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## **POLICY FOR REGIONAL OFFICE APPLICATIONS**

### **1. Purpose**

- 1.1. This Policy for Regional Office Applications (the Policy) sets out the requirements and application process for prosecution services that are organisational members of the International Association of Prosecutors (IAP) to apply to set up a Regional Office in their jurisdiction.
- 1.2. The purposes of a Regional Office are to:
  - i. Strengthen the IAP Secretariat in relation to the management and recruitment of members in the respective region;
  - ii. Provide administrative support and linguistic assistance to the IAP Secretariat in the respective region; and
  - iii. Support delivery of the IAP Objects in the respective region.
- 1.3. The term “region” is not defined solely by geography and may include a group of jurisdictions which share a common language, have close connections between prosecution services or have similar judicial systems.

### **2. Regional Office Sub-Committee**

- 2.1. There shall be a Regional Office Sub-Committee, which shall be a sub-committee of the Executive Committee.
- 2.2. The Regional Office Sub-Committee shall act in accordance with this Policy and with the Regional Office Sub-Committee Terms of Reference.

### **3. Selection Criteria**

- 3.1. The overriding objective of a Regional Office is to support and enhance the work of the IAP in a particular region. Accordingly, applicants must demonstrate that:
  - i. The establishment of a Regional Office will meet the overriding objective;
  - ii. Their reach is not limited, whether by language, domestic priorities or other factors, to prosecutors in a single country or jurisdiction;
  - iii. They are willing and have the capability to work across international borders with counterparts in other countries;
  - iv. Their official language is one of the IAP languages (Arabic, Chinese, English, French, Spanish, Russian), or such language as is agreed by the Regional Offices Sub-Committee and specified in the advertisement for applicants;

- v. They have the capability and capacity to provide some or all the following services to the IAP:
  - Supporting the work and priorities of the Secretariat;
  - Recruiting individual members;
  - Supporting the recruitment of organisational members;
  - Keeping contact details for members in the region on the contacts database up-to-date;
  - Translating IAP documentation and website content into the regional language;
  - Organising conferences, seminars and other IAP events in the region;
  - Disseminating and championing the IAP Standards of Professional Responsibility and Statement of the Essential Duties and Rights of Prosecutors within the region;
  - Supporting the Prosecutors' Exchange Programme;
  - Supporting IAP Global Training Academy initiatives through the translation of training materials and the development of regional training packages;
- vi. They have the financial capacity to meet all of the expenses incurred in the setting up and administration of the Regional Office including, but not limited to, personnel costs, office costs, equipment costs and travel and subsistence costs within the region in which the Regional Office is located. Any provision for travel and subsistence costs outside the region in which the Regional Office is located will be outlined in the Regional Office Co-operation Agreement;
- vii. They are able to recruit staff that meet the criteria outlined in section 4 below and within any job description(s) as agreed with the Secretariat.

#### **4. Recruitment of staff**

- 4.1. The successful applicant shall be responsible for the recruitment of staff for the Regional Office, with oversight, input and final approval from the Secretariat. All potential representatives must possess the following skills and qualities:
  - i. Fluency in written and spoken English;
  - ii. Experience of using MS Office products including Word, Excel and PowerPoint;
  - iii. Knowledge and experience of file management and record keeping;
  - iv. Self-motivation, flexibility and the ability to work independently with accuracy and attention to detail under minimal supervision;
  - v. Sound judgement, integrity, tact and discretion in dealing with others and when dealing with sensitive issues;
  - vi. Ability to work harmoniously, cooperatively and effectively in a team;
  - vii. Ability to establish and maintain effective working relationships with people of different educational, national, linguistic and cultural backgrounds;
  - viii. Experience in a web content management system (desirable but not mandatory).
- 4.2. Once appointed, the staff of the Regional Office will be under the direct supervision of the Secretary-General and the Executive Director of the IAP. The Secretary-General and the Executive Director will be responsible for setting objectives and tasks, and for monitoring progress at each Regional Office. Specific tasks and activities will be agreed in writing prior to the opening of the Regional Office and may be amended by agreement with the Secretary-General.
- 4.3. All contracts of employment and associated obligations will be between the IAP organisational member and the staff member.

- 4.4. The IAP will organise and fund training for the staff of the Regional Office to enable them to perform the necessary work regarding their tasks and functions.
- 4.5. Save for any costs associated with subsection 4.4, the IAP shall not incur any other financial liability or obligation in relation to the staff of the Regional Office.
- 4.6. The Regional Office and its staff may not undertake or enter into any financial operations, arrangements or other agreements on behalf of the IAP without the express written permission of the Secretary-General or the Executive Director.

