

ACP-EU COTONOU AGREEMENT

**AFRICAN, CARIBBEAN AND
PACIFIC GROUP OF STATES**

**COUNCIL OF
THE EUROPEAN UNION**

Brussels, 7 October 2013

ACP-UE 2127/13

COVER NOTE

from: Director of the Technical Centre for Agricultural and Rural Cooperation (CTA)
dated: 1 October 2013
to: Co-Chairman of the ACP-EU Committee of Ambassadors
Subject: CTA - Technical Centre for Agricultural and Rural Cooperation
- Performance criteria for the CTA Director

Delegations will find attached the Performance criteria for the CTA Director as transmitted by the CTA.



In all correspondence on this matter
please quote our ref no.: Dir/130925/dkl

Wageningen, 25 September 2013

H.E Ambassador Raimundas Karoblis
Co-Chairman of the ACP-EU Committee of
Ambassadors
Permanent Representative of Lithuania to the EU
c/o Mrs A Silveira Reis
General Secretariat of the Council of the EU
Rue de la Loi 175
B-1048 Brussels

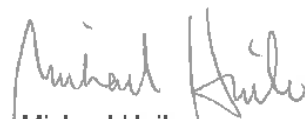
Dear Co-Chairman,

Subject: Performance criteria for the CTA Director

At its 861st Meeting, on 25 March 2013, the ACP Committee of Ambassadors decided (summary record, point 54 c.) that performance criteria should be established for the evaluation of the CTA Director and that these should be sanctioned by the Committee of Ambassadors. In accordance with this decision, the CTA Executive Board approved a set of performance criteria at its 17th meeting, on 3-4 June 2013. Subsequently, the performance criteria were approved by the Sub-Committee for Sustainable Development on 10 September and the ACP Committee of Ambassadors on 12 September.

In consideration of the above, CTA hereby wishes to submit the performance criteria to the EU Committee of Ambassadors for endorsement.

Please accept, Mr Co-Chairman, the assurances of our highest consideration.



Michael Hailu
Director

Encl.:

cc. Mrs A. Silveira Reis, Director, Co-Secretary of the ACP-EU Council of Ministers
Mr D. Salord, Head of Unit DEVCO/C4, European Commission



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www.cta.int

Director of CTA – Performance Criteria

Strategic Leadership & Vision

- Determine CTA's strategic direction and vision in consultation with the Executive Board, staff and key stakeholders.
- Develop and implement a strategic plan to guide the Centre's work for at least five years and build its competitive advantage and global recognition.
- Undertake institutional change as needed to match strategic priorities.
- Keep abreast of changing trends and opportunities in ACP agriculture and rural development and make necessary adjustments to the strategic plan.
- Promote a culture of innovation and service to customers and stakeholders.

Governance

- Support the Executive Board effectively in the conduct of its governance responsibilities.
- Ensure that the decisions of the board are implemented and report progress.
- Present periodic reports to CTA's Supervisory Authorities.
- Manage effectively the Centre's multiple governance and accountability mechanisms.

Programme Implementation

- Present CTA's annual programme of work and budget to the Executive Board and obtain its approval.
- Report on the Centre's work progress to the Executive Board.
- Develop and implement a Results Framework outlining expected outputs, outcomes and desired impacts of CTA's interventions.
- Commission external reviews of CTA's programmes/activities as required to determine their relevance, effectiveness and impact.

Financial Management

- Ensure judicious use of CTA's financial resources as per the approved budgets and the Centre's financial regulation.
- Commission periodic external audits as approved by the Executive Board and facilitate additional audits that may be requested by the EC, and take follow-up actions as required.
- Seek increased allocation to CTA's budget from the EDF.

Human Resources Management/Administration

- Ensure transparency and professionalism in staff recruitments.
- Promote a culture of team work, open communication and cooperation throughout the organization.
- Implement a robust staff performance management system with clear annual performance targets and assessments.
- Ensure that internal processes and procedures are continually improved to achieve greater efficiency and effectiveness.

Partnerships

- Build and maintain close strategic partnerships with key regional ACP institutions working in agriculture and rural development.
- Develop partnerships with relevant research, academic, civil society and private sector organisations in ACP, EU and globally.
- Leverage CTA's limited resources by fostering close partnerships with other institutions in implementing joint projects.

Communications and Outreach

- Communicate CTA's vision, mission and strategic priorities to key stakeholders.
- Represent the Centre at high-level meetings and make presentations as required.
- Ensure that the Centre produces high quality communication materials in electronic and print.
- Raise CTA's visibility and image across the ACP regions.