



# APSCO

ASIA-PACIFIC SPACE COOPERATION ORGANIZATION

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**NOTE VERBALE**

The Asia-Pacific Space Cooperation Organization (APSCO) presents its compliments to the Ministry of Information and Communication Technology (MICT), Kingdom of Thailand and has the honor to inform as follows:

According to the decision of the 9<sup>th</sup> Council Meeting: Mr. Li Xinjun as the new Secretary-General of APSCO from 01 November 2015, therefore, his previous position, the Deputy Secretary-General of APSCO is vacancy for announcement to all Member States.

All Member States are requested to nominate your candidates for announced post, the supporting documents of the nominated persons should be along with the necessary information: *curriculum vitae*, technical ability and achievements as well as the recommendation letter to the Secretariat of APSCO before **31 December 2015**, and your early response is greatly appreciated.

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APSCO would like to avail itself of this opportunity to renew to the Ministry of Information and Communication Technology (MICT), Thailand the assurances of its highest considerations.



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## Responsibilities of Deputy Secretary-General of APSCO

- a) To assist the Secretary-General in managing the operation of the Secretariat;
- b) To assist the Secretary-General for coordination and management for planned annual tasks and activities of APSCO;
- c) To provide the comprehensive review / check for all internal application;
- d) To be invited for evaluation and interview of the recruitment and assessment of APSCO staff;
- e) To support the Secretary-General in ensuring inter-sectored and inter-institutional coherence of activities and projects; and to support the Secretary-General in elevating the profile and leadership of the APSCO Secretariat.
- f) To represent the Secretary-General at conferences, official functions and ceremonial and other occasions as may be decided by the Secretary-General.
- g) To undertake such assignments as may be determined by the Secretary-general.
- h) To assist the Secretary-General in communicating with Member States.
- i) To assist the Secretary-General in other aspects if requested.
- j) If the Secretary-General relinquishes charge before the selection and assumption of charge by the new Secretary-General, Deputy Secretary-General shall assume additional responsibilities as acting Secretary-General in the interim period until the new Secretary-General is appointed.

## **2. Deputy Secretary-Generals, Director Generals, Deputy Director Generals and Senior Officials**

- a. The Secretariat shall announce the post and invite nomination from the Member States.
- b. Eligibility criteria are at Annex-C.

### ***c. Pre Selection Procedure:***

Member States shall nominate one candidate for each post from its space agency or space-related authorities/industries handling space related matters according to the post requirements, and forward their application forms together with CV and a recommendation letter of the head of assigning authority to the Secretariat before deadline.

### ***d. Selection Procedure:***

- 1) The Secretary-General shall make an initial selection from the candidates nominated by the Member States and send a written call for interview to the candidates passing the initial selection. The interview shall be conducted by an interview board which shall be composed of the Secretary-General, Deputy Secretary-General, and concerned Director Generals of respective Departments.
- 2) For selection of Director General, the interview Board shall be composed of Secretary-General and Deputy Secretary-General.
- 3) For selection of Deputy Secretary General, interview shall be conducted by Secretary General.
- 4) The interviews could be either face to face or conducted through video conferencing.
- 5) The Secretary-General shall make the final decision after consulting with the interview board. The selected candidate shall be sent an "employment offer", through the focal point organization of the concerned Member State which shall include details such as the post, category, responsibilities, employment period, basic salary, housing subsidy, medical insurance, endowment insurance, child education allowance and leave and travel entitlement.
- 6) The candidate to be employed shall confirm in writing, through the focal point organization of his or her country, acceptance of the employment offer, within seven working days after receipt of the offer. The candidate shall also submit a health certificate issued by a competent medical authority in his or her country, duly endorsed by assigning authority of concerned Member State to the Secretariat within 15 working days after dispatch of letter of acceptance.
- 7) The Secretariat shall, within seven working days of the receipt of health certificate, make all necessary arrangements for the selected candidate to be able to take up his or her post. This will also include sending a note verbale, where applicable, to the embassy of the Host Country in the candidate's country to facilitate issuance of work visa.
- 8) The Secretariat shall, within seven working days of the receipt of health certificate, inform all the Member States of the selection.

*e. Procedures for Taking Office*

- 1) Staff recruited from the Host Country shall report for duty to the Secretary-General with the Invitation Letter. Staff recruited from countries other than the host country shall take their diplomatic or official passport as required and invitation letter to the Embassy of the Host Country in their country and apply for work visa.
- 2) The Secretariat shall provide to the recruited staff, excluding staff members from the Host Country, and his or her spouse, and children under 18 years of age most economical air-tickets from his or her country to the place of employment and provide an allowance of US\$1000 for initial settling down.
- 3) When the recruited staff, excluding staff members from the Host Country, arrives to join his or her post, the Secretariat shall provide him or her free accommodation for a maximum of two weeks and extend necessary assistance for hiring suitable residential accommodation.
- 4) The recruited staff shall report for duty within two working days of his or her arrival at the place of posting.

*f. Appointment*

- 1) On the first day of his reporting for duty, the Secretary-General shall offer the staff member an appointment letter.
- 2) The appointment letter shall include details such as department, post, category, responsibilities, salary level, and employment period.
- 3) The Secretary General shall formally sign the appointment letter after the staff has carefully examined the contents of letter and affirms his acceptance by signing the appointment letter..
- 4) The appointment letter shall be in triplicate, one copy of which shall be given to the recruited staff and two copies shall be retained by APSCO Secretariat.

