



REFERENCE

ACP/41/056/19

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NOTE VERBALE

The Secretariat of the African, Caribbean and Pacific Group of States (ACP) presents its compliments to all ACP Embassies and Missions in Brussels, and has the honour to submit to the Member States the following documents:

1. The *Decision No.2/CIX/19* on the Appointment of the Secretary-General and the Assistant Secretaries-General, who will be taking office for the period 1st March 2020 to 28th February 2025; and
2. A Note on the *Modalities for appointing the Secretary-General and Assistant Secretaries-General of the ACP Group.*

The Secretariat of the African, Caribbean and Pacific Group of States remains at the disposal of all ACP Embassies and Missions in Brussels for any additional information and avails itself of this opportunity to renew to them the assurance of its highest consideration.

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Brussels, 14th June 2019

All ACP Embassies and Missions in Brussels

DECISION No.2/CIX/19
OF THE 109TH SESSION OF THE ACP COUNCIL OF MINISTERS
HELD IN BRUSSELS, BELGIUM, FROM 21 TO 22 MAY 2019

**APPOINTMENT OF THE SECRETARY-GENERAL AND ASSISTANT
SECRETARIES-GENERAL TAKING OFFICE IN 2020** *2019*

The ACP Council of Ministers,

- Meeting in Brussels, Belgium, from 21 to 22 May 2019,

HAVING REGARD to the Second revised Georgetown Agreement;

HAVING REGARD to the Committee of Ambassadors Report on the Legal and Procedural aspects for Appointing the Secretary-General and Senior Management of the ACP Group [ACP/27/005/19 Rev. 2];

HAVING REGARD to the Staff Regulations of the ACP Secretariat [ACP/41/050/11 Rev.1];

CONSIDERING that the term of office of the incumbent Secretary-General and the Assistant Secretaries-General ends on 29 February 2020,

HEREBY DECIDES TO:

1. **Allocate** the post of the next Secretary-General to the Southern Africa Region;
2. **Adopt** the timetable set out below for appointing the Secretary-General to take office on 1 March 2020:
 - 22 May 2019 (109th session of Council): The Council of Ministers adopted the selection criteria and procedures for appointing the Secretary-General;
 - Immediately after Council and no later than 31 May 2019: The President of the Council of Ministers shall notify all ACP Member States of the Region allocated, through their Diplomatic Missions in Brussels, of the appointment criteria and modalities adopted;
 - All applications shall be submitted to the ACP Secretariat by 31 July 2019: *2019*

ACP/25/007/19

[Final version]

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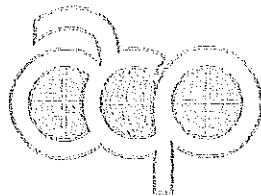
- By 30 August 2019, the ACP Secretariat shall forward all candidatures received to the Region, together with all necessary comments with regard to administrative compliance;
 - 30 September 2019 at the latest: The region shall submit 3 candidates, based on the criteria notified by the Council;
 - 110th Session of the Council of Ministers (Nov./Dec): Appointment of the Secretary-General by the Council; and
 - 1 March 2020, the Secretary-General takes office and shall assume duties on Monday 2 March 2020 for a term of five (5) years ending on 28 February 2025. *e.g.*
3. **Mandate** the Committee of Ambassadors to determine the regional distribution of the Four (4) Assistant Secretaries-General posts among the geographical regions and report to the next Council.

