

RESOLUTION 12 (GA13, Yangon, 2014)

**Procedure for the Election of Secretary General and Deputy Secretary General
of the Asia Pacific Telecommunity**

The General Assembly of the Asia Pacific Telecommunity (Yangon, Myanmar, 2014)

considering

that pursuant to paragraph 6(e) of Article 8 of the Constitution of the Asia Pacific Telecommunity, the General Assembly is required to elect the Secretary General and the Deputy Secretary General of the APT,

resolves

1. that the procedures as provided in the Annex 1 of this resolution are to be adhered to by the General Assembly in electing the Secretary General and the Deputy Secretary General of the APT, and
2. that the position description of the Secretary General and the Deputy Secretary General will be according to Annex 2 of this resolution.

ANNEX 1

Procedures for the Election of the Secretary General and the Deputy Secretary General of the Asia Pacific Telecommunity

1. Election Procedures

The election procedures shall apply to the election of the Secretary General and the Deputy Secretary General in accordance with Article 8 Paragraph 6(e) of the Constitution of the APT.

2. General rules on election procedures

- 2.1 The Secretary General and Deputy Secretary General shall be elected among the candidates proposed by Members as their nationals and shall be nationals of different Members.
- 2.2 The paramount consideration in the election of the Secretary General and Deputy Secretary General shall be the necessity of securing for the APT the highest standard of efficiency, competence and integrity.

3. Submission of candidature

- 3.1 At least six months prior to the opening of the General Assembly, the Secretary General shall invite Members to submit candidatures.
- 3.2 Each candidature shall be accompanied by the curriculum vitae of the candidate.
- 3.3 The candidate for elected officials should be under 60 years of age at the time when they are expected to take office which is 9 February of the following year.
- 3.4 Candidatures must be received by the Secretary General no later than 23:59 hours (Bangkok time) on the twenty-eighth day prior to the General Assembly.
- 3.5 Candidatures shall be published as meeting documents as soon as they have been received by the Secretary General.

4. Specific rules of procedure for the election of the Secretary General and the Deputy Secretary General

- 4.1 The Secretary General and the Deputy Secretary General shall be elected by secret ballot at a General Assembly.
- 4.2 The election for the post of the Secretary General shall be conducted first, followed by the election of the Deputy Secretary General. The election of the Deputy Secretary General shall not start until the election process of the Secretary General is complete. The election shall take place notwithstanding that there is only one candidate for the post of Secretary General or Deputy Secretary General.
- 4.3 The same candidate may not stand for election to more than one post.

- 4.4 Proxy votes stipulated in Rule 31 of the Rules of Procedure of the General Assembly of the Asia-Pacific Telecommunity shall be permitted.
 - 4.5 Before proceeding to the elections pertaining to each stage, each delegation having the right to vote shall receive a ballot paper, bearing the names of all candidates in alphabetical order by last name, together with the names of the Member States having nominated the candidates.
 - 4.6 Each delegation should indicate on its ballot paper the candidate it supports by placing an "X" in the box against the name of that candidate.
 - 4.7 Blank ballot papers shall be considered as abstentions. Ballot papers with more than one box marked, or bearing any mark other than "X" inside a box, or bearing any mark whatsoever outside the boxes shall be considered as invalid and shall not be counted. In computing the majority, abstentions shall not be taken into account.
 - 4.8. Any candidate obtaining a majority of votes shall be declared elected.
 - 4.9 Upon completion of the voting, the Vice-Presidents shall count the votes and report to the President. The President shall announce the results of the voting as follows:
 - a) number of delegations attending the Assembly and entitled to vote;
 - b) number of votes cast;
 - c) number of invalid ballot papers;
 - d) number of abstentions;
 - e) number of votes constituting the required majority of the valid votes;
 - f) number of votes obtained by each candidate, in ascending order of the number of votes;
 - g) name of the elected candidate, if any.
 - 4.10 If, after the first ballot, no candidate has obtained the required majority, one or more ballots shall be taken, such ballots being separated by intervals of at least one hour from the announcement of the results of the preceding ballot.
 - 4.11 When the number of abstentions exceeds half the number of all votes cast for a candidate for the post of Secretary General and/or Deputy Secretary General, the election shall be postponed to a date to be determined by the General Assembly.
 - 4.12 Notwithstanding paragraph 4.2 above, in the event that the election for the post of the Secretary General is postponed in accordance with paragraph 4.11, the General Assembly may decide to conduct the election for the post of Deputy Secretary General.
 - 4.13 If both the Secretary General and Deputy Secretary General are not elected at the General Assembly, the duties of the Secretary General shall be executed by the most senior member of the Staff of the Secretariat with the directions of the Chairman of the Management Committee until the Secretary General or the Deputy Secretary General is elected in accordance with paragraph 4.11 above.
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ANNEX 2

The Position Description of the Secretary General and the Deputy Secretary General

Pursuant to paragraph 4 of Article 10 of the APT Constitution, Secretary General and Deputy Secretary General shall:

A. Secretary General

1. Oversee the strategies and operations of the APT which includes activities in accordance with the Strategic Plan.
2. Plan and implement yearly KPIs and targets for the APT developed by the Management Committee and ensuring these goals are achieved.
3. Serve as Secretary of the APT General Assembly and the Management Committee meetings.
4. Coordinate and implement the decisions of the APT General Assembly and the Management Committee meetings.
5. Provide strategic advice and guidance to the APT General Assembly and the Management Committee meetings.
6. Liaise with international organizations, the Host government, APT members and potential members to maintain the profile of the APT in the region and promote its services and expertise.
7. Act as the legal representative of the APT.
8. Represent the APT at international conferences and meetings within the guidelines laid down by the General Assembly and/or the Management Committee.

B. Deputy Secretary General

1. Manage and ensure the day to day financial affairs of the APT are in accordance with the Financial Regulations of the APT.
2. Assist the Secretary General to plan and implement yearly KPIs and targets for the APT developed by the Management Committee and ensuring these goals are achieved.
3. Direct and manage the implementation of the activities of the APT as assigned by the Secretary General.
4. Assist the Secretary General in staffing matters within the Secretariat of the APT.

5. Provide advice and guidance to the Secretary General, where necessary.
6. Assist the Secretary General and perform the duties of the Secretary General in his/her absence.
7. Provide advice and guidance to the Director of Project Development where necessary.
8. Execute other duties as may be prescribed by the Secretary General from time to time.

(GA12, Jeju, 2011) – (GA13, Yangon, 2014, Rev.-1)
