



OFFICE OF THE
AUDITOR GENERAL OF PAKISTAN
INTERNATIONAL RELATIONS AND COORDINATION WING

No: 14 /122-IR/WIPO Members Selection/C

Dated: January 17, 2022

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| i. The Deputy Auditor General (A&C), local | vi. The Deputy Auditor General (CA&E), local |
| ii. The Deputy Auditor General (FAO), local | vii. The Deputy Auditor General (Defense Audit), local |
| iii. The Deputy Auditor General (Policy), local | viii. The Deputy Auditor General (Central), Lahore |
| iv. The Deputy Auditor General (SSA), local | ix. The Deputy Auditor General (North), Peshawar |
| v. The Deputy Auditor General (QAIM), local | x. The Deputy Auditor General (South), Karachi |

Subject: **SELECTION OF FIVE NEW MEMBERS OF THE WIPO INDEPENDENT ADVISORY OVERSIGHT COMMITTEE (IAOC)**

The Permanent Mission of Pakistan to the United Nations and other International Organizations, Geneva has intimated that the World Intellectual Property Organization (WIPO) in Geneva has launched its process to select five (05) new members of its Independent Advisory Oversight Committee (IAOC).

2. The following documents are attached for information:

- I. Copy of online advertisement
- II. TORS of WIPO IAOC
- III. Selection Procedure

3. Interested officers may apply directly through online application after obtaining NOC from the Office of AGP.

4. It is requested to kindly disseminate this information to all officers working in your office/ subordinate offices.

Encl: As above.

Syed Imran Baqir 17/01/22
(Syed Imran Baqir)
Director (IR&C Wing)

Copy to:

- i. The Director (Admn), Local.
- ii. The S.P.S. to the Auditor General of Pakistan, Local.
- iii. The AAO (IT Section), Local for uploading the letter along with attachments on DAGP website.

Staff Recruitment

Cliquer ici pour consulter la liste des offres d'emploi en français.

Member, WIPO Independent Advisory Oversight Committee (IAOC) - 21280

IAOC

Grade - N/A

Contract Duration - Three years, renewable once

Duty Station - CH-Geneva

Posting Date - 15-Dec-2021 Application Deadline - 28-Jan-2022

Organizational Context and Mandate:

The World Intellectual Property Organization (WIPO) is seeking applications for five positions on its Independent Advisory Oversight Committee (IAOC) to begin on February 1, 2023.

The IAOC is a subsidiary body of the WIPO General Assembly and of the WIPO Program and Budget Committee. It serves in an independent expert advisory capacity and assists the WIPO General Assembly and the Program and Budget Committee in fulfilling their oversight responsibilities with respect to the various operations of WIPO. Meeting regularly every quarter, its responsibilities include providing advice with regard to Financial Reporting, Risk Management and Internal Controls, External Audit, Internal Oversight and Ethics. The IAOC makes recommendations to the Program and Budget Committee on matters within its terms of reference and reports on its work to WIPO Member States through the Program and Budget Committee and the General Assembly.

The IAOC is composed of seven members, representing, to the extent possible, each of the seven Regional Groups of WIPO Member States. Once selected, IAOC members shall serve in their personal capacity for a term of three years, renewable once.

Additional information is available on the mandate and work of the IAOC on the WIPO web site at the following address:
<http://www.wipo.int/about-wipo/en/oversight/iaoc/>.

Selection Process:

With a view to representation of each of the seven Regional Groups of WIPO Member States on the IAOC, priority will be given to the selection of one candidate from each of the following five Groups:

- The African Group (Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cabo Verde, Cameroon, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Egypt, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Togo, Tunisia, Uganda, United Republic of Tanzania, Zambia, Zimbabwe).
- The Asia and the Pacific Group (Afghanistan, Bahrain, Bangladesh, Bhutan, Brunei, Darussalam, Cambodia, Cook Islands, Democratic People's Republic of Korea, Fiji, India, Indonesia, Iran (Islamic Republic of), Iraq, Jordan, Kiribati, Kuwait, Lao People's Democratic Republic, Lebanon, Malaysia, Maldives, Marshall Islands, Mongolia, Myanmar, Nauru, Nepal, Niue, Oman, Pakistan, Papua New Guinea, Philippines, Qatar, Republic of Korea, Samoa, Saudi Arabia, Singapore, Solomon Islands, Sri Lanka, Syrian Arab Republic, Thailand, Timor-Leste, Tonga, Tuvalu, United Arab Emirates, Vanuatu, Viet Nam, Yemen).
- The Group of Central Asian, Caucasus and Eastern European Countries (Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Russian Federation, Tajikistan, Turkmenistan, Ukraine, Uzbekistan).
- The Group of Latin American and the Caribbean Countries (Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia (Plurinational State of), Brazil, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Uruguay, Venezuela (Bolivarian Republic of); and
- China.

The selection will be conducted by a special panel of Member States' representatives and will be based on the assessment of individual skills, taking into account the need for the IAOC to collectively possess certain skills, all of which will not necessarily be required of each

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individual member. Appropriate geographical representation and gender balance will also be considered.

Required Qualifications

Education:

Essential:

University degree in one or more of the following areas: finance, accounting, audit, law, information technology, human resources management, business or public administration or another relevant field.

Desirable:

Relevant professional accreditation and/or similar qualifications would be an asset.

Experience:

Essential:

Relevant and recent professional experience at the senior level in one or more of the following areas: audit, evaluation, finance, accounting, risk management, investigations, legal affairs, information technology, ethics, human resources management and administration.

Desirable:

Experience in committee work (preferably as a member of an audit/oversight committee).

Skills:

Applicants will be assessed with respect to their individual skills in the following areas:

- Excellent communication skills, with the ability to present written and oral arguments clearly, logically and effectively
- Proven report drafting ability
- Excellent interpersonal skills, with the ability to form and maintain effective partnerships and working relations in a multi-cultural environment with sensitivity and respect for diversity
- Highly developed analytical skills

The IAOC should collectively possess the following competencies:

- Technical or specialist knowledge of issues pertinent to WIPO's business
- Public and private sector experience in managing organizations and businesses of similar size and complexity
- Understanding of the wider relevant environments in which WIPO operates, including its objectives, culture and structure
- Detailed understanding of WIPO's governance environment and accountability structures
- Oversight or management experience at a senior level in the United Nations system
- International and/or intergovernmental experience

Other criteria to be taken into account in the evaluation of applications will include:

- Availability (including virtual consultations), independence, objectivity, impartiality, integrity, strong ethical values, commitment, professionalism.

Language:

Fluency in English (both written and spoken).

Working knowledge of other WIPO official languages would be an advantage.

Conditions of Service:

Service on the IAOC is without remuneration.

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Members shall be provided with the travel and subsistence entitlements in line with the WIPO travel policy to attend quarterly meetings in Geneva, and other relevant meetings as provided for in the Terms of Reference of the IAOC (subject to applicable travel restrictions in relation to the Covid-19 pandemic). Allowances are paid in Swiss francs at the official rate of exchange of the United Nations.

Meetings generally last five days, but will also require additional time for travel and preparation due to the volume of documentation to be reviewed.

Additional Information:

Please include in your application a personal statement explaining the reasons for interest in the position and containing indications about your availability and independence, and disclosing any possible conflicts of interest.

Applications from qualified women candidates are encouraged.

Short-listed candidates will be required to attend an interview. As a form of additional screening, other methods of testing may be administered, including a written test.

Initial appointment is subject to satisfactory background checks, including professional references.

By completing an application, candidates understand that any willful misrepresentation made on this web site, or on any other documents submitted to WIPO during the application, may result in disqualification from the recruitment process, or termination of engagement with WIPO at a later date, if that engagement resulted from such willful misrepresentations.

In the event that your candidature is shortlisted, you will be required to provide, in advance, a scanned copy of an identification and of the degree(s)/diploma(s)/certificate(s) required for this position. WIPO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU) / United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and these will be reviewed individually.

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**TERMS OF REFERENCE OF
THE WIPO INDEPENDENT ADVISORY OVERSIGHT COMMITTEE***

A. PREAMBLE

1. In September 2005, the WIPO General Assembly approved the establishment of a WIPO Audit Committee. In September 2010, the WIPO General Assembly approved a change to the title of the Committee to the Independent Advisory Oversight Committee (IAOC) and amended its composition and rotation procedures.