Done in Brussels, 22 May 2019



Honourable Mr. Tjekero TWEYA
 Minister of Industrialisation, Trade and
 SME Development of the Republic of Namibia
 President of the ACP Council of Ministers

Groupe des Etats d'Afrique
des Caraïbes et du Pacifique
(Groupe ACP)



African, Caribbean and
Pacific Group of States
(ACP Group)

REFERENCE **ACP/27/020/09 Rev.6**
Legal Services/EOA/can. Q. EST

Brussels, 16 May 2019

**MODALITIES FOR APPOINTING THE
SECRETARY-GENERAL AND ASSISTANT
SECRETARIES-GENERAL OF THE ACP GROUP**

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MODALITIES FOR APPOINTING THE SECRETARY-GENERAL AND ASSISTANT SECRETARIES-GENERAL OF THE ACP GROUP

I. APPOINTMENT OF THE SECRETARY-GENERAL

A. Job description

1. Article 24 of the Georgetown Agreement defines the duties of the Secretary-General as follows: The Secretary-General:
 - shall ensure that good quality technical and administrative support and services are provided by the Secretariat to the members and organs of the ACP Group;
 - is the Authorising Officer for the Budget;
 - manages the personnel, projects and programmes;
 - is the designated representative of the ACP Secretariat.
2. The Secretary-General shall, in that capacity, take appropriate action to ensure the fulfilment of all responsibilities and tasks entrusted to him/her by the Summit, the Council, as well as the Committee of Ambassadors, in the inter-sessional periods between Council meetings. In that context, the Secretary-General shall keep the Committee of Ambassadors regularly and fully informed of all developments which impinge on the interests of the ACP Group and its Members States and where appropriate, shall consult with the Committee on such matters. In the performance of his duties, the Secretary-General shall uphold the values, principles and moral authority of the organization, at all times. The Secretary-General shall adopt the Internal Auditor's annual Work Programme and submit it to the Committee of Ambassadors for information. He/She shall also submit the Internal Auditor's reports containing recommendations and the follow-up given to previous recommendations.

B. Prerequisites

3. Article 25.2 of the Georgetown Agreement stipulates that "the Council of Ministers shall appoint the Secretary-General of the ACP Group on the basis of merit, qualifications, professional competence and integrity." As such, the candidates for the post of Secretary-General must fulfil the following general conditions:
 - be a national of one of the Member States of the ACP Group, and sponsored thereby;
 - be of good character and without a criminal record;
 - have a good command of English or French or Portuguese or Spanish;
 - demonstrate a clear vision of the ACP Group as well as firm commitment and strong ability to promote and defend the interests of the ACP Group and promote its visibility.

C. Other criteria

4. The candidate may be over 60 years of age as at the day he/she takes office.

The region concerned shall ascertain the candidate's physical fitness.

Ability to work fluently in one of the other official languages of the ACP Group would be an asset.

D. Profile**Education**

5. The candidate must have at least a Master's degree or equivalent in either:
 - International relations;
 - Political science;
 - Law;
 - Management;
 - Issues relating to economics, social sciences, finance, trade, environment; or
 - Any other relevant area of competence relating to the ACP Group's missions.

Experience

6. The candidate must have at least twenty (20) years of professional experience in either the private sector, public sector, an international or a regional organisation, with proven competence in managing a pluri-disciplinary team of professionals.

E. Appointment procedure

7. The appointment procedure for the post of Secretary-General is as follows:
 - The President of the ACP Council of Ministers shall notify all the States of the region to which the post has been allocated, through their Diplomatic Missions in Brussels, of the appointment criteria, modalities and timeline adopted by the ACP Group. The ACP Secretariat shall ensure that the call for candidates is advertised as widely as possible;
 - The candidates' dossiers shall be submitted to the ACP Secretariat, together with the endorsement of the relevant ACP State;
 - The ACP Secretariat shall forward all the dossiers received to the region concerned;
 - The region concerned shall submit the dossiers of three (3) candidates for the post, based on the criteria notified by the ACP Group and shortlisted from the dossiers previously sent by the Secretariat;
 - The candidates shall be convened to a hearing before the Bureau of the Council of Ministers, the purpose of the hearings would be to exchange views with the candidates, in particular on their vision of the ACP Group as well as their perception of the mandate of the post of Secretary-General.
 - Following the hearings, the Bureau will rank the three (3) candidates by merit;
 - Appointment of a Secretary-General by the Council of Ministers from among the shortlist of candidates.

