

Rules of Procedure of the CIPM for the selection of the Director of the BIPM

Version 1.0

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I. Background

1. The International Bureau of Weights and Measures (BIPM), located in the Pavillon de Breteuil, is an intergovernmental organization established on 20 May 1875 by the treaty commonly known as the "Metre Convention".
2. The position of Director of the BIPM is one of great importance that requires the necessity of securing the highest standards of efficiency, competence and integrity, while taking into consideration gender balance and geographical distribution, and a firm commitment to the purposes and principles of the Metre Convention.
3. The BIPM Director is the legal representative of the Organization; and is competent to manage the operations, ensuring the effective functioning of the Organization. The Director is supported by the BIPM staff and exercises his or her functions under the authority of the CIPM and of its bureau. He/she is also responsible for the implementation of strategic direction provided by the CIPM and plays a pivotal role in advancing international metrology.

II. Purpose

4. This document includes the rules of procedures applicable to the selection of the Director of the BIPM. It refers to the existing legal framework, including the provisions of the Metre Convention and Annexed Regulations, as well as those mentioned in the Regulations and Rules applicable to BIPM staff members.
5. These rules of procedures shall be applied for every nomination of the BIPM Director or Director designate, as applicable. The generic timeline for the recruitment process is given in Appendix 1.

III. Legal framework

6. The relevant provisions of the Annexed Regulations to the Metre Convention are the following:
 - o Article 9, paragraph 2,
"The President and the Secretary of the Committee and the Director of the bureau shall belong to different countries".
 - o Article 17, paragraph 2,
"The Director and his[her] adjoints will be nominated by secret ballot by the International Committee [the CIPM]. Their nomination shall be notified to the Governments of the High Contracting Parties".
7. Moreover, Staff Rule 3.1 applicable to staff members of the BIPM provides that:
"The CIPM shall appoint or nominate the Director and Deputy Director and, should the case be so, terminate their appointments. The Director shall not hold the same nationality as the President or Secretary of the CIPM. The bureau of the CIPM shall specify in the letters of appointment of the Director and Director designate their conditions of employment and which of the present Regulations and Rules shall be applicable to them. The decisions related to the conditions of employment of the Director and Deputy Director shall be taken by the bureau of the CIPM."

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IV. Declaring a vacancy or responding to a vacancy

8. The Director shall immediately inform the President and the Secretary of any intention of resignation. Should this intention translate into a decision, the bureau will then inform the CIPM and implement the selection process.
9. In the event of a Director being considered for reappointment, the President and the Secretary shall confirm with the Director his/her willingness to serve for a next term or until retirement age, at least 18 months before the ongoing term expires.
10. The bureau will then determine if the Director performance is adequate and prepare a proposal to the CIPM for the renewal of the appointment.
11. Should the CIPM approve the renewal, the bureau of the CIPM, in consultation with the Head of Human Resources of the BIPM, will assess the adequacy of the existing contract, and make changes as necessary. The President and Secretary are responsible to conclude the Director's contract.
12. Should the CIPM decide not to renew the contract, the bureau will inform the Director at least 12 months before the expiration date of his/her contract and initiate the selection process.

V. Application process

13. An independent recruitment agency shall be selected following a call for tender process, as required and in accordance with the BIPM Financial Rules, to support the bureau in the selection process.
14. The bureau of the CIPM shall constitute a Selection Committee (SC) for the nomination of the BIPM Director, composed of eight individuals, in charge of issuing a recommendation to the CIPM members on the candidate considered most suitable for the position. The SC must broadly represent the regions and be as gender equal as possible.
15. In consultation with the SC, a vacancy announcement shall be prepared by the Head of Human Resources of the BIPM with support from the recruitment agency, in accordance with the rules of the BIPM and the best practice followed by other international organizations. On approval by the SC, the vacancy shall be published by the BIPM and the recruitment agency for at least two (2) months. Should less than 10 applications be received, the SC may decide to extend the period.
16. To protect the identity of the candidates, all communication and submissions will be handled by the recruitment agency.

VI. Conflict of interest and grounds for recusal

17. The following categories of conflicts of interests may occur within the SC or the CIPM:
 - a. Personal incompatibility (e.g. because of a current or past conflict) with a candidate,
 - b. Incompatibility of nationality. If a member of the SC considers his/her nationality as actually, or potentially conflicting with the nationality of one candidate to the position of director,
 - c. Previous or existing personal or professional relationship with a candidate, other than a normal working relationship within the structures of the BIPM.
18. In the case of conflicts of interest under 17 a), the member of the SC will recuse himself/herself from all actions in direct relation to the candidate at the origin of the conflict, but excluding the secret ballot by the CIPM.

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19. In the case of incompatibility of nationality, the member needs to openly declare if it is only a perceived conflict of interest, or a real conflict. If a conflict is declared, the member will recuse himself/herself from all actions in direct relation to the candidate at the origin of the conflict, but excluding the secret ballot by the CIPM.
20. In the case of a personal or professional relationship with a candidate as per 17 c), each member of the SC openly declares and specify the nature of the personal or professional relationship (e.g. occasional contacts, work in close collaboration including hierarchical relationship, or a direct reporting line). Depending on the importance or on the type of the personal or professional relationship, the SC may ask one of its members to recuse him/herself from all interactions or certain interactions.
21. If at least one member of the SC recuses him/herself, an external assessment may be conducted to compensate for the contribution of the member(s) who had to recuse themselves.

