



**Draft Procedure**  
**for the appointment of**  
**the BIML Director and Assistant Directors**

The present procedure is submitted for CIML approval with a view to implementing it for the future appointments of the BIML Director and Assistant Directors.

The BIML Director was appointed at the 2000 CIML Meeting and his 5 year term started on 1 January 2001. The extension of his contract for another 5 year term should be submitted to the 2005 CIML Meeting.

The term of Mr. Szilvássy (Assistant Director) will end on 31 August 2007, date of his planned retirement. A new Assistant Director should be appointed at the 2006 CIML Meeting.

**1 RESPONSIBILITIES**

**1.1 Director of the Bureau**

The Director of the Bureau is responsible for:

- general organization of the tasks of the Bureau,
- financial management of the BIML,
- management of the BIML Staff,
- presentation of the Organization in different countries and organizations, and any contacts with other institutions within the limits set by the Committee.

The Director reports to the CIML President and to the CIML.

**1.2 Assistant Directors**

According to the distribution of tasks decided by the BIML Director, the Assistant Directors are responsible for:

- supervision of the technical work of the OIML,
- assistance with the financial management of the Bureau,
- presentation of the Organization in other institutions,
- other specific responsibilities.

They report to the Director.

In case of the absence or impediment of the Director, the Assistant Directors assume his duties as decided by the CIML President.

## **2 CALL FOR CANDIDATES**

When the contract of Director or Assistant Director is to be extended, the CIML President may decide to propose this extension to the CIML without a further preliminary procedure.

When the position of Director or Assistant Director is known to be vacant, the CIML President asks the Bureau to publish a call for candidates at least one year before the date of the CIML Meeting during which the Director or Assistant Director has to be appointed. The required profile and skills for candidates are decided by the CIML President and are mentioned in the call for candidates.

The call for candidates is sent to all CIML Members for national advertisement, and, concerning the position of BIML Director, is in parallel published in appropriate international media.

The deadline for candidates to send in their application is at the latest six months before the CIML Meeting which has to appoint the Director or Assistant Director.

## **3 SELECTION COMMITTEE**

At the CIML Meeting preceding the meeting at which the Director or Assistant Director is to be appointed, the CIML shall appoint a Selection Committee, which will be composed of at least:

- the CIML President or a CIML Vice-President, who chairs the Selection Committee,
- four CIML Members,
- the Director of the Bureau (for candidacies for the position of Assistant Director).

The Selection Committee will examine the candidacies as follows:

- the Chair of the Selection Committee, after consultation with the other members of the Selection Committee (postal or by e-mail), shall preselect one or several candidates to be interviewed,
- the Selection Committee will meet the preselected candidates in order to evaluate them,
- the Selection Committee shall propose to the next CIML Meeting the person to be appointed, following this evaluation. In exceptional cases, the Selection Committee may propose to the CIML the choice between two candidates.

For preselected candidates who are invited to be interviewed by the Selection Committee, travel and accommodation costs are borne by the Bureau.

The criteria for the selection of the Director or Assistant Director shall be strictly professional, based on the competence, skills and experience of the candidates and on the needs of the Bureau, and not on geographical considerations.

On the proposal of the CIML President (concerning the BIML Director) or of the BIML Director (concerning the Assistant Directors), the Selection Committee shall propose the position of the proposed Director or Assistant Directors on the OIML Salary Scales.

#### **4 APPOINTMENT BY THE COMMITTEE**

The CIML President shall propose to the Committee, according to the case:

- either to extend the contract of the Director or of the Assistant Director for another term,
- or to appoint the proposed candidate as Director or Assistant Director,
- or to select and appoint one of the two candidates for the position concerned.

The decision is taken by the Committee according to Article XVII of the Convention.