



Global Green Growth Institute

The Council
Written Procedure
March 25, 2024

Decision on the Process for the Selection of the Director-General and the Establishment of a Selection Sub-Committee

The Council,

Recalling Article 10(1) of the Agreement on the Establishment of the Global Green Growth Institute (“Establishment Agreement”) that the Secretariat be headed by a Director-General;

Recalling Article 7(5)(b) of the Establishment Agreement that the functions of the Assembly shall include appointing the Director-General nominated by the Council, and Article 8(5)(a) that the functions of the Council shall include nominating a Director-General for appointment by the Assembly;

Acknowledging the need for the process for the selection of the Director-General to be fair, competitive, transparent, and in the best interest of GGGI;

Recalling Article 8(12) of the Establishment Agreement, that the Council may establish sub-committees for its effective coordination and operations, and Article 8(2)(g) of the Establishment Agreement, that the functions of the Council include approving Council Sub-Committees’ membership;

Recalling Rule 16 of the Rules of Procedure of the Council [[C/8/DC/2/FINAL](#)], that at least one Contributing Member, one Participating Member, and one Expert or Non-State Actor Member of the Council shall be represented on each sub-committee, unless the Council decides otherwise;

Taking note the correspondence from the GGGI Secretariat and consultations with Council Members between January 29, 2024 and March 4, 2024, regarding the process for the selection of the Director-General;

Approves:

1. the Process for the Selection of the Director-General as outlined in Annex 1 of this Decision;
2. the establishment and composition of the Director-General Selection Sub-Committee and its Terms of Reference as outlined in Annex 2 of this decision, to manage the selection process for the next Director-General; and
3. the use of an international executive recruitment firm to solicit, receive, and administer applications and compile a long-list of suitable candidates.

Annex 1

Process for the Selection of the Director-General**Purpose**

1. This document outlines the process that seeks to ensure a fair, competitive, and transparent process that is in the best interest of GGGI and conducted with respect for candidates. The process follows that adopted by the Council for the selection of the current Director-General in 2016 and the former Director-General in 2013, and the requirements contained in the Agreement on the Establishment of the Global Green Growth Institute ([LINK](#)).
2. This document outlines:
 - a. The relevant articles of the Establishment Agreement related to the appointment of the Director-General;
 - b. The proposal to establish a Selection Sub-Committee to facilitate the work of the Council to nominate a candidate for the position of Director-General;
 - c. The proposed process to search, screen, short-list, and interview best-qualified candidates for the position of Director-General;
 - d. The process for the nomination of the candidate for the position of Director-General; and
 - e. The disclosure of information related to the process and candidates, in accordance with GGGI's Disclosure Policy.
 - f. The proposed timeline for the selection.

Relevant Articles of the Establishment Agreement

3. The Establishment Agreement provides information on the functions of the Assembly and the Council in relation to the appointment of the Director-General, as well as the functions and term of the Director-General:
 - g. Article 10(1) states that the GGGI Secretariat is to be headed by a Director-General;
 - h. Article 7(5)(b) states that the functions of the Assembly shall include appointing the Director-General who shall be nominated by the Council;
 - i. Article 8(5)(a) states that the functions of the Council shall include nominating a Director-General for appointment by the Assembly;
 - j. Article 8(12) of the Establishment Agreement states that the Council may establish sub-committees as it deems necessary for the efficient coordination and operation of its functions Article 10(3) states that the initial term of the appointment will be four years, and the person may be reappointed for a further term; and
 - k. Article 10(4) states that, in addition to any functions conferred on the Director-General elsewhere in this Agreement or by the Council or Assembly from time to time, the Director-General shall, under the guidance of the Council and Assembly:
 - i. provide strategic leadership for the GGGI;
 - ii. prepare all necessary operational and financial documents;
 - iii. report on the overall implementation of the GGGI's activities and bring to the attention of the Council any matter which he or she considers might impact on the fulfillment of the GGGI's objectives;
 - iv. carry out the directions of the Assembly and the Council; and
 - v. represent the GGGI externally and develop strong relations with Members and other stakeholders.

