



**Call for candidates to the position of a  
CAAC Secretary-General**

September 2011

Conférence des Villes de l'Arc Atlantique – 6, rue Saint-Martin –  
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# 1 Introduction : Conference of Atlantic Arc Cities

The Conference of Atlantic Arc Cities, formed in 2000 at the initiative of Mr Edmond Hervé, then Mayor of Rennes, brings together, through its 25 members, more than 100 local entities and 7 million inhabitants from the European Atlantic Coast. This network works with different institutions, to promote the role of cities in Europe and to highlight the specificity of the Atlantic Arc. CAAC intends to become the urban forum of reference for the Atlantic Arc through the promotion of a model for green, attractive and cohesive cities.

## 1.1 - Missions

Atlantic Arc Cities have to answer to common challenges in economic, social, cultural or environmental terms:

- A peripheral location within an enlarged Europe;
- The maritime dimension: opportunity for economic development and ecological challenge;
- An urban framework set up by a majority of medium-sized cities;
- A common cultural heritage.

Faced with the specificities of the Atlantic area, the CAAC is taking action to promote the territorial cohesion principle, for the recognition of the vital role of cities and to establish a common and urban response to economic, social and environmental issues, as stated in the Rennes Declaration and in the San Sebastian Charter.

## 1.2 – Shared values

Confronted with the specificities of the Atlantic Arc and the joint demands of its members, CAAC acts to:

1. In reaction to profound inequalities and the concentration of activities at the expense of peripheral areas, contribute to balanced development of the European territory thanks to the promotion of territorial cohesion.
2. Acknowledge cities as engines for regional development so as to consider them as a full-fledged actor in the preparation and the implementation of European policies.
3. Provide a common urban answer to ambitious objectives in the economic, social and environmental fields as defined in the EU 2020 strategy in order to contribute to the sustainable development of the Union.

More information is available at CAAC website: <http://www.atlanticcities.eu>.

We strongly recommend the consultation of the section CAAC and the documents of the last General Assembly.

## 2. Position description:

The General Secretary will ensure that the common interests of members of the organization are effectively represented at EU level. S/he will propose initiatives and implement decisions made by the Executive Bureau and the General Assembly. She/he will work under the authority of the President and Executive Bureau of the CAAC, ensuring a close relationship with the President of the CAAC.

His/her main tasks are::

- To assist the CAAC Presidency
- To ensure that member cities are kept informed of the CAAC's activities and of all emerging issues that may affect them;
- To propose new policy orientations to ensure that the CAAC is in a position to defend the common interests of its members and maximize the network's opportunities on European programs;
- To develop an annual work program for the organization based on the objectives and priorities established by the CAAC Development Plan, in consultation with the Executive Bureau and present moral reports.
- To advise the Executive Bureau on all important European matters relating to local and regional authorities,
- To organize (with the CAAC Secretariat) and attend General Assemblies and Executive Bureau meetings;
- To ensure close collaboration with all European stakeholders (EU Institutions, relevant Programme Management authorities, Atlantic Arc Commission, ...)
- To ensure financial and administrative supervision of CAAC business

## 3. Profile

Candidates must demonstrate the following qualities:

- Very good knowledge of European issues, the urban dimension and the Atlantic Arc.
- Good political sense and understanding of the institutional stakes between cities, regions and states and other relevant institutions.
- Significant experience as an executive in a position held on a regional or local authority or as a local government consultant. Experience abroad will also be taken into account.
- Proficiency in computer work tools;
- Diplomatic skills, including ability to negotiate consensus of opinion beyond national boundaries when faced with complex issues
- Knowledge of the Atlantic languages: Spanish, French, English and Portuguese. The candidate must at least master English and one other CAAC language;
- Proven management skills (Finance and HR)
- - Excellent communication and interpersonal skills

## 4. Conditions

1. This is a voluntary, part-time position for a two year period, 2012-2013;
2. He / she will present a progress report every six months.
3. The candidate must indicate his/her time availability when submitting his candidacy;
4. The nature of the position requires some travel in Europe and sufficient time to exchange with CAAC staff and Executive Bureau; travel costs will be met by the CAAC

## 5. Applications

Applications must be accompanied by a detailed CV. The original document should be written in French or English. If the original is in English, a translation into French will also be provided and vice versa. S/he will also provide a one-page summary in English.

At the same time, the applicant will write a one-page letter of intent (cover letter) in English and French, including his/her vision of the future of the association and his/her potential contribution to it.

The documents in Word-or PDF-must be received no later than November 18, 2011 by the CAAC Secretariat ([generalsecretariat@atlanticcities.eu](mailto:generalsecretariat@atlanticcities.eu)) in Rennes, with the title "*Application for the post of Secretary-General.*"