

Chairman of the Assembly of Parties

Ref 2012/140E/FM/JEJ

1 August 2012

To all Parties to the EUTELSAT Convention

Re: Nomination of candidates for the position of Executive Secretary

Dear Sir or Madam,

The Assembly of Parties of the European Telecommunications Satellite Organization (EUTELSAT IGO) hereby solicits nominations from Parties of candidates for the position of Executive Secretary. The mandate of the current Executive Secretary expires on 1 July 2013 and a decision on the appointment to this position will be made at the next ordinary meeting of the Assembly of Parties, scheduled to take place 15 – 16 May 2013.

A description of the post is included in Annex 1 to this letter and a copy of the agreed procedure for the designation of the Executive Secretary is included in Annex 2.

The Assembly of Parties would be grateful if nominating Parties would assist in the selection process by reviewing the applications of candidates they nominate to ensure that the candidates proposed fulfil the requirements indicated in Annex 1.

Nominations, together with supporting information should be sent to:

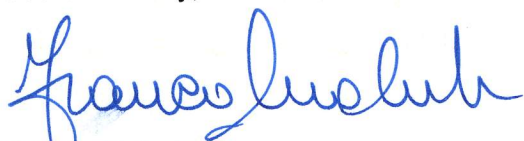
The Chairman of the Assembly of Parties
EUTELSAT IGO
Tour Maine-Montparnasse
33, Avenue du Maine
F-75755 PARIS CEDEX 15
France

to be received not later than 15 January 2013.

It is recommended that Parties nominating candidates also inform by e-mail to igo.jemery@eutelsat.fr that a nomination has been sent.

The Chairman of the Assembly will inform all Parties of the nominations received and distribute the related detailed information by 29 January 2013.

Yours faithfully,



Franco Malerba,
Chairman of the Assembly of Parties

DESCRIPTION OF THE POST OF EXECUTIVE SECRETARY OF EUTELSAT IGO

Approved by the Assembly of Parties at its 37th meeting, 11 – 12 May 2011

As Head of the Organisation's Secretariat, the Executive Secretary is the legal representative of the Organisation appointed by the Assembly of Parties and acts under the direction of the Assembly. His/her term of office is four years, unless otherwise decided by the Assembly of Parties.

The tasks of the Executive Secretary include but are not limited to the following:

- act as the focal point between EUTELSAT IGO and Eutelsat S.A., the company to which the assets and operational activities of the Organisation were transferred in 2001 and which is established and operates under French law;
- perform the role of observer (*censeur*) at meetings of the Boards of Directors of Eutelsat S.A. and Eutelsat Communications S.A., the latter being the company which holds nearly all of the shares of Eutelsat S.A. and is listed in the Paris stock exchange;
- represent the Organisation in the Joint Commission established between EUTELSAT IGO and Eutelsat S.A.;
- monitor the activities of Eutelsat S.A. so as to ensure that the Company observes the four Basic Principles listed in Article III a) of the Amended EUTELSAT Convention;
- analyse developments at Eutelsat S.A. and in the sector where the Company is active, to allow the Organisation to respond swiftly in case major changes occur either in the Company's activities or in its regulatory environment that could affect its ability to observe the Basic Principles. This includes inter alia follow up of regulatory developments (on a national and European level), interpretation of the basic legal texts of the Organisation and the preparation of legal opinions;
- represent the Organisation in bilateral and multilateral meetings with entities and other international organisations in areas of interest to the Organisation;
- ensure the role of interface between the Radiocommunication Bureau of the International Telecommunication Union, the Notifying Administration for EUTELSAT satellite networks and Eutelsat S.A. for radio frequency issues in accordance with Article III b) of the Amended EUTELSAT Convention;
- prepare and propose annual or biennial budgets for the Organisation for adoption by the Assembly of Parties;
- present the accounts of the Organisation in accordance with International Financial Reporting Standards (IFRS);
- produce the Organisation's Annual Reports in accordance with Article XX of the Amended Convention.

