



**1st MEETING OF THE APPOINTMENT COMMITTEE FOR THE NEW ED AND DED-CS
13 JUNE 2023, 10:30 AM (MANADO)
VIRTUAL MEETING**

PROVISIONAL AGENDA				
NO	ACTIVITY/TOPIC	TIME	FACILITATOR	REMARKS
1	Log-in/technical check	10:15 – 10:30 a.m.	RS	RS facilitates log-in/technical check/registration
2	Welcome Remarks from the Regional Secretariat	10:30 – 10:35 a.m.	ED of RS	ED welcomes/greets members of AC and informs Chair of AC will be TL (as Chair of COM and CSO are TL)
3	Opening Remarks from Chair of Appointment Committee	10:35 – 10:40 a.m.	AC Chair (TL)	Chair greets members of AC
4	Introduction of the members of Appointment Committee	10:40 – 10:45 a.m.	AC Chair (TL)	Chair requests members of AC to introduce themselves
5	Review and Adoption of the Agenda	10:45 – 10:50 a.m.	AC Chair (TL)/RS	Chair invites RS to present Agenda, requests AC to review and adopt agenda if no comment
6	Discussion: <ul style="list-style-type: none">• The extension of the Work Agreement of the present Executive Director,• Draft TOR and salary scale of new ED,• Draft TOR and salary scale of new DED-CS,• Draft announcement on newspapers for the vacancy of new ED and DED-CS,• Confirmation of two (2) newspapers for advertisement,• Timeline of the Selection Process.	10:50 – 11:50 a.m.	AC Chair (TL)/RS	Chair requests RS to present matters for discussion, invites feedback from AC members and comes up with a decision on every point
7	Next Steps and Closing	11:50 a.m. – 12:00 p.m.	AC Chair (TL)	Chair closes the meeting