

WORLD TRADE ORGANIZATION

RESTRICTED

WT/BFA/W/68

4 April 2002

(02-1735)

Committee on Budget, Finance and Administration

STAFFING OF THE WTO SECRETARIAT

Introduction

1. In 2001 the Committee on Budget, Finance and Administration requested a report on the application of recruitment policy under Staff Regulation 3.1 to ensure equal opportunity for all qualified candidates, regardless of gender, nationality, race or religion, with the objective of reflecting the broadest possible membership of the WTO in the Secretariat. The present report has been prepared in response to that request.
2. Staff Regulation 3.1 reads as follows: “The recruitment policy of the WTO shall be to seek to attract and retain staff members offering the highest standards of competence, efficiency and integrity. It shall be based on the principle of equal opportunity for all, regardless of gender, nationality, race or religion, with the objective of ensuring the broadest possible diversification of the Secretariat”.
3. The recruitment policy of the Organization has thus the objective of ensuring that the WTO is provided with human resources of the best quality and that those resources reflect the broadest possible spread in terms of gender, nationality, race and religion. The specific methods employed by the WTO to achieve this objective are described below. This report also includes statistics on the evolution of the recruitment pattern and the development of the internship programme in the WTO.

Advertising of vacancies

4. Vacant posts are normally advertised externally for a period of eight weeks. Exceptions to that rule must be approved by senior management. In 1990 43 per cent of all vacant posts were advertised externally, whereas in 2001 that percentage had doubled to 86 per cent.
5. Vacancy notices in respect of posts advertised externally are sent to all WTO missions and to all relevant international organizations. Vacancy notices are also systematically advertised on the WTO web site and, where appropriate, in national newspapers and specialized journals.
6. Each vacancy notice specifies the duties to be performed as well as the qualifications and experience required for the vacant post. The notice also makes it clear that applications are equally welcomed from men and women.

Applications

7. Applications are received by mail, by fax and/or by e-mail. Applicants may download the WTO personal history form from the web site. The Secretariat is also planning to introduce an on-line application procedure whereby candidates can not only download but also submit

electronically the personal history form from the web site, as this will greatly facilitate the application procedure.

8. All applications are acknowledged and all candidates are informed of the final outcome of the competition for which they applied.
9. The table below shows the trend in the number of applications received since 1995, the earliest date for which such data are available.

Year	No. of externally advertised vacancies	No. of applications received	Average no. of applications per vacancy
1995	24	9311	388
1999	18	1727	96
2001	44	6578	150

