



# **GUIDELINES FOR INDEPENDENT PANEL MEMBERS**

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### ***INTRODUCTION***

The Independent Panel Member (IPM) is the third member of the Selection Panel for the R&S process that plays a crucial role in relation to the recruitment process as it provides a balance and stability to the Selection Panel. The intention is to compose a stable, balanced and consistent panel that can deliberate on decisions transparently and provide an objective merit based recommendation for appointment. The IPM, being a member of the private sector, contributes to the achievement of this intention as they represent the views and interests of not only the private sector but as well as the general public, offering an outside perspective. It is imperative therefore that the identification and subsequent selection of an IPM for a position is a task to be given the utmost priority and careful consideration.

### ***INDEPENDENT PANEL MEMBER SELECTION***

In view of the high number of technical positions at the senior executive level, PSC through Senior Executive Services (SES) develops and maintains an “IPM database” to record a pool of suitable candidates for IPM, categorized based on each sector. Candidates vary based on the level of contract employment (CEO & Contract Employees).

The PSC, through its Senior Executive Services, carries out the identification and selection of IPMs with emphasis on:

- The suitability and relevance of the IPM in terms of relevant experience and extensive related technical expertise, as opposed to limiting selection based only on their availability.
- IPMs are considered based on their current position within their respectable organizations, and are preferred to be of a higher level than that of the position being recruited. For instance, for recruitment of ACEO positions, the CEO/President of a relevant stakeholder NGO/SOE is invited. For CEO positions, prominent figures of the same sector are invited.
- Outside advisers that provide balance to the panel in terms of gender and professional background.

*\*In cases whereby it is difficult<sup>1</sup> to confirm an IPM of higher level, an IMP of equal rank to the position advertised can be selected.*

In selecting IPM for CEO and Contract positions, certain steps and measures are taken in order to ensure that the most suitable IPM is secured for the position.

1. A suitable IPM is first identified by referring to the IPM database and selection is based on relevancy.
2. An invitation is prepared and then sent to the selected IPM, giving them 5 working days or earlier to respond on agreement to be an IPM and availability. The invitation letter should include the following to assist the invited IMP in considering being part of the Selection Panel:
  - List of Applicants in order to identify a potential Conflict of Interest

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<sup>1</sup> Conflict Interest, Availability etc

➤ Name of the confirmed Selection Panel

*\*If the IPM declines the invitation, PSC identifies and invites another IPM.*

3. If an IPM confirms availability, then SES to proceed to arrange short listing meeting and prepare necessary documents:
  - Non-Disclosure Agreement
  - Vacancy File
  - Detail Sheets
  - Job Description
  - Other relevant documents<sup>2</sup>
4. ***The IPM needs to sign a Non-Disclosure Agreement to reinforce their obligation and duty to the R&S process to keep and maintain the proper handling of confidential information by non-disclosure.***
5. After interviews, once an appointment is finalized, then SES to prepare an acknowledgement letter and liaise with the Corporate Services Division to begin processing IPM's Allowance.

The IPMs are selected from a pool of professionals within the Private sector and NGOs for the following Sectors:

<b>SECTOR</b>
Agriculture
Environment
Education
Public Administration
Health
Law and Justice
Transport
Finance
Trade, Commerce and Manufacturing
Energy
Communication
Community
Water
Tourism

### **ALLOWANCES**

Allowances are made available for Independent Panel Members to compensate for their time taken up by the process. This applies accordingly:

- Allowances for IPM involved in CEO positions

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<sup>2</sup> Sector Plan, Corporate Plan etc

- Allowance for IPM involved for Contract Positions
- Payment is applied per (1) Sitting  
Eg. 1 for Shortlisting and 1 for Interviews equals to 2 sittings
- Amount of allowance is determined by PSC and endorsed by Cabinet from time to time
- Payment is approved and forwarded to the Ministry of Finance to process
- ONLY IPMs from the Private Sector are entitled to allowance
- IPM who are public servants are not entitled for IPM allowance

