

CIRCULAR COMMUNICATION TO COMMISSIONERS
AND CONTRACTING GOVERNMENTS
IWC.CCG.817

Recruitment of a New Secretary to the Commission

I took up my appointment as Secretary to the Commission on 14 August 2000. The appointment was for an initial contract period of three years which was subsequently renewed in 2003 and 2006, the last contract ending in August 2009. As those of you who attended IWC/61 in Madeira are aware, during a private meeting of Commissioners I informed Commissioners that I sought renewal of my contract for a further year only. I therefore plan to leave IWC in July/August next year.

In discussing how to proceed with the recruitment of a new Secretary, the Commission agreed that the procedure used when I was recruited be followed again. In this procedure, the Advisory Committee: (1) drew up an advertisement and background information (on IWC) and job description that was approved by the Commission with minor changes; (2) reviewed all applications and drew up and interviewed a short list of nine candidates; (3) proposed a single candidate to the Commission for approval by secret ballot.

Since the Annual Meeting in Madeira, the Secretariat in consultation with the Advisory Committee has prepared an advertisement (see Annex 1), a timetable for the recruitment process (see Annex 2) and background information/job description that will be provided to people who request further information after seeing the advertisement (see Annex 3). All this information follows closely to what was agreed last time.

The Secretariat is now proceeding with arrangements to have the advertisement placed in the *Economist*, the *New Scientist* and several national newspapers. The Secretariat will also post the advertisement on the Commission's website and circulate it to other intergovernmental organisations with whom IWC co-operates.

As on the previous occasion, Commissioners are requested to make arrangements for circulation/publication of the advertisement in their own countries as they think appropriate. Separate PDF files for the advertisement and background information are also provided to facilitate their distribution.

Dr. Nicky Grandy
Secretary to the Commission

Annex 1

ADVERTISEMENT



International Whaling Commission

SECRETARY TO THE COMMISSION

The post of Secretary to the International Whaling Commission (IWC) will fall vacant in July/August 2010.

The IWC is composed of 88 member governments and is the body responsible for the conservation of whale stocks and the management of whaling.

The Secretary heads the Commission's Secretariat and is responsible for implementing the decisions of the Commission and for the efficient discharge of Commission business.

The person to be appointed will have proven management and administrative abilities. Experience in the international arena (particularly with intergovernmental organisations) and dealing with scientific issues would be an advantage.

English is the official language of the IWC. Working languages are English, French and Spanish.

The post is graded at the equivalent of the D.1 level on the United Nations salary scale.

For further details see website and/or contact (in confidence):

The Chair
The International Whaling Commission
The Red House, 135 Station Road,
Impington, Cambridge, UK, CB24 9NP
Email: vacancies@iwcoffice.org
Tel: +44 (0)1223 233971; Fax: +44 (0)1223 232876
www.iwcoffice.org

Closing date for applications: 16 November 2009

Annex 2

Timetable for the recruitment process

2009

End September	Post advertised
16 November	Closing date (i.e. 6-7 weeks after advertisement appears) <ul style="list-style-type: none">• Applications circulated to members of the selection panel
Mid December	Short list drawn up <ul style="list-style-type: none">• Selection panel (the Advisory Committee) to work initially by email but to meet to finalise the short list of candidates for interview. It is currently planned to hold the meeting of the selection panel back-to-back with the meeting of the SWG/intersessional Commission meeting scheduled for the week of 7 December.

2010

By end of January	Interviews by the selection panel <ul style="list-style-type: none">• On basis of interviews, propose a single candidate (who has indicated that he/she will accept the post if confirmed) to the Commission and initiate a secret postal ballot of Commissioners for approval of the proposed candidate.
By end of February	Response to secret ballot due. <ul style="list-style-type: none">• Inform candidate, who then gives notice to employer (timing allows for a 3-month notice period) but see note 1 below.
June (i.e. part way through IWC/62)	Post occupied <ul style="list-style-type: none">• New Secretary to take up post as Secretary-designate part way through the Annual Meeting so that he/she can observe the last week of the Scientific Committee followed by the rest of the meeting. But see note 2 below.
By end of July/August	Current Secretary leaves <ul style="list-style-type: none">• This would allow a hand-over period between the outgoing and incoming Secretary.

