

## DECISION 19-2025

### Implementation of Regulations 6.6 and 6.7 of the Staff Regulations

Noting paragraphs 6.6 and 6.7 of the Staff Regulations, which state that “the annual performance review of the Executive Secretary shall be completed by the Chairperson on behalf of the Commission (Regulation 6.6)” and “the Executive Secretary may receive annual salary increments at the discretion of the Commission (Regulation 6.7)”;

Recognising the need for consistent and transparent procedures for reviewing the annual performance of the Executive Secretary and deciding on annual salary increments;

The Commission decides that:

1. The Chairperson shall use the format provided in the Attachment to this Decision to compile Members’ reviews of the Executive Secretary’s performance, to complete the process outlined in Regulation 6.6 of the Staff Regulations.
2. The Chairperson shall transmit the format to the Heads of Delegation (HoDs) listed on the SPRFMO website within 10 calendar days following the conclusion of the Commission meeting each year.
3. The HoDs shall return their responses within 20 calendar days of receiving the Chairperson’s request. HoDs may choose not to respond if they do not have any feedback.
4. An annual increment for the Executive Secretary shall be considered granted if a majority of Members explicitly indicate their agreement for such an increment through Section VI of the performance review format or via any other written communication submitted within the timeframe outlined in paragraph 3 of this Decision.
5. The Chairperson shall use the feedback received from Members as a basis for conducting the Executive Secretary’s annual performance review. The Chairperson shall inform the Executive Secretary of the Members’ feedback within 45 calendar days following the conclusion of the Commission meeting. The Executive Secretary may provide his/her comments on the Members’ feedback, if any, to the Chairperson. The Chairperson and the Executive Secretary may discuss, if necessary, matters relevant to the performance review via videoconference or in person, provided that such an in-person meeting does not incur any travel expenses.
6. The Chairperson shall inform Members of the completion of the review, including whether an annual increment was granted, and convey to Members any comments the Executive Secretary wishes to share in this regard.
7. If the Commission decides to grant annual increment to the Executive Secretary, the decision shall take effect as of the start 1 July of the following financial year.



Attachment

## SPRFMO Executive Secretary Performance Review Form

### I. General Information

- Your Name:
- Member/Representation (HOD/Alternate on behalf of HOD):

### II. Evaluation Criteria

Please select the number to rate the performance of the Executive Secretary on a scale of 1 to 5 and provide specific comments or examples to support your ratings as appropriate. You may choose not to respond to an element you are not familiar with due to the lack of information, interaction, etc.

1	2	3	4	5
Unsatisfactory	Below Average	Satisfactory	Above Average	Outstanding

### III. Evaluation Categories A: General Performance

Leadership and Organizational Management	1	2	3	4	5
Ability to provide effective leadership in managing the Secretariat					
Proactive management of risks and issues					
<u>Comments:</u>					

Initiative, Adaptability and Flexibility	1	2	3	4	5
Initiative and innovation in addressing workloads					
Adaptability to changing circumstances and unforeseen challenges					
<u>Comments:</u>					



Stakeholder Relations	1	2	3	4	5
Overall relationship building with Members					
Timeliness and clarity of communication					
Representation of the organization in a positive manner					
Responsiveness to Members' intersessional needs					
Comments:					

Professionalism and Integrity	1	2	3	4	5
Adherence to ethical standards and confidentiality					
Professional conduct and demeanor					
Comments:					

#### IV. Evaluation Categories B: Support During Annual Meeting

Meeting Preparation and Facilitation	1	2	3	4	5
Effectiveness in coordination of pre-meeting logistics and materials					
Effectiveness in supporting the Chairs/Vice Chairs					
Clear communication and effective collaboration with the host					
Responsiveness in addressing Members' needs and inquiries					
Timeliness and effectiveness in resolving unforeseen problems					
Timeliness and effectiveness in delivering information					
Comments:					

#### V. Areas for improvement and any other comments:

VI. Do you agree that this year's performance of the Executive Secretary warrants an annual increment as per paragraph 6.7 of the Staff Regulations (Yes or No)? Please also provide your thoughts or comments, if any, in relation to your answer to this section.