



## EXECUTIVE DIRECTOR

---

To: ASEM Foreign Ministers

Cc: ASEF Board of Governors, ASEM Senior Officials & ASEM Contact Points

4 September 2019

### Call for Secondments for the Positions of Executive Director (ED) & Deputy Executive Director (DED) at the Asia-Europe Foundation (ASEF) in Singapore

Your Excellencies,

Following the procedure for appointing the next Executive Director and Deputy Executive Director of the Asia-Europe Foundation (ASEF) as stated in the Dublin Principles and detailed in the ASEF Legal Framework, I am pleased to initiate today the **Call for Secondments** for the **8<sup>th</sup> ASEF Executive Director (ED)** and **8<sup>th</sup> ASEF Deputy Executive Director (DED)** for 4-year terms in Singapore, beginning in mid-2020 and in the beginning of 2021 respectively.

Since its inception, ASEF has benefited from the experiences and dedication of seconded staff by ASEM Governments and once again it is vital that suitable candidates are nominated to fill in these vacancies. The **ASEF Executive Director** represents the organization and develops and implements ASEF's strategies. He is invited to ASEM Summits, ASEM Ministerial Meetings and ASEM Senior Official Meetings and ensures that ASEF's work is aligned with the Asia-Europe Meeting's (ASEM) priorities. The **ASEF Deputy Executive Director** assists the Executive Director in the administration of the organization and the implementation of its policies and programmes. Both the ASEF Executive Director and ASEF Deputy Executive Director are citizens of ASEM countries and are appointed for a term of 4 years.

I will be ending my term as ASEF Executive Director in the summer of 2020. In accordance with the Dublin Principles and the practice of rotation, my successor, the **next ASEF Executive Director**, should be a citizen of an Asian ASEM country and candidates are to be nominated by Asian ASEM Partners. Our Deputy Executive Director, Mr SUN Xiangyang, will be completing his posting in January 2021. We are inviting the European ASEM Partners at the same time to nominate citizens of European ASEM countries as candidates for the position of the next ASEF Deputy Executive Director.

The nominating ASEM Governments are to send in a detailed curriculum vitae of the candidates, supporting documents and a letter of motivation (1,000-1,500 words). The ASEF Executive Office would appreciate receiving the candidatures before **Wednesday, 01 April 2020**, in order to ensure a smooth preparation and planning for the interviews ahead.

In the spirit of ASEF's strategic priority of gender equality and in view of the fact that up until now all 7 ASEF Executive Directors and all 7 Deputy Executive Directors have been men, I would like to encourage you to also nominate female candidates for the positions.

U  
E  
N  
S  
9  
7  
N  
R  
0  
0  
9  
9  
J

**Diversity Creates**  
www.ASEF.org

According to the *"Paper on Nominating Committee for Selection of Executive Director and Deputy Executive Director"* (ASEF Legal Framework, Appendix 4), the Nominating Committee will examine all applications and interview the most suitable candidates prior to the 41<sup>st</sup> ASEF Board of Governors' Meeting (ASEFBoG41) to be held on 13-14 June 2020 and make recommendations to the Board of Governors at this meeting for the new Executive Director and Deputy Executive Director to be elected.

Should you require any clarification on the secondments or the nomination procedure, please contact the ASEF Executive Office (E: [executiveoffice@asef.org](mailto:executiveoffice@asef.org)).

Sincerely yours,



Ambassador Karsten WARNECKE

---