World Health Organization

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DELEGATION OF AUTHORITY

From: Director-General **To:** ADG Data, Analytics and Delivery for Impact (DDI)
Date: 1 January 2020

By virtue of Article 31 of the WHO Constitution, as the chief technical and administrative officer of the Organization and by virtue of such other authorities as have been vested in me by decisions of the World Health Assembly and the Executive Board, and further to delegations of authority contained in the WHO Manual, I hereby delegate to you, as holder of the Office of ADG/DDI , the authorities set out below in order to implement the triple-billion targets. These delegations do not apply to Emergency response settings as these are covered under a separate delegation. In addition, these authorities are delegated to you in consideration of the functions entrusted to you, as ADG.

Programme

1. To lead the management of relevant outcome networks of the WHA-approved PB, including the monitoring and reporting across the three levels of the Organization and facilitation of cross-cutting collaboration between output teams.

2. To further allocate and shift the budget within the respective Division to support implementation.

3. To monitor both results and cost of achieving results against the approved budgets under your responsibility, and to provide regular reports explaining programmatic and financial progress against planned results and agreed corporate targets under the Compact (KPIs).

4. To strategically allocate funding made available to the Division and to ensure an equitable distribution of voluntary funding to the outcome across Major Offices.

5. To approve workplans within the Division.

Internal Governance

1. To convene relevant corporate networks for the three-level delivery and pertinent horizontal networks.

2. To meet deadlines for the preparation and high-level clearance of Governing Body documentation.

3. To ensure SOPs are being adhered to for the preparation of Governing Body documents.

4. To approve the publication of Governing Body documents when these only provide a progress update, escalating to DDG or Chef de Cabinet as advised by LEG.

5. To approve technical meetings within your area of work, ensuring Value for Money's principles are followed and coordinating staff participation.

6. To be responsible for the clearance of WHO technical publications, in collaboration with the Chief Scientist when appropriate.

7. To be overall responsible for the appropriateness of external communication coming out of your division and its alignment with WHO's formal policy positions and governance responsibilities.

Managerial

1. To promote an appropriate environment within the Division in accordance with the Organization's Values Charter, regulations, rules, policies and procedures.

Financial

1. To incur expenditures, within your area of work, in accordance with the Organization's Financial Regulations, Rules and procedures. This must include ensuring that correct procedures are followed for the selection of suppliers to ensure value for money for the Organization, evidenced by proper adjudication reports; grants are fully aligned to programmatic objectives and procedures are followed to ensure accountability of grantees; and travel expenditures are fully justified in accordance with programme objectives as well as travel policies.

2. To ensure approval of local and direct procurement beyond a maximum of $200,000 per order requires a submission to the Contract Review Committee (CRC). The reporting of CRC submissions has to be recorded and sent annually to the Office of the Comptroller. Subject to such procedures, there is no limit on the amount that may be spent per order, provided availability of budget capacity and funding.

3. To review the submissions to the CRC for your Division.

4. To ensure travel costs are kept to the minimum necessary to implement activities in workplans.

5. To ensure that travel plans are prepared and to approve late TRs within your Division, in line with the Value for Money principle.

6. To ensure appropriate funding is available to meet commitments.

Resource Mobilization/Donor Agreements/Award Management

Following the provisions set by the Corporate Resource Mobilization policy:

1. To sign donor agreements within your programmatic area of work up to $1,000,000. (unless these need to be reviewed by EXD/EXT as advised by LEG). Grants proposal of more than $1,000,000 are always subject to formal review conducted under the authority of EXD/EXT.

2. To monitor and follow up on implementation of Key Performance Indicators (KPIs) for award management.

3. To ensure funds are implemented as intended by the donor, as reflected in the donor agreement, including distribution, funding and budgeting on a timely basis across the departments and the three levels as appropriate and ensuring quality and timely reporting to the donor.

4. To ensure accountability to the donor on the agreed terms.

<u>Workforce</u>

1. To approve the appointment of staff in the Division up to and including grade P5, in accordance with the Organization's regulations, rules, recruitment policies and procedures, paying particular attention to the established guidelines on diversity, geographical representation and gender distribution, especially in the professional and higher categories.

