

Secondment Scheme

In lieu of ensuring equal opportunity and treatment to parties, the ISA Secretariat strives to appoint Secondees⁴ to mobilize expertise, sharing of knowledge and capacity building in line with the common goals of ISA. Such opportunity to work and gain practical work experience in a dynamic international environment will allow them to showcase their expertise relevant to ISA's mandate on a global platform.

The secondment policy is one of the key aspects of ISA's partnerships strategies, and not a substitute for the recruitment of staff. 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. The secondment Policy shall pave the way for a tangible capacity building by facilitating cooperation between ISA and the seconding Member country, Partner Countries, UN and its organs, Partner Organisations, Intergovernmental economic integration organizations, Multilateral agencies, Bilateral agencies, universities/Institutes or the public/private sector.

Objective

The objective of the Secondment Policy is to provide opportunities for professionals from member countries, regional agencies, universities and other external organizations etc. to join the ISA for a fixed tenure as mutually agreed to contribute to the ISA's work program. Primary objectives also include but not limited to:

- a) Providing opportunities for knowledge sharing;
- b) Capacity building for the partner and ISA;
- c) Enhancing skills and experience for participants;
- d) Encouraging innovation and most importantly ensuring diversification and cultural exchanges.

Support from the relevant stakeholders shall be sought for the secondment in areas where ISA lacks expertise, or where currently available expertise needs to be supplemented, or is not readily available.

⁴Secondee means a person employed as staff member of ISA and is seconded by a Member country, Partner Countries, UN and its organs, Partner Organizations, Intergovernmental economic, integration, organizations, multilateral agencies, bilateral agencies, universities/Institutes or the public/private sector. The Secondee shall be subject to by-laws of ISA.

Secondment Regulations

a) As per Regulation 5.1 of the Staff Regulations, the Director General shall appoint person on Secondment. Secondment may be provided to personnel belonging, Member country, Partner Countries, UN and its organs, Partner Organisations, Intergovernmental economic integration organisations, multilateral agencies, bilateral agencies, universities/Institutes or the public/private sector;

Secondments will also be considered in positions under the projects funded by individual/ or group of Countries/Organisations where the countries/organisations shall be entitled to send a person(s) on Secondment basis. The ISA Secretariat will identify specific needs in areas where ISA lacks expertise, or where currently available expertise needs to be supplemented, or is not readily available.

b) Secondment against core sanctioned posts will be subject to candidates fulfilling the prescribed educational and experience eligibility criteria and being selected after the due selection procedure as laid down for filling such posts.

c) Direct Secondment from country or organization can be considered only for those projects which are completely funded by such countries/organizations.

d) The process of secondment intake should be transparent and opportunity should be given to all ISA Members, Partner Countries, UN and its organs, Partner Organizations, Intergovernmental economic integration organizations, multilateral agencies, bilateral agencies, universities/Institutes or the public/private sector. to sponsor candidates of requisite qualifications with selection being done on merit and need basis.

e) In case of the countries with Official Development Assistance (ODA) budget, the concerned Partner Country/Organisation shall strive voluntarily to contribute not less than US \$ 2,000,000 (Two million dollars) towards the ISA Fund Corpus for participation in the Secondment Scheme. In addition, these countries shall cover costs for the full remuneration of the seconded personnel/expert, including appropriate and suitable benefits;

f) As per Regulation 5.3 of the Staff Regulations, will have a minimum of 30 members out of which one-third excluding the Director General shall be global staff. 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. The seconded personnel shall be under the functional and technical supervision of ISA;

g) As per Regulation 5.5 of the Staff Regulations the paramount consideration in appointment shall be given to individuals with highest standards of efficiency, competence and integrity. The seconded personnel/expert shall have to meet ISA's recruitment standards, in terms of

qualifications and experience. The ISA Secretariat shall consider selection of the Secondee on wider geographical basis, ensuring adequate representation of ISA Member countries on the basis of mutually agreed terms and conditions with the counterpart.

h) As per regulation 5.6 of the Staff Regulations, the initial period of secondment of the personnel/expert shall be for, at least, one (1) year and thereafter, extendable annually, based on performance and subject to ISA's sole discretion, for a maximum duration of four (4) years. In the event of concluding the secondment before the agreed specified period of time, the seconded personnel/expert shall provide three (3) months prior written notice to the ISA Secretariat;

i) After the expiry of the maximum term as defined in para (f) above, the person on secondment shall be eligible to apply afresh for re-engagement with ISA as per extent procedures subject to approval by their parent organization.

j) In the event the seconded personnel/expert engage in activities that violate any ISA rules and regulations, the Director General (Regulation 10.2 of the Staff Regulations) shall have the authority to terminate the services of the seconded personnel/expert with one (1) month's prior notice;

k) ISA Secretariat and its counterpart shall enter into a formal agreement/memorandum of understanding to cover the terms under which the seconded personnel/expert shall be seconded to ISA. Once the person is selected, a separate contract is concluded between the individual expert and ISA;

l) While taking Secondees from the private sector, it shall be ensured that there is no conflict of interest as mentioned in Article VI (1) (b) of the Framework Agreement;

m) 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 (regulation 2.10 of the Staff Regulations);

n) During the Secondment period, the Secondee shall be governed by the Regulations, Rules, Policies and by-laws of the ISA Secretariat mentioned in the Headquarters Agreement as well as the national/local laws of the Host Country;

o) The final decision on the selection of the seconded personnel/expert will be with the Director General in accordance with Article V (3) of the Framework Agreement.

p) If any Member country giving a project specific contributions / funding in ISA member countries and if they so desire, may second a person to be associated for the project specific activities, then clause (d) above, will not apply.

