

**Guidelines for the recommendation of the candidate for the Permanent Member of the  
Secretariat  
during the meeting of the Presidential Troika of COSAC  
Vilnius, 27 October 2013**

1. All the applicants will be interviewed separately following the order they submitted the applications for the post of the Permanent Member of the COSAC Secretariat. Each interview will be conducted in the presence of Troika members accompanied by maximum two officials and the Member of the COSAC Secretariat representing the Presidency.
2. The interview should take no longer than 30 minutes. It will be divided into two stages. During the first stage (no longer than 5 minutes) the candidate will make a presentation including the motives for applying for the post as well as his/her plans concerning the work as the Permanent Member of the COSAC Secretariat once appointed. During the second stage a candidate will answer questions posed by the Troika members (only one member of Parliament per delegation will be invited to ask questions).
3. The Chairs of the Committees of the Parliaments who submitted the candidacies for the post of the Permanent Member of the COSAC Secretariat will be invited as observers (without the right to ask questions) to be present throughout the procedure of the interview of the candidate they have proposed.
4. For the sake of equal treatment and the fair evaluation of the answers each candidate should be asked the same questions.
5. After the candidates have been interviewed all participants of the Troika meeting other than members of Parliament will be asked to leave the room in order to enable free discussion.
6. When the agreement has been reached among the Troika members all participants and the candidates will be invited back to the room. The Presidency will announce the decision.

7. Should the Troika decide not to recommend a candidate to the COSAC Chairpersons meeting, the Troika will agree further steps to be taken, their decision to be announced by the Presidency at the beginning of the COSAC plenary meeting the following day.
8. In order to ensure a swift recall of the arguments made by candidates in the event of a dispute over what was said by them in the interview the Member of the COSAC Secretariat representing the Presidency will make notes and the Presidency will ensure the recording of the interviews.