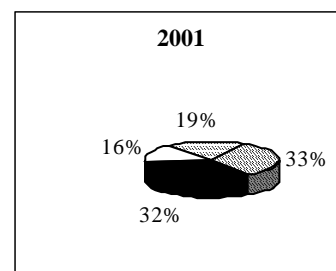
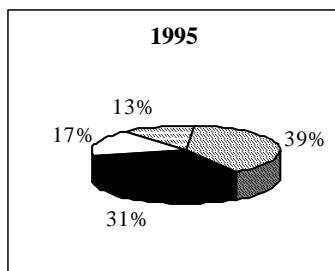
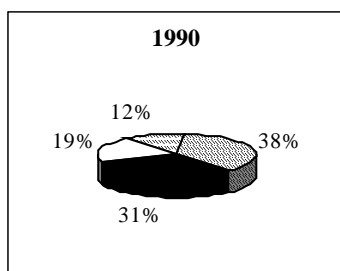
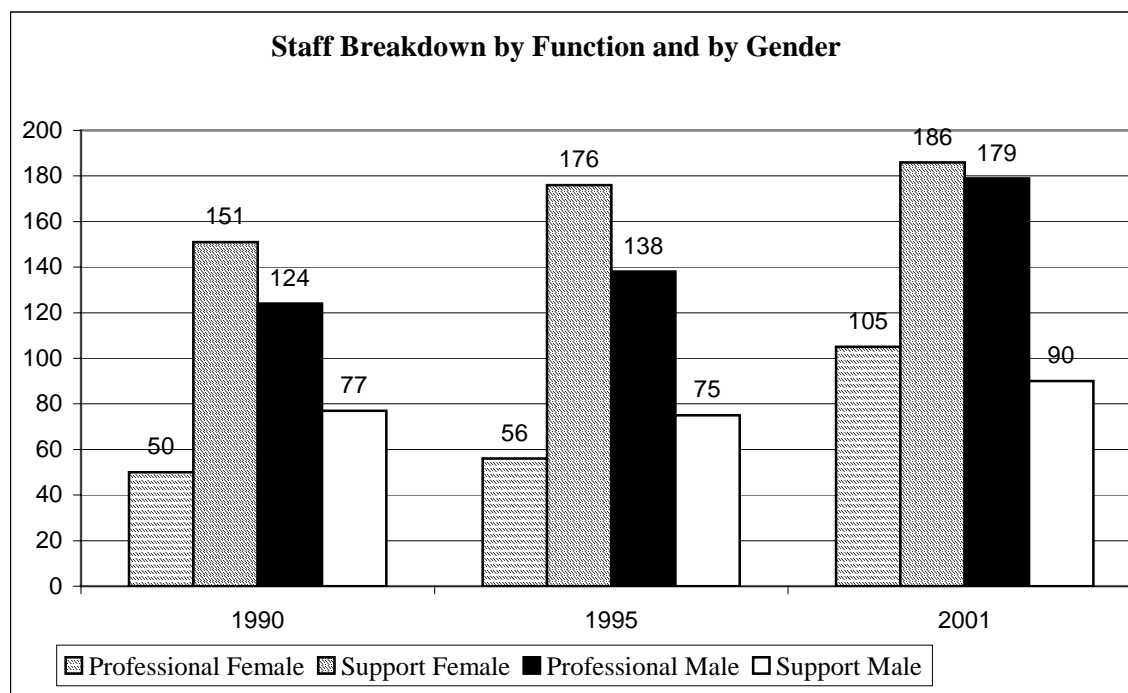
10. The proportion of applications emanating from developing countries has steadily increased from 27 per cent in 1995 to 45 per cent in 2001.

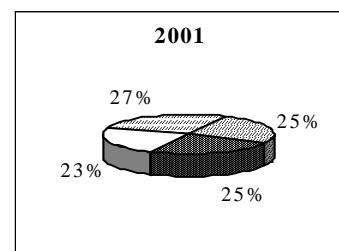
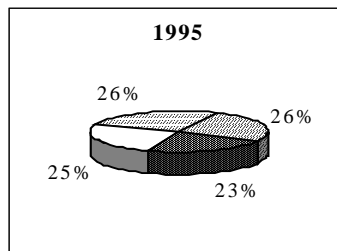
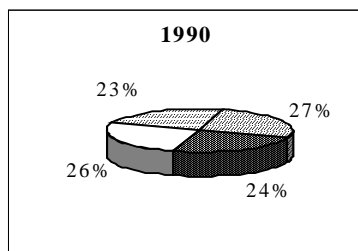
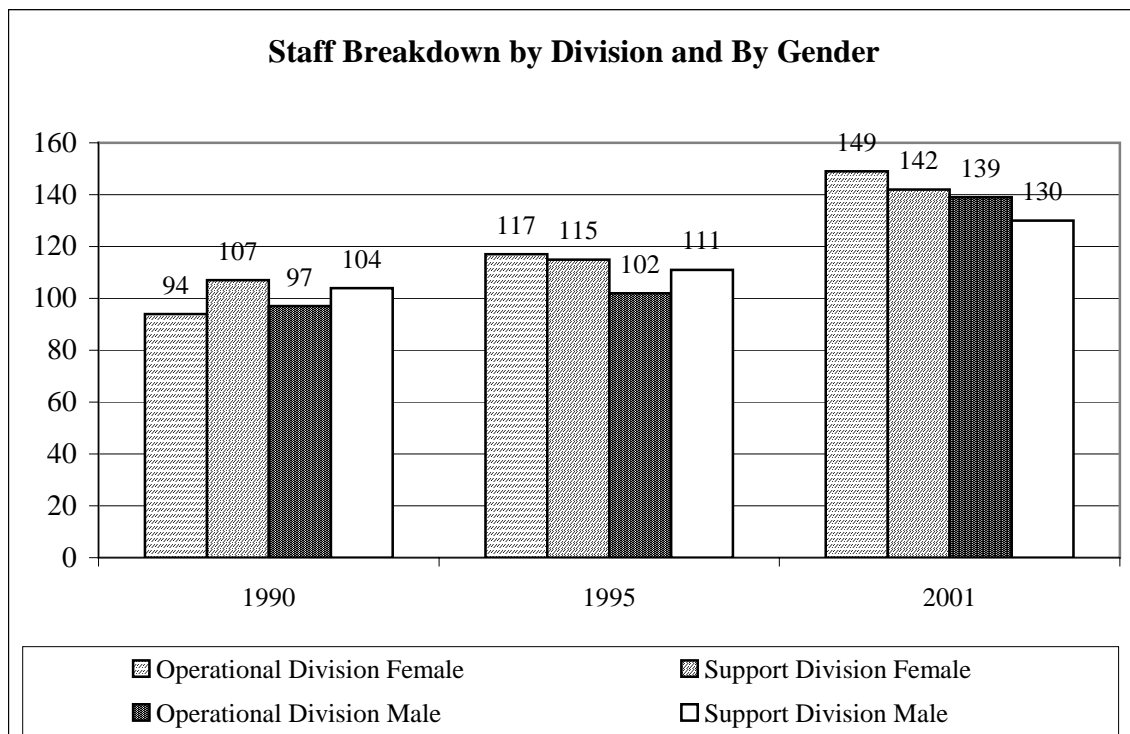
Selection process

