

For Decision

## **REPORT OF THE SUB-COMMITTEE ON STAFFING AND NOMINATIONS**

The sub-committee met for three sessions and dealt with the following documents:

9	Staffing Report
4	Membership Matters
5	Nominations
6	Constitution and Rules
6.1	Commission on Education and Ecumenical Formation By-Laws
7	Functions of the Governing Bodies
7.1	Overview of Roles of the Governing Bodies
7.2	Self-Evaluation of Governing Bodies
7.2.1	Evaluation Form
10	Staff Policy
11	Central Committee Draft Agenda
12	Venues and Dates of Governing Body Meetings

The sub-committee on staffing and nominations makes the following recommendations to the executive committee:

### ***Doc 9 Staffing Report***

That the executive committee accept the recommendations on appointments, contract extensions, opening of vacancy in document 9.

The sub-committee received the information from the officers' appointments and contract extensions and noted the following:

- The general secretary will ensure proper and adequate performance appraisals carried out for all staff and provide the basis for any extension of contracts.
- The positions for IMD manager and EAPPI coordinator are being reviewed and once new working arrangements are made there will be a recommendation for the opening of these vacancies.
- That the executive committee request that a critical review of the performance appraisal system and procedures be included in the new staff policy to ensure that the performance appraisal is a two-way process involving both individual and team appraisals.
- That the executive committee recommend that the general secretary bring to the next executive committee, and through it to the central committee (13-20 February 2008) a proposal on policy on seconded staff.

- That the executive committee recommend that the WCC UN Liaison Office be strengthened by increasing the staff capacity in the office through hiring a senior staff as overall coordinator and that the general secretary explore possibilities for funding such a position.
- That the executive committee recommend that the general secretary bring a status report on the work of the WCC US Office in relation to partnerships with US WCC member churches and in relation to the UN Liaison Office.
- That the executive committee recommend that the central committee members and churches be kept fully informed about the WCC work following the International Peace conference “Churches Together for Peace and Justice in the Middle East” in Amman.

#### ***Doc 4 Membership Matters***

- That the executive committee recommend that the Laos Evangelical Church and the Independent Presbyterian Church of Brazil be invited to send a representative to the meeting of the central committee, 13-20 February 2008 in Geneva.
- That the executive committee recommend that these two churches be received as new members of the WCC.

#### ***Doc 5 Nominations***

- That the executive committee confirm Ms Marloes Keller (Protestant Church in the Netherlands) as a member of the central committee.
- That the executive committee approve Ms Natasha Klukach (Anglican Church of Canada) as a member of the faith and order standing commission.
- That the executive committee approve the list of members of the faith and order plenary commission (the standing commission having been elected earlier) taking note that responses from two member churches are still expected and that Korean member churches may come with an alternate proposal for their member. Faith and order is to inform the churches that the membership is approved and that those nominated are already members of the plenary commission.
- That the executive committee appoint Ms Sophia Gergis (Presbyterian, Egypt) to the youth body.
- That the executive committee encourage the programme committee of the central committee to bring proposals for a steering and core group of the programme committee to the central committee along the lines of the following:

##### **Steering Committee of the Programme Committee**

- Shall include the moderator, vice-moderator and two rapporteurs
- Shall meet during the programme committee meetings
- Shall facilitate the work of the programme committee during its meetings

##### **Core Group of the Programme committee**

##### **Membership**

- The core group includes the members of the steering committee plus three other programme committee members

#### Role of the Core Group

- Assist the programme committee in monitoring performance of programmes, especially during the period between meetings of the programme committee
  - Participate in the WCC round table meetings to share programme policies and strategic direction
  - Ensure that between programme committee meetings staff are accompanied and supported
- Schedule
- The core group meets at the request of the programme committee

### ***Doc 6 Constitution and Rules***

- That the executive committee forward the amendments contained in document 6 – Constitutions and Rules, to the central committee for decision.

### ***Doc 6.1 By-Laws: Commission on Education and Ecumenical Formation***

- That the executive committee forward the by-laws of the commission on education and ecumenical formation to the central committee for decision.

### ***Doc 7 Functions of Governing Bodies and 7.1 Overview***

- That the executive committee receive the two documents with the following modifications/additions:

#### 1. Officers

- The offices are elected by the central committee. They are the moderator, two vice-moderatos and the general secretary (ex-officio).
- Take decisions as authorized by the executive committee
- officially represent the WCC as requested
- Function as the business committee for the central and executive committees

#### 1.1. Moderator

- Moderates the central and executive committees and the officers meetings
- Ensures collegiality among the officers
- Stays in close contact with the general secretary and keeps him/her informed and updated about developments in the life of the WCC. The moderato shall in turn inform the two vice-moderators.
- Together with the general secretary plays a reconciling role as required

#### 2. The Executive Committee

- Prepares decisions for the central committee and makes decisions as authorized by the central committee

#### 3. The Central Committee

- Ensures that the mandate of the assembly is actually carried out

- That the executive committee recommend that the content of these documents be presented in a

“more reader friendly” form following final approval.

