

## 1. Purpose

- 1.1. This protocol sets out the requirements and application process for IAP organisational members representing prosecuting authorities that wish to set up Regional Offices (ROs) in their jurisdiction. The purpose of a RO is to:
  - strengthen the IAP Secretariat in relation to the management and recruitment of members in the respective region; and
  - provide administrative support and linguistic assistance to the IAP Secretariat and across the region.
- 1.2. The term “region” is not defined solely by geography and may include a group of jurisdictions which share a common language, close connections between prosecution services or similar judicial systems.

## 2. Background

- 2.1. The IAP Constitution mandates a Bureau to assist the Secretary-General to manage the day-to-day affairs of the Association. The Secretariat, based in The Hague, the Netherlands was established to fulfil this purpose. At the 48<sup>th</sup> Executive Committee Meeting in Buenos Aires, the proposal for ROs was considered and it was decided that the introduction of ROs is advantageous and that the IAP establish a process for organisational members to apply for ROs.
- 2.2. The proposal envisaged that a RO could be either a physical office or simply a desk within a Prosecution Office, with one or more full or part-time regional representatives working in it. The RO would support the work of the Secretariat and provide a complimentary channel of communication to members and potential members within the region. The Secretariat would be responsible for instructing representatives and directing their activities.
- 2.3. The Prosecutor General’s Office of the Russian Federation generously agreed to open a pilot RO in November 2017 with the aim of determining whether such offices would benefit and enhance the IAP. During the pilot period the RO:
  - Supported the IAP within the Russian speaking community;
  - Acted as a contact point for individual members in the region;
  - Translated relevant IAP documentation; and
  - Consistently updated the Russian language version of the IAP website.
- 2.4. Following the pilot and Executive Committee meeting in Buenos Aires, a Regional Office Sub-Committee (ROSC) was formed to establish an application process. The criteria for hosting a RO and the application process are set out below. The ROSC will have ongoing responsibility for:

- 2.4.1. Producing a template IAP Regional Office Co-operation Agreement and job descriptions for RO representatives.
- 2.4.2. Identifying regions that would benefit from having a RO, taking into account the capacity and priorities of the Secretariat.
- 2.4.3. Assessing RO applications and making recommendations to the Executive Committee as to which organisational members meet the criteria and which should be given a RO.

### 3. Selection Criteria

- 3.1. The purpose of a RO is to enhance the work of the IAP in a particular region. Accordingly, applicants must demonstrate that:
  - 3.1.1. Their reach is not limited, whether by language or domestic priorities, to prosecutors in a single country or jurisdiction and they are willing to work across international borders with counterparts in other countries.
  - 3.1.2. Their official language is one of the IAP languages (Russian, Chinese, French, Spanish, Arabic, English) or such language as is agreed by the ROSC and specified in the advertisement for applicants.
  - 3.1.3. They are able to provide all of the following services on behalf of the IAP:
    - support the work and priorities of the Secretariat;
    - recruit individual members;
    - support the recruitment of organisational members;
    - keep regional contact details on the contacts database up to date;
    - translate IAP documentation and website content into the regional language;
    - organise conferences, seminars and other IAP events in the region;
    - disseminate and champion the IAP Standards within the region;
    - support the Prosecutors Exchange Programme;
    - support IAP global training initiatives through both translation of training materials and development of regional training packages;
  - 3.1.4. They can meet all the expenses incurred by the RO including, but not limited to, personnel costs, office costs, equipment costs and travel and subsistence costs within the region in which the RO is located. Any provision for travel and subsistence costs outside the region in which the RO is located will be agreed in the Regional Office Co-operation Agreement.
  - 3.1.5. They are able to recruit representatives that meet the criteria set at paragraph 5 below and within the job description(s) at Annex [ ].

#### **4. Recruitment of Representatives**

- 4.1. The successful applicant shall be responsible for the recruitment of representatives, with oversight and input from the Secretariat. All potential representatives must possess the following skills and qualities:
  - 4.1.1. Fluency in both written and spoken English;
  - 4.1.2. Experience of using MS Office products including Word, Excel & PowerPoint;
  - 4.1.3. Knowledge and experience of file management and record keeping;
  - 4.1.4. Self-motivated, flexible and able to work independently with accuracy and attention to detail under minimal supervision;
  - 4.1.5. Sound judgment, integrity, tact and discretion in dealing with others and when dealing with sensitive issues;
  - 4.1.6. Ability to work harmoniously, cooperatively and effectively in a team;
  - 4.1.7. Ability to establish and maintain effective working relationships with people of different educational, national, linguistic and cultural backgrounds.
  - 4.1.8. While not mandatory, experience in web content management systems would be desirable.
- 4.2. Once appointed, the staff of the RO will be under the direct supervision of the Secretary General (SG) and the Executive Director (ED) of the IAP. The SG and the ED will be responsible for setting tasks and monitoring progress at each RO. Specific tasks and activities will be agreed in writing prior to the commencement of the RO and may be added to, altered or removed by agreement with the SG and ED.
- 4.3. The IAP will organise and host, at IAP expense, RO staff training which will include how to perform the necessary work regarding their tasks and functions. The IAP shall not incur any other financial liability or obligation in relation to the staff of the RO.
- 4.4. The RO and its staff may not undertake any financial operations, arrangements or other agreements on behalf of the IAP authorised by the governing Regional Office Co-operation Agreement without the express written permission of the SG or ED.

#### **5. Application Process**

- 5.1. The Secretariat will advertise for applicants from a region approved by the Executive Committee by issuing an electronic mail to all organisational members in the region and posting the advertisement on the IAP website.

- 5.2. The ROSC, assisted by the SG, will assess the applications against the criteria detailed in paragraph 3 above and may require applicants to provide additional information and clarification if required to fully evaluate the applicant's bid. The ROSC may invite applicants to a meeting in person, ordinarily at the Secretariat. The ROSC may mandate a meeting in person to a sub-group of the ROSC.
- 5.3. The ROSC will assess which application(s) best meet the criteria and will reach their decision by simple majority and without the vote of the SG.
- 5.4. Each criteria will be assessed using a points based system [Annex B] as follows:
 

5.4.1. Good evidence of the criteria	-	3 points
5.4.2. Some evidence of the criteria	-	2 points
5.4.3. Insufficient evidence of the criteria	-	1 point
- 5.5. The ROSC will then recommend to the Executive Committee which of the applicants meet the criteria and which applicant to give the RO to. The Executive Committee will make its decision in accordance with Article 8 of the Constitution.

## **6. Formalities**

- 6.1. The Secretariat (assisted by the ROSC or its representative) and the successful applicant will finalise the Regional Office Co-operation Agreement.
- 6.2. Once approved by the Executive Committee, the co-operation agreement may be signed in accordance with Article 7 of the Constitution.