

Eleventh Session of the Assembly  
30-31 October 2024, Seoul, Republic of Korea

## Agenda Item 14

### **Development of Human Resources Management and Development Guidelines and Relevant Amendment of the Staff Regulations of AFoCO**

#### **I. Background**

1. The Staff Regulations of AFoCO were enforced on 1 January 2019 following the adoption by the Assembly at its First Session held on 13 November 2018 in Seoul, Korea (Decision 7-I-18R). The first amendment of the Staff Regulations was proposed and approved by the Second Session of the Assembly held on 24-25 April 2019 in Gyeongju, Korea (Decision 19-II-19S) to address circumstances and events not foreseen when at the time of their enactment. The second amendments to the Staff Regulations were proposed and approved by the Fourth Session of the Assembly held virtually on 25-26 November 2020 to further clarify the scope and conditions to which the specific regulations shall be applied.
2. During the Tenth Session of the Assembly held on 17-18 April 2024 at Bishkek, the Secretariat informed the Assembly on its plans to assess the current management system including the Staff Regulations and identify the current and future needs in terms of human resources management and human resources development.
3. The Secretariat undertook internal review and experts' consultancy on the existing Staff Regulations and relevant guidelines.

#### **II. Summary of assessment results**

4. An internal analysis of the staff regulations and relevant policies was conducted through interviews with Secretariat staffs, group discussions, and document reviews. Additionally, a review of other international organizations' regulations was carried out based on document analysis.
5. In terms of structure and content, the experts concluded that the current AFoCO Staff Regulation are practical and suitable for the Secretariat's current size.
6. The following points for consideration were noted after review of the policies and regulations under the current AFoCO Staff Regulations:

Category	Points for Internal Consideration	Description	Current AFoCO Staff Regulations
Recruitment and Appointment	(a) Introduction of probationary appointment both for entry-level and experienced level	Probationary appointment	None
	(b) In-depth appraisal in case of providing tenure	Appointment under Regular appointment	Appointment for a period of 1 - 5 years at a time
Other Policies	(c) Conditional flexible working arrangement	Flexible working arrangements	None
	(d) Senior officer recommendation from Parties	Senior management recruitment	Vice Executive Director appointment by recommendation of Host Country
	(e) Diversity of professional pool of non-Parties	Nationality of staffs in Professional category	Staffs in Professional category is open to the nationals of the Parties of AFoCO

### III. Proposed amendments to the Staff Regulations

7. Based on the points for consideration, the Secretariat proposes to revise the following regulations:

Original Text	Proposed Text	Remarks
-	(New) <u>3.3 The Executive Director may develop guidelines for flexible working arrangements.</u>	Consideration (c)
5. Executive Director and Vice Executive Director	(Amendment) <u>5. Executive Director and Senior Management</u>	Consideration (d)
5.2 Vice Executive Director	(Amendment) <u>5.2 Senior Management</u>	Consideration (d)
	(New) <u>5.2.1 The Executive Director may appoint Staff Members as senior management. The senior management will include senior level Staff Members appointed by the Executive Director upon recommendation of the Parties.</u>	Consideration (d)  - Retain current 5.2.1, 5.2.2, and 5.2.3 as 5.2.2, 5.2.3, and 5.2.4

Original Text	Proposed Text	Remarks
	(New) <b>5.2.5</b> <u>The Executive Director may appoint one other Staff Member as a senior management upon recommendation from a Party other than the Host Country. The level, post shall be determined by the nature of the duties and level of responsibilities.</u>	Consideration (d)
<b>6.2.1</b> Staff Members are categorized as follows: a) Vice Executive Director: Vice Executive Director is a Staff Member appointed in accordance with Regulation 5.2.1.	(Amendment) <b>6.2.1</b> Staff Members are categorized as follows: a) <u>Senior management: Senior management</u> is a Staff Member appointed in accordance with Regulation 5.2.1	Consideration (d)
<b>7.1.1</b> A regular appointment may be granted for a period of one (1) year or more, up to five (5) years at a time, to Staff Members recruited for service of a prescribed duration, having an expiration date specified in the letter of appointment. A regular appointment may be renewed for any period up to five (5) years at a time unless the Executive Director decides to cease the renewal of the appointment based on the results of performance appraisal.	(Amendment) <b>7.1.1</b> A regular appointment may be granted for a period of one (1) year or more, up to five (5) years at a time, to Staff Members recruited for service of a prescribed duration, having an expiration date specified in the letter of appointment. A regular appointment may be renewed for any period up to five (5) years at a time unless the Executive Director decides to cease the renewal of the appointment based on the results of performance appraisal. <u>The Executive Director may in appropriate cases of new recruitment require a period of probationary appointment after which can be granted appointment or separation from service.</u>	Consideration (a)
-	(New) <b>7.1.3</b> <u>The Executive Director may decide on a continuing appointment to Staff Members after in-depth appraisal of the concerned Staff Members.</u>	Consideration (b)