B. ROLES AND RESPONSIBILITIES

2. The IAOC is a subsidiary body of the WIPO General Assembly and of the Program and Budget Committee. It serves in an independent expert advisory capacity and assists the WIPO General Assembly and the Program and Budget Committee in fulfilling their oversight responsibilities.

3. The responsibilities of the IAOC are:

- (a) With regard to Financial Reporting:

- (i) To advise on the implication for WIPO of issues and trends apparent in the financial statements and in the WIPO Performance Report;
- (ii) To discuss with Management changes to accounting policies and accounting standards.

- (b) With regard to Risk Management and Internal Controls:

- (i) To review and advise on the quality and effectiveness of risk management procedures;
- (ii) To review and advise on the adequacy and effectiveness of the internal control framework;
- (iii) To review and advise on proposed amendments to the Financial Regulations and Rules.

- (c) With regard to External Audit:

- (i) To exchange information and views with the External Auditor on their overall audit strategy, significant risks and proposed workplans;
- (ii) To establish a mechanism for discussing with the External Auditor significant audit findings and recommendations;
- (iii) To consider the Report of the External Auditor and provide comments thereon for consideration by the Program and Budget Committee;
- (iv) To review the management action in response to the external audit findings and recommendations.

(d) With regard to Internal Oversight:

- (i) To review, at its last session of the previous year, and advise on the proposed workplan of the Internal Oversight Division (IOD), ascertaining coordination with the External Audit workplan;
- (ii) To review the implementation of the IOD workplan and the results of internal and external assessments and advise on the quality, effectiveness and efficiency of the internal oversight function and on its organizational independence;
- (iii) To advise the Director, IOD in cases of significant impairment to his or her independence and objectivity, including conflicts of interest;
- (iv) To review and advise on proposed internal oversight policies and manuals;
- (v) To review and advise in the implementation of internal oversight recommendations;
- (vi) To review periodically, in consultation with the Director, IOD, the WIPO Internal Oversight Charter and recommend amendments, if any, for consideration by the Program and Budget Committee;
- (vii) To advise the Director General on the appointment and dismissal, if any, of the Director, IOD, including by reviewing the proposed vacancy announcement and the list of pre-screened candidates, and to provide comments to assist the Coordination Committee when considering the endorsement of the proposed appointment;
- (viii) To provide input to the Director General into the performance appraisal of the Director, IOD;
- (ix) To provide advice in case of allegations of misconduct against the Director General in accordance with the Internal Oversight Charter (paragraphs 24, 41 and 42);
- (x) To provide advice in case of allegations of misconduct against the Director, IOD, in accordance with the Internal Oversight Charter (paragraph 22). No investigative proceedings into allegations against the Director, IOD or previous incumbents shall be initiated without the concurrence of the IAOC;
- (xi) To review allegations of misconduct against IOD personnel or former IOD staff members and advise the Director, IOD on how to proceed.

(e) With regard to Ethics:

- (i) To review, at its last session of the previous year, and advise on the proposed workplan of the Ethics Office;
- (ii) To review the implementation of the work plan of the Ethics Office and advise on the quality, effectiveness and efficiency of the ethics function;
- (iii) To advise the Chief Ethics Officer in cases of significant impairment to his or her independence and objectivity, including conflicts of interest;

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- (iv) To review and advise on proposed ethics policies;
 - (v) To advise the Director General on the appointment and dismissal, if any, of the Chief Ethics Officer, including by reviewing the proposed vacancy announcement and the list of pre-screened candidates;
 - (vi) To provide input to the Director General into the performance appraisal of the Chief Ethics Officer.
- (f) Other:
- (i) To review and advise on proposed policies or on particular activities or projects, as requested by the WIPO General Assembly or the Program and Budget Committee;
 - (ii) To make recommendations to the Program and Budget Committee on matters within its Terms of Reference, as it considers appropriate.

