TO THE GOVERNMENTS OF THE MEMBER STATES OF OTIF

Election of a Secretary General of OTIF for the term of office
1. The present OTIF Secretary General’s term of office is due to end on 31.12.2009. He was appointed by the Administrative Committee in accordance with Article 7 § 2 (d) of COTIF 1980, in conjunction with Article 26 § 1 and Article 32 § 1 of the Staff Regulations of the former Central Office of OTIF for a period of 5 years (01.01.2005-31.12.2009).

2. Some important changes were introduced with the entry into force of the Vilnius Protocol, and hence COTIF 1999, in so far as the Secretary General, as head of the Secretariat of OTIF, will in future be elected by the General Assembly in accordance with Article 14 § 2 (c). According to Article 21 § 2, he will be elected for a period of 3 years, renewable twice at most. If the current post-holder should decide to apply for re-election, bearing in mind the time he has already spent in post, he could only be re-elected once more after being re-elected by the General Assembly.

3. In the event that a new Secretary General is elected, in order to provide the necessary transitional period, the 8th General Assembly decided to carry out the re-election of the post-holder or the election of a new Secretary General at its 9th session, which in accordance with the decisions of the General Assembly, should be held in September 2009.

4. It is the Administrative Committee’s responsibility to make the preparations for this election decision by the General Assembly and to draft the relevant documents to be submitted to the General Assembly. The Administrative Committee’s decisions on this issue must be taken no later than at its 111th session, which it is anticipated will be held in May 2009.

5. According to Article 26 § 3 of OTIF’s Staff Regulations, the Secretariat must inform the Member States in good time of any vacant posts at senior grade, one of which is the Secretary General’s post, or at grades 1-3. The minimum period allowed for the submission of applications by the Member States is normally 6 months. In order to keep to this deadline, the Member States are being informed about the election of the Secretary General now. This will mean that the deadline for submitting applications will be mid-March 2009, so that the decisions the Administrative Committee has to take in May 2009 can be completed in good time.

6. The Administrative Committee therefore requests the Governments of the Member States to send any applications directly to the Secretariat of OTIF, marked for the attention of the Chairman of the Administrative Committee

Ambassador Fernando Riquelme Lidón.
The period for the submission of applications referred to in paragraph 5 begins on the date this circular is sent and will end on

13 March 2009.

Applications not received in due and proper form from a Member State of OTIF will not be accepted. Applications must be on behalf of nationals of a Member State of OTIF, but applicants need not necessarily be a national of the proposing Member State.

7. In the event that more than three applications are received, the General Assembly has instructed the Administrative Committee to prepare a list from among the applications, setting out the three applications that best satisfy the qualification profile for the post of Secretary General of OTIF. These three applicants will have the opportunity of presenting themselves personally to the 9th General Assembly. The 8th General Assembly decided that it would not allow more than three applicants to make a personal presentation. As can be seen from the General Assembly's decisions, the procedure for drawing up the list has been specifically left to the Administrative Committee to decide.

8. If there are no more than three applicants, these three will present themselves directly to the General Assembly. In this case, it will not be necessary for the Administrative Committee to take any decisions in advance. However, such decisions may be necessary if one or more of the applicants does not meet the requirements to occupy the post of Secretary General. These requirements are set out in the attached profile of qualifications.

(S Stefan Schimming)
Secretary General

Annex
PROFILE OF QUALIFICATIONS
for the holder of the post of
Secretary General of OTIF
for the term of office from 01.01.2010 to 31.12.2012

Applicants must meet the following requirements:

1. Must be a national of one of the Member States of OTIF, not necessarily a national of the proposing Member State;

2. An individual with many years professional experience in different areas of activity and who has demonstrated ability in a position of major responsibility;

3. Fluency in at least one of the three working languages of OTIF (French, German or English) and excellent knowledge of the other two. For applicants whose first language is not German, English or French, fluency in one of the working languages of OTIF, a very good knowledge of English and a basic knowledge of the third working language of OTIF is sufficient; ability to prepare drafts easily and correctly in one of the working languages and knowledge of English or French, in which the applicant must be able to express himself well both orally and in writing and have good negotiating skills;

4. Holder of a degree in a discipline relevant to the work of OTIF, preferably in law and political science; knowledge of international law, railway technology, the carriage of dangerous goods, rail transport in general and transport logistics would be an advantage;

5. Ability to head an administration such as that of the OTIF Secretariat, using modern information technology, personnel management abilities and ability to head the Organisation’s financial affairs;

6. Knowledge of how international organisations function and professional experience in the international transport sector;

7. An individual who is able to represent OTIF convincingly in the Member States, at international level and in public, including international speech-giving activities;

8. Advanced understanding of economic correlations and processes (including in the international context) and a proven interest in the transport sector and railways. Experience in legislative activities would be an advantage;
9. At least twenty years professional experience, preferably in a State administration, an international organisation, an international association, an undertaking working in the international transport sector or from a research and teaching background. Applicants should have at least ten years experience in the international field;

10. Lengthy experience of international negotiations and ability to assert one’s point of view succinctly; the successful candidate must also be able to work under pressure and show commitment and willingness to travel frequently on official business.

The successor to the current post-holder should also be a dynamic team-player, forward-looking, approachable and decisive.