## ***Doc 7.2 Meetings of the Governing Bodies – Self-Evaluation***

### ***Doc 7.2.1 Evaluation Form***

- That the executive committee members carefully consider the documents and send comments and proposals to the general secretary by the end of December 2007 so that an amended version can be brought to the central committee meeting, 13-20 February 2008 in Geneva.
- That the executive committee encourage the general secretary to present document 7.2 to the central committee with visual aids and that a revised evaluation form for the central committee also be presented.

During the meeting of the sub-committee the following were noted:

- The need to include the support systems, e.g. logistics, of the meeting in the evaluation
- The need to include a point on “any other things that would help the committee fulfill its objectives”.

## ***Doc 10 Staff Policy***

- That the executive committee receive the document and recommend that it be developed further considering the following remarks:

### 1. Recruitment, Selection and Retention

The policy as outlined opens the council to lengthy search processes as well as continued criticism regarding lack of transparency. It would be possible, as it is in many other institutions, to make it the policy to publicly post all vacancies with a disclaimer that “preference may be given to internal candidates”. Then, in an internal search fails, the external search process has already started.

### 5. New Staffing Policy

The contract referred to in Reg. II 1.13 may be extended only once for a further three-year period by the central or executive committee. In the case where the proceedings of an assembly, key commission meeting, or years to retirement are concerned, the general secretary may seek approval of the governing bodies for the second contract to reflect an extension for a period longer than three years, to be decided in specific situations.

Provisions for seconded staff be brought into the new staff policy.

### III. Performance Appraisals

Please see comments on Doc 9 above.

The finance sub-committee shared a number of comments which were discussed with the staffing and nominations sub-committee. They will appear in the report of the finance sub-committee.

## ***Doc 11 Draft Agenda of the Central Committee Meeting, Geneva 123-20 February 2008***

- That the executive committee adopt the draft agenda pending further development along the following lines and final approval by the offices at their meeting in December 2007:

- The Moderator’s Report will be called the Moderator’s Address
- That the prayers, including the opening and closing prayer services, be based on the themes of the first through eighth assemblies of the WCC as part of the commemoration of the WCC 60<sup>th</sup> anniversary
- That three panel sessions on testimonies focus on the experience of different churches on being part of the fellowship with concrete stories reflecting
  - 25 years since BEM
  - 100 years of the Week of Prayer for Christian Unity
  - 60 years since the founding of the WCC
- That for the testimonies churches from the different regions be approached ahead of time to prepare along these lines and that each panel is animated in a lively fashion with visual aids and music.
- That the plenary on Friday morning focus on overcoming violence against women and children
- For Sunday service, if the cathedral in Geneva is unavailable, consideration be given to the Lausanne cathedral
- That a chaplaincy team of 4-5 people from Geneva be set up for the duration of the central committee and that space be given for pastoral care and counseling for participants. The team can include people from several confessional families.
- That the lobby be used for exhibitions on BEM, Week of Prayer for Christian Unity and the 60<sup>th</sup> anniversary commemorated.
- A souvenir for the 60<sup>th</sup> anniversary be developed and given to all the participants.

***Doc 12 Venues and Dates of Governing Body Meetings***

- That the executive committee take note of the developments with regard to the dates and venues of governing body meetings:

2008		
Executive Committee	11-12 February	Geneva
Central Committee	13-20 February	Geneva
Executive Committee	23-26 September	Lübeck, Germany
2009		
Executive Committee	17-20 February	Geneva
Executive Committee	24-25 August	New Orleans, LA, USA pending inquiries on visas and formal invitation
Central Committee	26 August-2 September	
2010		
Executive Committee	23-26 February	Geneva
Executive Committee	14-17 September	Scotland
2011		
Executive Committee	14-15 February	Geneva
Central Committee	16-23 February	Geneva
Executive Committee	13-16 September	Addis Ababa, Ethiopia pending formal invitation
2012		
Executive Committee	14-17 February	Pacific region (e.g. Fiji) pending formal invitation
Executive Committee	27-28 August	Crete or Rhodes pending inquiries on dates and formal invitation
Central Committee	29 August-5 September	
2013		
Executive Committee	19-22 February	Geneva