

### **Selection Process for IAI Director**

At its first meeting, the EC chose a Selection Committee to review the candidates nominated for the position of IAI Director. The EC Selection Committee will be 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 Ramírez -- EC Delegate -- Costa Rica  
Robert W. Corell -- Director *pro tempore*  
Ruben Lara Lara -- SAC Chairman

The Selection Committee will elect a Chair 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 should be sent to the Director *pro tempore*. The Director *pro tempore* will acknowledge receipt of the nominations.

1.2 Nominations for the IAI Director must 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 will not be considered.

1.3 As they are received, nominations and accompanying documentation will be 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 will independently evaluate each candidate using the criteria and ranking system outlined below. Each evaluator should consider the relative strength of each candidate in the categories listed below, other relevant experiences and the overall strength of the candidate. The evaluator will then submit a brief written rationale to accompany the evaluation of the candidate.

A standard form will be created by the Selection Committee to be filled out by the nominated candidates. The standard form will 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 is 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 will submit their individual evaluations and written rationale to the Selection Committee Chair. Based on their relative rankings, the Chair will compile a list of the highest ranking candidates to be forwarded to the Selection Committee.

2.3 The Selection Committee will hold 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* will each be individually interviewed by the Selection Committee via teleconference call.

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

3.3 The Selection Committee will create 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* will be 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 should discuss their vision for the IAI. They should specifically outline a long-range plan for the IAI and comment on the development of the IAI Science Agenda to date. This process should ensure compatibility between the philosophies of the candidate and the IAI.

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

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

### **5. Presentation to the EC**

5.1 The Chair of the Selection Committee will present 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 will present the list of recommended candidates for IAI Director to the Conference of the Parties. The EC Chair will also provide 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 will then be conducted by secret ballot in accordance with the CoP Rules of Procedure.



**Standard Form for Nominations for the Position of  
Director of the Inter-American Institute  
for Global Change Research (IAI)**

All nominations for the position of Director of the IAI must also include the following information to be considered by the Executive Council Selection Committee.

To be eligible for consideration, the nomination must be:

- received by the IAI Director *pro tempore* from an IAI ratified Party and
- postmarked by Sunday, MARCH 12, 1995.

The nominee may NOT be a citizen of Brazil.

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Citizenship: \_\_\_\_\_

Language Skills: Native language \_\_\_\_\_

Other proficient languages \_\_\_\_\_

(English, Spanish, Portuguese  
or French) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education and work/professional experience should be addressed by including a copy of the nominee's curriculum vitae.

To facilitate equitable comparison of all candidates, nominees are requested to provide supplemental statements addressing the following evaluation criteria.

**1. Experience in management and scientific research administration**

**2. Experience with relevant scientific, policy-making and donor communities**

**Academic qualifications and achievements in a scientific area**

**Experience in fund-raising for scientific research**

**5. Aptitude for human relations and communications**

**6. Field-level accomplishments derived from interacting successfully in cross-cultural environments**



**Please provide the following information for three references.**

**1. NAME:**

**TITLE:**

**ORGANIZATION:**

**ADDRESS:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**2. NAME:**

**TITLE:**

**ORGANIZATION:**

**ADDRESS:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**

**3. NAME:**

**TITLE:**

**ORGANIZATION:**

**ADDRESS:**

**TELEPHONE NUMBER:**

**FAX NUMBER:**