

APTLD General Manager: Report on Appointment Process

June 2006

Introduction

This report provides APTLD members and board with a description of the process that has led to the employment of a General Manager for APTLD. It does so at a reasonably high level, to maintain a useful approach to informing members about the process followed. The process, while long, has led to an outcome.

Decision to Appoint a General Manager

The final decision to proceed with the appointment was taken by the APTLD Board at the Singapore meeting, in July 2005, (http://aptld.org/meeting/2005/07_Singapore/file/2005-07-board-mins.htm) after extensive discussion at earlier meetings, beginning at the Perth meeting. The Singapore decision was then ratified by an online members discussion and vote. The Amman meeting in October 2005 saw the adoption of a process for making the appointment (http://aptld.org/meeting/2005/10_Amman/2005-10-amman-board.htm).

Steps Followed in Appointment Process

A chronological outline of the steps in the appointment process is as follows:

Date	Event
Jul 2005	Panel for appointment process agreed (http://aptld.org/meeting/2005/07_Singapore/file/2005-07-board-mins.htm) (Peter Dengate Thrush, Shariya Haniz Zulkifli, Yumi Ohashi, Ai-chin Lu)
Oct 2005	Timetable agreed for appointment process, at APTLD Amman Meeting.
Dec 05 – Jan 06	Advertisements placed for GM in a range of member countries; a sample advertisement is attached as Appendix I.
Feb 06	Initial screening of applicants. There were a large number of applicants, from Malaysia in particular, and enormous thanks are due to Shariya and the team at .MY for dealing with over 200 initial applicants and turning them into a meaningful shortlist.
Feb / Mar 06	Initial Shortlisting <ul style="list-style-type: none"> the Secretariat worked with the Chair to winnow down the twenty applicants who showed most promise, to the ten best applicants. Skills assessed against were: previous employment at GM level or near approximation, familiarity with Not-for-Profit culture, organisational skills, marketing and sales ability, ability to work well with Governmental officials and managers in range of AP cultures and languages, likely understanding of ccTLD technical issues

Mar 06	<p>Further Shortlisting</p> <ul style="list-style-type: none"> The Appointments Panel members used a matrix of qualities and attributes to each rank the ten best applicants, results were combined and the five best of these were selected for interview.
Mar 06	<p>Interview</p> <ul style="list-style-type: none"> The Secretariat arranged for the four non-NZ resident candidates to be present at the ICANN / APTLD meetings in Wellington, New Zealand for interview, as well as the NZ resident. Each candidate met with the panel, and was asked searching questions. Interviews lasted up to an hour each.
Mar 06	<p>Consideration</p> <ul style="list-style-type: none"> The Appointments Panel met during the ICANN week in Wellington after the interviews, and chose the two top preferred candidates.
Apr – Jun 06	<p>Reference Checking</p> <ul style="list-style-type: none"> The Chair organised reference checks of the two top candidates to assist the Panel in making a final selection.

The following steps are yet to occur at the date of this report but are integral to the appointments process. The order or the detail may yet change:

Jun 06	<p>Final decision – the Appointments Panel will consider the reference check results from the Chair and make a final decision who it prefers to be the candidate.</p>
Jun 06	<p>Board Ratification – the APTLD Board will ratify the decision of the Appointments Panel and agree to employ the General Manager.</p>
Jun 06	<p>APTLD Meeting in HK – the General Manager candidate will attend APTLD Hong Kong and meet the members.</p>
Jun – Jul 06	<p>Contract Negotiations – the Secretariat on behalf of the board will negotiate suitable employment arrangements with the candidate.</p>
Jul 06	<p>GM Starts Work – it is anticipated an early first stage will be handover talks in Wellington with the Secretariat, regardless of where the GM is based.</p>

Conclusion

While the process incurred a good deal of time and energy on the part of the Secretariat and the board members responsible for the process, from the Secretariat's perspective the point now reached is successful. A range of reasons contributed to the relatively slow progress of the process but a robust outcome was preferred to a faster but potentially less thorough approach.

Jordan Carter
Secretariat Manager
16 June 2006

Appendix I: New Zealand advertisement for General Manager (November 2005)



General Manager

***Unique Internet opportunity in
the Asia-Pacific Region***

APTLD is the Asia-Pacific Top Level Domains Association, coordinating the activity of Internet Country code managers in the Asia-Pacific Region.

APTLD is looking to appoint an inaugural General Manager, to grow the Association's membership and improve its internal systems.

The ideal candidate will know the Internet in the region well, have a good command of English, and be prepared to travel extensively.

A full job description, application details and further information about APTLD are available at <http://www.aptd.org/>

Applications close on 30 November 2005.