Original Text	Proposed Text	Remarks
<p><b>7.2.3</b> For posts within the Professional category, recruitment shall be open to the nationals of the Parties of the Agreement and may also be open to applicants recommended by financially contributing countries who are not Parties to the Agreement.</p>	<p>(Amendment) <b>7.2.3</b> For posts within the Professional category, recruitment shall be open to the nationals of the Parties of the Agreement and may also be open to applicants recommended by financially contributing countries <u>including the Parties and countries who are not Parties to the Agreement.</u></p>	<p>Consideration (e)</p>
<p><b>9.1 Purpose of Performance Appraisal</b> The Executive Director shall conduct performance appraisals of Staff Members for the purpose of renewing appointments, considering decisions on promotion or reassignment, awarding salary increments, providing appropriate training and development, and terminating appointments.</p>	<p>(Amendment) <b>9.1 Purpose of Performance Appraisal</b> The Executive Director shall conduct performance appraisals of Staff Members for the purpose of renewing appointments, considering decisions on promotion or reassignment, awarding salary increments, providing appropriate training and development, and terminating appointments. <u>The Executive Director shall conduct performance appraisals of the staffs holding probationary appointments to ensure that they have fully demonstrated their suitability and have shown that they meet the highest standards of efficiency, competence and integrity.</u></p>	<p>Consideration (a)</p>

8. The draft organizational chart is attached as **Annex-1**.

9. The Secretariat will continue to review and propose amendments to the Staff Regulations for further refinement. Relevant specific guidelines will be established to support sound implementation of the Staff Regulations.

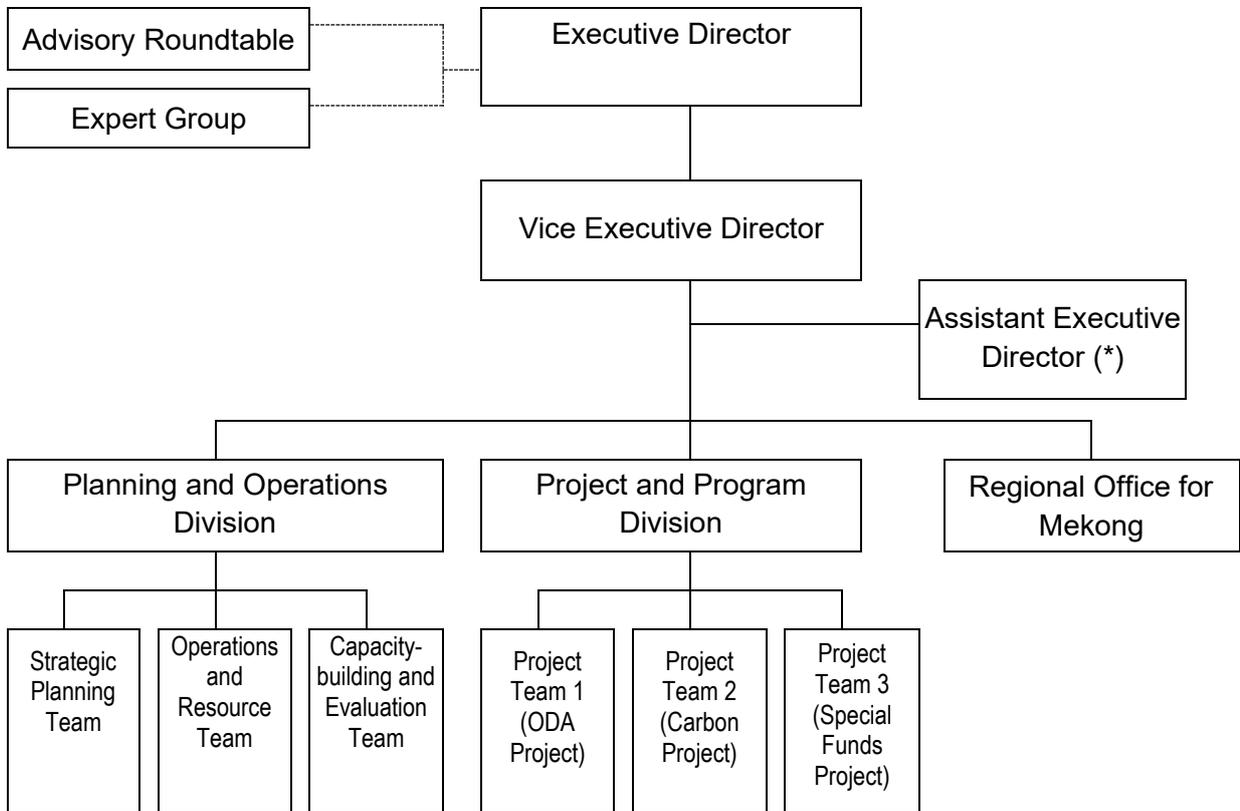
#### **IV. Points for consideration**

10. The Assembly may wish to
- a. consider and approve the proposals on the amendment of Staff Regulations of AFoCO; and
  - b. task the Secretariat to develop specific guidelines, as needed, to support the amendments to the Staff Regulations.

*Queries on the content of the document may be addressed to:*

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### Draft Organizational Structure of the Secretariat



(\*) The Director of the Project and Program Division will concurrently assume the role of Assistant Executive Director. The term for the Assistant Executive Director will be three years and open to incumbent national government officials of the Parties, excluding the Host country. The selection process will be conducted by a selection committee, and each Party may recommend only one candidate.