

---

Fifth Assembly of International Solar Alliance  
18 October 2022  
New Delhi, Republic of India

---

20 September 2022

*Agenda Item 19*

## Proposal for Revised Secondment Policy at the ISA Secretariat

### Summary

The Working Document presents the proposal for a revised Secondment policy at the ISA Secretariat. The Fifth Assembly of ISA is invited to review the proposal for the revised Secondment Policy and consider its approval.

## Proposal for Revised Secondment Policy for ISA

### Background

The First Assembly of ISA adopted the decisions of the International Steering Committee, including the Secondment Policy which was approved by the Fifth International Steering Committee. Subsequently, the Secondment Policy was revised by the Second Assembly. As per ISA's Secondment Policy, the Director-General shall appoint a person on Secondment.

### Need for Revision

In the initial years, since ISA did not have regular staff, it relied primarily on persons on secondment and consultants for its functioning. With the progress made in the recruitment of international and national staff at the secretariat, the overall need for consultants and secondees has reduced. This proposed revision of the Secondment Policy submitted to the Fifth Assembly of ISA recognizes this fact.

It is noted that in implementing the revised Secondment Policy, the officers currently working on the secondment at the Secretariat will be phased out on completion of their tenure and no extension will be granted.

For project/programme based secondees presently working with ISA Secretariat the maximum tenure may be up to the duration of the project/programme or three years whichever is earlier. However, in case of those project based secondees who have already completed three years in ISA on the date of notification of this policy or the three-year tenure will get over in CY 2022, such secondees may be granted a one-time extension of one year from the date of notification of this policy.

### Salient Features of the Revised Secondment Policy

The proposed Secondment Policy (enclosed as Annex I) envisages:

1. A bifurcation between Secondees against sanctioned posts and project-based secondment. The procedure for appointment, service conditions, tenure etc. differ based on the nature of secondment.
2. In case of Secondment against sanctioned posts:
  - a) The process of appointment on secondment will be transparent, and opportunity will be given to all organizations identified in Regulation 1 to sponsor candidates of requisite qualifications with selection being done on merit and need basis. To ensure this, ISA will form a Selection Committee, appointed by the Director-General, to recommend suitable persons for such positions.
  - b) The Selection Committee, established by the Director-General, shall identify the officers to be taken on secondment. The committee will make sure that the selected candidates conform to the minimum educational qualifications and work experience as required under ISA HR regulations.
  - c) There will be not less than three members in the Selection Committee including one technical expert, having knowledge of the areas of work for which selection is to be made.

- d) Any secondment will be initially for a period of one year, extendable up to three years. After the expiry of the maximum term as defined, the person on secondment will be eligible to apply for one more term of secondment to ISA, subject to approval by the releasing/parent organization and subject to selection in the transparent selection process outlined above. The maximum tenure on secondment for any person shall not exceed six years.
3. With regard to project-based secondment:
    - a) The country/organisation fully funding the project shall be entitled to recommend a list of nominees along with their profiles, for selection of a suitable person on to ISA.
    - b) The selection will be made by the Director-General. The candidates shall be posted for a fixed tenure extendable with a mutual agreement between the releasing organization and ISA up to the maximum duration of the project/programme or three years whichever is earlier.
  4. No Secondee will be allowed to work without a formal agreement between the releasing organization/country and ISA. Assigned contract between the Secondee and the ISA will also be mandatory.

### Next Steps

The Assembly is requested to consider the revised Secondment Policy and approve it.

\*\*\*\*\*

## ANNEXURE I

### Secondment Policy and Regulations

The ISA Secretariat under the authority of the Director-General, in accordance with Article V (3) has prepared a Secondment Policy and corresponding Regulations, to facilitate closer coordination among member countries and other stakeholders and attract skills and expertise to reinforce its activities in the overall fulfilment of its objectives.

### Secondment Policy

The secondment policy is one of the key aspects of ISA's partnerships strategy and is not a substitute for the recruitment of staff. The experts being seconded shall be a highly valued resource and shall be deployed for a fixed period of time in response to specific and immediate needs of ISA. The secondment Policy shall pave the way to a tangible capacity-building exercise. The secondees can be taken from the member countries, the United Nations and its organs, multilateral agencies, and universities and academic institutes.

The ISA Secretariat will appoint Secondees to mobilize expertise and facilitate knowledge sharing and capacity building in line with the common goals of ISA while providing equal opportunity and treatment to all stakeholders

### Objective

The objective of the Secondment Policy is to provide opportunities to professionals from member countries, regional agencies, universities, and other external organizations, etc. to join the ISA for a fixed tenure as mutually agreed to contribute to the ISA's work program. Primary objectives also include but are not limited to:

- a) Providing opportunities for knowledge sharing
- b) Capacity building for the partner and ISA
- c) Enhancing skills and experience for participants
- d) Encouraging innovation and most importantly ensuring diversification and cultural exchanges

The secondment will only be used rarely, with the approval of the Director-General, where the benefits and requirements are clearly defined and the merit-based selection process against regular staff positions did yield any positive outcome.

### Secondment Regulations

#### 1. Regulation 1: Definition of Secondee

- 1.1 Secondee means an individual sent on a temporary assignment to the ISA secretariat, for a period defined under these regulations, by a member country, the United Nations and its organs, multilateral agencies, and universities and academic institutes.

The temporary assignment may be against a sanctioned staff position of the ISA Secretariat or for a specific project in respect of a project based secondee. The Director-General shall appoint a person on Secondment after following the due procedure as laid out below.

