4 Advisory Group Recruitment Process

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4.1 Guiding Principles - Core Competencies

The Guiding Principles provide a framework within which the Advisory Group recruitment process can operate. It is understood that circumstances may arise which require the organization to determine the appropriate course of action, dependent on the situation.

- A Nominating Committee administers the Advisory Group recruitment process.
- Appointments should be based on merit and a determined need and fit with the current organizational requirements for each Advisory Group.
- The chair of each Advisory Group that uses the expert nomination process (previously called "standard" nomination process) submits skills matrix requirements as part of the Terms of Reference, and that matrix forms the basis for selection from the nominations.
- Advisory Groups that include Member-based nominations will seek a nomination from an authorized person within each Member country. Unless otherwise specified the authorized person will be the Member Forum representative. A description of the nominee's role or responsibility within the Member country should be put in the Terms of Reference and in the call for nominations so that the Member can identify the most appropriate person to nominate. IHTSDO will accept the Member nominees for these Advisory Group roles subject only to any specific provisions related to term length and required levels of participation.
- Inclusiveness – The expert nomination process is an open process where nominations may be submitted from the Community of Practice, Member countries, Vendors and all other stakeholders. Prospective nominees are assessed based on the skills matrix of each Advisory Group.
- It is expected that Advisory Group members from both the expert nomination process and the Member-based nomination process will have the following core competencies and attributes:
  - thorough understanding of the responsibilities of the Advisory Group
  - willingness to abide by the Conflict of Interest Policy as outlined
  - high ethical standards and integrity in professional and personal dealings
  - ability to work as a collaborative team member

4.2 "Expert" Versus "Member-Based" Nominations

Some Advisory Groups utilize a "Expert" (previously called "Standard") nomination process, which is open to all. Appointment decisions are made by a Nominating Committee using a skills matrix and a desire to create a forum with a diversity of perspectives.

Other Advisory Groups utilize a system of "Member-based" nominations. The approved Terms of Reference describe these specifications. Member-based nominations are used when IHTSDO seeks to create a forum so that IHTSDO staff can work closely with IHTSDO Members.

Note on remuneration

In April 2015, the IHTSDO General Assembly decided that travel expenses to attend IHTSDO-approved meetings or other events should be handled differently for these two groups. IHTSDO should offer Advisory Group members coming from the standard nomination process travel expense reimbursement, with funds coming from the appropriate line of business or project budget. Advisory Group members coming from the Member-based nomination process should seek travel funds from the sponsoring Member.

4.3 Nominating Committee
A Nominating Committee is formed each year that new AG members are selected. The Nominating Committee includes the CEO, representatives of the Management Board, and potentially others (including representatives of the General Assembly and independent Management Team members). Management Team members who chair the Advisory Groups being considered are ineligible to serve on the Nominating Committee so as to create a level of independence between those selecting Advisory Group members and those who are being advised.

The Nominating Committee is responsible for:

- Selecting the second member of the shortlist team, who, together with the responsible Management Team member, reviews nomination forms and puts together a longlist, shortlist, and recommended final candidate list (note: this second member of the shortlist team, who is usually another Management Team member, should be at least semi-independent, ensuring that the Management Team member who will be advised does not have excessive power in choosing the advisors who will make up the Advisory Group);
- Approving changes to the skills matrices or Terms of Reference of the Advisory Groups;
- Doing the final selection of candidates for appointment to the Advisory Groups;
- Reviewing recommendations related to the creation of new Advisory Groups or the agreement to sunset current Advisory Groups; and
- Reviewing any issues and resolving said issues related to the Conflict of Interest Policy for the Advisory Groups.

4.4 Recruitment Process

The nomination and selection period for all the Advisory Groups is between the April and October business meetings unless there is a reason, approved by the Nominating Committee, to do otherwise.

Needs Assessment

The responsible Management Team member assesses the needs and requirements of the Advisory Group.

For "Expert" positions, he or she develops or revises the skills matrix, which must align with the Advisory Group Terms of Reference. The AG Chair then assesses the current composition of the group (if any) to assess the experience of each current Advisory Group member against the matrix. Any gaps in skills and/or experience that emerge form the basis for the selection criteria for new members during the next nomination period (see #5 below). If he/she feels that a current member of the Advisory Group is underperforming and should be replaced, he/she raises that with the Nominating Committee for a decision.

For "Member-based" positions, the AG Chair considers the needs of the AG and develops or revises a position profile, describing of the type of person being sought.

Position Profile

For "Expert" positions, the Nominating Committee must agree to any changes in the skills matrix, incorporating the selection criteria identified during the needs assessment and highlighting the specific skills that complement the attributes of the incumbent membership.

For "Member-based" positions, the Nominating Committee must agree to any changes in the position profile.

Candidate Generation

For "Expert" positions, IHTSDO uses an open nomination process to identify qualified candidates who fit the position profile and have an interest in serving on the Advisory Group. Applications are accepted and collated by the IHTSDO staff.

For "Member-based" positions, Members (usually the Member Forum representatives) are contacted with the position profile and asked to submit basic information on the candidates, such as name, title, contact information, and description of why the person is appropriate for the position.

Shortlist

For "Expert" positions, the development of a shortlist for each Advisory Group is the responsibility of a shortlist team made up of the responsible Management Team member plus one additional person, selected by the Nominating Committee, who is both knowledgeable and at least semi-independent.
Using the Nomination Forms (see Appendix B) received from potential candidates, the Skills Matrix, and considerations of multiculturalism and broad market-based regional understanding (e.g. not selecting only people from one or two countries), the shortlist team reviews all applications with a view to developing a long list, a short list, and a recommended final candidate list.

For "Member-based" positions, the list of recommended candidates and associated information on the candidates is submitted to the Nominating Committee for approval.

Selection

For "Expert" positions, the Nominating Committee receives a package of all of the nominations, the longlist, the shortlist, and the final recommended candidate list. It conducts a final assessment and selects the members of the Advisory Group. Corporate Services then informs all candidates as to whether or not they have been selected, and the responsible Management Team member follows up with important information about the Advisory Group.

For "Member-based" positions, the Nominating Committee approves (or does not approve) the list, and the AG Chair follows up.