Establishment of a Selection Sub-Committee

4. In accordance with Article 8(12) of the Establishment Agreement above, the Council will establish a sub-committee – the Selection Sub-Committee (hereinafter, the Selection Committee) – to manage the selection process.
5. The role of the Selection Committee will be (a) to confirm the Job Description and selection criteria for evaluating short-listed candidates; (b) to finalize the shortlist of candidates to interview; and (c) to interview and evaluate shortlisted candidates. The Selection Committee will recommend a final candidate to the Council for nomination to the Assembly.
6. Rule 16 of the Rules of Procedure of the Council [[C/8/DC/2/FINAL](#)] states that at least one (1) contributing member, one (1) participating member, and one (1) Expert or Non-State Actor Member of the Council shall be represented in the sub-committees, unless the Council decides otherwise.
7. Drawing upon the selection process for the Director-General in 2016, it is proposed that the Selection Committee be chaired by the President of the Assembly & Chair of the Council Mr. Ban Ki-moon and that attention be given to ensuring a geographic representational balance of GGGI Members.
8. In addition, the Assistant Director-General and Head of the Operations Enabling Division (OED) Mr. Gerard O'Donoghue will act as the resource person to the Selection Committee.
9. In accordance with Rule 15 of the Rules of Procedure, the Council shall approve the terms of reference of the Selection Committee, as well as the number of members and their tenure.
10. GGGI will call for Expressions of Interest (EOI) from Members of the Council to serve on the Selection Committee.

Vacancy Advertisement and Search for Candidates

11. GGGI will advertise the position in international newspapers, the GGGI website, and social media channels, to search for qualified candidates. GGGI will also request Members of the Assembly and the Council to circulate the vacancy notice to qualified candidates in order to expand the scope of the search and invite qualified candidates to apply.
12. GGGI will engage an international executive recruitment firm through a competitive procurement process, to support the process. This firm will receive, collect and administer all applications.

Screening and Testing of Candidates

13. GGGI's international executive recruitment firm will prepare a list of the best-qualified applicants that will be shared with the Selection Committee. The Selection Committee will review all submitted applications, the proposed list and subsequently compile a short-list of the best-qualified candidates.
14. In addition, GGGI's international executive recruitment firm will support the Selection Committee to (a) conduct managerial competency tests of short-listed candidates in advance of any interviews; (b) provide best practice competency-based interview questions for consideration by the Selection Committee; and (c) conduct standard background and reference checks on the final list of candidates.

Interview of Best-Qualified Candidates

15. The Selection Committee will conduct face-to-face interviews with each of the short-listed candidates. GGGI will cover travel expenses for each short-listed candidate's participation in the interviews in accordance with the standard for Executive staff contained in GGGI's Staff Regulations and Staff Rules.
16. The Selection Committee shall endeavor to reach consensus on its ranking of candidates and its recommendation to select the highest-ranked candidate. If all efforts at consensus have been exhausted, and no consensus reached, on the request by the Sub-Committee's Chair, decisions shall as a last resort be adopted by a simple majority of the members.

Nomination of the Director-General

17. The recommendation of the Selection Committee will be communicated to the Council as a draft decision for approval by written procedure. In accordance with Rule 17(a) the Rules of Procedure of the Council [[C/8/DC/2/FINAL](#)], decisions related to the Council's functions may be taken in ordinary sessions or by written procedure.
18. The GGGI shall transmit the draft Decision and all necessary background materials to each Council member's designated focal point(s) with an invitation to approve the decision within fifteen (15) working days.
19. If no comments on or objections to the proposal are received by 5:00 p.m. (KST) on the last day of the lapse-of-time period, the decision will be considered adopted by the Council and will enter into effect as of the last day of the lapse-of-time period. If objection to the draft Decision is received, GGGI will facilitate discussion between the Members of the Selection Committee and the Council.

Appointment of the Director-General

20. Upon Council's nomination of a candidate, GGGI shall transmit the draft Decision on the Appointment of the Director-General to the Assembly, with an invitation to approve the decision within fifteen (15) working days). If no comments on or objections to the proposal are received by 5:00 p.m. (KST) on the last day of the lapse-of-time period, the decision will be considered adopted by the Assembly.

Disclosure of Information Related to Candidates

21. The records of the Selection Committee shall be considered confidential in accordance with Article III of GGGI's Disclosure Policy. Specifically, the following information shall not be disclosure to the public,
 - a. *“Records relating to internal deliberative processes, including internal notes, memoranda and correspondence among the GGGI Secretariat staff, except as appropriate for the purpose of soliciting expert input with institutions and individuals other than the GGGI Secretariat staff.”* (Article III.4); and
 - b. *“Recordings of meetings of the Assembly, Council or any subsidiary body held in closed session.”* (Article III.6)