II. APPOINTMENT OF THE ASSISTANT SECRETARIES-GENERAL

A. Appointing Authority

8. The Assistant Secretaries-General shall be appointed by the Secretary-General, in consultation with the respective regions, according to the allocation of the posts.

B. Duties of the Assistant Secretaries-General

9. The duties of the four (4) Assistant Secretaries-General are contained in the document ACP/27/021/09 Rev.3. They concern the following:
 - Assistant Secretary-General in charge of Macroeconomics, Development Finance and Intra-ACP Programming;
 - Assistant Secretary-General in charge of Sustainable Economic Development and Trade;
 - Assistant Secretary-General, Political Affairs and Human Development;
 - Assistant Secretary-General in charge of Administration, Finance and Human Resources.

C. Qualifications

10. The qualifications required for each Assistant Secretary-General post are contained in the document cited in **B** above, and specify the required level of education (Master's degree or equivalent), professional experience (10 years minimum), language and computer skills, negotiating ability, good personnel management ability and sense of initiative.

D. Appointment procedure

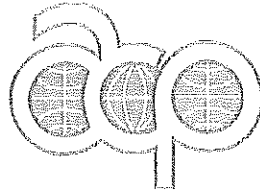
11. The Assistant Secretaries-General shall be appointed by the incoming Secretary-General, on the basis of the qualifications adopted by the ACP Group and in consultation with the respective regions, according to the following procedure:
 - The Secretariat shall inform the respective regions of the appointment modalities and timetable, as well as the duties and criteria applicable to the relevant Assistant Secretary-General post.
 - Each region shall submit five (5) candidates for the post allocated to it;
 - The new Secretary-General, who will take office on 1 March 2020, shall appoint the Assistant Secretaries-General in consultation with the respective regions, via the Missions of the States in Brussels, by 30 March at the latest;
 - The new Assistant Secretaries-General shall assume duties between 1 April and 1 June 2020 at the latest.
12. The modalities for appointing the Secretary-General and Assistant Secretaries-General, as adopted by the Council of Ministers, shall remain in effect until amended by the Council.

E. Timetable

13. The timetable for selecting the next Secretary-General has been set as follows:
 - **22 May 2019** (109th session of Council): The Council of Ministers shall adopt the selection criteria and procedures for appointing the Secretary-General;
 - Before **10 June 2019**: The President of the Council of Ministers shall notify all the Southern African States through their diplomatic missions in Brussels;

- **10 September 2019** at the latest: The region shall submit 3 candidates;
- **110th Session of the Council of Ministers (Nov./Dec 2019):** Appointment of the Secretary-General by the Council of Ministers;
- **1st March 2020,** the Secretary-General takes office and shall assume duties on Monday **2nd March 2020** for a term of five (5) years ending on 28 February 2025.

Groupe des Etats d'Afrique
des Caraïbes et du Pacifique
(Groupe ACP)



African, Caribbean and
Pacific Group of States
(ACP Group)

REFERENCE **ACP/27/021/09 Rev.3**
Legal Services/EOA/cna *QSA*

Brussels, 16 May 2019

**DUTIES AND QUALIFICATIONS RELATING TO THE POSTS
OF ASSISTANT SECRETARIES-GENERAL
OF THE ACP GROUP** *QSA*

ASSISTANT SECRETARY-GENERAL
MACROECONOMICS, DEVELOPMENT FINANCE AND INTRA-ACP
PROGRAMMING

JOB DESCRIPTION

- **Cotonou Partnership Agreement:** implementation of relevant provisions and periodic revisions of the Agreement;
- **Macro-economic Issues;**
- **ACP Programmes and activities related to development finance:** ACP-EU technical cooperation and financing for all ACP and intra ACP programming.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of Macroeconomics, Development Finance and Intra-ACP Programming shall be responsible for the following tasks:

