

**Note for the Record**  
**Search Committee for the Selection of the UNAIDS Executive Director**  
**Geneva, 27 June 2008**

1. At its first meeting, the Search Committee (SC) elected as its chairperson, Ambassador Marie-Louise Overvad, Permanent Representative of Denmark to the United Nations Office in Geneva.
2. The SC reviewed and finalized the code of conduct of the Search Committee to ensure that its members observe the highest ethical standards of impartiality, neutrality, confidentiality, respect for due process and selection based solely on merit. The code of conduct was signed by all members, by the Director of Partnerships and External Relations of UNAIDS and by the external consultant hired by the Secretariat to support the process.
3. The SC established its rules of procedures to ensure its efficient and smooth functioning.
4. The SC amended the English version of the draft text of the advertisement for the Executive Director post and approved a revised text which it decided to publish in major English, French and Spanish Newspapers and Magazines.
5. The SC also finalized a letter to invite the Members of the UNAIDS Programme Coordinating Board and other UNAIDS stakeholders to encourage applications and/or nominate candidates for the post.
6. The SC committed itself to elicit and welcome candidates from the broadest diversity in terms of gender, nationality, culture and educational background, including regions from which an Executive Director of UNAIDS has not yet been appointed.
7. The SC finalized and adopted a scoring tool for the initial processing of candidates and decided that it may use independent consultant(s) hired by the Secretariat to support the process.
8. The SC established a timeline (see attached) for advertising the post and agreed to a screening tool for the initial interview of candidates which includes a formula to evaluate against the desired core competencies and experience as agreed in the 22<sup>nd</sup> Programme Coordinating Board Meeting.
9. The SC will send a short list of candidates to the PCB for consideration at its extraordinary meeting (02 October) and for further submitting to the Chair of the Committee of Cosponsoring Organizations (CCO). The SC also agreed to provide to the CCO a full list of all candidates that had applied.
10. The Chair of the SC will participate as an observer to the CCO interviews and nomination process and report back to the 23<sup>rd</sup> Programme Coordinating Meeting.
11. The Search Committee decided that its next meeting will take place on 5 September, to review applicants and establish the initial short list.