11. All applications are reviewed in the first instance by the Director of the Division concerned and by the Administration and General Services Division (Human Resources Section) with a view to the selection of a short list. The short list normally comprises between five and ten candidates judged to meet to the closest degree the qualifications and experience required for the post, as stipulated in the vacancy notice.
12. The shortlisted candidates are invited to come to Geneva for an interview, written test and personality test. The interviews are conducted by a panel comprising two representatives from the Division concerned, one representative from another Division with a background directly relevant to the position in question and one representative from the Administration and General Services Division (Human Resources Section). The panel formulates a consensus recommendation on the best candidate for the job together with, wherever possible, a second candidate in the event that the preferred candidate proves not to be available. Where two or more candidates are equally well qualified, preference is shown to the candidate from the less well-represented group.
13. The panel's recommendation is forwarded to the Appointment and Promotion Board (APB) which is chaired by a Deputy Director-General. If the APB agrees with the panel's recommendation, it is forwarded to the Director-General for approval. If not, the recommendation is referred back to the panel by the APB for reconsideration. The time elapsed between the date at which the vacancy is advertised and the date at which the Director-General's decision is taken is typically five months. The date at which the vacant post is ultimately filled depends on the speed with which the successful candidate can make himself/herself available.
14. Of the 113 successful external candidates recruited since 1995, 33 (29 per cent) were nationals of developing countries. Since 1999, of 45 candidates selected, 18 (40 per cent) were nationals of developing countries.

