

ICAO Service Code

Article IV

RECRUITMENT, APPOINTMENT, PROMOTION AND DEVELOPMENT OF STAFF

Recruitment – General

4.1 The paramount consideration in the appointment and promotion of staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible and ensuring equal gender representation. Subject to the foregoing, selection of staff members shall be made without distinction as to race, sex or religion.

4.2 Recruitment in the Professional and higher categories shall be on an international basis. Subject to the conditions in Regulation 4.1, this recruitment shall be directed towards the achievement, so far as practicable, of an equitable geographical representation throughout the Secretariat. Recruitment in the General Service category shall, as a general rule, be on a local basis.

4.3 In the appointment of personnel for service away from the Headquarters of the Organization, the candidate's knowledge of the problems and languages of the region will be given special consideration.

4.4 Applications for posts in the Secretariat from

Representatives or Alternates on the Council, from Representatives or Alternates to ICAO, and from Air Navigation Commissioners shall not be considered. Applications from former Representatives or Alternates on the Council, or to ICAO, and from Air Navigation Commissioners, shall be considered only for posts advertised at least six months after they have ceased to be Representatives or Alternates or Air Navigation Commissioners.

4.5 Subject to the conditions in Regulations 4.1 and 4.2, and giving due regard to the recruitment of fresh talent at all levels, preference should, in principle, be given to staff members of the Organization and, secondly, on a reciprocal basis, to staff members of other Organizations belonging to the United Nations system. This shall not apply to posts of D-2 Directors of Bureau.

4.6 The Secretary General shall take such action as he deems necessary or advisable for securing the cooperation of Member States in the matter of recruitment of personnel.

4.7 Candidates may be required to submit to written or oral examinations or both.

Notification of Vacancies and Appointment Decisions

4.8 All staff of the Organization and all Member States shall be notified of vacancies in the Professional and higher categories. All vacancies in the General Service category shall be notified to the staff members of the Organization at the duty station where the post is located. The Secretary General may, by advertisement or otherwise, adopt such additional means of giving publicity to vacancies in the Secretariat as he may consider necessary or advisable. The Secretary General shall also ensure that timely action is taken to notify applicants of the appointment decision.

Appointment of the Secretary General

4.9 The appointment of the Secretary General shall be subject to conditions established by the Council.

Appointment Authority

4.10 The Secretary General shall appoint the staff of the Organization. For appointments, extensions and reappointments of D-1 and D-2 staff, the Secretary General shall obtain the written approval of the President of the Council.

Advice

4.11 The Secretary General shall act with the advice and assistance of:

- a) the Panel of Directors for D-1 posts;
- b) the Appointment and Promotion Board I (APB I) for P-1 to P-5 level posts;
- c) the Appointment and Promotion Board II (APB II) for posts in the General Service category.

The Panel of Directors, APB I and APB II shall be constituted and shall function as set out in the Staff Rules.

4.12 The Council shall establish a Committee to review the selection reports of D-1 and D-2 level posts. The Committee shall be constituted and shall function as set out in Annex IV.

Review

4.13 The review of candidates for posts up to P-5 level shall take place following the procedures set out in the Staff Rules. For D-1 and D-2 level posts, the Committee established by the Council shall review the shortlisted candidates following the procedures set out in Annex IV.

Decision in the Case of D-2 Posts

4.14 Following receipt of the report of the Committee, the Secretary General shall take his decision and establish the type and duration of the contract.

4.15 The maximum period for which a D-2 can serve is eight years. On initial appointment, a fixed-term contract of between three and five years (first year is probationary for an external

candidate) shall be granted. Following the established procedure approved by the Council, and subject to reappointment, a second fixed-term contract may be granted to the incumbent of the D-2 post. The combined duration of the initial and second fixed-term contracts shall not exceed eight years. On an exceptional basis, and subject to the approval of the President of the Council, a six-month extension beyond the eight-year maximum period may be granted to the incumbent of the D-2 post, pending completion of the recruitment process.

4.16 After having taken his decision, the Secretary General shall immediately inform in writing the Representatives of the Council of his decision.

4.17 Unless the Council expresses disapproval by a secret vote by the majority of its members, the Secretary General shall appoint the candidate.

4.18 Should there be disapproval, the Secretary General may choose another candidate from the shortlist and follow the same procedure of consultation as described for the first choice, or he may decide to re-advertise the post following established procedures, and inform the Council accordingly.

Decision in the Case of D-1 Posts

4.19 Following receipt of the report of the Panel of Directors and of the Committee, the Secretary General shall take his decision and establish the type and duration of the contract.

4.20 Posts of D-1 Regional Directors shall be subject to the same contract conditions which apply for D-2 posts, as specified in Regulation 4.15 above.

4.21 The post of D-1 Chief, Evaluation and Internal Audit Office (EAO) shall be subject to a maximum five-year fixed-term contract (first year is probationary for an external candidate).

4.22 For other D-1 posts, fixed-term and continuing contracts shall be granted, in accordance with Regulation 4.27 and any applicable Staff Rules established by the Secretary General with regard to the granting of contracts.

4.23 After having taken his decision, the Secretary General shall inform the President of the Council of his choice and request his approval.

4.24 Upon written approval by the President of the Council, which should normally take place within two weeks after receipt of the information, the Secretary General shall immediately inform in writing the Representatives of the Council of his decision.

Decision in all Other Cases

4.25 For all other cases, following receipt of the report of the relevant APB, the Secretary General shall make the appointment decision and indicate the type and duration of the contract in accordance with Regulation 4.27 and any applicable Staff Rules established by the Secretary General with regard to the granting of contracts.

