

**DECISION OF THE JOINT COMMITTEE OF THE CENTRAL EUROPEAN
FREE TRADE AGREEMENT**

**Decision No 8/2007
Adopted on 28 September 2007**

**Establishment of a Selection Committee for the Recruitment of
Staff to the CEFTA Secretariat**

The Joint Committee

Having regard to the Agreement on Amendment of and Accession to the Central European Free Trade Agreement done in Bucharest on 19 December 2006 (herein after called the "Agreement"),

Hereby agrees, pursuant to Article 40.2 of the Agreement and to Decision No 7/2007 on the Mandate of the CEFTA Secretariat to establish a Selection Committee for the Recruitment of Staff to the CEFTA Secretariat.

The Selection Committee will carry out its duties in accordance with the Operational Procedures set out in the Annex to this Decision.

Each Party will forward to the Chair in Office by October 19, 2007, the name and contact details of its representative to the Selection Committee.

This decision shall take effect on the date of its adoption.

Adopted in Ohrid on 28 September 2007 in the presence of representatives of

Republic of Albania

Bosnia and Herzegovina

Republic of Croatia

Republic of Macedonia

Republic of Moldova

Republic of Montenegro

Republic of Serbia

The United Nations Interim Administration Mission in Kosovo on behalf of Kosovo in accordance with United Nations Security Council Resolution 1244

Annex to Decision 8/2007
Establishment of Selection Committee for the Recruitment of Staff
to the CEFTA Secretariat
Operational Procedures

1. Objective of Selection Committee

The overall objective of the Selection Committee is to develop, launch and efficiently implement the recruitment campaign for the staff for the CEFTA Secretariat. It is to do this in accordance with the criteria set out in the Joint Committee's Decision on the Mandate for the CEFTA Secretariat.

2. Tasks

The key tasks of the Selection Committee include:

- develop job descriptions and candidate profiles for each individual Secretariat position,
- develop evaluation criteria for each position,
- oversee the public advertising for all positions and ensure open competition for positions,
- evaluate applications for each position and select a short list of candidates,
- interview short-listed candidates,
- issue a recommended decision on each position.

3. Membership

Membership of the Selection Committee will comprise a representative of each CEFTA Party and a representative of the main external donor to the CEFTA Secretariat.

Each member will have the necessary mandate to make the staffing decisions required.

The Selection Committee will be supported by the Secretariat of the Stability Pact's Trade Working Group until end February 2008.

4. Nomination Procedure

Selection Committee members will be nominated and mandated by their respective minister at the request of the Chair in Office of CEFTA.

In the case of UNMIK/Kosovo, the representative will be nominated by the Special Representative of the Secretary General of the United Nations. In the case of the main donor, the European Commission, the representative will be nominated by the Director General of DG Trade.

Parties will immediately inform the Chair in Office if they change the nominated and mandated person.

5. Working Procedures

The Selection Committee will work via electronic written procedure to the extent possible and according to a series of deadlines.

All members may participate in interviews of short-listed candidates. Members will be responsible for their own travel and accommodation costs for interviews.

Decisions on staff appointments will be taken by consensus. In the case of objections to individual appointments by any member, a consultation period of 14 calendar days will apply. If consensus can not be obtained, the decision will be referred (in writing) to the Joint Committee.

It is envisaged that the recruitment process will be conducted in two phases.

Phase 1 – recruitment of director and executive assistant

Phase 2 – recruitment of technical experts and the financial administrator

Following his/her designation, the Director of the Secretariat will be a member of the Selection Committee for the recruitment of all other positions.

6. Timing and Duration

The Selection Committee will commence work immediately following the adoption of Decision 8/2007 by the Joint Committee.

The Selection Committee will complete its work at the latest by end December 2007 on Phase 1 and by end February 2008 on Phase 2.