2. To ensure that organizational design of departments under your authority is optimised and appropriate to meet programme needs, and functionally aligned to the overall structure, ensuring grading and skill requirements of staff are in line with programme demands; and be responsible for re-organizations at unit or team level.

3. To ensure that performance standards are set, that all staff within the Division receive regular performance appraisals in a fair and timely manner, that outstanding performance is recognised and that appropriate measures are taken in case of poor performance.

4. To ensure that all staff in your Division comply with HR rules and procedures, including maintaining personal information on dependency data, and accurate leave records.

5. To approve selections of individual consultant contracts.

7. To ensure transparent and timely recruitment, and succession planning for workforce, including carrying out competitive bidding for selection of consultants.

8. To ensure that all staff in the Division comply with mandatory training requirements.

9. To ensure that staff-management matters arising in the Division are dealt with promptly, using appropriate mechanisms and channels such as HR support services and the office of the Ombudsman.

10. To ensure that there is adequate financing planned for the staff in the Division.

11. To confirm appointments at the end of the probationary period and approval of extensions of appointment up to and including P5, up to the age of 65, within your division.

12. To take the final decision to terminate a staff member's appointment for unsatisfactory performance or impose disciplinary measures for a staff member of the Division up to and including grade P5. For all staff members at grade P6/D1 or above and staff members holding continuing appointments, the Director-General maintains the authority for dismissal or summary dismissal for misconduct, and termination of an appointment for unsatisfactory performance.

13. Up to and including grade P5, to establish and extend positions and to abolish vacant positions within the approved programme budget and the Division's Human Resources Plan, including ceiling for position establishment, in accordance with WHO Staff Regulations and Staff Rules and established guidelines.

Re-delegation

1. You may re-delegate any of the authorities delegated to you as appropriate, except that:
   - re-delegation of expenditure authority is to a maximum of $199,999 in respect to each commitment;
   - re-delegation in respect to human resources is limited to temporary appointments up to and including P4.

2. Any re-delegation of authority must be explicit and in writing and must be made only to staff members whom you know to be appropriately qualified to exercise the re-delegate authority.
3. Any redelegated or re-delegated authority can be rescinded including in the event of non-compliance with the Organization's regulations, rules, policies and procedures. Or failure to meet expected management performance targets.

General

1. The following principles are to be up-held in carrying out the authorities delegated to you, that you:

   i) Act in accordance with the Financial and Staff Regulations and Rules;
   ii) Ensure that risks affecting the achievement of the mandate of the Organization have been identified, assessed and adequately managed. Validate critical risks and overall control environment within their division;
   iii) Comply with policies and procedures for internal controls in order to ensure the effective and efficient use of resources;
   iv) Demonstrate transparency and accountability through accurate and timely reporting of results;
   v) Exercise responsible and proactive risk management in accordance with WHO's corporate risk management policy, and maintains an up to date risk register for the departments of the Division;
   vi) Consider risks of fraud and other potential misconduct in light of the stated zero tolerance approach for misconduct. Managers at all levels of the Organization are responsible for the detection and prevention of fraud, misappropriations and other inappropriate conduct in the area under their responsibility. Managers and staff who have delegated authority for financial and human resources, as well as

compliance with all relevant regulations, rules and policies. Any fraud (confirmed, attempted or suspected), loss of cash, or loss of property either belonging to the Organization or for which it has custody, when first identified, will be reported such that the allegations can be investigated and handled for disposition in accordance with the appropriate WHO Manual provisions;

vii) Meet the various management performance measures and targets identified in the Key Performance Indicators set for your office including for example, closure of audit recommendations, completion of PMDS, improvement to geographical diversity and submitting donor reports on time. These KPIs are set and agreed on an annual basis.

2. You must provide me with an annual representation letter providing assurance on the adequate functioning of internal controls in your exercise of this delegated authority, and on periodical reports on performance measures and targets.

3. This delegation of authority cancels and supersedes all previous delegations of authority and will remain in force until a further delegation is issued. Additional delegations are also stated in the WHO Manual. In case of conflict, the delegations in this memorandum shall prevail over Manual provisions.

Dr Tedros Adhanom Ghebreyesus
Director-General