Note:

1. Clearly if the candidate proposed by the Advisory Committee is not approved by the Commission further thought will be required as to the next steps.
2. Depending on the circumstances of the person appointed as the new Secretary, he/she could either take up the post during the Annual Meeting in 2009, or as in the case of Dr Grandy, take up the post shortly after the Annual Meeting (Dr Grandy attended the 2000 Annual Meeting as an observer). Dr Grandy has indicated that she can be flexible regarding her departure date. However, it would be essential that the Secretary-designate attend part of the Annual Meeting in 2010 so as to become familiar with the style and workings of such meetings (including how the Secretariat operates) and to meet Commissioners, delegates and observers.

Annex 3

BACKGROUND INFORMATION FOR THE POST OF SECRETARY TO THE INTERNATIONAL WHALING COMMISSION

THE INTERNATIONAL WHALING COMMISSION

The International Whaling Commission (IWC) is an intergovernmental organization with a membership of 88 governments (as of 23 September 2009 – see Table 1). It is administered by a small, permanent Secretariat based near Cambridge in the UK.

The IWC was set up under the International Convention for the Regulation of Whaling which was signed in Washington DC on 2 December 1946. The preamble to the Convention states that it was concluded ‘*to provide for the proper conservation of whale stocks and thus make possible the orderly development of the whaling industry*’. The Commission therefore has a dual mandate of both the conservation of whale stocks and the management of whaling. An important feature of the Convention is the emphasis it places on scientific advice and the IWC’s Scientific Committee plays an important role in the work of the Commission.

In addition to keeping under review and revising as necessary the measures laid down in the Schedule to the Convention that govern the conduct of whaling done under the auspices of its member governments, the Commission *inter alia*: assesses the status of whale stocks, develops management measures for whaling, assesses the extent of and may provide advice on mitigation measures for accidental human-induced mortality such as bycatch and ship strikes; addresses environmental issues that may affect the status of cetaceans (e.g. climate change, pollution, disease, anthropogenic noise), assesses the effects of and provides management advice on whalewatching and considers animal welfare issues. Furthermore, the Commission encourages, co-ordinates and funds whale research and publishes the results of scientific research in its own Journal.

When IWC was established, all twelve members were whaling nations and countries did not hold different views on the acceptability of killing whales. Today, large whales are taken by seven out of the current membership of 88 countries and very different views exist among the members regarding whales and whaling. In 2008 the Commission embarked on a process to find ways to resolve the issues that have polarised a number of its debates. Specifically it is striving to ‘arrive at a consensus solution to the main issues it faces to enable it to best fulfill its role with respect to the conservation of whale stocks and the management of whaling’. These discussions are ongoing and are involving *inter alia* a review of the procedures and operation of the Commission and the implications for the work and expertise within the Secretariat.

The work of the IWC centres on the Annual Meeting¹, usually held in May/June in one of the member countries.

The current Chair of the Commission is Ambassador Cristián Maquieira (Chile). Ambassador Anthony Liverpool (Antigua and Barbuda) is Vice-Chair. Further information on the IWC is available on www.iwcoffice.org.

¹ Note that discussions are ongoing regarding reducing the frequency of meetings of the Commission to, for example, every two years.

The Secretariat

The IWC office is located in a pleasant Victorian house in Impington, a village some 4 miles from the centre of Cambridge. It is a non-smoking environment.

The staff comprise:

- The **Secretary**, who has a **Personal Assistant**.
- The **Head of Finance and Administration** has responsibility for the general office administration and finances. He is supported by two **Finance and Administration Officers** who are concerned with the day-to-day administration of the Commission's financial arrangements and associated personnel matters.
- The **Head of Science** provides the primary support to the Scientific Committee including chairing certain sub-committees and workshops, is editor of the Commission's *Journal of Cetacean Research and Management* and is responsible for management of the Commission's website. He usually represents the IWC at scientific meetings of relevant international organisations. He has an **Assistant**, an **Assistant Science Editor**, a **Senior Editorial Assistant** and an **Editorial Assistant** and works closely with the IT, Database and Website Developer (see below) on relevant matters.
- The **Head of Statistics** is responsible for the whale catch and sightings databases and for management analyses requested by the Scientific Committee. She heads a team comprising the **Computer Officer** and three **Data Preparation Assistants**.
- Technical support for the Secretariat's computing system, technical and logistical arrangements for Annual Meetings, database and website maintenance and development is provided by the **Administration, IT and Logistics Officer** and the **IT, Database and Website Developer**.

The structure of the Secretariat is illustrated in Figure 1.

