

ICAO POLICY ON SECONDMENT

**Approved by the Council and
published by its decision**



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1. OBJECTIVE

1.1 The objective of this policy document is to highlight the guiding principles which will inform the administration and management of secondments by the Secretariat. The provisions on secondment approved by the ICAO Council in Staff Regulations 4.28 through 4.30 of *The ICAO Service Code*, together with this overarching policy document, shall constitute the overall policy framework on secondments in ICAO.

2. APPLICABILITY

2.1 *The ICAO Policy on Secondment* applies to arrangements where governments, international organizations outside the United Nations Common System, or educational, scientific, research or other institutions, offer seconded personnel at no or little cost to ICAO, in order to meet specific programme needs.

2.2 *The ICAO Policy on Secondment* also applies to the engagement of Junior Professional Officers (JPOs) and Associate Experts (AEs).

3. SCOPE

3.1 The needs of the Organization shall be the paramount consideration in establishing secondment arrangements. Seconded personnel may be accepted to:

- a) provide expertise not available within the Organization for very specialized functions, for a limited and specific period of time;
- b) provide temporary and urgent assistance in the case of new and/or expanded mandates of the Organization; or
- c) assist in implementing work programmes and activities for which funds are not available due to budget and resource constraints.

3.2 The selections of Junior Professional Officers (JPOs) and Associate Experts (AEs) shall be made with the objectives to:

- a) provide work experience to young professionals from ICAO Member States, who recently graduated from university and are starting their career; and
- b) secure for ICAO the services of young, motivated and talented individuals at junior professional level to assist with the implementation of ICAO work programmes.

4. FORMAL WRITTEN AGREEMENT

4.1 The secondment of personnel to ICAO is subject to a formal written agreement between ICAO and a sponsoring State, international organization, or educational, scientific, research, or other institution (Sponsoring entity)¹.

4.2 The Sponsoring entity entering into an agreement with ICAO may provide seconded personnel on a Trust Fund or Gratis basis.

4.3 On the request of the sponsoring entity, for expeditious processing of secondment proposals, the Secretary General may make non material changes to the template Memorandum of Understanding (MoU) for secondments as approved by the Committee on Cooperation with External Parties (CCEP) to meet the specific requirements of the sponsoring entity while ensuring the interests of ICAO are well protected. These amended MoUs will be routinely shared with the CCEP for information.

5. **TRANSPARENCY**

5.1 Secondment opportunities based on the needs of ICAO shall be announced to all Member States as well as on the ICAO public website, unless a secondment is coordinated under the provisions of an existing agreement or MOU which was processed in accordance with the Policy on Interactions with External Parties, in which case a notification will be placed on the Council website. In exceptional cases, for meeting any urgent specific need of the Organization, secondment offers may be accepted without issuance of State letters, subject to the consideration and approval of the President of the Council. In such case, the Council shall be notified accordingly.

5.2 Secondment opportunities which have been announced shall be kept in a consolidated manner on the ICAO website for ease of reference by sponsoring entities. Once a secondment opportunity has been announced, and if no suitable candidates are offered within one month of such announcement, then the secondment notice will be kept open until the position is filled by a suitable candidate or the Bureau /Office requests its withdrawal. The Secretariat will continue to update the list of secondment opportunities available on ICAO website on a regular basis.

5.3 JPO and Associate Expert (AE) opportunities shall be subject to a selection process conducted and managed by the sponsoring entity, with the final decision on the selection of the candidate resting with the Secretary General.

5.4 Formal written agreements for all seconded personnel shall be established between ICAO and the sponsoring entity¹. These written agreements are posted on the Council website.

5.5 The secondment agreement shall be consistent with the terms and conditions and standards of conduct outlined in the ICAO Service Code, Staff Rules, and Administrative Instructions in place.

6. **SELECTION**

6.1 Seconded personnel must meet the educational, experience and knowledge criteria required to perform the specific functions identified by ICAO. Proficiency in English shall be a mandatory selection criteria.

¹ Sponsoring entity refers to sponsoring State, international organization outside the United Nations Common System, or educational, scientific, research, or other institution.

6.2 Secondment opportunities shall normally be up to the P-5 level. Secondment opportunities at the D-1 level are to be submitted to the Human Resources Committee for consideration and approval, on the understanding that the candidate who will be selected cannot fill established posts.

6.3 The final decision on the suitability and selection of seconded personnel up to and including P-5 level rests with the Secretary General.

