

PROCEDURE FOR THE SELECTION OF CHAIRPERSON OF THE NSRAC

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PROCEDURE FOR THE SELECTION OF CHAIRPERSON OF THE NSRAC

1. Introduction

According to article 37 of the Rules of Procedures, the Chairman of the RAC shall be nominated and elected by consensus of the members of the Executive Committee. The Chairman may be a member of the Executive Committee or may be appointed from amongst the membership of the General Assembly.

According to article 37 of the Rules of Procedures, members shall have the right to participate in the nomination of a Chairperson of the Executive Committee.

The first Chairperson of the NSRAC, Hugo Andersson, was elected on 4 November 2004, by the NSRAC Executive Committee.

This followed a call for nominations which brought forward two candidates, Hugo Andersson and Gerard Van Balsfoort. Hugo Andersson was elected, with Gerard Van Balsfoort becoming the first Vice Chairperson. Helen Davies WWF was then elected as the second Vice Chairperson. Our internal procedures state that the Chairperson shall be elected for a three year term with the vice-chairs being elected, or re-elected, annually. At the NSRAC GA and Executive Committee held in Aalborg, October 2007, Hugo Andersson was the only nomination for the post of NSRAC Executive Committee Chairperson and he was unanimously re-elected for another three year term. Hugo Andersson was given a contract for the three year period 2007-2010, to provide 20 days of work at €500 per day, not to exceed €20,000 plus travel and subsistence, annually for the NSRAC.

Chairman fees (travel costs included) from budgetary year 5 onwards will only be considered as eligible costs, hence co-financed by the EU grant, if the chairman is employed as staff or by awarding a contract for services. According to the EC, a tender procedure must be launched and accepted when the expected chairman fees exceeds €5,000 over a predefined period. The basic principle governing the award of these types of contracts is competitive tendering.

In order to provide equal treatment for all interested candidates, whether they seek payment or not for services provided, the Executive Committee decided that the following tender procedure be undertaken. In this case, the internal rules of the NSRAC regarding the election of the chairperson of the RAC and the principles of procurement are combined.

We propose to launch a negotiated tender procedure as the maximum value of the service contract is up to 60 000 € (this amount includes estimated fees of up to 60 000 € and reimbursement for any related travel expenses, estimated at up to 15 000 €, over three years). Please note that in this tender process we will not request estimated costs for travel and subsistence, only the cost for administration fees will be sought, which should amount to no more than €60 000 in total for the period. If none of the interested candidates seeks payment, a simple election process will be carried out at the next Executive Committee meeting on 22 October 2010.

The following proposed procedure was endorsed at Executive Committee Meeting on 29 June 2009.

2. Procedure

1. A call will be issued by the Secretariat to the NSRAC following the Executive Committee meeting on 28 June 2010 seeking suitable candidates from the Executive Committee for the position of Chairman for a 3-year term. A document called 'Tender Specifications for the Selection of a Chairperson of the Executive Committee of the NSRAC (see Annex A) will be sent to all the candidates as well as an explanatory note describing the background and the procedure. Interested candidates will be expected to respond to the NSRAC secretariat by the 31 August 2010.

2. In order to tender for this position, interested members MUST fill out the template Application form (Annex B 1) and the other forms as provided under Annex B. The form with regard to the selection criteria Annex B.2 seeks relevant information from the candidate on what experience they have gained in similar roles. Only applicants, who fulfil the selection criterion, will be considered for further evaluation.

Candidates must also provide information as to why they wish to fulfil the position of chairperson and to their availability to chair the meetings as requested in Annex B.3.

Candidates must also fill the financial offer in Annex B.4.

The General Assembly will be informed on the list of candidates.

3. An independent evaluation committee of The Board of Directors and the Chairman of the General Assembly will assess the applications and score the positions (please see Annex A for scoring system). Members of the Secretariat of the NSRAC will be present at the Evaluation Committee as observers. The Evaluation Committee will be expected to meet before the end of September 2010 to prepare their recommendations for the General Assembly and Executive meeting planned for the 21/22 of October 2010.

4. The Evaluation Committee will report to the Executive Committee and inform the membership of the outcome of the scoring, the members will be made aware of the ranking of the positions but not the final scores (individual candidates may seek these if required).

5. The candidate who scores highest points after this assessment shall be put forward as Chairman of the RAC and shall be ratified by consensus by the Executive Committee.

