



International Coffee Council
129th Session
15 and 16 April 2021
London, United Kingdom

Appointment of the Executive Director:

- **Procedures and schedule**
- **Terms of reference**

Background

1. This document contains the criteria for the selection and appointment of the Executive Director of the International Coffee Organization. The following Annexes are included:

- Annex I: Decision on the appointment of the Executive Director (draft procedures and schedule).
- Annex II: Terms of reference.
- Annex III: Terms of appointment

Proposed timetable

2. The following is a suggested timetable for the appointment of the Executive Director of the ICO:

15 and 16 April 2021	Session of the International Coffee Council to discuss and approve procedures for the appointment of the Executive Director. Establishment of the Pre-Selection Committee.
30 July 2021	Deadline for the submission of applications from candidates for the post of Executive Director.

3 September 2021	Pre-Selection Committee meets to assess the applications and recommends to the Council no more than five candidates to be invited to the Session in March/April 2022.
6 to 10 September 2021	Shortlist of candidates determined by the Pre-Selection Committee submitted to the Council. Candidates to be invited to make a presentation at the first Session of the 131 st Session of the International Coffee Council to be held from 28 March to 1 April 2022.
28 March to 1 April 2022	Candidates present their submissions at the first Session of the 131 st Session of the Council.
1 April 2022	The Council considers the appointment of the Executive Director.

Action

The Council is requested to consider and, if appropriate, to approve, this document.

DECISION ON THE APPOINTMENT OF THE EXECUTIVE DIRECTOR

Taking into account the expiration of the term of appointment of the Executive Director on 30 April 2022, the Council establishes the following terms of reference and procedures for the appointment of a new Executive Director:

Procedures and schedule

Requests Member Governments to use transparent processes to encourage suitable candidates to indicate their interest in the position, taking into account the terms of reference attached as Annex I. Candidates for the position must be endorsed by a Member Government [**and only one candidate can be endorsed by each Member Government.**]

Requests Member Governments to forward names of endorsed candidates, together with curricula vitae and personal letters of motivation, the combined length of which shall not exceed five pages, to the Secretariat, no later than [30 July 2021.]

Requests the Secretariat to compile the names of all candidates and distribute this list to Members in the documents for the [September] Session of the Council.

Decides to establish at the Council Session in [April 2021], if necessary, a Pre-Selection Committee, open to interested Members, to assess the applications for the post of Executive Director and recommend to the Council no more than [five] candidates to be invited to the [April 2022] Council Session in order to make presentations on their candidacy. Presentations shall address the present and future role of the ICO in the coffee sector and the candidate's ability to lead the Organization to achieve the objectives of the Agreement. In making its recommendation to the Council, the Pre-Selection Committee shall use transparent and objective criteria.

If the establishment of the Pre-Selection Committee is necessary, its report and recommendation shall be distributed to Members no later than [September 2021].

Following the presentations by candidates at the Council Session in [April 2022], the Council shall consider and decide on the appointment of the Executive Director.

TERMS OF REFERENCE FOR THE POST OF EXECUTIVE DIRECTOR OF THE INTERNATIONAL COFFEE ORGANIZATION

A successful candidate will have deep knowledge of the coffee sector and relevant wide experience. A successful candidate will also demonstrate very strong management skills in the management of an organization with the size and complexity of the International Coffee Organization, including management of personnel, budgets and experience of raising financial support. Experience conducting analytic studies, including economic studies, as well as developing and implementing capacity building projects would be desirable.

Candidates should have the qualities to command wide support among the membership of the International Coffee Organization, and must, at a minimum, meet the following:

(a) Nationality

[2017] Candidates shall be nationals of ICO Member countries and shall be endorsed by their respective Governments.

[2010] Candidates shall be nationals of ICO Member countries and shall be endorsed by their respective Governments. Only one candidate per country can be endorsed.

(b) Background

Candidates shall have earned at least one University Degree from a recognized University or Institution of Higher Education.

(c) Professional experience

Candidates shall have at least fifteen (15) years professional experience with a minimum of five (5) years at a senior management level in Government, in an international organization, or in a commercial or similar enterprise. Experience of fundraising and the management of projects is desirable; experience within the field of commodities, and in particular coffee, will be considered essential.

(d) Age

In compliance with U.N. rules there are no restrictions on the age of candidates.

(e) Languages

An excellent knowledge of English, both spoken and written, is essential. Knowledge of one or more of the other official languages of the Organization (French, Portuguese and Spanish) would be desirable.

[2017] The terms of appointment shall be comparable to those applying to corresponding officials of similar intergovernmental organizations. The £ equivalent of a gross salary of US\$194,136 per annum, plus post adjustment will be payable.

Note: This salary was equivalent at the time to the USG (Under Secretary General) level on the United Nations salary scale.

[2010] The terms of appointment shall be comparable to those applying to corresponding officials of similar intergovernmental organizations.

TERMS OF APPOINTMENT

Term of contract

The custom has been for the initial contract of an Executive Director to last for five (5) years.

The terms of appointment of Mr Robério Silva in 2010 stipulated that: “In no event shall the contract of the Executive Director extend beyond the duration of the International Coffee Agreement.”

Additional terms

No mention of additional terms was included in the selection procedures of the Executive Director in 1994 and 2002.

The terms of reference for the appointment of the Executive Director in 2010 stipulated that: “The initial contract will be for a period of five (5) years and with the possibility of renewal for one 5-year additional term.”

The duration of additional terms of appointment has varied. The appointment of Mr Celsius Lodder was extended first by two years and then by five months. The appointment of Mr Néstor Osorio was extended by five years. The appointment of Mr Robério Silva was extended by 2½ years.

Personal representation allowance

The Executive Director has customarily received a personal representation allowance. The amount of this allowance has remained unchanged at £5,000 (five thousand pounds) per annum since the 1990s. In recognition of the budgetary situation faced by the Organization, the current Executive Director has waived his right to the personal representation allowance during the last two budget cycles.

Other contractual terms

The Executive Director receives other allowances and benefits applicable under the Staff Regulations and Staff Rules to internationally recruited staff, including:

- a) Post allowances
- b) Dependency allowances
- c) Home leave
- d) Provident Fund
- e) Social security (life, accident and health insurance)
- f) Payment of travel expenses on initial appointment and on separation from the service
- g) Payment of an installation allowance
- h) Payment of removal expenses
- i) Education grant for dependent children