

## **Secondment Scheme/Policy of the International Solar Alliance**

### ***Introduction***

In accordance with Article V 'Secretariat; and Article VI 'Budget and Financial Resources' of the International Solar Alliance (ISA) Framework Agreement, the ISA Secondment Scheme/Policy has been prepared.

Secondment is one of the ways in which ISA can mobilize expertise, skills and know-how to reinforce activities and objectives of ISA. Experts may be seconded to ISA by member States, non-governmental/international organizations, multilateral agencies, bilateral agencies, universities, or the corporate/private sector. The experts being seconded shall be highly valued resources and shall be deployed for a fixed period of time in response to specific needs of ISA.

ISA shall offer secondees the opportunity to gain experience in a dynamic international environment and allow them to showcase expertise that is relevant to ISA's mandate. The secondment scheme/policy is one of the key aspects of ISA's partnerships strategies. The secondment shall pave the way for a solid network which facilitates cooperation between ISA and the seconding member State/ non-governmental/international organizations/multilateral agencies/bilateral agencies/universities/ or the corporate/private sector) even when an expert's/seconded personnel's secondment has come to an end.

It may be noted that the secondments are limited in time and are not a substitute for the recruitment of staff. At the same time, the seconded personnel/expert must meet ISA's high recruitment standards in terms of qualifications and relevant experience. Additionally, ISA shall solely be entitled to make the final decision on the selection of the seconded personnel/expert and in that context, attention shall be given to both, geographical and gender balance in the organization.

In addition, to ensure that the highest ethical standards remain central to the work of ISA, the ISA Oath of Office shall be taken by the seconded personnel/expert for day to day functioning.

During the secondment national/local laws of the ISA headquarters shall be applicable to all seconded personnel/expert until the ISA Framework Agreement has come into force and the Host Country Agreement is finalized.

### ***Purpose***

The Secondment scheme aims at enhancing ISA's capacity for programme implementation, as well as to enable ISA's rapid deployment of expertise, through the provision of skilled personnel for a defined duration. This shall take place through secondment arrangements, on the basis of a specific need identified by ISA, in areas where ISA lacks expertise, or where currently available expertise needs to be supplemented, or is not readily available.

### ***To whom does it apply?***

Secondment may be provided by member States, non-governmental/international organizations, multilateral agencies, bilateral agencies, universities, or the corporate/private sector. However, it is relevant to note that the secondment is applicable to individuals with the remuneration scale, technical and professional experience of grades P4 and below levels based on the United Nations common system. In the event the expert/seconded personnel is not from the United Nations common system they shall be required to have technical and professional experience equivalent to the above mentioned grades.

### ***How does it work?***

Seconded personnel provide services to ISA for a specific period of time during which they are placed under the functional and technical supervision of ISA.

Secondments are used for the deployment of an identified individual at the request of ISA. To implement such arrangements, ISA and its counterpart conclude a formal agreement/memorandum of understanding to cover the terms under which the seconded personnel/expert shall be seconded to ISA. Then, once the person is selected, a separate contract is concluded between the individual expert and ISA.

### ***What are the basic principles governing the scheme?***

Secondments shall be in the interest of ISA, fostering the mutual transfer of know how between ISA and its counterpart. Such secondments may not be concluded as a substitute for the recruitment of staff against posts. In the case of the private sector, specific conditions to avoid conflicts of interest may also be applicable, if necessary.

For purposes of the Secondment scheme, ISA shall welcome and be honoured to accept from the countries with Official Development Assistance (ODA) budgets, a contribution of at least US \$ 2,000,000 (Two million dollars) in ISA's corpus account as its contribution towards the ISA corpus. Further, ISA will also request countries with ODA to earmark 20% of their ODA for solar applications in ISA member States.

Additionally, the counterpart shall cover costs for the full remuneration of the seconded personnel/expert, including appropriate and suitable benefits. The seconded personnel/expert shall be hired on a fixed-term appointment and shall have the status and conditions of service of a staff member, equivalent to P4 and below levels based on the United Nations common system.

### ***How are seconded personnel/ expert selected?***

Terms of Reference shall be established by ISA, along with the qualifications and experience required for the assignment. ISA may make the decision on the selection of the seconded personnel/expert, on the basis of the curriculum vitae of three suitable candidates submitted by the counterpart. Seconded personnel/expert shall also meet ISA's recruitment standards, in terms of qualifications and experience.

***What is the duration of such Secondments?***

The secondments are concluded for a limited and specified period of time. The initial period is normally of at least one year and thereafter, may be altered based on ISA's sole discretion. The maximum duration of the secondment shall be three years or more at the discretion of the Director General/Interim Director General ISA. All seconded personnel/expert shall provide prior written notice of at least 3 (three) months in the event they wish to conclude the secondment before the agreed specified period of time. ISA can also repatriate them with a prior notice of three months, and can also repatriate an officer summarily for major acts of omissions and commission which may necessitate institutional enquiry.