C. MEMBERSHIP AND QUALIFICATIONS

4. The IAOC shall be composed of seven members, from each of the seven Regional Groups of WIPO Member States. The seven members will be appointed by the Program and Budget Committee following a selection process carried out by a Selection Panel set up for this purpose, to be assisted by the current IAOC. In the event that the IAOC cannot be composed of seven members from each of the seven Regional Groups, the Member States shall be consulted, and take a decision on the matter.
5. The rotation mechanism for the IAOC members will be as follows:
- (a) All members of the IAOC shall be appointed for a term of three years, renewable once. No member of the IAOC shall serve for more than six years in aggregate;
 - (b) Each departing member of the IAOC shall be replaced by a candidate from the same Regional Group to which he or she belongs. If the departing member belongs to a Regional Group that already has another representative, he/she shall be replaced by a candidate originating from the Regional Group(s) not represented in the Committee.
 - (c) The selection process as described in Annex IV shall apply;
 - (d) In case of resignation or demise of a member of the IAOC during his or her term, or if he or she becomes unfit for office, or unable or unwilling to fulfil their duties, a roster/pool of experts identified during the selection process may be used, in order to appoint a replacement to complete the remainder of the term of office.
6. Members of the IAOC shall possess relevant qualifications and relevant and recent professional experience at the senior level, for example, in audit, evaluation, finance, accounting, risk management, investigations, legal affairs, information technology, ethics, human resources management and administration. They shall also possess relevant personal qualities, such as independence, objectivity, impartiality, integrity and strong ethical values. Members of the IAOC should display commitment, and professionalism, and be available to carry out their mandate. They must have strong communication skills and be fluent in English, while a working knowledge of other WIPO official languages is an advantage.

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7. The overall composition of the IAOC shall reflect collegiality, as well as the right mix of skills and expertise, taking into consideration gender balance. The IAOC should collectively possess the following competencies:

- (a) Technical or specialist knowledge of issues pertinent to the Organization's business;
- (b) Public and private sector experience in managing organizations and businesses of similar size and complexity;
- (c) Understanding of the wider relevant environments in which the Organization operates, including its objectives, culture and structure;
- (d) Detailed understanding of the Organization's governance environment and accountability structures;
- (e) Oversight or management experience at a senior level in the United Nations system;
- (f) International and/or intergovernmental experience.

8. Members shall serve in their personal capacity; they cannot delegate their duties and may not be represented by any other person in the sessions of the Committee. In performing their duties, members shall not seek or receive instructions from any Government or any other party.

9. Members of the IAOC shall sign a statement of disclosure of interest.

10. New members should have, or should acquire by a structured induction program organized by the WIPO Secretariat in consultation and with the participation of Member States, an understanding of the objectives of the Organization, its structure and its culture, and the relevant rules governing it.

11. Members of the IAOC and their immediate family members shall not be eligible for employment at WIPO either directly or indirectly during their mandate period and for up to five years after their mandate period. Equally, members of the IAOC shall not have served as a staff member of WIPO within five years of joining the Committee.

D. CHAIRPERSONSHIP

12. The members of the IAOC shall elect annually a Chairperson and a Vice-Chairperson. In the event of the chairpersonship becoming vacant during the term, the Vice-Chairperson shall assume the office of the Chairperson until the expiration of the predecessor's term and members shall elect another Vice-Chairperson. In the event of both the Chairperson and the Vice-Chairperson being absent, the remaining members may designate an Acting Chairperson from among themselves to conduct the meeting or the entire session.

E. REIMBURSEMENT OF COSTS

13. Members will not be remunerated for activities undertaken in their capacity as members of the Committee. However, WIPO shall reimburse Committee members, in accordance with WIPO Financial Regulations and Rules, for any travel and subsistence costs that are necessarily incurred in relation to participation in Committee and other official meetings.

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F. INDEMNITY OF MEMBERS

14. Committee members will be indemnified from actions taken against them as a result of activities performed in the course of exercising their responsibilities as members of the Committee, as long as such activities are performed in good faith and with due diligence.

G. MEETING AND QUORUM

15. The IAOC will meet regularly every quarter in formal session at WIPO headquarters. In exigent circumstances, the Committee may decide to consider issues through virtual consultations and come to conclusions that will have the same force as conclusions arrived at during its regular sessions.