6.4 Nominations of former Council Representatives or Alternates and Representatives of Resident Delegations shall be considered only for secondments advertised at least six months after they have ceased to be Council Representatives, Alternates or Representatives of Resident Delegations. In case of secondment opportunities which are open, a cooling-off period of six months would be required for such nominations to be considered.

6.5 The selection for seconded personnel at the D-1 level shall be made by the Secretary General after having obtained the written approval of the President of the Council.

7. RESPONSIBILITIES

7.1 Seconded personnel should not be given financial and/or policy decision-making responsibility. Secondment personnel may, in the interest of their assignment, be given operational supervisory functions described in Terms of Reference based on a specific delegation of authority by the Secretary General and periodic monitoring by the supervisor.

8. DURATION AND INITIAL STEP

8.1 The duration of the secondment arrangements shall be detailed in the formal agreement and shall be for an initial period of up to three (3) years, subject to further extension as agreed between the Secretary General of ICAO and the sponsoring entity.

8.2 The initial assignments of Trust Fund seconded personnel shall be made at the appropriate step within the grade of the advertised secondment opportunity as agreed between the Secretary General of ICAO and the sponsoring entity, taking into account relevant work experience beyond the minimum required.

9. IMPARTIALITY AND CONFLICTS OF INTEREST

9.1 Seconded personnel are subject to the authority of the Secretary General of ICAO in the exercise of their functions during their assignment with the Organization, and they are not, in any sense, representatives of the sponsoring entity, nor are they proponents of their policies.

9.2 Seconded personnel are duty bound to respect the impartiality and independence of ICAO and can neither seek nor accept instructions regarding the services to be performed for ICAO from any government, including the sponsoring State, international organization or educational, scientific, research or other institution or from any other person, authority or entity external to the Organization.

9.3 Seconded personnel shall perform their official duties and conduct their private affairs in a way that preserves and enhances public confidence in their own integrity and that of ICAO and avoids any conflict of interest, including, but not limited to, with regard to the sponsoring State, international organization or educational, scientific, research or other institution. When an actual, perceived or potential conflict of interest does arise, the conflict shall be immediately disclosed by seconded personnel to their supervisor, mitigated by the Organization and resolved in favour of the interest of the Organization. Seconded personnel will be requested to sign as part of their assignment with ICAO a conflict of interest declaration to this effect.

10. STANDARDS OF CONDUCT

10.1 Seconded personnel are required to abide at all times by the principles and values of integrity, loyalty, independence, impartiality, tolerance and understanding, non-discrimination, gender equality, accountability and respect for human rights. In doing so, seconded personnel must refrain from any conduct that would adversely reflect upon ICAO or on the receiving Bureau/Office, and may not engage in any activity which is incompatible with the discharge of their functions. They are expected to conduct themselves in a manner consistent with the Standards of Conduct for the International Civil Service and the ICAO Service Code, including inter alia, the ICAO Framework on Ethics.

11. PERFORMANCE AND WORKING ARRANGEMENTS

11.1 The performance of seconded personnel shall be monitored throughout their service with ICAO and shall be evaluated under the Organization's performance management system. Unsatisfactory performance may lead to termination of service.

11.2 Seconded personnel shall be subject to the same working hours and conditions as ICAO staff, which may include participation in flexible working arrangements as decided by ICAO in accordance with its rules and procedures.

11.3 Subject to formal agreement between the Secretary General and the sponsoring entity, seconded personnel may be appointed to work remotely from another location other than the appointed duty station. However these remote working arrangements would be subject to review of the effectiveness of these arrangements by the Directors and Heads of Bureaus and Offices on an annual basis.

11.4 Seconded personnel shall be subject to ICAO's administrative and disciplinary procedures. These procedures, including those involving allegations of misconduct, will be applied without prejudice to any measures that the sponsoring government or external party may wish to impose on the seconded personnel. They will also be required to sign as part of their assignment with ICAO an undertaking to this effect.

12. COOLING-OFF PERIOD

12.1 Seconded personnel shall not be considered for any remunerated employment with ICAO during, or within six months after the end of, their secondment arrangements. Applications from former seconded personnel shall be considered only for vacancy notices for remunerated employment advertised at least six months after they have ceased their secondment arrangements with ICAO.

12.2 The restrictions in 12.1 do not apply to Junior Professional Officers (JPOs) and Associate Experts (AEs).

13. **EFFECTIVE DATE**

13.1 This policy has been approved by Council at the 2nd meeting of its 226th Session, with an effective implementation date of 25 May 2022.

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