## **5. Application Process**

- 5.1. The Executive Committee will identify in which region/s a Regional Office would deliver the most benefit to the IAP. In doing so, they can consider any relevant factor, including the size of the membership base in the region, the need for enhanced visibility in the region, IAP resources and the need to enhance engagement between the IAP and the region.
- 5.2. The Secretariat will advertise for applicants from a region/s identified by the Executive Committee in accordance with subsection 5.1. above.
- 5.3. The Regional Office Sub-Committee will assess the applications against the criteria detailed in this Policy. Additional information or clarification may be requested if necessary. The Regional Office Sub-Committee may invite applicants to a meeting in person, ordinarily at the Secretariat.
- 5.4. The Chair of the Sub-Committee should aim for consensus on all decisions. If consensus cannot be reached, then decisions shall be made by a simple majority of members present and voting. In those circumstances, majority and minority positions shall be noted in the minutes of the meeting and shall be reported to the Executive Committee. If a vote is equal, then such position shall be noted in the minutes of the meeting and shall be reported to the Executive Committee.
- 5.5. The Regional Office Sub-Committee will advise the Executive Committee of the outcome of their assessment, including reasons, and will make a recommendation as to whether a particular applicant should be given approval to establish a Regional Office. The Executive Committee is not bound to accept the recommendation of the Regional Office Sub-Committee.
- 5.6. The Executive Committee will then determine whether to approve the opening of a regional office in the specified region. The Executive Committee will make its decision in accordance with Article 8.10 of the IAP Constitution.

## **6. Formalities**

- 6.1. The Secretariat, assisted by the Regional Office Sub-Committee, and the successful applicant will agree the terms of the Regional Office Co-operation Agreement.
- 6.2. Once approved by the Executive Committee, the Regional Office Co-operation Agreement may be signed in accordance with Article 7 of the Constitution.

## 7. Records

- 7.1. The Secretary-General shall keep an official record of all applications to host a Regional Office and the outcome of the considerations of the Regional Office Sub-Committee.

Approved by the IAP Executive Committee on 28 September 2024 in Baku, Azerbaijan.  
In force with immediate effect.



## REGIONAL OFFICE SUB-COMMITTEE

### TERMS OF REFERENCE

#### 1. Purpose

- 1.1. These Terms of Reference (the Terms) regulate the work of the Regional Office Sub-Committee (the Sub-Committee).
- 1.2. The purpose of the Sub-Committee is to:
  - i. Assist in identifying in which region/s a Regional Office would deliver the most benefit to the IAP;
  - ii. Consider and assess applications to set up a regional office in accordance with the criteria and process outlined in the Regional Office Applications Policy (the Policy);
  - iii. Make recommendations to the Executive Committee as to whether a Regional Office should be established and, if so, where; and
  - iv. Assist in the drafting of job descriptions for staff of Regional Offices and in the drafting of Regional Office Co-operation Agreements.

#### 2. Membership

- 2.1. The Sub-Committee shall consist of the Vice-President for each IAP region and the immediate past President.
- 2.2. The Secretary-General, Executive Director and General Counsel may also assist the Regional Office Sub-Committee with their assessment.
- 2.3. The Sub-Committee shall appoint one of its members as Chair. The term of office for the Chair is three years and is renewable without limitation.
- 2.4. A member may resign from the Sub-Committee by providing notice in writing to the Secretary-General.
- 2.5. No member may remain on the Sub-Committee if they cease to be a member of the IAP.
- 2.6. Sub-Committee members shall disclose any conflict of interest relating to the work of the Sub-Committee to the Chair of the Sub-Committee. If requested to do so by the Chair, the member shall withdraw from the Sub-Committee or from any part of the Sub-Committee meeting as is deemed appropriate by the Chair.

#### 3. Procedure

- 3.1. The Secretariat will collect the applications to host a regional office following the call for applications. The Secretariat will provide all applications and supporting documentation to the Sub-Committee for their consideration within two weeks of the deadline for the call for applications.

- 3.2. The Sub-Committee shall meet to consider the applications and to determine the outcome of the applications. Meetings can be in-person, online, or in a hybrid format.
- 3.3. The quorum for any Sub-Committee meeting shall be a simple majority of the Sub-Committee's membership.
- 3.4. Applications shall be determined in accordance with the procedure and criteria outlined in the Policy.
- 3.5. The Sub-Committee should aim for consensus on all decisions. If consensus cannot be reached, the Sub-Committee shall make its decisions by a simple majority of members present and voting.
- 3.6. The Sub-Committee shall record brief reasons for their assessment of each application.
- 3.7. The Secretariat is responsible for reporting the decisions of the Sub-Committee to the Executive Committee and subsequently to the applicants.
- 3.8. The recommendations of the Sub-Committee are not binding on the Executive Committee.

#### **4. Rules of procedure**

- 4.1. The Sub-Committee may make and vary its own rules of procedure, including these Terms.

#### **5. Record keeping**

- 5.1. A record should be kept of each Sub-Committee meeting. The record of the meeting should be sent to the IAP Secretariat for storage in the IAP archives.

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In force with immediate effect.

