



## Steering Committee of International IDEA – 24 October 2013 – Room document

### Timeline for the recruitment of the new Secretary-General of International IDEA

Action	Date of completion
Circulation of revised Job Description to all Member States – by silence procedure until 1 November 2013	25 October 2013
Call for volunteers among member States to be part of the selection panel (optimal number of 7 panelists)	25 October 2013
Selection by the Secretariat of an executive search firm through an international call for tender	11 November 2013
Publication on Easycruit and job boards of the job advertisement – with a deadline of 20 December 2013	11 November 2013
Publication in The Economist of the job advertisement	As soon as possible as from 11 November 2013
Validation of the panel membership by the Council of Member States	28 November 2013
Delivery of a short-list of suitable candidates by the search agency to be reviewed by the Steering Committee	31 January 2014
Selection by the Steering Committee of the short-list of candidates to interview based on the report of the search agency	7 February 2014
Interviews of selected candidates by recruitment panel	7 March 2014
Report by panel members to the Steering Committee	14 March 2013
Recommendation of the Steering Committee to the Council	28 March 2014
Ideal starting date of selected candidate	1 April 2014, but depending on candidate's availability