16. A minimum of four members of the IAOC are required to be present for a meeting of the Committee to be quorate.

17. The IAOC may invite officials of the WIPO Secretariat or others to attend its sessions.

18. The IAOC shall meet at least once a year in private sessions with the Director General, the Director, Human Resources Management Department, the Controller, the Director, Internal Oversight Division, the Chief Ethics Officer, the Ombudsperson and the External Auditor, respectively.

H. REPORTING AND REVIEW

19. The IAOC shall keep Member States informed of its work on a regular basis. In particular, following each of its formal sessions the Committee shall organize an information meeting with representatives of WIPO Member States and submit a report to the Program and Budget Committee.

20. The IAOC shall submit an annual report to the Program and Budget Committee and to the WIPO General Assembly, summarizing its activities, assessments and conclusions. The annual report shall also include the IAOC's comments on the Report of the External Auditor for consideration by the Program and Budget Committee. To this end, the IAOC shall receive a signed copy of the External Auditor's Report at least four weeks prior to the session of the Program and Budget Committee.

21. The Chairperson or other members designated by the Chairperson shall attend ex officio, relevant meetings of the General Assembly and of the Program and Budget Committee. At the invitation of other WIPO committees, the Chairperson or other members designated by the Chairperson may attend meetings of such committees.

I. SELF-ASSESSMENT

22. The IAOC shall perform, at least every two years, a self-assessment relative to the Committee's purpose and mandate to ensure it is operating effectively.

J. SECRETARY OF THE COMMITTEE

23. The WIPO Secretariat, in consultation with the IAOC, shall designate a Secretary to the IAOC who shall provide logistical and technical assistance to the Committee. Furthermore, the IAOC may retain external consultants, as necessary, in a support capacity.

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24. Such assistance entails preparing for and attending the sessions of the Committee and assisting with preparing draft reports or any correspondence. Such assistance may also entail research and background position papers in preparation for the sessions of the Committee, as may be requested by the Committee.

25. The performance appraisal of the IAOC Secretary shall be done with input from and in consultation with the Chairperson of the IAOC.

K. BUDGET

26. WIPO shall include in its biennial budget a specific allocation for the IAOC, providing for the costs associated with the Committee's mandated activities, namely four formal sessions of four to five days each in principle, attendance by IAOC members at Program and Budget Committee sessions, at the General Assembly, and at other meetings as required, support by the IAOC Secretary, and, as required, external consultants.

L. INFORMATION REQUIREMENTS

27. Well in advance of each session, the WIPO Secretariat shall provide the Committee with documents and information related to its Agenda, and any other relevant information. The Committee shall have unhindered access to all staff and consultants of the Organization, as well as access to records.

M. AMENDMENTS TO THE TERMS OF REFERENCE

28. Previous revisions to these Terms of Reference have been approved by the WIPO General Assembly in September 2007, September 2010, September 2011, October 2012, October 2015, and October 2018. The latest revision has been approved by the WIPO General Assembly in October 2021 (document A/62/12).

29. Member States will review, at least every three years, the role and responsibilities, functioning and membership of the IAOC. To facilitate that review, the IAOC shall periodically review its Terms of Reference and recommend amendments as appropriate, for consideration by the Program and Budget Committee. Notwithstanding this periodic review, Member States may request such review to be put on the agenda of any session of the Program and Budget Committee.

[Annex IV follows]

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**SELECTION PROCEDURE FOR THE MEMBERS OF THE
WIPO INDEPENDENT ADVISORY OVERSIGHT COMMITTEE**

A. INTRODUCTION

1. This Annex sets out the selection procedure for members of the Independent Advisory Oversight Committee (IAOC).^{*} Vacant seats on the IAOC shall be filled via a competitive recruitment process administered by a Selection Panel (Panel) established especially for that purpose. The Program and Budget Committee (PBC) will take a decision on the appointment of the new members of the IAOC based on the Panel's recommendations, once the selection procedure has been concluded.

B. ESTABLISHMENT OF THE SELECTION PANEL

2. The Panel shall be composed of seven members. The Director General shall invite each Regional Group of countries of WIPO Member States to nominate one suitable individual from that Group to constitute the seven-member Panel. There can be no more than one member of the Panel of any given nationality. The members of the Panel shall ensure their availability to carry out their mandate throughout the entire recruitment process.

