### MINUTES OF THE ADVISORY COMMITTEE ON SELECTION AND PROMOTION

**Place:** Miranda Room  
**Date:** 02/09/2016  
**Hora:** 10:00am to 12:00pm

**Participants:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Location</th>
<th>Office</th>
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<tbody>
<tr>
<td>Amb. Nestor Mendez</td>
<td>Cristina Garcia (DHR)</td>
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<tr>
<td>Amb. Jay Anania</td>
<td>Andrea Groehn-Kick (DHR)</td>
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<tr>
<td>Maria T. Mellenkamp</td>
<td>Marcela McKelligott (DHR)</td>
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<td>Dante Negro</td>
<td>Bernard Bogiani (DHR)</td>
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<td>Luiz Azevedo (President of the Staff Association)</td>
<td>Nubia Thornton (DHR)</td>
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<td>Yacire Cutler</td>
<td>Rodrigo Torres (DHR Director)</td>
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**Meeting Objective:** To present before the Advisory Committee on Selection and Promotion (ACSP) 12 cases that were opened to competition within the General Secretariat of the Organization of American States (GS/OAS).

<table>
<thead>
<tr>
<th>Position/Location</th>
<th>Case</th>
<th>Decision</th>
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| **Action No. 01/16**  
Due date: 12/31/2014  
Open date: 11/21/2014  
Closing date: 12/21/2014 | Internal Employment Opportunity IR/10/14 (Reclassification)  
Human Rights Specialist - P02  
The Inter-American Commission on Human Rights  
3 applications  
3 applicants fulfilled essential requirements  
3 Candidates selected for interview:  
Carla Leiva (Chile)  
Selene Soto (Venezuela)  
Sandra Banfi (Chile) - **Incumbent**  
Interview: Ms. Elizabeth Abi-Mershed, Ms. Beatriz Ferro-Santos, and Ms. Nubia Thornton  
**Area recommends Ms. Sandra Banfi to fill the post.** | **Approved**      |
| **Action No. 3/16**  
Due date: 05/31/2016  
Open date: 02/23/2015  
Closing date: 03/25/2015 | External Employment Opportunity EO/09/15 (Series A Contract & Reclassification)  
Assistant to the Director – G06  
The Department of Human Development, Education Employment  
82 applications  
16 applicants fulfilled essential requirements  
3 candidates selected for interview  
- Miriam Corina Alvarez (USA) - **Incumbent**  
- Christopher Davis (USA)  
- Maria Duenas (Ecuador)  
Interview: Mr. David Vieira and Ms. Nelly Gochicoa  
**Area recommends Ms. Miriam Corina Alvarez to fill the post.** | **Approved**      |
| **Action No. 4/16**  
Due date: 09/19/2015  
Open date: 03/18/2015 | Internal Employment Opportunity IR/04/15 (Reclassification)  
Museum Technician - G07  
The Art Museum of the Americas |                |
<table>
<thead>
<tr>
<th>Action No.</th>
<th>Due date</th>
<th>Open date</th>
<th>Closing date</th>
<th>Applications</th>
<th>Candidates</th>
<th>Interview</th>
<th>Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/16</td>
<td>n/a</td>
<td>03/18/2015</td>
<td>04/17/2015</td>
<td>12</td>
<td>3</td>
<td>Mr. Andres Navia</td>
<td>Ms. Adriana Ospina to fill the post.</td>
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<tr>
<td>5/16</td>
<td>10/31/2015</td>
<td>01/23/2015</td>
<td>02/23/2015</td>
<td>20</td>
<td>3</td>
<td>Mr. Atilio Nieto, Ms. Angela Crowdy, and Ms. Andrea Groehn-Kick</td>
<td>Mr. Steven Bernal to fill the post.</td>
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<td>6/16</td>
<td>n/a</td>
<td>01/23/2015</td>
<td>02/23/2015</td>
<td>20</td>
<td>5</td>
<td>Mr. Atilio Nieto</td>
<td>Ms. Marcela Robinson to fill the post.</td>
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<td>7/16</td>
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<td>Mr. Atilio Nieto</td>
<td>Ms. Zahira Vega to fill the post.</td>
</tr>
</tbody>
</table>
| Action No. 8/16 | Due date: 12/31/2015  
Open date: 11/21/2014  
Closing date: 12/21/2014 | External Employment Opportunity EO/64/14 (Series A  
Contract financed by the Regular Fund)  
Human Resources Technician - G06  
The Department of Human Resources  
18 applications  
6 applicants fulfilled essential requirements  
3 candidates selected for interview:  
- Karla Bañuelos (Mexico) - **Incumbent**  
- Shantal Pimentel (Dominican Republic)  
- Erika Quiroz (Bolivia)  
Interview: Mr. Rodrigo Torres and Ms. Carolina Marin  
**Area recommends Ms. Karla Bañuelos to fill the post.** | Approved |
| --- | --- | --- | --- |
| Action No. 9/16 | Due date: 02/28/2016  
Open date: 11/21/2014  
Closing date: 12/21/2014 | External Employment Opportunity EO/85/14 (Series A  
Contract financed by the Regular Fund)  
Administrative Assistant - G06  
OAS Country Office in Guatemala  
17 applications  
9 applicants fulfilled essential requirements  
3 candidates selected for interview:  
- Dacia Rossana Aragón Guevara (Guatemala) - **Incumbent**  
- Andrés Asmitia Rugg (Guatemala)  
- Gretel Ivonne Fuentes Posadas (Guatemala)  
Interview: Ms. Milagro Martinez  
**Area recommends Ms. Dacia Rossana Aragón Guevara to fill the post.** | Approved |
| Action No. 10/16 | Due date: 02/28/2016  
Open date: 11/21/2014  
Closing date: 12/21/2014 | External Employment Opportunity EO/86/14 (Series A  
Contract financed by the Regular Fund)  
Administrative Assistant – G06  
OAS Country Office in St. Vincent & Grenadines  
16 applications  
5 applicants fulfilled essential requirements  
2 candidates selected for interview | Approved |
| Action No. 11/16 | Internal Employment Opportunity IR/11/14 (Reclassification) | | Approved |
| Due date: 10/31/2014 | Senior Technician – G07 | | |
| Open date: 11/21/2014 | The Department of Conferences and Meetings Management | | |
| Closing date: 12/21/2014 | 1 application | | |
| | 1 applicant fulfilled essential requirements | | |
| | 1 candidates selected for interview | | |
| - Diana Browne (Saint Vincent) - Incumbent | - Olden Thomas (Saint Vincent) | | |
| Interview: Mr. Paul Spencer | Area recommends Ms. Diana Browne to fill the post. | | |

