



**2nd Meeting of the Appointment Committee for the new DED PS**  
Date: 21<sup>st</sup> October 2021, 9:30 a.m. (GMT+8)

**Provisional Agenda**

| No | Activity/Topic   | Time                    | Facilitator          | Remarks   |
|----|--|-------------------------|----------------------|---|
|    | Log-in/ Technical Check  | 9:15 a.m.– 9:30 a.m.    | Regional Secretariat | RS facilitates log-in/technical check/registration  |
| 1  | Welcome/Greetings from ED/RS   | 9:30 a.m.-9:35 a.m.     | ED of RS             | ED welcomes/greets members of Appointment Committee (AC) informs Chair of the AC will be from SB as SB is the existing Chair of the COM and CSO |
| 2  | Greetings from AC Chair  | 9:35 a.m. – 9:40 a.m.   | AC Chair (SB)        | Chair greets members of the Appointment Committee   |
| 2  | Roll call of AC members  | 9:40 a.m.- 9:45 a.m.    | AC Chair (SB)        | Chair checks/call country representative to the meeting   |
| 3  | Review and Adoption of the Agenda  | 9:45 a.m. – 9:50 a.m.   | AC Chair (SB)/RS     | Chair invites RS to present Agenda; requests AC to review and adopt the agenda, if no comment   |
| 4  | Discussion and agreement on the following<br>1. Identification of top 5 candidates for Interview<br>2. Proposed interview process/flow<br>a. Brief Introduction – Members of Appointment Committee (5 mins)<br>b. Brief Introduction of DEDPS Candidate (5 mins)<br>c. Powerpoint Presentation from candidate (Note: Appointment Committee to discuss and agree on the topic) (5 mins)<br>d. Interview Question (30 mins)<br><br>3. Review of the proposed evaluation/rating sheet/guide for powerpoint presentation and interview | 9:50 a.m. – 11:45 a.m.  | AC Chair (SB)/ RS    | The Chair requests RS to assist in the presenting the items for discussion; invites feedback from AC and comes-up with a decision.              |
| 7  | Next Steps and Closing   | 11:45 a.m. – 12:00 noon | • Chair              | The Chair closes the meeting.   |