Proposed Timeline for the Selection of the Director-General

Month	Details
February 2024	<ul style="list-style-type: none"> GGGI consults Members of the Council on the establishment and membership of the Selection Sub Committee (the “Selection Committee”). It will do this by calling for Expressions of Interest (EOI) from Members of the Council to serve on the Selection Committee. GGGI launches international procurement process for the procurement of Executive Search Firm.
March 2024	<ul style="list-style-type: none"> GGGI circulates Draft “Decision on the Process for the Selection of the Director-General and the Establishment, including membership, of the Selection Committee” to the Council for approval by written procedure and providing deadline of fifteen (15) working days. The Council approves the “Decision on Process for the Selection of the Director-General and the Establishment of a Selection Committee”. The Decision will subsequently be published on the GGGI Website. Selection of Executive Search Firm
April 2024	<ul style="list-style-type: none"> Members of the Selection Committee review and approve the selection criteria and the Job Description for the Director-General.. GGGI advertises the job description for the Director-General to international press, GGGI’s website, and social media channels. GGGI, through its international executive recruitment firm, conducts a search for qualified candidates. GGGI shares the information on the job vacancy notice with all Members of the Assembly, encouraging them to circulate through national channels in order to expand the scope of search.
June 2024	<ul style="list-style-type: none"> GGGI’s international executive recruitment firm produces a list of candidates for consideration by the Selection Committee. Members of the Selection Committee review the list of candidates ahead of a decision to be taken on a short-list of best-qualified candidates. Members of the Selection Committee meet (virtually) to select the short-list of best-qualified candidates to be invited to interview. GGGI’s international executive recruitment firm notifies and schedules interviews with short-listed candidates.
July 2024	<ul style="list-style-type: none"> Further assessments of short-listed candidates undertaken by GGGI’s international executive recruitment firm. Shortlist candidates are interviewed by the Sub-Committee. GGGI circulates the Draft “Decision on the Nomination of the Director-General” to the Council for approval by written procedure and providing deadline of fifteen (15) working days.
August 2024	<ul style="list-style-type: none"> Council approves the “Decision on the Nomination of the Director-General”. GGGI circulates the Draft “Decision on the Appointment of the Director-General” to the Assembly for approval by written procedure and providing deadline of fifteen (15) working days. Assembly approves the “Decision on the Director-General”. The Decision will subsequently be published on the GGGI Website.
September 2024	<ul style="list-style-type: none"> Candidate informed.

22. The final decision of the Council on the nomination of the Director-General shall be posted on GGGI’s website within 30 working days of its issuance, in accordance with Article II.1 of GGGI’s Disclosure Policy.

Annex 2

Terms of Reference of the Director-General Selection Sub-Committee

Function

1. The primary function of the Selection Committee is to:
 - a. Confirm the selection criteria;
 - b. Select the shortlist of candidates to interview;
 - c. Interview and evaluate shortlisted candidates; and
 - d. Recommend a final candidate to the Council for nomination to the Assembly.

Composition

2. The members of the Sub-Committee are as follows:
 - a. Ban Ki-moon (Expert/Non-State Actor of the Council and President & Chair) – as Chair
 - b. Korea, Republic of (Host Country)
 - c. Norway (Contributing Member)
 - d. Pakistan (Participating Member)
 - e. Sri Lanka (Participating Member)
 - f. United Arab Emirates (Contributing Member)
 - g. United Kingdom (Contributing Member)
 - h. Bambang Brodjonegoro (Expert/Non-State Actor Member of the Council)
3. The members will serve on the Selection Committee until a candidate nominated by the Council has been appointed by the Assembly to the position of Director-General.

Chair

4. The Chair shall preside over meetings of the Selection Committee. If the Chair is unable to be present at a meeting, the Chair shall designate a present member of the Sub-Committee to preside.

Meetings

5. The Selection Committee may convene meetings in person, via videoconference, via teleconference, and via other web-based solutions. Meetings of the Selection Committee shall be held in closed session.
6. The Selection Committee shall seek consensus in deciding on its conclusions and recommendations. If all efforts at consensus have been exhausted, and no consensus reached, on the request by the Selection Committee’s Chair, decisions shall as a last resort be adopted by a simple majority of the members present and voting.
7. GGGI shall support travel and accommodation for all members of the Selection Committee – including from Contributing and Participating Members and Expert/Non-State Actors, in accordance with limits provided for under the Travel Policy for Members of the Governance Organs.

Administrative Arrangements

8. The Secretariat will be responsible for:
 - a. Notifying members of the dates and distributing all necessary documents for the

- Selection-Committee's meetings;
 - b. Arranging travel and accommodation, and/or other logistical arrangements, for Selection Committee members to effectively participate in meetings;
 - c. Preparing summaries of discussions, for approval of Selection Committee members, before transmission to the Council;
 - d. Maintaining the Selection Committee files in accordance with the Rules of Procedure of the Council and the GGI Disclosure Policy;
9. The Secretariat, through its international executive recruitment firm, will be responsible for:
- a. Conducting managerial competency tests as may be requested by the Selection Committee;
 - b. Providing best practice competency-based interview questions for consideration of the Sub-Committee; and
 - c. Conducting standard background and reference checks on the final list of candidates.