The Executive Secretary is directly responsible to the Assembly for the performance of all functions of the IGO Secretariat.

Candidates for the post should:

- have well documented experience of the functioning and management of an international organisation;
- be familiar with the developments in the satellite communication market;
- be familiar with the activities of international organisations active in the sectors of space and space applications;
- possess a profound knowledge of regulatory developments in relation to electronic communications (telecommunications, audiovisual and information services) on national and international levels (in particular European) including EU Space Policy;
- understand the policy issues at stake with respect to orbital resources and the radio frequency spectrum;
- understand the principles of International Financial Reporting Standards (IFRS).

Candidates should have the following qualifications:

- a) over 10 years of progressively responsible experience in an international environment, preferably in the context of an intergovernmental organisation;
- b) advanced university degree in law, economics, finance, telecommunications engineering, public or business administration or related fields;
- c) excellent knowledge of one of the official languages of the Organisation (English or French) and working level in the other language;
- d) excellent drafting abilities in either language;
- e) knowledge of other languages (German, Italian, Russian, Spanish) is an advantage;
- f) political, diplomatic and negotiating skills;
- g) ability to take initiatives and capable of working in various domains but also able to understand when to use outside experts;
- h) capacity to improvise;
- i) interpersonal skills: sociable and outgoing, but also capable of working in a small team;
- j) ability to represent the Organisation in public and presentation skills.

Terms and conditions

The initial basic annual salary for the position of Executive Secretary is in the order of 100 000 euros and is exempt from French income tax. The Executive Secretary, who will be expected to reside in the Paris area, will also receive an annual housing allowance representing 15% of the incumbent's basic salary as well as, when applicable, an expatriation allowance representing 20% of this basic salary. The incumbent will benefit from the Organisation's insurance schemes (sickness, accident and pension), and receive other entitlements as in the Secretariat Staff Regulations.

Candidates should be a national of a EUTELSAT Member State, and in good health.

PROCEDURE FOR THE DESIGNATION OF THE EXECUTIVE SECRETARY

Approved by the Assembly of Parties at its 37th meeting, 11 – 12 May 2011

I. INVITATION FOR CANDIDATES FOR THE POSITION OF EXECUTIVE SECRETARY

1. At least nine months before the expiration of the mandate of the current Executive Secretary and at least nine months in advance of any meeting of the Assembly at which the appointment of the Executive Secretary is to be considered, the Chairman of the Assembly shall write to all Parties to the Amended EUTELSAT Convention inviting nominations for the post of Executive Secretary and requesting details of each candidature. The invitation for candidatures shall include a description of the role and duties of the Executive Secretary, together with the required qualifications and information on general terms of employment. The Chairman of the Assembly shall consult the Advisory Committee in advance regarding the amount of the remuneration to be included in the description of the role and duties.
2. Nominations shall be sent to the Chairman of the Assembly and shall be received by a deadline which is four months in advance of the Assembly session.
3. Two weeks after the deadline for the receipt of nominations, the Chairman of the Assembly shall notify all Parties to the EUTELSAT Convention of the nominations received, together with copies of the formal written notifications of candidature submitted.

II. ELECTION PROCEDURES

At the Assembly of Parties meeting, each candidate will be accorded a specified time period for a presentation to be made regarding his/her candidacy.

The Assembly shall then follow the procedure stated in Rule 32 of the Rules of Procedure for the Assembly of Parties, which requires all efforts to be made to reach a consensus on one candidate, and if this is not possible, defines the procedure to be followed.

III. APPOINTMENT

The Assembly shall appoint the Executive Secretary, by acclamation, with effect from the date indicated. The Assembly may also decide on an appropriate overlap period with the current Executive Secretary, if appropriate.

The Assembly shall decide to authorise the Chairman of the Assembly to sign the contract with the Executive Secretary on its behalf.