IAI Director Recruitment

At the 19th Meeting of the Executive Council (EC) on 30 June 2004, it was recommended that the option presented below was an adequate timeline for the recruitment and election of a new Director of the IAI, based on discussions with the EC, a review of the Standing Rules of the Conference of the Parties of the IAI and other considerations. This recommendation includes the proposed timing of the next Conference of the Parties (CoP) meetings.

The option presented is to hold the CoP in mid-February 2005 (possibly in conjunction with the EC which would be postponed from December 2004). It should be noted that the CoP was originally expected to approve two items in 2005, the Budget and Core Contributions for 2005/2006 and the CRN II awards. While it was determined that it would be possible to have the Budget and Core Contribution schedule prepared early for consideration by the CoP, it would be virtually impossible for the IAI to have the CRN proposals received and reviewed prior to this date since the Call for Proposals is not expected until January 2005. Therefore, in conjunction with the adoption of this option, the CoP would need to delegate authority to approve the CRN II awards to the Executive Council. The Executive Council meeting could be held in early Summer 2005 to allow approval of these awards in a timely manner. The following scenario is built around a hypothetical CoP date of mid-February 2005. It is possible the dates of the meeting could be as late as early March. With the election of a Director in February or March 2005, it is anticipated that the new Director would be able to assume their responsibilities in June 2005, which is within the rules discussed at the end of this document regarding the appointment of an Interim Director for six months.

The timeline presented below is fairly flexible with the only requirements being notification of the CoP 90 days prior to the meeting and the nominations required 45 days prior to the election.

Approximate Dates	Action
July 1, 2004	CoP selects IAI Director Search Committee and endorses timeline
July 1-September 1	Search Committee - discusses the position description and proposed modifications based on activities and priorities for the Director - develops proposed announcement for the position vacancy - develops list of venues in which the position vacancy will be announced - circulates proposed position description, vacancy announcement and venues to CoP for comment
September 1	Vacancy announcement is posted with deadline in mid-November 2004, for submission of applications to country representatives
November 18, 2004	*Rule 70 "The meeting of the Conference of the Parties at which the election of the Director is to be held shall be called with advance notice of at least 90 days."*

December 2004   Search Committee reports progress to EC XX
       [It is possible that the EC XX meeting could be postponed to
       coincide with the CoP XII meeting in 2005]

December 31, 2004 *Rule 68, "The Parties shall nominate candidates 45 days prior to the*
       date of the election…"

January 2005   Search Committee reviews nominations to prepare short list

January 2005   If necessary, conduct telephone interviews.

Mid-February 2005 Search Committee interview of final candidates

February 2005 *Election by CoP of IAI Director*

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A related issue is the nomination of an Interim Director. The IAI Director Search Committee could be responsible for identifying possible candidates for the position of Interim Director. It should be noted that per Rule 70, "*When the position of Director becomes vacant before the term has been completed, said position shall be occupied on an interim basis by the individual designated by the Executive Council for a maximum period of up to six months*."