VII. Process for submitting applications and screening

22. The deadline for submitting applications shall be established by the bureau of the CIPM, in consultation with the Head of Human Resources of the BIPM and the recruitment agency.
23. Applicants must submit a curriculum vitae and a declaration of strategic and management intent expressing the candidate's views as to the manner in which he or she is to perform his or her duties.
24. When applying, candidates shall demonstrate, among others, proven leadership and managerial abilities, extensive experience in the science of measurement or related scientific fields, and strong diplomatic and communication skills, and proficiency in English. A working knowledge in French will be an advantage but is not a prerequisite immediately. The candidate is expected to reach a working knowledge of French within one year after his/her appointment.
25. The recruitment agency will receive all applications and will perform the first screening for eligibility against the advertised criteria.

VIII. Assessment and constitution of the official list

26. An assessment of the candidates shall be undertaken as an integral part of the evaluation process with the support of the recruitment agency. A written assessment and/or a remote video interview may be used as a form of screening to draw the first list of potential candidates.
27. The recruitment agency will provide the SC with a report detailing the information received from the candidates, the eligibility against the criteria, and a recommendation on eligible candidates (the Longlist).
28. The SC will assess the report from the recruitment agency and determine if any candidates have been excluded due to a misunderstanding of the metrology principles. In such case, the SC may include a candidate in the Longlist.
29. The SC decides on the number of longlisted candidates to be interviewed by audio or video means (the Shortlist), in principle not exceeding 10 candidates.
30. The list of candidates recommended by the SC (Shortlist) shall be announced to the CIPM and accessible in a dedicated, secure website.
31. The SC decides on the basis of the Shortlist interviews who will be invited for in-person interviews at a time and place to be agreed, preferably in Paris (up to 5 candidates). These candidates shall be prepared to deliver a presentation on the future strategy for the Organization to the members of the SC.

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32. The candidates to be interviewed in person will undergo a personality assessment or an external assessment of their leadership skills, conflict management skills, communication skills, analytical and problem-solving skills, strategic skills and personality format (with the support from a specialized assessment center as decided by the SC).
33. The SC recommends a preferred candidate to the CIPM with a summary of the process followed to decide on Longlisted and Shortlisted candidates, and the results of the in-person interviews.. The other candidates will also be presented to allow for situations where the preferred candidate may not be available anymore by the time of contracting.

IX. Final Selection and Nomination of the Director

34. The nomination of the Director of the BIPM shall be by secret ballot by the CIPM.
35. Recordings of the final presentation to the SC of the nominated candidate will be available should the CIPM require to view the presentation before the secret ballot.
36. All members of the CIPM vote to confirm the choice of the selected candidate for the position of BIPM Director, independently of the cases of recusal under Article 17.
37. In the case of a tie in the secret ballot, the President will have the final vote.

X. Appointment of the selected candidate

38. The bureau of the CIPM shall establish the conditions of employment of the selected BIPM Director in a letter of appointment, who will hold, during the transition period with the director, the title of “director designate”.
39. During the transition period, the authorities attached to the position of Director will be exercised by the director. The Director designate should be consulted, involving the bureau of the CIPM when considered appropriate.

Appendix 1

Generic timetable for the selection of the Director of the BIPM

- About 2.5 years ahead of the retirement or contract renewal
 - The President and Secretary shall discuss with the CIPM at the closed session of the CIPM meeting whether the contract of the Director should be considered for renewal. The CIPM confirms its intention:
 - If the contract is to be renewed, the CIPM indicates any focus points for the next period and the CIPM bureau finalises and conclude the contract with the Director,
 - If the question remains open, the same consultation process takes place 6 months later.
- About 2 years ahead of the retirement
 - The CIPM bureau members define the profile and requirements of the Director to be recruited and report to the CIPM for approval. They also prepare a recruitment plan and the necessary budget for approval by the CIPM.
 - The CIPM establishes a Selection Committee (SC).
 - The BIPM HR office launches the tender process to identify an external recruitment agency.
- About 18 months ahead of the entry date of the new director
 - Publication of the Vacancy Notice on the BIPM website and wide dissemination by the external recruitment agency.
 - The BIPM notifies Member States of the open call for the Director position and publishes it on its website.
 - The external recruitment agency disseminates information about the call for applications widely to relevant stakeholders.
 - Potential candidates will be approached by the external recruitment agency.
 - The SC defines the criteria for the evaluation of the candidates with the support of the HR office and the external agency.
- Two months after the publication of the Vacancy Notice
 - Deadline for receipt of applications.
- Three to four months after the publication of the Vacancy Notice
 - Selection procedure and establishment of a longlist of candidates. On-line interviews by the external agency.
- About 12 months ahead of the entry date of the new director
 - Strategy presentation and interview of the longlisted candidates. In person interviews by the SC and establishment of the shortlist.
- About 10 months ahead of the entry date of the new director
 - An external assessment of the shortlisted candidates (may be performed, also online).
- About 8 months ahead of the entry date of the new director
 - The SC submit a recommendation of the most suitable candidate to the CIPM.
 - Individual presentation of the official candidate to the CIPM (if necessary).
- About 7 months ahead of the entry date of the new director
 - Drafting the letter of appointment and conditions of employment of the new Director by the CIPM bureau.
- Between 6 months and two months before retirement of the director
 - Expected date of appointment and entry on duty of the new Director (initially as Director designate as circumstances require).
- 10 to 11 months after the entry on duty
 - Evaluation of objectives and probation period of the director by the CIPM bureau.