6. If the Executive Committee cannot ratify by consensus the recommendation of the evaluation committee, a new election will be held without taking into account the results of the procurement evaluation.

Annex A
Tender Specifications for the award of the contract for a chairperson of the NSRAC

A1. Object

This is a negotiated procedure addressed to the candidates who have received these 'Tender specifications' for the selection of chairperson of the NS RAC. The maximum value allocated to this service contract will be up to €60,000) including reimbursement for any related travel expenses over a period of three years.

The estimated numbers of days of work in a year period are as follows:

Chairing meetings: minimum 6 days per year

Preparing for meetings of Executive Committee: minimum 1 day per meeting

Preparing for meetings other than Executive Committee meetings: minimum 1 day per meeting

Attending meetings on behalf of the NSRAC: minimum 5 days per year

Day-to-day activities: minimum 2 per month

A2. Task description

- According to article 7.5. of the Council Decision of 19 July 2004, the chairperson shall act impartially
- His/her main responsibility will be to lead the work of the Executive Committee of the NSRAC , to prepare for its meetings together with the Secretariat and to chair its meetings
- The chairperson will be responsible for contacts with the European Commission and any other relevant organisation such as ICES, the other Regional Advisory Councils, CFCA, NSC.
- The chairman shall play an impartial role, independent of different interests represented in the NSRAC and shall not have a vote
- The appointment will be from 31 October 2010 to 31 October 2013
- The Chairperson of the RAC will speak for the RAC and will be responsible for liaison with Member States, the European Commission, the wider public and the media on all matters pertaining to the day-to-day workings of the RAC, its Executive Committee and Working Groups
- The Chairperson of the RAC will be responsible for liaison with the secretariat on all matters of governance and all matters pertaining to the day-to-day services to the RAC, its Executive Committee and Working Groups
- Liaison with Member States, the European Commission, the wider public and media will be coordinated through the secretariat
- The Chairperson of the RAC, in conjunction with the Executive Committee, will appoint members of Working Groups.
- The Chairperson of the RAC will report annually to the General Assembly of the RAC

A3. Selection Criteria (see templates provided under Annex B.1 and B.2)

In order to tender for this position, interested members MUST fill out the Application form in Annex B.1. Furthermore, the candidates must fill out the template as provided under B.2. This application form seeks relevant information from the candidate on, what experience they have in similar roles. The level of professional experience required is a minimum of 3 years (in total) chairing in at least 2 organisations relevant to fisheries and or marine environment; a minimum of chairing three meetings per year with minimum/average 20 participants per meeting; and a minimum of 2 reference persons are required. Only applicants, who fulfil the selection criteria will be considered for further evaluation.

A4. Award Criteria (see templates to be provided Annex B.3. and B.4)

The contract will be awarded based on the following award criteria offering the best value for money having regard to quality and price.

A.4.1. Quality of the tender

A maximum of 100 points will be awarded for the quality of the tender. The criteria for the assessment of the quality are:

	To be provided	Minimum Level	Maximum	Threshold
Criterion No 1: Please fill template B.3.1.	Written text detailing reasons why you wish to become Chairperson of the NSRAC. Please outline any objectives or achievements you would wish to fulfil during your time as Chairperson of the NSRAC and provide details on how you will go about implementing such objectives; Text should not exceed 500 words		55	35
Criterion No 2: Please fill template B.3.2.	Information indicating how much time you can give to the position of chairperson. The information should be expressed appropriately as requested (i.e. no. of years in box 1, days per year in box 2 and days per month in box 3, no. of days per month to prepare meetings). Awards will be based on figures given.	Minimum level of 3 years to hold the position; minimum level of 6 meetings per year to chair; minimum of 5 Meetings per year to attend on behalf of the NSRAC; minimum number of 2 days per month to liaise with the Secretariat; minimum of 1 day per meeting to prepare the meetings attended on behalf of the NSRAC; minimum 1 day per meeting to prepare for chairing of the meetings	45	30

Only the tenders having reached a minimum number of points required for each of the criteria for the assessment of the quality and a minimum score of 65 out of 100 will be considered for the financial evaluation.

A.4.2. Financial evaluation

The financial value of the tenders that passed the quality examination will be determined by calculation of the price index as follows: (lowest price tender/price of the tender in question) x 100.