## 2. Regulation 2: Appointment of Secondee against Sanctioned Post

- 2.1 **Identification of Post:** The secondment will only be used rarely, with the approval of the Director-General, where its benefits and requirements are clearly defined, and the merit-based selection process did not yield any positive outcome. Secondments can only be on a post which is approved by the General Assembly.
- 2.2 **Dissemination of Information:** Once such post(s) are identified by ISA, the requirement for secondment against such posts (s) will be widely publicized by way of advertisements through suitable media platforms and circulation among countries and other institutions given in Regulation 1 above.
- 2.3 **Selection Process:** The selection process will be as follows:
  - a) The process of appointment through secondment will be transparent, and opportunity will be given to all countries and organizations identified in Regulation 1 to sponsor candidates of requisite qualifications with selection being done on merit and need basis. To ensure this, ISA will form a Selection Committee, appointed by the Director-General, to recommend the suitable person/persons for such posts.
  - b) There will be not less than three members in the Selection Committee including one technical expert, having knowledge of the areas of work for which selection is to be made.
  - c) Secondment against staff posts will be subject to candidates fulfilling the prescribed educational and experience eligibility criteria and being selected after the due selection procedure.
- 2.4 **Education & Qualifications:** As per Regulation 5.5 of the Staff Regulations, the paramount consideration in appointment shall be given to individuals with the highest standards of efficiency, competence, and integrity. The seconded personnel/expert shall have to meet ISA's recruitment standards, in terms of qualifications and experience. The ISA Secretariat shall consider a selection of the Secondee keeping in consideration the need for adequate representation of ISA Member countries.
- 2.5 **Service Conditions:** The seconded personnel/expert shall be taken on a fixed-term appointment. The Secondee will be guided by the Service Conditions of his/her parent organization except for leave and performance appraisal. He will be required to follow the ISA's rules, regulations and bylaws during his employment here. A Secondee against sanctioned strength will be treated on par with the staff members. Privileges and Immunities will be extended to secondees as specified in the Head Quarters Agreement between the Government of India and the ISA. The seconded personnel shall work under the administrative supervision of ISA. The authority of sanctioning

the leave will rest with the supervisor at the ISA of the secondee and will follow the ISA official Holiday Calendar. The secondee will be subject to the performance appraisal process in line with the ISA Manual of Regulation.

- 2.6 **Age Limit:** Candidates who have reached the ISA mandatory age of retirement (65) shall not be considered for secondment. No secondment will continue once the secondee reaches the age of 65 years.
- 2.7 **Tenure of Secondment:** The initial period of secondment of the personnel/expert against the staff strength shall be for one year and thereafter, extendable annually, based on performance and subject to ISA's sole discretion. The total duration for one tenure of the secondee will not exceed three years. The officer, however, can be given a second term of secondment for an additional period of three years. In the event of concluding the secondment before the agreed specified period of time, the seconded personnel/expert shall provide three months prior written notice to the ISA Secretariat. In the event the seconded personnel/expertise is found to engage in activities that violate any ISA Regulations and regulations, the Director-General (Regulation 10.2 of the Staff Regulations) shall have the authority to terminate the services of the secondee with one month's notice.
- After the expiry of the maximum term as defined, the person on secondment shall be eligible to apply for fresh engagement with ISA, subject to approval by the releasing/parent organization. In this regard the complete process as outlined in regulations 3 and 4 above will be followed.
- 2.8 **Salary/ Remuneration:** The salary or remuneration for the officer on secondment shall be borne by the lending organization for the tenure the officer is on secondment to ISA.
- 2.9 **Strength of officers:** At any given point of time the total strength of officers/staff on secondment (against sanctioned posts) and consultants, will not exceed 40 per cent of the total regular sanctioned staff approved by the Assembly.
- 2.10 **ISA Oath:** To ensure that the highest ethical standards remain central to the work of ISA, the ISA Oath of Office shall be taken by the secondee against the sanctioned post for day-to-day functioning (regulation 2.10 of the Staff Regulations).

### 3. Regulation 3: Appointment of Project Based Secondments

- 3.1 **Appointment:** Direct Secondments will also be considered in positions/skills identified as deficient by the ISA Secretariat under the projects/programmes/Technical Assistance (TA) which are funded by individuals/ or groups of Countries/Organisations where the countries/organisations shall be entitled to recommend a list of nominees along with their profiles, for selection of the person suitable for the secondment at ISA by the Director-General. The selected person(s) then will be sent to ISA on a Secondment.
- 3.2 **Tenure:** The candidates shall be posted for a fixed tenure extendable with a mutual agreement between the releasing organization and ISA up to the maximum duration of the project/programme or three years whichever is earlier. If the project/programme duration is more than three years, the total duration for one tenure of the secondee will

not exceed three years. The officer, however, can be given a second tenure of secondment for an additional period of three years, given that the project/programme duration is more than six years from the time of appointment of the secondee.

- 3.3 **Salary/ Remuneration:** The salary or remuneration for the officer on project-based secondment shall be borne by the lending organization for the tenure the officer is on secondment to ISA.

#### 4. Regulation 4: Secondment Agreement

- 4.1 **Communication with sponsoring organization:** ISA Secretariat and its counterpart shall enter into a formal agreement/memorandum of understanding to cover the terms and conditions of secondment which should be consistent with secondment policy and regulation of ISA.
- 4.2 **Agreement with Secondee:** Once the person is selected, whether against a core staff position or as a part of the Project/programmes/TA, a separate contract in the approved format will be concluded between the Secondee and ISA. No person shall be allowed to join unless the agreement is signed between him and ISA and submitted to HR Section for record purposes.

#### 5. Regulation 5: Conflict of Interest

While taking Secondees from all the sectors, it shall be ensured that there is no possible conflict of interest as mentioned in Article VI (1) (b) of the Framework Agreement.

\*\*\*\*\*