JOB DESCRIPTION

Duties

The Secretary is the senior officer of the Commission and heads the Secretariat. He/she is responsible for implementing all the decisions of the Commission and for ensuring the efficient discharge of Commission business. In particular, the Commission's Rule of Procedure H.2 defines the following duties and responsibilities for the Secretary:

The Secretary . . . shall:

- (a) be responsible to the Commission for the control and supervision of the staff and management of its office and for the receipt and disbursement of all monies received by the Commission;
- (b) make arrangements for all meetings of the Commission and its committees and provide necessary secretarial assistance;
- (c) prepare and submit to the Chair a draft of the Commission's budget for each year and shall subsequently submit the budget to all Contracting Governments and Commissioners as early as possible before the Annual Meeting;

- (d) despatch by the most expeditious means available:
 - (i) a draft agenda for the Annual Commission Meeting to all Contracting Governments and Commissioners 100 days in advance of the meeting for comment and any additions with annotations they wish to propose;
 - (ii) an annotated provisional agenda to all Contracting Governments and Commissioners not less than 60 days in advance of the Annual Commission Meeting. Included in the annotations should be a brief description of each item, and in so far as possible, documentation relevant to agenda items should be referred to in the annotation and sent to member nations at the earliest possible date;
- (e) receive, tabulate and publish notifications and other information required by the Convention in such form and manner as may be prescribed by the Commission;
- (f) perform such other functions as may be assigned to him/her by the Commission or its Chair;
- (g) where appropriate, provide copies or availability to a copy of reports of the Commission including reports of Observers under the International Observer Scheme, upon request after such reports have been considered by the Commission.

There are specific responsibilities to do with the Commission's financial arrangements spelled out in Financial Regulation C.4:

- (a) establish detailed financial procedures and accounting records as are necessary to ensure effective financial administration and control and the exercise of economy;
- (b) deposit and maintain the funds of the Commission in an account in the name of the Commission in a bank to be approved by the Chair;
- (c) cause all payments to be made on the basis of supporting vouchers and other documents which ensure that the services or goods have been received, and that payment has not previously been made;
- (d) designate the officers of the Secretariat who may receive monies, incur obligations and make payments on behalf of the Commission;
- (e) authorise the writing off of losses of cash, stores and other assets and submit a statement of such amounts written off to the Commission and the auditors with the annual accounts.

General description

The present Secretariat has been operating in Cambridge since 1976. There is a well developed pattern of responsibilities established between the various sections which are allowed considerable autonomy by the present Secretary. The Secretary does, however, need to have a broad oversight of all these activities.

Particular responsibilities of the Secretary relate to the preparation of agendas and documentation for the Annual Meeting; making all the practical arrangements for holding the meeting in whatever country is acting as host (or doing this in the UK if there is no invitation from outside the UK); ensuring the smooth running of the meeting, including all its committees and Working Groups; acting as Rapporteur for the Commission plenary and other sub-groups as necessary; writing the Chair's Report of the Commission plenary as the authoritative record of the meeting; and following up all the actions arising from the meeting. The Secretary sits with, and provides advice to the Chair during meetings of the Commission on a variety of matters including Rules of Debate and Procedure. The Secretary also calls the vote should one be required.

During the year, there is considerable contact with the Chair and Vice Chair of the Commission, the Chair of the Finance and Administration Committee and the other members of the Advisory Committee, as well as certain national Commissioners who take an active role in the Commission's affairs. The Secretary must also deal with government ministers, ambassadors and senior officials, as well as the 100 or so accredited Non-Governmental Organisations with observer status in IWC meetings and the general public.

The Secretary is the public face of the Commission and often has to present its work to the Press and the general public. Within the Secretariat, primary responsibility for presenting the work of the Scientific Committee to the Commission and others lies with the Head of Science. However, the Secretary should have a broad understanding of the work of the Scientific Committee.

Some overseas travel is involved. The main event is the Annual Meeting. In addition to a preliminary visit to establish the local arrangements, the full suite of committee meetings, working groups and plenary sessions occupies about four weeks and the Secretariat is usually away from Cambridge for a few days longer in order to set up and dismantle its office to support the meeting. It is often the case that an *ad hoc* intersessional meeting of a working group or other sub-set of the Commission or the Scientific Committee will be arranged which may require Secretariat organisation unless a host government undertakes the arrangements, and the Secretary will also represent the Commission at certain international meetings.

