



RULES FOR THE APPOINTMENT OF AN INVITED EXPERT

PREPARED BY: IOTC SECRETARIAT, 25 NOVEMBER 2011

PURPOSE

To provide the Scientific Committee with a draft set of “Rules of Procedure for the selection of Invited Experts to attend IOTC Working Party meetings”, so that the process can be formalised and followed in 2012.

BACKGROUND

Over the past several years, there has been extensive discussion at Working Party and Scientific Committee meetings regarding the process for selecting Invited Experts to attend IOTC meetings. During that time, a few individuals raised concerns which can be summarised into a few general points:

- The level of transparency in the process of selecting Invited Experts
- The level of independence of the individuals selected
- The expense incurred by the IOTC
- The quality of input provided by Invited Experts at IOTC Working Party meetings

DISCUSSION

Noting the concerns outlined above, in June 2011 the IOTC Secretariat facilitated a process whereby the Chairs of the Working Parties, in collaboration with the Chair of the Scientific Committee, developed a set of guidelines for the selection of Invited Experts to attend IOTC Working Party meetings in 2011. The Guidelines were adopted by consensus by the Chairs of the Working Parties and the Scientific Committee on 21 June, 2011.

Throughout the course of 2011 additional comments were offered by IOTC scientists on ways to further improve the selection process. As a result, the 2011 Guidelines were refined into set of *Draft Rules of Procedure for the selection of Invited Experts to attend IOTC Working Party meetings*, provided at Attachment A.

RECOMMENDATION

That the Scientific Committee **CONSIDER** the draft, and **AGREE** to a set of *Rules of Procedure for the selection of Invited Experts to attend IOTC Working Party meetings*.

ATTACHMENTS

Attachment A: Draft: Rules of Procedure for the selection of Invited Experts to attend IOTC Working Party meetings.

DRAFT

Rules of Procedure for the selection of Invited Experts to attend IOTC Working Party meetings

Definition of an Invited expert

The role of an Invited Expert and the guiding principles for their selection are as follows (noting that Invited Experts are **NOT** consultants, as they are **unpaid**, other than for return **economy** airfares and DSA to attend a meeting):

Duties: (i) if possible/willing, to carry out tasks identified by the Working Party (WP) (to be identified separately for each meeting); (ii) as applicable, attend and contribute to discussions at any preparatory sessions (e.g. any pre-assessment workshops, noting that ideally, these may need to be carried out several months in advance of a WP meeting), and at the WP meeting;

Capacity: The invited expert must have recognized experience and skill in the subjects for which they are tasked;

Independence: The invited expert’s advice on matters relating to tasks defined by the WP should be based on the principles of independence, impartiality and transparency. Therefore, the invited expert shall be invited in their personal capacity without representing any CPCs and/or stakeholder. Participation of experts based in IOTC developing coastal states shall be encouraged. Invited Experts should not be:

- directly involved with current IOTC stock assessments or CPUE standardisations.
- from a CPC where a scientist is presenting a stock assessment or CPUE standardization.

Confidentiality: Invited Experts shall not divulge any information, including data considered confidential by the Commission, as defined in IOTC Resolution 98/02.

Process for Selection

Process and timeline for the selection of an Invited Expert.

STEP	Action Item	Responsibility	Due date
1	Chair of the Working Party (WP) (Vice-Chair if Chair not available) to distribute an email to the IOTC Science contact list (consisting of the combined WP and SC mailing list/s), calling for Invited Expert nominations [excluding selection panel] The call for nomination will include a summary of the priority areas for contribution (identified during the previous WP meeting, in combination with requests from the SC and Commission), specific details to be provided by potential candidates (e.g. one page CV), and the selection timeline.	Chair of the WP (or Vice-Chair)	No later than 90 days prior to the commencement of the WP meeting or any other preparatory sessions as identified by the WP.
2	Deadline for nominations: two weeks from the call for nominations. Nominations should be made via return email to the IOTC Science contact list.	IOTC Science contact list	14 days after the call for nominations by the Chair (Step 1 above)
3	Selection panel, consisting of the Chair and Vice-Chair of the Working Party, in consultation with the Chair of the Scientific Committee to determine the most appropriate Invited Expert/s for the meeting, taking into consideration budgetary constraints, as advised by the Executive Secretary or his/her delegate. Potential Invited Expert to be contacted by the Chair to confirm availability.	Selection panel	Within 5 days of the deadline for comments on candidates from participants
4	Chair of the Working Party (or Vice-Chair) to advise the IOTC Science contact list of the successful Invited Expert/s, and request the Secretariat to commence the travel process.	Chair of WP or alternate & Secretariat	Within 2 days of the selection meeting.
5	Working Party meeting	Participants	–