



## DECISION

### ACTION PLAN ON GEOGRAPHICAL REPRESENTATION

#### The Conference of the States Parties,

**Recalling** the extensive and inclusive consultations process held by the Working Group on Geographical Representation established by the Executive Council (the Council) at its 103rd Session (EC-103/DEC.1, dated 12 July 2023), as well as discussions held within the framework of the Open-Ended Working Group for the Preparation of the Fifth Review Conference<sup>1</sup> and during the Fifth Review Conference itself;

**Recognising** the importance of recruiting staff on as wide a geographical basis as possible and the need to improve geographical representation within the composition of the Technical Secretariat of the OPCW (the Secretariat), while securing the highest standards of efficiency, competence, and integrity in accordance with paragraph 44 of Article VIII of the Chemical Weapons Convention and taking into account gender equality;

**Mindful** that the international cooperation and assistance programmes of the OPCW—through capacity-building and training activities—encourage further geographical representation and provide a basis to increase the pool of candidates with expertise relevant to the OPCW; and

**Recognising** the need to have a strategic framework that both mainstreams the considerations on geographical representation across the Secretariat and acts as a means to implement the Action Plan on Geographical Representation, aimed at achieving a more equitable and diverse geographical distribution;

#### Hereby:

1. **Decides** to task the Secretariat with preparing and submitting the following deliverables to the Council, with a view to their adoption at its 105th Session:
  - (a) a strategic framework that mainstreams geographical representation as a means to implement the Action Plan on Geographical Representation (Annex 1);

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<sup>1</sup> Review Conference = Special Session of the Conference of the States Parties to Review the Operation of the Chemical Weapons Convention.



- (b) an implementation programme according to the Action Plan on Geographical Representation and the “OPCW – Possible Actions in the Recruitment Process” (Annex 2); and
  - (c) a monitoring and reporting mechanism to implement the programme indicated in subparagraph (b) above in accordance with the Action Plan on Geographical Representation, including measurable outcomes;
- 2. **Requests** the States Parties to work in close cooperation with the Secretariat to continue enhancing its sourcing strategy and engaging with National Authorities to reach more diverse audiences and to raise awareness of professional opportunities at the Secretariat; and
- 3. **Decides** to review, at its Twenty-Ninth Session and annually thereafter, the progress made by the Secretariat and the States Parties in the implementation of the Action Plan on Geographical Representation, in conformity with subparagraphs 1(a) to 1(c) above.

Annexes:

Annex 1: Action Plan on Geographical Representation

Annex 2: OPCW – Possible Actions in the Recruitment Process

## Annex 1

## ACTION PLAN ON GEOGRAPHICAL REPRESENTATION

<b>Geographical Representation Strategy</b>	
<i>The OPCW Action Plan on Geographical Representation must be mainstreamed across the Organisation—by including geographical representation considerations—towards more equitable and diverse geographical distribution</i>	
<b>Tools</b>	<b>Actions</b>
<b>Outreach and sourcing strategies</b>  <i>(Technical Secretariat)</i>	<p>The Technical Secretariat will finalise and launch the branding and outreach strategy, which will include among other activities:</p> <ul style="list-style-type: none"> <li>• a tailored talent acquisition programme to support under-represented regions</li> <li>• a reinforced applicant data collection system to monitor trends in under-represented regions</li> <li>• further engagement and deployment of outreach activities—social media and partnerships—with relevant stakeholders (Advisory Board on Education and Outreach, academia, industry, civil society, international universities, and professional networks, among others), including online resources to help ensure that potential candidates are supported in preparing for and competing in the recruitment process, with a focus on under-represented regions</li> </ul>
<b>Engagement of National Authorities</b>	<ul style="list-style-type: none"> <li>• National Authorities are to consider defining their own strategies and action plans to strengthen and leverage the OPCW talent acquisition process</li> <li>• Activation of an OPCW web platform for National Authority networking</li> </ul>
<u><b>Programmes:</b></u> <b>- Junior Professional Officers</b> <b>- Internships</b> <b>- Fellowships</b>	<p><u><b>Junior Professional Officers:</b></u></p> <ul style="list-style-type: none"> <li>• Promotion of the established trust fund to allow for allocation of funds for eligible candidates from under-represented regions</li> </ul> <p><u><b>Internships and fellowships:</b></u></p> <ul style="list-style-type: none"> <li>• Establishment of a trust fund to allocate funds for eligible fellowship candidates from under-represented regions</li> <li>• Increase of the internship stipend by 20% in order to make such internships more accessible and attractive</li> </ul>
<b>Recruitment process</b>  <i>(Technical Secretariat)</i>	<ul style="list-style-type: none"> <li>• The Secretariat is to reinforce its recruitment and selection procedures by including geographical representation considerations and concrete measures across each stage of the process, in conformity with the “OPCW – Possible Actions in the Recruitment Process” (Annex 2)</li> </ul>

## Annex 2

## OPCW – POSSIBLE ACTIONS IN THE RECRUITMENT PROCESS

Process	Possible Actions
<b>Step 1: Initiation</b>	<ul style="list-style-type: none"> <li>To include a clause in vacancy notices encouraging applications from under-represented regions</li> </ul>
<i>Task/description</i>	<i>To promote further inclusion of under-represented applicants (in job descriptions and vacancy notices) in the recruitment process</i>
<b>Step 2: Publication</b>	<ul style="list-style-type: none"> <li>To extend the vacancy advertisement duration, if there is less than 15% of candidates from any one region at the time of the initial vacancy deadline, in order to increase the number of eligible candidates</li> <li>To work on monitoring the trends from under-represented regions using applications data</li> <li>To establish a notification mechanism for National Authorities and States Parties to inform them of when there are less than 15% of candidates from any one region at the time of the initial vacancy deadline, in order to increase the number of eligible candidates from under-represented regions</li> </ul>
<i>Task/description</i>	<i>To disseminate OPCW vacancies among relevant stakeholders, in accordance with the branding and outreach strategy, with a focus on under-represented regions</i>
<b>Step 3: Assessment</b>	<ul style="list-style-type: none"> <li>To include members from different regional groups in the composition of the Selection Recommendation Panel</li> <li>To incorporate geographical representation considerations in the mandatory training activities for Panel members</li> <li>To address geographical representation considerations within the Panel upon preparation of the selection package to be submitted to the Appointing Official</li> </ul>
<i>Task/description</i>	<i>To comply with geographical representation considerations within the Selection Recommendation Panel in each step in the recruitment process</i>
<b>Step 4: Interview</b>	<ul style="list-style-type: none"> <li>To conduct all interviews before the Panel under equal conditions</li> <li>To provide training material to all candidates to enable them to better prepare for competency-based interviews</li> <li>To offer feedback as a mandatory practice to all candidates who have been part of the final interview</li> </ul>
<i>Task/description</i>	<i>To ensure standard terms for all candidates to allow them to apply under equal conditions to compete for OPCW vacancies</i>
<b>Step 5: Selection</b>	<ul style="list-style-type: none"> <li>The Human Resources Branch is to include geographical representation considerations in the selection package to be submitted to the Appointing Official</li> </ul>