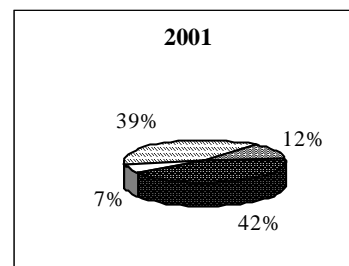
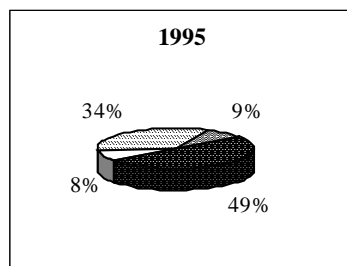
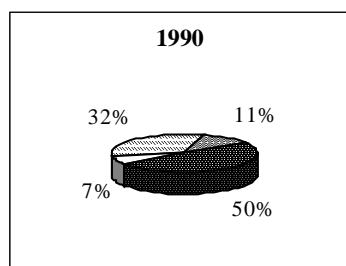
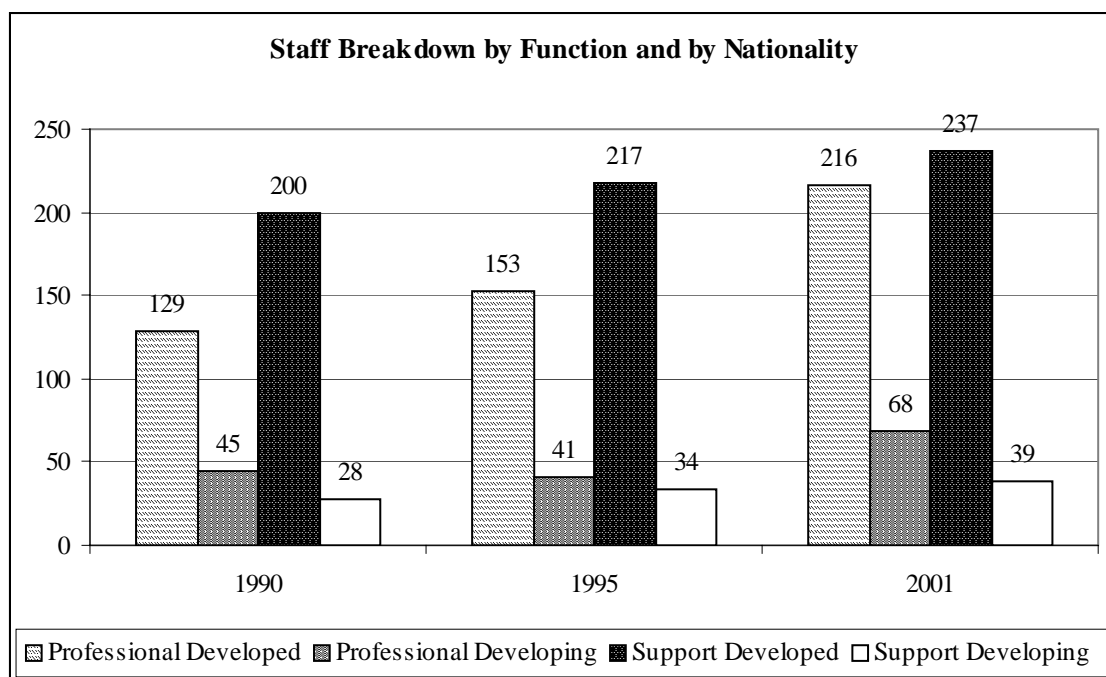
Composition of the Secretariat

