**APPENDIX XXI**

**Proposal for Long-term Appointment Mechanism for TC Secretary**

The appointment of TC Secretary should be conducted in an open, transparent and wholly accountable manner with due consideration given to the suitability of the appointee in carrying out the responsibilities under the Terms of Reference for TC Secretary and in promoting the objectives of TC within as well as outside the TC region. In setting criteria and requirements for the appointment process, due consideration should also be given to the limited numbers of Members ready for hosting the TCS and the need for a suitable balance to be struck between the expectations of TC and the TCS Host Member. In this connection, it is recommended that terms relating to the appointment of TC Secretary should form part of any future TCS hosting bids to be submitted for the Committee’s consideration.

Subject to any applicable terms governing the appointment of TC Secretary in the TCS hosting agreement, the following process shall be followed:

1. Members to nominate candidates, with curriculum vitae of candidates, to reach TCS 6 months before the annual Session that would decide on the appointment.
2. Nominations by Members should be made in consideration of the qualifications required for TC Secretary (see para. 6 below) and any terms specified by TCS Host Member as stipulated in the TCS hosting agreement. Written support or clearance shall be provided by the appropriate Government authority as determined by the Member who the candidate is a national of, per the respective policy of each Member.
3. TCS to present a collated list of candidates to TCS Host Member for advice and comments on any issues that may arise in respect of the relevant terms and conditions as stipulated in the TCS hosting agreement.
4. TCS, in consultation with TC Chair and AWG, to present the finalized list of candidates with relevant information, including comments by TCS Host Member if any, to Members for reference and consideration 3 months before the annual Session.
5. Members to discuss and appoint the new TC Secretary, through voting if necessary, at the annual Session.
6. Qualifications for TC Secretary:

Essential

* Knowledge and working experience in NHMS or other relevant organizations in meteorology, hydrology and DRR among ESCAP, WMO or TC Members.
* Ability to coordinate and work effectively with ESCAP, WMO and TC Members~~, including TCS Host Member~~.
* Proficiency in spoken and written English.

Preferable

* Knowledge or previous experience in the works of Typhoon Committee.
* Communicating ability in a working language of the TCS Host Member.