

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

No. 2/2019

**Establishment of a Selection Committee for the Recruitment of Staff of
the Secretariat other than the Director**

Adopted on 18 December 2019

Preamble

The Joint Committee

Having regard to Article 40.2 of Annex 1 to the Agreement on Amendment of and Accession to the Central European Free Trade Agreement (hereinafter referred to as "CEFTA Agreement"), done in Bucharest on 19 December 2006, and Decision No. 1/2018 on Functioning of the Secretariat, adopted on 27 April 2018,

With the objective to ensure the continuous and efficient functioning of the Secretariat as well as the full implementation of the CEFTA Agreement and the Additional Protocols to the CEFTA Agreement,

Hereby decides to adopt Decision No. 2/2019 on Establishment of a Selection Committee for the Recruitment of Staff of the Secretariat other than the Director.

Article 1

Selection Committee

1. Staff other than the Director, shall be recruited by a Selection Committee in accordance with the selection procedure set out in Article 2.
2. The Selection Committee shall consist of:
 - a. the Director of the Secretariat,
 - b. a representative of the contracted Human Resources Agency, and
 - c. a representative of the CEFTA Secretariat.
3. A representative of the European Commission, as the main external donor to the Secretariat, may participate at the Selection Committee as observer.
4. Each member of the Selection Committee shall have the necessary mandate:
 - a. to participate in the selection procedure set out in Article 2, and
 - b. to select a candidate for a position of staff member.

5. At the request of the Secretariat, the contracted Human Resources Agency shall:
 - a. nominate its representative, and
 - b. inform the Secretariat of the name and contact details of its representative not later than 15 days after the instruction by the Joint Committee to commence the selection procedure pursuant to Article 2. Any replacement of a nominated representative shall be immediately communicated to the Secretariat.
6. The European Commission should express the interest to participate at the Selection Committee as observer not later than 15 days after the instruction referred in the paragraph 5 of the Article 2 of this Decision. The expression of interest should contain the nomination of the Representative of the European Commission.
7. The Selection Committee shall commence its work at the latest six weeks after the instruction by the Joint Committee to commence the selection procedure. To the extent possible, the Selection Committee shall conduct its work by electronic means and according to a series of deadlines.
8. The contracted Human Resources Agency shall assist the Selection Committee in accordance with Article 4.

Article 2

Selection Procedure

1. The Secretariat shall submit its request to the Joint Committee at the latest six months prior to the expiry of the term of a staff member. Upon request by the Secretariat, the Joint Committee shall instruct the Director of the Secretariat to commence the selection procedure.
2. The selection procedure shall be based on the principle of open competition. All things being equal preference shall be given to applicants from the CEFTA Parties contributing to the budget. A vacant position of a staff member shall be publicly advertised for a period of at least 30 days. The public advertisement shall contain the job description and candidate profile required for the vacant position.
3. The Human Resources Agency contracted by the Secretariat in accordance with Article 4 shall evaluate the applications submitted on the basis of the pre-established evaluation criteria and draw up a short list of up to five candidates.
4. The Selection Committee shall conduct interviews with the short-listed candidates.

5. Based on the evaluation and interviews, the Selection Committee shall select the most suitable candidate for the vacant position. The decision on the selection of a candidate shall be taken by consensus. Upon selection of a candidate, the Director of the Secretariat shall report to the Joint Committee on the outcome of the selection procedure. All the documents used in the selection procedure shall be presented to the CEFTA Parties upon request. The Joint Committee shall approve the report from the Selection Committee.
6. If one member of the Selection Committee objects to the selection of a candidate, a consultation period of 14 calendar days shall apply. If no consensus can be reached within the Selection Committee after the consultation period has expired, the Director of the Secretariat shall refer the decision in writing to the Joint Committee. Any costs arising in the selection process shall be covered by the CEFTA Secretariat. Costs relating to the job advertisement at the local level shall be covered by the respective Parties.

Article 3

Contract with Staff Member

1. The Director of the Secretariat shall conclude a contract with the selected candidate for a period of 3 years with a 6-month probation period and the possibility of a 3 year extension. Upon expiry of the probation period, the contract shall remain in force unless the Director of the Secretariat decides otherwise.
 2. The contract concluded with a staff member shall not be renewable for any of the positions in the Secretariat after its extension.

Article 4

Human Resources Agency

1. The Secretariat shall contract a Human Resources Agency through a tender procedure to assist the Secretariat and the Selection Committee in the recruitment of staff other than the Director under the selection procedure set out in Article 2.
2. The Human Resources Agency shall carry out the tasks assigned to it by the Secretariat, including the following:
 - a. developing a job description and candidate profile,
 - b. developing criteria for the evaluation and selection of applicants,

- c. preparing and overseeing the public advertisement for the vacant positions,
- d. evaluating applications for the vacant positions and establishing a short-list of maximum five candidates for each vacant position, and
- e. assisting the Selection Committee in relation to the selection procedures and the conclusion of contracts with selected candidates.

Article 5

Entry into Force

1. This Decision enters into force on the day of its adoption.

2. The Decision of the Joint Committee No. 2/2018, adopted in Pristina on 27 April 2018, shall cease to have effect on the date of adoption of this Decision.

Adopted in Tirana on 18 December 2019, in the presence of the representatives of all CEFTA Parties.