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**GOVERNING COUNCIL
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Rome, 10-12 May 2017**

UNIDROIT 2017
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Item No. 14 on the agenda: Administrative matters

(b) Report of the Permanent Committee

<i>Summary</i>	<i>Report of the Permanent Committee on the work of its 188th session</i>
<i>Action to be taken</i>	<i>To take note of the report and consider the recommendations submitted by the Permanent Committee</i>
<i>Related document</i>	<i>n.a.</i>

Item 1 – Opening of the session and adoption of the provisional agenda

1. The 118th session of the Permanent Committee was held at the seat of UNIDROIT on 10 May 2017. The meeting was attended by the President of the Institute, Professor A. Mazzoni, Professor A. Hartkamp, Mr J. Sánchez-Cordero, Ms R. Sandby-Thomas and Professor H. Gabriel. The Secretary-General, as *ex-officio* Secretary to the Permanent Committee, also attended. Mr H.-G. Bollweg sent excuses.
2. The draft Agenda was adopted as proposed.

Item No. 2 – Report of the Secretary-General on the review of the structure and personnel policies of the Secretariat

3. The Secretary-General briefed the Committee about the status of the deliberations by the Finance Committee concerning proposals for streamlining and reforming the compensation and social security arrangements for the staff of the Institute. The Permanent Committee was pleased to note that the Finance Committee had formally included that topic on its agenda, that it had held a preliminary exchange of views on those documents at that session, and that it had agreed to convene again on 13 July 2017 to continue its deliberations on the matter (see the report of the Finance Committee on the work of its 81st session, document UNIDROIT 2017 - F.C. (81) 7, paras. 34-56).

Item 3 – Extension of appointment of the Deputy Secretary-General

4. Pursuant to Article 8 of the Statute of UNIDROIT, the Deputy Secretary-General is “appointed by the Governing Council on the nomination of the President Governing” (paragraph 1) for “a period which shall not exceed five years”, being “eligible for reappointment” (paragraph 2).

5. The Deputy Secretary-General was appointed by the Governing Council, at its 91st session (Rome, 7-9 May 2012), for a period of five years, in accordance with article 8, paragraph 2, of the UNIDROIT Statute, which will expire on 30 September 2017. The Deputy Secretary-General was given an appointment at the A-4 level, in accordance with Annex III of the UNIDROIT Regulations, which authorises the appointment of the Deputy Secretary-General at the A4, A5 or A6 levels.

6. In recognition of the her good services to the organisation during her first term, the Permanent Committee authorised the President, in the exercise of his prerogative under article 8, paragraph 1, of the UNIDROIT Statute, to seek the approval of the Governing Council to offer the Deputy Secretary-General an extension of her appointment for a second term beginning 1 October 2017.

Item 4 – Procedure and timetable for the selection of a successor to the Secretary-General

7. Pursuant to Article 8 of the Statute of UNIDROIT, the Secretary-General is “appointed by the Governing Council on the nomination of the President Governing” (paragraph 1) for “a period which shall not exceed five years”, being “eligible for reappointment” (paragraph 2).

8. The Secretary-General was selected by a competitive process that started with the publication of a call for applications in July 2007. He was appointed by the Governing Council at its 87th session (Rome, 21-23 April 2008), for a period of five years, in accordance with article 8, paragraph 2, of the UNIDROIT Statute, and his appointment was extended by the by the Governing Council, at its 92nd session (Rome, 8-10 May 2013), for a second five years term, which will expire on 30 September 2018.

9. With a view to preparing the appointment of his successor by the Governing Council, the Permanent Committee recommends that the Governing Council call for applications for the position of Secretary-General by 30 September 2017 and that the Permanent Committee be requested to organise the selection and invite short-listed candidates for interview at an appropriate time in the Fall 2007 so as to be able to advise the President on the nomination to be submitted to the Council at its 97th session in 2018. The Permanent Committee agreed to recommend to the Governing Council that the vacancy announcement should set out the required qualifications, including both expertise in the areas of private law and international law, managerial skills and adequate knowledge of English and French.

Item 5 – Provisional agenda of the 76th session of the General Assembly

10. In accordance with Article 1 of the Regulations, the Permanent Committee has approved the following provisional agenda proposed by the Secretariat in view of the 76th session of the General Assembly which will be held in December 2017:

1. Opening of the session by the President of the Institute and the President of the General Assembly 2016 - 2017
2. Election of the President of the General Assembly 2017 - 2018
3. Adoption of the agenda (A.G. (76) 1)
4. Statement regarding the Organisation's activity in 2017 (A.G. (76) 2)
5. Final modifications to the budget and approval of the accounts for the 2016 financial year (A.G. (76) 3)
6. Adjustments to the budget for the 2017 financial year (A.G. (76) 4)
7. Arrears in contributions of member States (A.G. (76) 5)
8. Classification of member States in the UNIDROIT Contributions Chart (A.G. (76) 6)
9. Review of the compensation and social security package offered to UNIDROIT staff (A.G. (76) 7)
10. Approval of the draft budget for 2018 and fixing of the contributions of member States for that financial year (A.G. (76) 8)
11. Any other business