Selection Timetable

2009

End September	Post advertised
16 November	Closing date for applications
Mid December	Short list drawn up

2010

January	Interviews and selection of proposed candidate by selection panel
February	Confirmation by the Commission of proposed candidate (by postal ballot)
June	Post occupied. There will be an overlap between the appointment of the new Secretary and the departure of the current Secretary to facilitate a smooth hand over of duties.
July/August	Present Secretary leaves

Appointment and Allowances

The person to be appointed will have proven management and administrative abilities and will have held a senior management position or positions for at least eight years. Previous experience in the international arena (particularly with intergovernmental organisations) would be an advantage, particularly if there was a scientific component to the work.

English is the official language of the IWC. While the working languages are English, French and Spanish, routine correspondence and the drafting of documents is in English; interpretation into French and Spanish is only provided by the Commission for certain meetings. Fluency in both spoken and written English is therefore essential. A working knowledge of French and/or Spanish would be an advantage.

The appointment will be for an initial period of 3 years, with the possibility of prolongation. Notice of earlier termination shall be not less than three months by either side.

IWC salary scales are developed from those of the United Nations as used by the International Maritime Organisation based in London. The post is graded at the equivalent of the D.1 level on the United Nations salary scale (£87,610 – 100,651 with dependent(s)) and (£80,980 – 92,224 net without dependent(s)). The point on the scale will be determined by qualifications and experience. The contract will be reviewed after the initial three-year period.

Because it is an intergovernmental organisation, the International Whaling Commission is granted certain immunities and privileges by the Government of the United Kingdom. One of these is that permanent members of the Commission's staff do not pay UK income tax on their Commission salaries. Instead they are subject to an internal tax known as Staff Assessment.

The Secretary, if not a citizen of the United Kingdom and Colonies or permanently resident in the UK, also enjoys certain other Diplomatic privileges including exemption from customs duties.

Travel expenses (first class rail and economy class air) from the normal place of residence by the most direct and economical route will be paid on taking up the appointment, including expenses for eligible dependants. Return expenses will be paid on termination of appointment after two year's satisfactory service.

Expenses of removal by the most economical means will be paid, together with an assignment grant of £195 per day (plus £100 per day for each eligible dependent) for 30 days.

The Commission operates a voluntary contributory provident benefits package as well as non-contributory membership of Group Schemes providing Medical Insurance, Permanent Health Insurance and Life Assurance.

For non-UK residents, home leave will be paid once in every two years (including eligible dependants) and an education grant of up to £17,005 per child per year is payable.

Annual leave is 30 days per year in addition to UK public holidays and privilege days (currently 10.5 days per year.)

Sick leave – up to 3 months on full pay and 3 months on half pay in any period of 12 consecutive months subject to the payment of Income Protection Insurance after a qualifying period of sickness of 13 weeks.

The person selected will take up the post in June 2009.

Applications

Applications for this position, including a CV and the names of two referees (who will not be approached until the short list stage of recruitment) are invited from nationals of the Commission's 88 Contracting Governments, and should be sent (in confidence) to:

The Chair
The International Whaling Commission
The Red House, 135 Station Road,
Impington, Cambridge, UK, CB24 9NP
Email: vacancies@iwcoffice.org
Tel: +44 (0)1223 23397; Fax : +44 (0)1223 232876;
www.iwcoffice.org