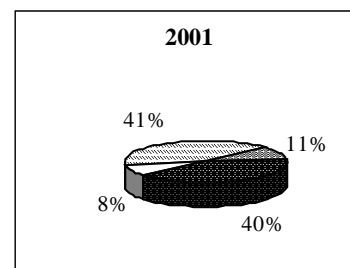
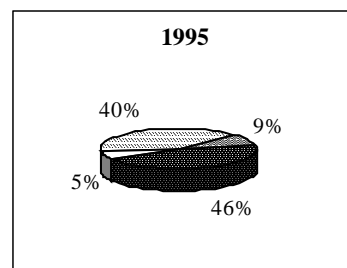
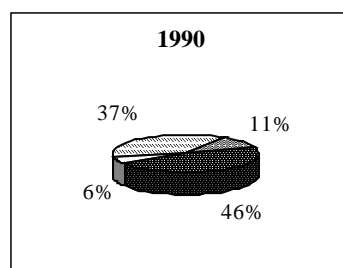
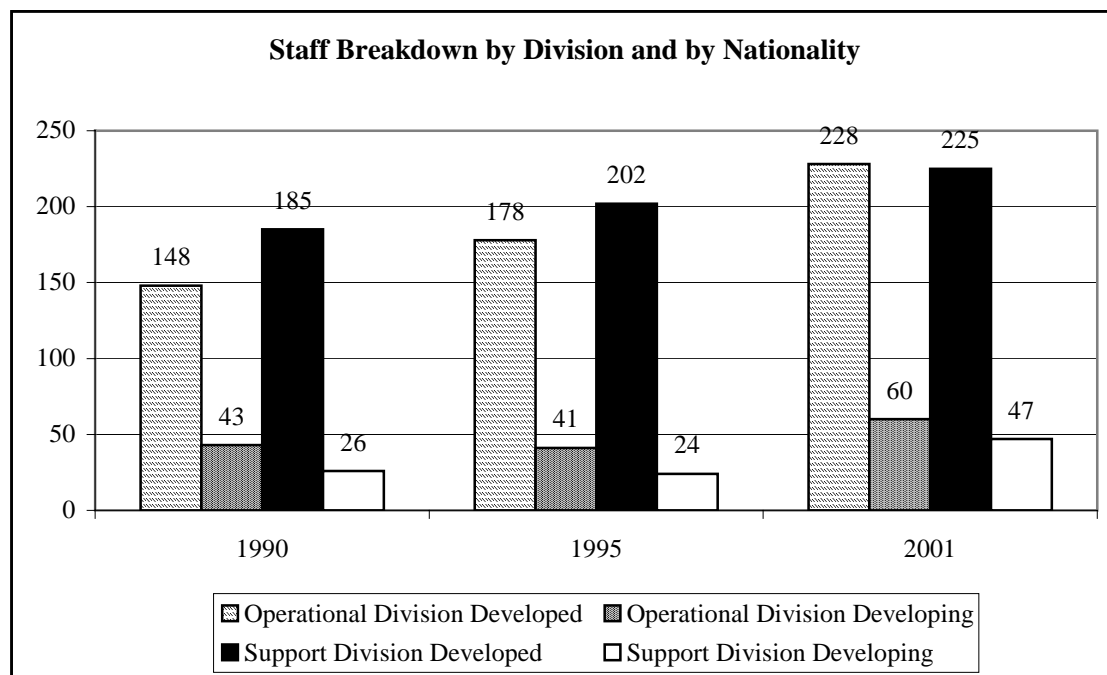
15. The following table illustrates the trends in the composition of the Secretariat in terms of function and gender since 1990:





16. The proportion of professional staff has thus increased from 43 per cent in 1990 to 51 per cent in 2001. The proportion of women has increased from 50 per cent to 52 per cent and the proportion of women in professional posts from 29 per cent to 37 per cent over the same period.
17. The following table shows the trends in the composition of the Secretariat in terms of nationality since 1990:





18. The total number of nationalities represented in the Secretariat has increased from 48 in 1990 (including 22 developed and 26 developing countries) to 63 in 2001 (including 26 developed and 37 developing countries). The number of developing countries represented in the Secretariat has thus increased by 42 per cent since 1990.

Internship programme

19. As part of its ongoing efforts to provide nationals of WTO Members and acceding countries and customs territories with the opportunity to enhance their knowledge and understanding of the multilateral trading system, the WTO is running an extensive internship programme for postgraduate university students. This programme also plays an important role in broadening the recruitment base of the organization. Since the inception of the current programme in 1999, the annual geographical breakdown of internships has been as follows:

Year	Country/Customs Territory	No. of interns
1999	Developed	45
	Developing	24
2000	Developed	58
	Developing	22
2001	Developed	52
	Developing	42

20. The proportion of interns from developing countries has thus increased from 35 per cent to 45 per cent since 1999.

Conclusion

21. In summary, the Secretariat is continuing to pursue its objective of achieving the broadest possible diversification of the Secretariat consistent with the maintenance of the highest standards of competence, efficiency and integrity. The proportion of applications received from developing countries has steadily increased since 1995 and now accounts for slightly less than half of the total number of applications received. The number of nationalities represented in the Secretariat has increased by approximately 30 per cent since 1990 and the number of developing countries represented by 42 per cent. There are now more women than men in the Secretariat, and the proportion of women occupying Professional posts has increased by 28 per cent since 1990.