

VACANCY NOTICE

Chair of Committee drafting a proxy advising industry Code of Conduct

The Committee drafting an industry code

The European Securities and Markets Authority (ESMA) considers, as indicated in its recent report on the proxy advisory industry (ESMA/2013/84), that the appropriate approach to be taken at this point in time is to encourage the proxy advisory industry to develop its own Code of Conduct.

For the purpose of drafting this Code, the industry was invited to set up an independent Committee. The Committee comprises representatives from Glass Lewis & Co, ISS, IVOX, Manifest, Nordic Investor Services, PIRC and Proxinvest and will be the core drafting group.

Whilst ESMA may act as a logistical facilitator for the work of the Committee until the Code of Conduct is finalised and at the latest until the end of 2013, the Committee will be working **independently from ESMA**, and assumes full responsibility for the outcome of its work.

Job description

The Committee drafting an industry Code of Conduct concerning proxy advising (the Committee) is launching a call for candidates with interest in the position of Chair of the Committee. Background on the proxy advisor industry and the industry Code of Conduct is available at the ESMA website at the following address: <http://www.esma.europa.eu/page/Corporate-Governance>.

The selected candidate will fulfil the position of Chair of the Committee for the duration of the work of the drafting Committee with finalisation of the Code of Conduct expected within 2013.

Main duties

The successful candidate will be leading the work of the Committee drafting a Code of Conduct for the proxy advising industry. This will include:

- a. Leading the work by acting as mediator and facilitator of the drafting process within the Committee;
- b. Participating in the drafting of the Code of Conduct;
- c. Chairing meetings and calls of the Committee;
- d. Interacting with stakeholders; and
- e. Providing ESMA with updates on the work of the Committee and requesting ESMA assistance where needed.

General conditions

Each candidate must be a national of a Member State of the European Union or the European Economic Area and have adequate time to dedicate to the work. Furthermore the candidate must have experience in academic, regulatory or advisory work in the area of corporate governance and have a very good command of both written and oral English.

Conditions of chairmanship



The position of Chair of the Committee drafting a proxy advising industry Code of Conduct is a temporary position which will cease when the Code of Conduct is finalised.

Please note that there is no fixed location for Committee meetings as such and that the Chair will consequently be required to travel to various locations for meetings.

The successful candidate will be asked to take on the position of Chair on a free-of-charge basis as there will be no salary or fee associated with the position. The Chair will receive reimbursement for expenses associated with accommodation and transport to and from Committee meetings.

For reasons related to the timing of the work of the Committee, the successful candidate will be expected to be available immediately following their appointment.

Submission of applications

Candidates must submit one document via email to **pacommittee_admin@esma.europa.eu** by the deadline indicated:

A detailed curriculum vitae, saved as follows:

PACommittee chair 2013_Family name_First name_CV

Candidates should submit their applications in English. There are no formatting requirements for the document. Candidates are not required to send any additional supporting documents with the application.

The completed application should be sent via email including the following reference in the email subject line:

PACommittee chair 2013_Family name_First name

Deadline for submitting applications is **25 March 2013 at 13.00 Paris local time**. Only applications containing the CV mentioned above and sent by email within the deadline will be taken into consideration.

Selection process

All candidates will receive an acknowledgement of receipt for their application.

The Committee will evaluate all applications and select a candidate meeting the eligibility criteria and matching best the selection criteria as set out in this vacancy notice.

When the Committee has selected the successful candidate, all candidates will be notified.

ESMA's role

ESMA is acting as facilitator of information in this call for candidates and will not have any say in the selection of the Chair.

ESMA expects to receive period updates on the progress of the work relating to the development and operation of the Code of Conduct, but it should be understood that the Committee will be working independently from ESMA, and assumes full responsibility for the outcome of its work. During the elaboration phase of the Code of Conduct, ESMA may engage with the Committee to discuss the further development of the Code of Conduct and the progress achieved.