
Meeting of the Selection Committee	week 16 March 2009
Interviews	week 30 March 2009
Decision of the Steering Committee upon the proposed candidates	week 27 April 2009