*g. Employment Period and Extension:*

The employment period of international staff shall be 3 years and may be extended once for a period of 1-3 years such that the contract matures before he or she attains the age of 65 years. The following procedure is to be adopted:

- 1) If the Secretariat wishes to extend the tenure of staff, the Secretary-General shall consult with the concerned staff and on his or her assent to extension, the Secretary General shall write to assigning authority of the concerned Member State, six months prior to the expiration of the concerned staff's employment period. The assigning authority of the concerned Member State may either notify the Secretariat of the request for the international staff's assignment extension in writing six months prior to the expiration of the staff's employment period.
- 2) If the position is adjusted together with the extension (i.e. promotion or department change), the Secretary-General shall also write to assigning authority of the concerned Member State for confirmation.

- 3) Upon agreement of extension by the Member State of the concerned staff, letter of extension or a new appointment letter shall be issued to the concerned staff thirty (30) days before the termination of the first-term contract.

Within seven (7) working days of receiving the new Letter of Employment Offer, the concerned international staff shall sign the Letter to indicate his or her acceptance

***h. Assessment and Reward Procedures:***

Annual performance appraisal of all staff members shall be carried out. The annual performance appraisal report shall include a pen picture and rating in three grades: Excellent, Competent and Incompetent. The Secretary-General, at his discretion, may award a staff, Secretary General's Commendation Certificate for excellent performance or an outstanding achievement. He may also decide to give a monetary reward not exceeding one month's pay in one calendar year.

***i. Termination of Appointment***

The procedure for termination of appointment of International Staff (except the Secretary-General) is as follows:

- 1) Appointment may be terminated as per Article 9 of the Service Regulations of APSCO.
- 2) If the Secretariat staff intends to resign for his or her own circumstances (health or family), he or she should route the letter of resignation to the Secretary General through the appointing authority of his or her Member State at least one month before.
- 3) The concerned staff, whose resignation is approved by the Secretary-General, shall relinquish charge within 2 weeks from the date of approval. The payment of his/her salary and the benefits shall be terminated on the date of approval of resignation.
- 4) After the concerned staff's resignation, the Secretariat shall reopen the vacant post to all the Member States for nomination.
- 5) APSCO shall pay a staff member monetary compensation only in case he or she leaves his or her post for the reasons listed in paragraph (2) of Article 9 of the Service Regulations of APSCO. No compensation shall be paid if the staff works with APSCO for less than one full year.
- 6) Monetary compensation equivalent to one month's basic salary shall be paid to a staff member for each year of service completed with APSCO up to a maximum of three years.
- 7) Irrespective of the circumstances under which an APSCO staff member leaves his/her post (resignation or termination), APSCO shall provide him or her as well as spouse, and children under 18 years of age, with one-way economy class air tickets to his/her home country and reimburse expenses up to a maximum of US\$ 2000 for personal baggage upon the approval by the Secretary-General and after satisfactory handing over of charge.
- 8) A staff member whose appointment is terminated shall return to his/her own country at his or her own expense.

**j. Remuneration**

- 1) Remuneration of a staff member shall be determined according to his post category and level.
- 2) The remuneration standards of staff shall be similar to other international organizations in the Host Country and the consumption level of the Host Country, and shall be duly approved by the Council.
- 3) Remuneration of a staff member shall include basic salary and welfare benefits such as medical insurance, housing subsidy, child education allowance and transportation subsidy:

(a) **Basic Salary:** Basic salary of a staff member shall be determined according to his post category and level.

Adjustment of the salaries: automatic adjustment mechanism shall be adopted, by which, on a regular basis, calculations shall be based on the average of the previous two years factors (average monthly variation of exchange rate) published by the Bank of China each year on 31<sup>st</sup> December. The adjustment shall be applicable from the 1<sup>st</sup> of January of the current year.

The salaries shall not be decreased as a result of applying this automatic adjustment mechanism i-e; the adjustment shall be applied only if the resultant salary is more than the current salary.

(b) **Medical Insurance:** APSCO shall pay premium for medical insurance (including accidental insurance) of staff and his or her accompanying spouse, and children under 18 years of age.

(c) **Housing Subsidy:** Housing subsidy shall be determined according to the post category of a staff member and shall be paid to him or her every month. Adjustment of housing subsidy shall be on a bi-annual basis. The calculation of the factor shall be similar to the adjustment of salary i-e; average of the previous two years data published each year by the Beijing Bureau of Statistics on 31<sup>st</sup> December. The adjustment shall be applicable from 1<sup>st</sup> January of the current year.

(d) **Child Education Allowance:**

- i. APSCO shall provide education allowance for staff's children under 18 years of age.
- ii. The standard amount for child education allowance shall be the results to apply the factor of 54.75% (75% \* ~73 %) to the total of tuition fee per child.
- iii. The maximum admissible education expense shall not be more than US\$19,105 per year per child.
- iv. The child education allowance shall be paid to the staff member taking into consideration the number of children, as follows:

- Up to 2 children, APSCO shall pay 54.75% of the total tuition fee per year.
- For the 3rd child, APSCO shall pay half child education allowance.
- More than 3 children, APSCO shall pay quarter child education allowance

(e) APSCO shall provide a staff member transportation subsidy at a fixed rate according his post category.

**k. *Privileges and Immunities***

The privileges and immunities to be enjoyed by the staff shall be implemented according to Article 25 of the APSCO Convention and Agreement between Host Country and APSCO.

**l. *Leaving the Post***

When the international staff finishes his/her term or his/her appointment is dominated, the following procedure shall be followed:

- 1) Dealing with his/her vehicle and canceling the diplomatic license plate;
- 2) Returning the diplomatic ID card and security card to the Secretariat;
- 3) Returning the office equipment;
- 4) Handing over all the documents related to APSCO.