3. The members shall elect from amongst themselves a Chair and Vice-Chair of the Panel.

4. If, for some reason, a member of the Panel is unable to continue with her or his membership, the Chair of the PBC shall appoint as a new member of the Panel another individual from the same Regional Group, upon the recommendation of such Group. If, for any reason, no representative of a given Regional Group can be appointed as a member of the Panel to replace the outgoing member, the Chair of the PBC shall decide on the designation.

5. The Director General shall appoint a member of the Secretariat of WIPO as Secretary to the Panel. The Secretary's functions shall include the notification of meetings, distribution of documentation for each meeting, preparation of draft reports of the meetings, recording of the decisions of the Panel and any other function the Director General or the Panel may determine. The Secretary shall not have the right to vote.

6. The Panel shall continue to exist until the PBC adopts a decision appointing the new members of the IAOC, at which time the Panel shall be disbanded and cease to have any function. A new Panel shall be constituted for each recruitment process.

^{*} This Annex supersedes the recommendations contained in document WO/GA/39/13, as approved by the WIPO General Assembly in September 2010 (see paragraph 30 of WO/GA/39/14).

C. MANDATE AND FUNCTIONING OF THE SELECTION PANEL

7. The Panel is responsible for administering a competitive recruitment process to fill vacant seats on the IAOC. Based on the overall criteria set out in the vacancy announcement, the Panel is tasked with conducting a rigorous assessment of the candidates, in order to identify those who are most suitable. Expertise as well as geographical distribution, rotation, and gender balance should guide the selection process. After the Panel's assessment, it shall make its recommendations to the PBC as to the appointment of the candidate(s) as members of the IAOC.
8. The Panel shall define its own rules of procedure, detailing, amongst other things, its functioning and working methods.
9. The Panel shall work in an independent manner, while maintaining transparency in its work. The Panel may benefit from the advice of experts as and when deemed necessary. Members of the WIPO Secretariat shall be available to the Panel to provide assistance and advice upon request.
10. The deliberations of the Panel shall be confidential.

D. VACANCY ANNOUNCEMENT

11. The vacancy announcement shall be based on the provisions of Annex III that deal with the membership and qualifications of the IAOC.
12. The Panel shall finalize the vacancy announcement, an initial draft of which shall be provided by the Secretary. The vacancy announcement shall indicate, amongst other things, the following: the number of seats to be filled; the duration of the appointment; and, the essential qualifications, skills and experience that are required to undertake the role. With a view to ensuring representation of each of the seven Regional Groups of Member States on the IAOC, the vacancy announcement shall also specify which Regional Groups require a new member, and indicate that priority shall be given to the selection of a candidate from each of those Regional Groups.
13. The WIPO Secretariat shall be responsible for the advertisement of the vacancy. It shall invite applications from interested candidates through a dual-track approach, namely by:
 - a) Placing open advertisements on WIPO and United Nations websites and other websites and/or in publications.
 - b) Sending a communication from the Director General to all Member States inviting applications from interested candidates and nominations from Member States, on the understanding that such applications/nominations will not be given precedence and will be treated in the same manner as applications received in response to open advertisements.
14. Interested candidates who are nominated by a Member State shall be required to submit their application through WIPO's online recruitment system.

