**Proforma for the Appointment of Special Advisor to the ICCPR Executive Council**

In fulfilment of Clause 3.f of the ICCPR’s Terms of Reference

1. The Executive Council of the ICCPR propose ***Name of person here*** to the position of Special Advisor to the Executive Council of the ICCPR
2. The reason(s) for this appointment are: (***brief statement one or two sentences****)*
3. The named Special Advisor and the Executive Council agree that, in keeping with the Terms of Reference of the ICCPR, this post will be reviewed annually at a Council meeting of the ICCPR and if required to determine whether or not his/her services are required to be extended for a further 12 months, and that it is respected that this post does not carry any Voting Rights on the Executive Council but where this person is an elected full member of the council, their normal roles, responsibilities and rights are preserved

Name of ICCPR Chair:

Signature: Date