

Annex 3 NOMINATION/SELECTION PROCESS OF AGGI MEMBERS

1. REQUEST FOR NOMINATIONS

- a. UN-Habitat's Executive Director requests the CPR to nominate 2 of their members.
- b. UN-Habitat Executive Director requests UN-Women to nominate 1 representative.
- c. The AGGI will communicate to UN-Habitat the names of the persons stepping down, as well as the number of representatives per category among those indicated in Resolution 23/1 of 2011 that will need to be filled.
- d. The AGGI in agreement with UN-Habitat will prepare the Call for Nominations in which the number and categories of positions to be filled is indicated.
- d. The Call for Nominations to AGGI membership is published on the UN-Habitat and any other partner website. Posting should run for at least 30 days to 2 months.
- e. This selection process is not applicable to CPR representatives, UN-Women representatives, nor to the serving AGGI members who are continuing their terms.

This number can be increased when members with the right of continuing do not wish to continue. When this is the case, the number of positions to be filled will be increased in accordance

- f. UN-Habitat Executive Director to send invitations to partners informing on the call for nominations.
- g. The nomination form published with the Call for Nominations to be duly completed and returned by proposers to UN-Habitat. Proposals must indicate name of the nominating organization and bear the signature of its legal representative who is presenting the nomination.

2.- SELECTION PROCESS

- a. A selection committee of six people (3 proposed by the AGGI, and 3 proposed by UN-Habitat) will make up the Selection Committee;
- b. UN-Habitat will nominate an additional focal point who will act as receiving point for the nominations; this person will not be a member of the Selection Committee;
- c. The UN-Habitat Focal Point will oversee the intake of nominations and consolidate names of all nominees in a database, allocate numbers to each nominee, and send a copy of the list of the nominees to the Selection Committee;

3. SELECTION OF NOMINEES

The Selection Committee will evaluate the merits of the nominees applying the selection criteria included in the ToR. The nominees from CPR- and UN-Women, will be excluded from the selection process.

b. The Selection Committee will produce a short-list with twice as many names as the number of positions to be filled. It will submit this list of names, of which half are recommended for nomination, and the other half are listed as reserve nominees.

The committee will provide a written motivation of its decisions for acceptance or rejection for each candidate presented.

c. The Selection Committee will select members to ensure that the group functions effectively as a whole, ensuring the appropriate representation of the groups to be represented in AGGI (as listed in the Resolution 23/1 of 2011).

4. RECOMMENDATION OF NOMINEES

a. The new nominees are contacted to re-confirm their continued interest;

b. The complete list of the 13 nominees is forwarded to the UN-Habitat Executive Director, including the new nominees, the 2 CPR and the 1 UN-Women representative; Where possible, a minimum of one (1) representative shall be nominated for each constituency/group. When possible, Gender and regional balance shall be maintained.

5. APPOINTMENTS

a. ED approves list of nominees submitted by Selection Committee. b. Appointment letters signed by ED.