

Annex 1: Policy for the Evaluation of the Performance of the Head of PACER Plus Implementation Unit

1. Introduction

- 1.1 The Evaluation of the Head of the PACER Plus Implementation Unit (PPIU) is the responsibility of the Joint Committee (JC). The evaluation provides a formal opportunity for the JC and the Head of PPIU (PPIU Head) to have a constructive discussion regarding the performance of the PPIU and the PPIU Head's leadership of the Organization.
- 1.2 The Memorandum of Arrangement relating to the Establishment of the PACER Plus Implementation Unit and its Constitution (MoA) outlines the following in Sections 9 and 10.
- *Section 9: The Head of the Implementation Unit may be employed by the Implementation Unit, in either case in that role:*
 - a. *For a period and upon terms and conditions (including as to remuneration) agreed between that Head and the Joint Committee; and*
 - b. *With such functions, powers, accountability, roles, and delegations in relation to the operation of the Implementation Unit as are set out in the agreement between the Implementation Unit and the Head of the Implementation Unit (the service agreement) and, to the extent permitted by the service agreement, as the Joint Committee may at anytime and from time to time prescribe or describe; and*
 - c. *With such duties, responsibilities, and rights as are set out in the service agreement and, to the extent permitted by the Service Agreement, as the Joint Committee may at any time and from time to time prescribe or describe.*
 - *Section 10: Without limiting section 8, the Head of the Implementation Unit is accountable to, and is to report to, the Joint Committee for, and in respect of, his or her performance of the role, including (in no particular order) for:*
 - a. *Providing a high standard of leadership to the Implementation Unit;*
 - b. *Ensuring the Implementation Unit operates with a high level of integrity;*
 - c. *Maintaining a constructive and collaborative relationships with the Joint Committee;*



- d. *Maintaining a constructive and effective relationship with the Contracted Service Provider;*
- e. *Maintaining an appropriate public profile for the Implementation Unit;*
- f. *The performance of its functions by the Implementation Unit;*
- g. *The efficient and effective operation of the Implementation Unit;*
- h. *The achievement, in or in respect of any relevant period, of the Work Programme and the Annual Plan;*
- i. *Ensuring the Implementation Unit operates in accordance with, and within, its budget for the relevant period; and*
- j. *All decisions in relation to the operations of the Implementation Unit; and*
- k. *Compliance by the Implementation Unit with;*
 - i. *This Constitution*
 - ii. *The Host Agreement*
 - iii. *The Operations Manual*
 - iv. *Any contract or other enforceable obligation entered into by the Implementation Unit*

2. Purpose

2.1 The PACER Plus Implementation Unit (PPIU) recognizes the value of investing in individual development, assessment, planning, goal setting and achievement. This Policy is the primary means for aligning the performance, skills, knowledge, and career development of the Head of the Implementation Unit with the goals and requirements of the PPIU.

2.2 The purpose of the Policy is to:

- Outline the process, framework, and methodology for managing and accessing the performance of the Head of the Implementation Unit.
- Ensure that the process and framework is transparent and in accordance with relevant employment and labour laws.
- Provides a robust process for the exchange of views between the Head of the PPIU and the JC.
- Provide a basis for informing the JC of the performance of the Head of PPIU.

- Provide a basis for any decisions that the JC might decide to make regarding the Head of PPIU Head.

3. Evaluation Committee

- 3.1 The JC will establish a ‘Sub-Committee’ to undertake the annual performance assessment and evaluation of the Head of PPIU’s performance for contract renewal.
- 3.2 The Composition of the ‘Sub-Committee’ may include the previous and current JC Chair and Australia and New Zealand.
- 3.3 The Sub-Committee is responsible for leading the Head of PPIU’s Evaluation process.

4. Evaluation Methodology

- 4.1 The Sub-Committee will meet and agree on the parameters for evaluation and methodology to be adopted for the Evaluation.
- 4.2 The Evaluation will evaluate the Head of PPIU’s performance against the Key Result Areas:
- i. Provide strategic leadership and direction for the PPIU.
 - ii. Effective Delivery of Work Programme to support Parties with implementation of the Agreement.
 - iii. Building effective Partnership with Parties and regional and national stakeholders to implement the Agreement.
- 4.3 The evaluation methodology may include:
- A yearly performance review in accordance with the Head of PPIU’s role description with the Chair of the JC.
 - A six-monthly check-in of the Head of PPIU performance with the Chair of the JC.
 - Accepted human resource industry standards for such reviews including the prospect of 360° feedback review processes as may be appropriate from time to time.
 - Evaluation may be facilitated by an external facilitator if directed by the Sub-Committee.

4.4 The PPIU will work with the Sub-Committee to provide advisory and support when and if required to finalize methodology. The PPIU will also provide any supporting documentation required by the Sub-Committee.

4.5 After completion of the evaluation, the Sub-Committee will prepare a Report to be tabled to the JC for consideration.

5. Documentation

5.1 Throughout the above process, the Chair of Sub-Committee shall establish and maintain a file containing a record of all relevant activities involving the PPIU’s Evaluation Process, including the Performance Evaluation Template, Evaluations completed by Subcommittee, Summary of Sub-Committee Evaluations, etc.

6. Timing and Responsibilities

Activity	Responsible	Indicative Timeline
No later than October 31st, the PPIU Head will provide a self-evaluation with the performance objectives for the annual evaluation period to the Chair of JC.	PPIU Head Chair of the JC	October for previous fiscal year
The Sub-Committee will convene a meeting to discuss PPIU Head’s Performance Assessment and provide a Summary of the Evaluation	Sub-Committee	November
The Sub-Committee to discuss the summary and, as appropriate and necessary, the PPIU Head will be provided an opportunity to present and discuss his/her self-evaluation with the Sub-Committee	Sub-Committee	November
Sub-Committee completes the Performance Assessment and submits to the Chair of the JC	Sub-Committee	December
A Paper is prepared for the JC to consider in its first meeting of the following year	Chair of the JC	

7. Version Control and Change History

Version Control	Effective Date	Approved by	Amendment
DRAFT v1.0			First Version