4.26 In cases where the ranking of the Secretary General is different from that of the relevant Appointment and Promotion Board (APB), he shall inform the President in writing of the reasons for his choice.

Types of Appointment

4.27 Staff members may be granted one of the following types of appointment:

4.27.1 Temporary: For a period of less than one year, on such terms as may be determined in each case by the Secretary General. In exceptional cases, the initial period can be extended when warranted by operational needs. The initial appointment and any subsequent extension shall be for less than a total period of twenty-four months at any given time. A temporary appointment does not carry any expectancy, legal or otherwise, of renewal. A temporary appointment shall not be converted to any other type of appointment.

4.27.2 Fixed term: For a fixed period for one year or more, up to five years at a time and does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service.

4.27.3 Continuing: For an open-ended appointment in cases where the staff member previously held a fixed-term appointment and has served continuously in the Organization for a minimum of five years, provided he demonstrated during his service adherence to the highest standards of competence, integrity and efficiency.

4.27.4 Details on transitional measures for staff currently holding permanent contracts are outlined in Annex V.

Secondment

4.28 The Organization may also avail itself of the services of persons seconded or loaned to the Organization by governments, other international agencies or educational, scientific, research or other institutions, in accordance with such conditions and for such periods as shall be agreed between the Secretary General and the government, international agency or institution.

4.29 A special contract will be issued to such seconded or loaned personnel. All seconded personnel are subject to the authority of the Secretary General and, in the exercise of their functions, are responsible to him for the duration of their secondment.

4.30 Secondment arrangements shall be at no additional costs to ICAO, except for mission travel and related costs. Seconded personnel should not be given financial and/or policy decision-making responsibility.

Consultants

4.31 The Organization may also engage consultants on such terms and for such temporary or part-time service as may be determined in each case by the Secretary General.

Probationary Period

4.32 All initial appointments, unless temporary, shall include a probationary period of 12 months during which, if the services of the staff member are not satisfactory, the appointment may be terminated by one month's notice in writing, or salary in lieu thereof, and without indemnity. A probationary period may, on an exceptional basis, be extended by the Secretary General, for a maximum additional period of six months. A probationary period may be waived in the case of staff members who have completed an equivalent and continuous period of satisfactory service in the Organization, including service on secondment, loan or temporary employment, whether at the same or different level.

Medical Examination

4.33 Prior to the appointment, a prospective staff member, unless appointed on a temporary basis for less than six months, shall be required to undergo a medical examination and to meet the medical health standards established by the United Nations by providing a medical certificate.

Letter of Appointment

4.34 Each staff member shall receive on appointment a letter of appointment signed by or on behalf of the Secretary General. The letter of appointment shall state:

- a) that the appointment is subject to the provisions of the ICAO Service Code in force;
- b) the level and title of the position and the type of appointment;
- c) the effective date of appointment;
- d) the duration of the appointment;
- e) the duration and date of expiration of the probationary period if any;
- f) the salary at which the appointment is made and the salary scale applicable; and
- g) that the ICAO Service Code is available in electronic format on the ICAO website.

Acceptance of Appointment

4.35 The appointee shall accept the appointment by signing and returning to the Secretary General a notice of acceptance, a form for which shall be enclosed with the letter of appointment. The letter of appointment and the signed notice of acceptance shall constitute the contract of employment.

Commencement of Appointment

4.36 The appointment of a staff member shall take effect from the date on which he enters into official travel status to assume his duties or, if no official travel is involved, from the date on which the staff member reports for duty. In cases of inter-organization transfer, secondment or loan, the appointment shall commence on a date to be agreed with the releasing State or organization. On initial appointment, unless otherwise provided, full salary shall be paid for the period of authorized travel from the place of residence to the place where the staff member enters upon duty with the Organization.

Transfer

4.37 The Secretary General may transfer a staff member of the Professional or higher categories to any comparable post in any of the offices of the Organization or reassign a staff member of the General Service category to any comparable post within the staff member's duty station, having due regard to the personal interest of the staff member concerned. For staff members at the D-1 and D-2 levels, the Secretary General shall obtain the approval of the President of the Council. Any transfer or reassignment of staff member within the same level shall not necessitate a new contract.

Reclassification

4.38 The Secretary General decides on the reclassification of posts. In cases where reclassification results in a higher grade level, the post shall be advertised and filled in accordance with the established appointment and promotion procedures detailed in the Staff Rules. During the selection procedure, unless evidence indicates that the incumbent of the regraded post does not meet the qualifications, experience and competency requirements of the post, and taking into account his performance, preference will be given to the incumbent.

Performance and Competency Assessment and Enhancement

4.39 All staff members shall be evaluated for their performance and competence through a regular assessment mechanism, including a rebuttal process that shall assess the staff member's achievements in terms of key activities, critical tasks, outputs and outcomes linked to the Organization's objectives, as well as the development of competencies.

4.40 Detailed conditions on the performance and competency assessment and enhancement mechanism are established in the Staff Rules.

Career Management

4.41 In view of identifying, developing and retaining talent for key positions and functional areas in order to meet organizational business objectives, an organization-wide career management and succession plan shall be established.

4.42 The lateral movement and geographical mobility of staff within the Organization shall be encouraged.

Staff Development

4.43 The Organization shall encourage staff development and facilitate the acquisition of new skills and competencies, as well as updated knowledge, required to perform critical tasks linked to the objectives of the Organization.

4.44 Such learning activities shall be included in the performance and competency assessment and enhancement mechanism and taken into account for the purposes of the career management of staff members.