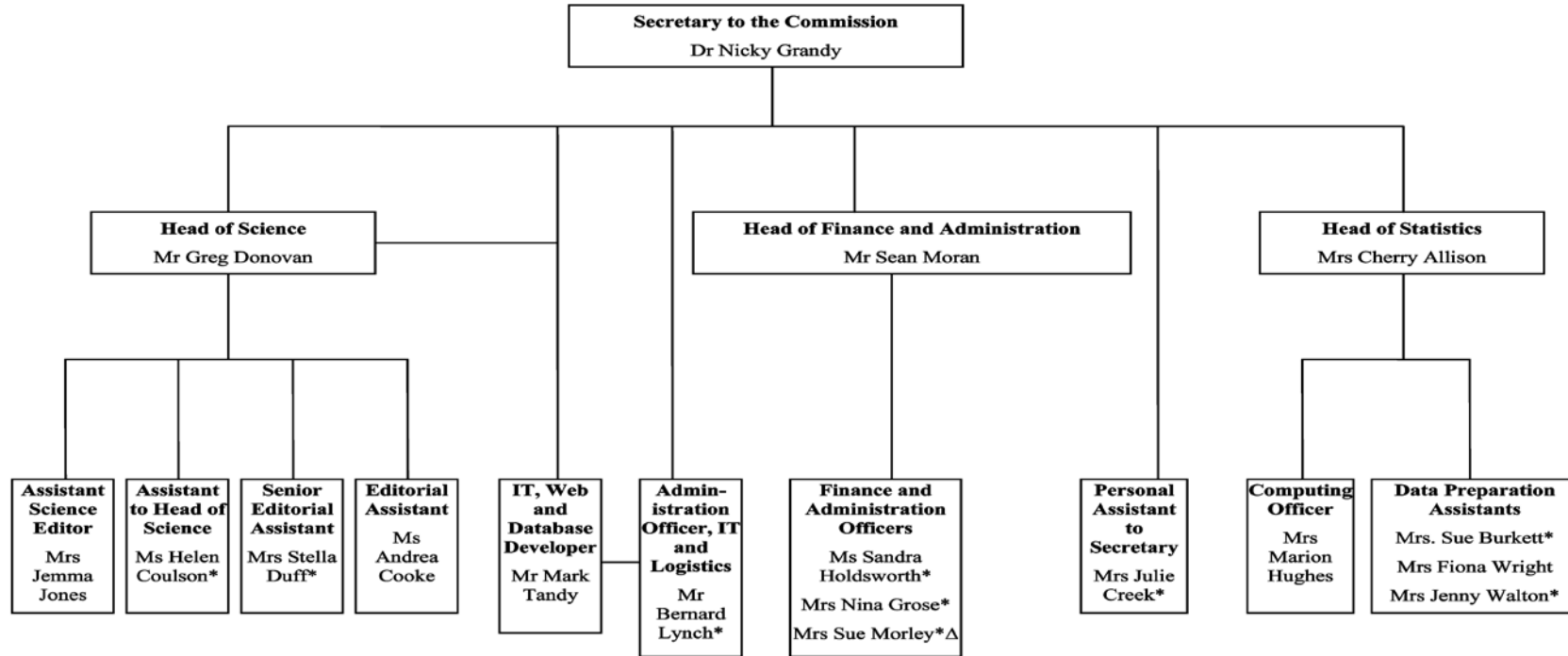
Closing date for applications: 16 November 2009

Table 1
List of Contracting Governments as of 23 September 2009

1.	Antigua & Barbuda		45.	Kiribati
2.	Argentina		46.	Republic of Korea
3.	Australia		47.	Laos, People's Dem Rep
4.	Austria		48.	Lithuania
5.	Belgium		49.	Luxembourg
6.	Belize		50.	Mali
7.	Benin		51.	Marshall Islands, Rep
8.	Brazil		52.	Mauritania
9.	Bulgaria		53.	Mexico
10.	Cambodia		54.	Monaco
11.	Cameroon		55.	Mongolia
12.	Chile		56.	Morocco
13.	People's Rep of China		57.	Nauru
14.	Congo, Republic of		58.	Netherlands
15.	Costa Rica		59.	New Zealand
16.	Côte d'Ivoire		60.	Nicaragua
17.	Croatia		61.	Norway
18.	Cyprus		62.	Oman
19.	Czech Republic		63.	Republic of Palau
20.	Denmark		64.	Panama
21.	Dominica		65.	Peru
22.	Dominican Republic		66.	Poland
23.	Ecuador		67.	Portugal
24.	Eritrea		68.	Romania
25.	Estonia		69.	Russian Federation
26.	Finland		70.	San Marino
27.	France		71.	St Kitts and Nevis
28.	Gabon		72.	St Lucia
29.	The Gambia		73.	St V & The Grenadines
30.	Germany		74.	Senegal
31.	Ghana, Rep of		75.	Slovak Republic
32.	Greece		76.	Slovenia
33.	Grenada		77.	Solomon Islands
34.	Guatemala		78.	South Africa
35.	Guinea, Rep of		79.	Spain
36.	Guinea-Bissau		80.	Suriname
37.	Hungary		81.	Sweden
38.	Iceland		82.	Switzerland
39.	India		83.	Tanzania
40.	Ireland		84.	Togo
41.	Israel		85.	Tuvalu
42.	Italy		86.	UK
43.	Japan		87.	Uruguay
44.	Kenya		88.	USA

Figure 1

INTERNATIONAL WHALING COMMISSION STAFF AT SEPTEMBER 2009



*Part time (ranges from 24 to 32½ hours per week; full time is 37½ hours per week)

ΔWill retire at end of February 2010