E. ASSESSMENT OF THE CANDIDATES

15. All applications/nominations received through this dual-track approach shall be submitted to the Panel.

16. Following the closure of the vacancy announcement, the Panel shall screen all applications/nominations received from the Regional Groups that are to be given priority in the vacancy announcement, and determine the eligibility of those candidates by reference to the requirements stipulated in the vacancy announcement. The Panel shall ensure that those candidates possess the relevant mandatory qualifications, competencies and experience outlined in the vacancy announcement. If necessary, the Panel may invite relevant external expert(s) to assist them in this task and request funding from the WIPO Secretariat for this purpose.
17. If there are no eligible candidates from the Regional Group(s) that require(s) a new member, the Panel shall be obliged to assess candidates from the Regional Groups that are not given priority in the vacancy announcement, in the manner as outlined in the preceding paragraph.
18. By reference to the vacancy announcement, the Panel shall develop an evaluation matrix in consultation with the IAOC and with the support of the Secretary. The evaluation matrix provides for an assessment of the individual skills, as well as an assessment of the candidate's contribution to the collective skills of the IAOC.
19. The Panel shall send the finalized evaluation matrix to the IAOC, together with the applications of the eligible candidates, for a ranking-based assessment on the basis of that matrix. When forwarding the applications to the IAOC, the Panel shall suppress some selected identifying information, such as name and nationality, of the candidates for a fair and impartial assessment.
20. The IAOC shall undertake the assessment of the eligible candidates using the evaluation matrix. The members of the IAOC shall notify the Panel, via its Secretary, of any potential conflict of interest of which they may become aware throughout the assessment exercise, despite the anonymized applications.
21. Upon completion of the task, the IAOC shall send its assessment back to the Panel. On receipt, the Panel shall regroup the candidates according to the Regional Groups, and establish a shortlist.
22. The Panel shall interview the short-listed candidates (preferably via videoconferencing) to ensure the collegiality, as well as the right mix of skills and expertise, in the overall composition of the IAOC. The Panel shall also ensure that the candidates possess the relevant personal qualities stipulated in the vacancy announcement. Due consideration should also be given to the availability, commitment and professionalism of the candidates. The Panel shall ensure that adequate records are taken during the interviews.
23. The Panel may also decide to administer a written test, or other forms of testing. If necessary, the Panel may request the assistance of the IAOC, and/or other relevant expert(s) to assist it in these tasks. If external expertise is required, the Panel may request funding from the WIPO Secretariat for this purpose.
24. For the purposes of making its recommendation(s) to the PBC, the Panel shall perform a ranking exercise on the pool of short-listed candidates taking into account the application, performance during the interview, and any written test or other forms of testing.
25. If, following the above selection procedure, there is no qualified candidate available from a required Regional Group, the Panel shall be obliged to assess candidates from the Regional Groups that are not given priority in the vacancy announcement, in the manner as outlined in paragraph 16, and shall resume the process from paragraph 18 onwards. At

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the end of that exercise, the Panel shall identify the highest-ranking candidate, irrespective of her or his regional representation.

F. CONFIRMATION OF SUITABILITY AND AVAILABILITY

26. Prior to the finalization of its report, the Panel shall request the Secretary to undertake the following tasks in respect of the candidate(s) to be recommended to the PBC:

- a) Carry out all relevant background checks. Once completed, said background checks shall be provided to the Panel for its examination.
- b) Request the candidate(s) to declare any significant impairment to her or his independence, objectivity and impartiality, including past and/or current conflicts of interest, should they be appointed.
- c) Request confirmation from the candidate(s) as to their availability in respect of the term of office, should they be appointed.

G. RECOMMENDATION AND APPOINTMENT

27. The Panel shall make its final recommendation(s) to the PBC, via a detailed report, the draft of which shall be prepared by the Secretary. The report shall be approved by the Chair and by each member of the Panel. The Panel shall also attach to its report curricula vitae for all individuals being recommended for appointment to the IAOC.

28. The PBC will take the final decision on the composition of the IAOC by appointing the candidate(s), following the Panel's recommendation(s).

H. ROSTER/POOL OF EXPERTS

29. All the short-listed candidates, as ranked by the Panel, shall be included in a roster/pool of experts for future use in exceptional circumstances, as described in paragraphs 30 and 31 below.

30. If, during the time that elapses between the PBC taking its final decision and the commencement of an appointed candidate's term, said candidate unexpectedly becomes unfit for office, or unable or unwilling to assume the responsibility, despite the confirmation received under Section F above, the next highest-ranking available candidate from that region based on the Panel's assessment will be appointed.

31. In the case of the resignation or demise of a member of the IAOC while serving her or his term, the vacant seat will be filled, to the extent possible, by the highest-ranking available candidate from the same Regional Group.

I. REVIEW MECHANISM

32. Member States will review the Selection Procedure for members of the IAOC as necessary to ensure it remains fit for purpose.

[End of Annex IV and of document]

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