1. Coordinate the Secretariat's activities in the areas of ACP-EC financial and technical cooperation and intra-ACP programming; take any necessary initiatives and formulate proposals;
2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;
3. Coordinate work within the Department;
4. Ensure the implementation of the provisions of the ACP-EU Partnership Agreement within the purview of the Department and prepare for and coordinate the periodic revision of the Agreement;
5. Identify, analyse and review, where appropriate, strategies that will assist ACP states to take the best possible advantage of development cooperation resources on matters within the purview of the Department and make recommendations regarding appropriate action;
6. Follow up major developments within relevant regional and international organizations (e.g. UN, IMF, EIB, IBRD etc.) and relevant European Parliament Standing Committees on matters under the purview of the Department and collaborate with such organizations, as appropriate, to promote the interests of the ACP countries;

7. Prepare and submit all financing requests relating to the "all-ACP" funds and financing instruments to the appropriate EC departments;
8. Examine the availability and promote the use of international financing other than the EDF to fund projects;
9. Perform any other tasks or duties assigned by the Secretary-General.

REQUISITES QUALIFICATIONS

1. Masters Degree or equivalent qualifications in Economics, Finance, Management, Development Studies, Social Sciences, and/or related fields;
2. At least 10 years relevant professional experience, with an in-depth knowledge of financial and technical cooperation and a sound knowledge of the ACP-EU Partnership arrangements on technical cooperation and financing;
3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group would be an asset as a second language;
4. General proficiency in the use of Information and Communication Technologies.

OTHER CRITERIA

- The candidate may be over 60 years of age as at the day he/she takes office;
- Should demonstrate leadership and supervisory skills;
- Should be of good character and without a criminal record.



ASSISTANT SECRETARY-GENERAL **SUSTAINABLE ECONOMIC DEVELOPMENT AND TRADE**

JOB DESCRIPTION

- **Cotonou Partnership Agreement:** implementation of relevant provisions and periodic revisions of the Agreement;
- **Trade Arrangements and Commodity Protocols.**
- **ACP Programmes and activities related to sustainable development:** investment and private sector, customs cooperation, market access, agricultural development, food security and environment.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of Sustainable Economic Development and Trade shall be responsible for the following tasks:

1. Coordinate the Secretariat's activities in the areas of sustainable development, food security and the environment, trade and trade-related issues such as commodities and value chains development, customs cooperation and market access; take any necessary initiatives and formulate proposals;
2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;
3. Coordinate work within the Department;
4. Ensure the implementation of the cooperation Framework with third parties, such as the ACP-EU Partnership Agreement in relation to the Department's areas of competence including monitoring of the activities of relevant joint Institutions;
5. Undertake functions relating to cross-cutting themes and any other duties assigned by the Secretary-General;
6. Ensure the follow-up of activities in the areas of investment promotion and private-sector development;
7. Perform any other tasks or duties assigned by the Secretary-General.

REQUISITE QUALIFICATIONS

1. Masters Degree or equivalent qualifications in Economics, International Trade, Development Studies, Social Sciences, and/or related fields;
2. At least 10 years relevant professional experience, with an in-depth knowledge of trade and trade negotiation and a sound knowledge of the ACP-EU Partnership arrangements on economic cooperation and trade;
3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group, would be an asset as a second language;
4. General proficiency in the use of Information and Communication Technologies.

OTHER CRITERIA

- The candidate may be over 60 years of age as at the day he/she takes office;
- Should demonstrate leadership and supervisory skills;
- Should be of good character and without a criminal record.