| Action No. 12/16 | Internal Employment Opportunity IR/06/15 (Reclassification) | | Approved |
| Due date: 09/08/2015 | Administrative Technician – G06 | | |
| Open date: 03/18/2015 | The Secretariat for Legal Affairs | | |
| Closing date: 04/17/2015 | 1 applications | | |
| | 1 applicant fulfilled essential requirements | | |
| | 1 candidate selected for interview | | |
| - Margaret Palmer (Grenada) - Incumbent | - Maria Elena Cruz (USA) - Incumbent | | |
| Interview: Mr. Luis Niño | Area recommends Ms. Margaret Palmer to fill the post. | | |
| Interview: Mr. Jean Michel Arrighi | Area recommends Ms. Maria Elena Cruz to fill the post. | | |

General comments:

- Ambassador Mendez mentioned that some external candidates seemed to be, at least in paper, stronger than the internal candidates. He also mentioned that it seemed to him that the GS/OAS when selecting the incumbent to fill a post is depriving itself of hiring the best and more competent candidates.
- Mrs. Yacaire Cutler reinforced during the meeting the importance of using the evaluation standards provided by the Department of Human Resources (DHR) to be able to assess top candidates during the interview in an objective manner. It is her perception that the ratings are not being assigned uniformly to all candidates. Other members also mentioned that in some cases, the scores provided by the panel that conducted the interview were not consistent with the information presented by the candidates in their profile and CV. The DHR commented that it is important to take into account that a professional interview provides a space to gather additional information from candidate’s background. Therefore, the score assigned by the panel may be affected by how a candidate presents him/herself in the interview and the quality of the responses provided.
- Mr. Negro inquired whether all information related to the recruitment and selection process is available to applicants. On this regard, it was mentioned during the meeting the importance to start working with the Department of Legal Services to develop a policy of access to information related to the recruitment and selection process at the OAS and its scoop.
- It was requested by the committee to start including in the ACSP Web Page the date in which each interview for the professional category took place.
- Ambassador Mendez mentioned the importance to start working towards the definition of a process to ensure greater representation of staff members of some less represented Member States such as creating a rating scale that assigns a greater amount of points to candidates of less represented Member States during the recruitment and selection process.
- It was recommended to include a note in the employment announcement for the post of Administrative Assistant in the Member States that states that hiring preference will be given to nationals of the Member State...
where the post is located. Additionally, it should be noted as well in the employment announcement that the OAS does not sponsor work permit authorizations in the Member States for this post and therefore those who apply must be authorized to work.

- Amb. Anania mentioned that SAF intends to present a proposal to the Member States to expedite the recruitment and selection process for the yet pending to be published incumbent-occupied posts for which recruitment and selection processes needs to be completed by Dec 31, 2016. The proposal aims to streamline the process to hire for incumbent-occupied posts and will allow using time saved to invest in recruitment efforts to hire new staff. On this regard, Maria T. Mellenkamp mentioned that the GS/OAS has a regulatory framework and such needs to be followed in a systematic manner. Luiz Azevedo mentioned that the Staff Association needs to review the proposal before it is presented to the Member States.

- The DHR presented during the meeting a proposal to use one competition process to fill more than one vacant post. The proposal can be found in Annex I. After the meeting took place, the proposal was distributed by E-mail to all committee members who participated in the meeting. The comments provided by the members are available in Annex II.