Fees per task	Number of days in a year period	Price
Fee per day to chair Executive Committee meetings	Estimated number of days: 6	500
Fee per day to prepare Executive Committee meeting	Estimated number of days: 4	500
Fee per day for preparation for other meetings	Estimated number of days: 10	500
Fees per day for attending other meetings on behalf of the NSRAC	Estimated number of days: 10	500
Fees per day for liaising with the secretariat to deal with ongoing business of the NSRAC	Estimated number of days: 6	500
Fees per day to attend NSRAC Directors' meetings	Estimated number of days: 4	500

The calculation of the yearly cost of the offer will be the additions of the multiplications: number of days by daily price for each kind of task

A. 4.3. Overall Evaluation of Candidates

The calculation to assess the candidate offering the best quality/price ratio, with a weighting between technical capacity and financial value will be achieved by multiplying:

- the result of the technical evaluation (number of points) by 0.7
- the result of the financial evaluation (price index) by 0.3

The two results will be added together and the candidate with the highest score at the end of the process will be put forward to the Executive Committee for ratification by consensus on 21 October 2010.

Annex B Tender Application Form and Tender Templates

B. 1. Tender Application Form

Application form to be completed by each interested candidate

Name: _____

Address: _____

Email: _____

Phone number : _____

I hereby declare that the attached information is accurate and in accordance with the facts.

.....

Signature of the applicant

.....

Date

B.2. SELECTION CRITERION

Please outline previous experience as Chairman. Please clearly identify the body(ies) for which you were chair, the nature of its/their business, the length of time you spent in the position(s) of chair, the start and end dates of your position(s), and what your responsibilities included in your position as chairman.

Only applicants, who fulfil the selection criterion, will be considered for further evaluation.

	MINIMUM LEVEL	1	2	3	4
Name of organisation	Minimum of 2 Organisations				
Business Type	Relevant to fisheries and/or to the marine environment				
Average Number of members in organisation					
Number of Years as Vice Chairman	Minimum 3 in total				
Average Number of meetings per year chaired	Minimum 3				
Average number of participants at each meeting	Minimum of 20 participants in each meeting				
Describe how agreement was reached at these meetings					

Additional information you would like to provide to back up your experiences above. Text should not exceed 500 words :

Please provide **at least 2 references**, which we can contact to verify the information above

	Reference 1	Reference 2	Reference 3
Name			
Job Title			
Address			

B.3 Templates to be provided with regard to the Award Criteria

B.3.1. Please state why you wish to become Chairperson of the NSRAC. Outline any objectives or achievements you wish to fulfil during your time as Chairman of the NSRAC and provide details on how you will go about implementing such objectives.

Text should not exceed 500 words

B.3.2. Please find below the required template to provide information on your availability to chair the NSRAC

Number of years you will agree to hold the position for	Minimum required 3 years	
Number of days per year you will be available to chair meetings	Minimum 6 days to chair meetings	
Number of days you will be available to attend meetings on behalf of the NSRAC	Minimum 10 meetings to attend	
Number of days per year you will be available to work with the secretariat to deal with ongoing business of the NSRAC	Minimum 4 days per year	
Number of days available to prepare Executive Committee meetings	Minimum 1 day per meeting	
Number of days available to prepare for meetings other than the chaired Executive Committee meetings	Minimum 1 day per meeting	

B.3. Financial offer

Please complete the following table of fees.
Fees must be quotes in EURO.

	Per Year			Per Contract Period	
	Column 1	Column 2	Column 3	Column 4	Column 5
Fees per task	Estimated Number of days in a year period	Price per day	Total (Column 1 x 2)	Number of Years (should correspond to Table in B.3.2)	Total (Column 3 x 4)
Fee per day to chair Executive Committee meetings (Minimum 3 a year)	6	500	3000	1	3000
Fee per day to prepare Executive Committee meeting (Minimum 3 a year)	4	500	2000	1	2000
Fee per day to attend meetings on behalf of the NSRAC (Minimum 3 a year)	10	500	5000	1	5000
Fee per day for preparation of other meetings than the Executive Committee Meeting (Minimum 3 a year)	10	500	5000	1	5000
Fee per day for liaising with the secretariat to deal with ongoing business of the NSRAC	6	500	3000	1	3000
Fee for attending Directors' meeting	4	500	2000	1	2000
TOTAL (yearly cost of the offer)	40		20000		20000