ASSISTANT SECRETARY-GENERAL **ADMINISTRATION, FINANCE AND HUMAN RESOURCES**

JOB DESCRIPTION

- **Human Resource Management:** adequacy and competence of staff complement;
- **Staff Regulations and Headquarters Agreement:** implementation of relevant provisions;
- **ACP Budget:** Management of the Budgeting process;
- **Administration of ACP Secretariat facilities:** accommodation for Secretariat, Secretary-General, equipment and other assets.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of Administration, Finance and Human Resources shall be responsible for the following tasks:

1. Manage staff issues, pursuant to the Staff Regulations;
2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;
3. Prepare the draft annual budget for approval of the Committee of Ambassadors and Council;
4. Ensure the availability of adequate resources, equipment for effective undertaking of the work of the Secretariat;
5. Receive budgetary contributions and make disbursements, pursuant to the financial regulations;
6. Manage the human, financial and material resources of the Secretariat, including external resources, ensuring sound management of all resources made available to the Secretariat;
7. Supervise the financial management and ensure proper accounting procedures;

8. Coordinate the work programme in the Department, including Conference, IT and Security services, Registry and Cafeteria;
9. Undertake functions relating to cross-cutting themes and any other duties assigned by the Secretary-General.

REQUISITE QUALIFICATIONS

1. Masters Degree or equivalent qualifications in Management, Administration, Finance, Social Sciences, Law and/or related fields;
2. At least 10 years relevant professional experience, with an in-depth knowledge of administration, finance and accounting and human resource management and development;
3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group would be an asset as a second language.
4. General proficiency in the use of Information and Communication Technologies.

OTHER CRITERIA

- The candidate may be over 60 years of age as at the day he/she takes office;
- Demonstrate leadership and supervisory skills;
- Should be of good character and without a criminal record.

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ASSISTANT SECRETARY-GENERAL **POLITICAL AFFAIRS AND HUMAN DEVELOPMENT**

JOB DESCRIPTION

- **ACP Summits, Council of Ministers and Committee of Ambassadors:** implementation of relevant Plans of Action, Decisions, Resolutions and Declarations;
- **Georgetown Agreement:** implementation of relevant provisions;
- **Cotonou Partnership Agreement:** implementation of relevant provisions and periodic revisions of the Agreement;
- **ACP Programmes and activities related to political affairs and human development:** political dialogue, human rights, democratic principles, rule of law, good governance, civil society, confliction prevention and resolution, migration, culture, social and humanitarian issues and emergency aid.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of Political Affairs and Human Development shall be responsible for the following tasks:

1. Develop, implement and monitor the programme of activities, including: preparation for ACP consultations, joint ACP-EU negotiations, election observation and fact-finding missions, ACP and ACP-EU Parliamentary Assemblies;
2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;
3. Coordinate the work programme within the Department;
4. Ensure the implementation of the provisions of the ACP-EU Partnership Agreement within the purview of the Department and prepare for and coordinate the periodic revision of the Agreement;
5. Identify, analyse and review, where appropriate, strategies that will assist ACP states to take the best possible advantage of developments on matters within the purview of the Department and make recommendations regarding appropriate action;

6. Follow up major developments within relevant regional and international organizations (including the UN, ICJ, ICC, OPCW, Peace and Security Council of the AU etc.) as well as relevant European Parliament Standing Committees on matters under the purview of the Department and collaborate with such organizations, as appropriate, to promote the interests of the ACP countries;
7. Undertake functions relating to cross-cutting themes and any other duties assigned by the Secretary-General.

REQUISITE QUALIFICATIONS

1. Masters Degree or equivalent qualifications in International Relations, Law, Political Science, Social Sciences and/or related fields;
2. At least 10 years relevant professional experience, with an in-depth knowledge of political and institutional issues and the socio-cultural environment of ACP states and a sound knowledge of ACP-EU functional cooperation;
3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group, would be an asset as a second language;
4. Competence in the use of Information and Communication Technologies.

OTHER CRITERIA

- The candidate may be over 60 years of age as at the day he/she takes office;
- Should demonstrate good leadership and supervisory skills;
- Should be of good character and without a criminal record.

