

**INTER-AMERICAN INSTITUTE FOR
GLOBAL CHANGE RESEARCH
(IAI)**

EC XIII - CoP VIII
July 17-20, 2001
Panama City, Panama

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Selection Process for IAI Director in 1995

At its first meeting, the Executive Council (EC) chose a Selection Committee to review the candidates nominated for the position of IAI Director. The EC Selection Committee was composed of the following individuals:

Antônio Mac Dowell -- EC Alternate Delegate -- Brazil
Federico García Brum -- EC Chairman/EC Delegate -- Uruguay
J. Michael Hall -- EC Delegate -- United States
Patricia Ramirez -- EC Delegate -- Costa Rica
Mario Enrique Burkun -- EC Delegate -- Argentina
Robert W. Corell -- Director *pro tempore*
Ruben Lara Lara -- SAC Chairman

The Selection Committee elected a Chair (Dr. Robert Corell) to facilitate the accomplishment of the following tasks:

- Reviewing and ranking the candidates for IAI Director.
- Conducting telephone interviews of select candidates on the *long list*.
- Creating a *short-list* of candidates to be interviewed.
- Presenting recommended candidates to the EC.
- Recommending the most qualified candidates for consideration by the Conference of the Parties (CoP). The material presented to the CoP should include each candidate's full application and statements by the Selection Committee supporting their recommendations.
- Producing a Selection Committee Report to the Conference of the Parties which should include: the IAI Director Selection Process, candidate evaluations and funds expended. This report will be confidential since it may contain material of a sensitive nature.

1. Collection and Distribution of Nominations

1.1 Nominations for the IAI Director were sent to the Director *pro tempore*. The Director *pro tempore* acknowledged receipt of the nominations.

1.2 Nominations for the IAI Director were to be postmarked by Sunday, March 12, 1995 (assuming the second CoP meets on April 26, 1995) or 45 days prior to the second meeting of the CoP. Nominations postmarked after this time would not be considered.

1.3 Nominations and accompanying documentation were copied and forwarded to the Selection Committee, the full EC and the Parties.

2. Initial Review and Ranking of Candidates

2.1 Each Selection Committee member independently evaluated each candidate using the criteria and ranking system outlined below. Each evaluator considered the relative strength of each candidate in the categories listed below, other relevant experiences and the overall strength of the candidate. The evaluator then submitted a brief written rationale to accompany the evaluation of the candidate.

An Standard Form was created by the Selection Committee to be filled out by the nominated candidates. The Standard Form request information from the candidates related to the qualities and qualifications required to fulfill the duties and responsibilities of the position of IAI Director. The purpose of the Standard Form was to facilitate comparison of candidate data.

Criteria and Ranking System:

- Experience in management and scientific research administration
(highly recommended, recommended, not recommended)
- Academic qualifications and achievements in a scientific area
(highly recommended, recommended, not recommended)
- Experience in fund-raising for scientific research
(highly recommended, recommended, not recommended)
- Experience with relevant scientific, policy-making and donor communities
(highly recommended, recommended, not recommended)
- Language and writing skills in English and Portuguese, French or Spanish
(highly recommended, recommended, not recommended)
- Potential aptitude for the position
(highly recommended, recommended, not recommended)
- Overall Rating
(highly recommended, recommended, not recommended)

2.2 Each Selection Committee member submitted their individual evaluations and written rationale to the Selection Committee Chair. Based on their relative rankings, the Chair compiled a list of the highest ranking candidates to be forwarded to the Selection Committee.

2.3 The Selection Committee held a teleconference to discuss and finalize a *long-list* of the top candidates for telephone interviews.

3. Telephone Interviews - *Long-List* of Candidates

3.1 Those candidates on the *long-list* were each individually interviewed by the Selection Committee via teleconference call.

3.2 Based on the teleconference interview, each Selection Committee member wrote a brief evaluation of each candidate and rank them against one another. These evaluations and rankings were be included in the Selection Committee's final report.

3.3 The Selection Committee created a *short-list* of candidates based on the teleconference interviews and subsequent evaluations.

4. Interviews by the Selection Committee – *Short-List* of Candidates

4.1 Each candidate on the *short-list* was asked to make an individual 20 minute presentation to the Selection Committee. Based on IAI background material provided in advance by Selection Committee, the candidates discussed their vision for the IAI. They were asked specifically to outline a long-range plan for the IAI and comment on the development of the IAI Science Agenda to date. This process was developed to ensure compatibility between the philosophies of the candidate and the IAI.

4.2 After each presentation, the Selection Committee had 20 minutes to interview the candidate.

4.3 The Selection Committee met in closed session to draft a list of candidates to recommend for the position of IAI Director. They also drafted the Selection Committee Report to the Conference of the Parties. The Selection Committee included summarized statements supporting their recommendations for candidates in their Report.

5. Presentation to the EC

5.1 The Chair of the Selection Committee presented the Committee's recommendations and draft Report to the Conference of the Parties at the second EC meeting.

6. Selection of the IAI Director by the CoP – Closed Session

6.1 The EC Chair presented the list of recommended candidates for IAI Director to the Conference of the Parties. The EC Chair also provided the CoP with the Selection Committee Report to the Conference of the Parties, as well as *all* the original nominations and supporting material.

6.2 The election for position of IAI Director was then conducted by secret ballot in accordance with the CoP Rules of Procedure.