

## RULES OF PROCEDURE FOR THE SELECTION OF INVITED EXPERTS AND HIRED CONSULTANTS TO ATTEND IOTC WORKING PARTY MEETINGS

*Extract from Report of the 17<sup>th</sup> Session of the Scientific Committee  
(IOTC-2014-SC17-R; pages 343-344; Appendix XL)*

### *Definition of an Invited expert*

Invited Expert are **NOT** consultants, as they are **unpaid**, other than for return **economy** airfares and DSA to attend a meeting.

Hired Consultants are **paid**, including for return **economy** airfares and DSA to attend a meeting.

The role of an Invited Expert or Hired Consultant and the guiding principles for their selection are as follows:

**Duties (Invited Expert):** (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;

**Duties (Hired Consultant):** (i) to carry out tasks identified by the Working Party (WP), according to Terms of Reference proposed by the WP and approved by the SC 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/hired consultant must have recognized experience and skill in the subjects for which they are tasked;

**Independence:** The invited expert/hired consultant'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/hired consultant shall be selected based in their personal capacity without representing any CPCs and/or stakeholder. Participation of experts/consultant based in IOTC developing coastal states shall be encouraged. Invited Experts/Hired Consultant should not be:

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

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

### 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. 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	<b>Selection panel, consisting of the Chair and Vice-Chair of the Working Party, in consultation with the Chair of the Scientific Committee</b> 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. The IOTC Secretariat will also inform the IOTC Commissioner's contact list of the selected Invited Expert/s for each meeting.	Chair of WP or alternate & Secretariat	Within 2 days of the selection meeting.
5	Working Party meeting.	Participants	–

### Process and timeline for the selection of a Hired Consultant

STEP	Action Item	Responsibility	Due date
1	Chair of the Working Party (WP) (or Vice-Chair if Chair not available) to present the proposed terms of reference (including timeline, tasks and deliverables to be provided by the Hired Consultant) to the SC for consideration and approval.	Chair of the WP (or Vice-Chair)	No later than 15 days prior to the commencement of the SC meeting.
2	Secretariat to advertise a call for tender among the IOTC Commissioner's and Science contact lists, and the web site.	IOTC Secretariat	Within 14 days after the approval by the SC (Step 1 above)
3	<b>Selection panel, consisting of the Chair</b> (or Vice-Chair if Chair not available) <b>of the SC, the Chair and Vice-Chair of the Working Party, in consultation with the Executive Secretary</b> or his/her delegate to determine the most appropriate Consultant for the meeting and taking into consideration budgetary constraints as may be advised by the IOTC Secretariat. Potential Hired Consultant to be contacted by the Chair (or Vice-Chair if Chair not available) of the SC to confirm availability.	Selection panel	Within 14 days after the deadline for applications
4	Chair of the Working Party (or Vice-Chair) to advise the IOTC Science contact list of the successful Hired Consultant, and request the IOTC Secretariat to commence the contract process. The IOTC Secretariat will also inform the IOTC Commissioner's and Science contact lists of the selected Hired Consultant.	Chair of WP or alternate & IOTC Secretariat	Within 2 days of the selection meeting.
5	Working Party meeting.	Participants	–