

DELEGATION OF AUTHORITY

From: Director-General

To: Executive Director, WHO Health Emergencies Programme

Date: 8 March 2024

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 the holder of the position of Executive Director of the WHO Health Emergencies Programme (hereafter “the Programme” or “Division”), the authorities set out below.

Programme

1. The responsibility across headquarters, regional and country offices (hereafter, “the Organization”) for the Programme’s technical oversight and standards, strategic and operational planning, risk and performance monitoring, and global interagency and partner relations.
2. The responsibility to develop the budget and staff plan for the Programme, in consultation with regional directors, senior staff, and relevant heads of WHO country offices.
3. The execution within the Programme of the parts of the programme budget of the Organization under your responsibility, including authority to make changes within the budget sections, subject to my retaining authority on the use of general savings.
4. To establish, oversee and manage the Programme budget and workforces across the Organization in major outbreaks or acute emergencies, including Grade 3 events, events declared Public Health Emergencies of International Concern under the International Health Regulations (2005) and Level 3 emergencies under the United Nations Inter-Agency Standing Committee.
5. The responsibility for results and costs of achieving results against the approved budgets of the Programme’s departments, across the Organization, and to provide regular reports to my office explaining programmatic and financial progress against planned results and reports to donors as may be required.
6. The responsibility for the distribution of resources and achievements of results across the Programme, for which you are the global lead.

7. The operational accountability across the Organization for the Programme and the authority to intervene under any circumstances you deem appropriate, regardless of grades of emergencies.

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 bodies documentation.
3. To ensure SOPs are being adhered to for the preparation of governing bodies documents.
4. To approve the publication of governing bodies documents when these only provide a progress update, escalating to the Director-General or Chef de Cabinet as advised by the Office of the Legal Counsel (LEG).
5. To approve technical meetings within your area of work, ensuring value for money principles are followed and coordinating staff participation.
6. To be responsible for the clearance of WHO publications, in collaboration with the Chief Scientist when appropriate. During graded emergencies, to be fully responsible for the clearance of interim and technical guidance on relevant areas of response.

Managerial

1. To promote an appropriate environment within the Programme in accordance with the Organization's Values Charter, and the WHO regulatory and policy frameworks.

Financial

1. To incur expenditures for the Programme, in accordance with the Organization's Financial Regulations, Financial Rules and relevant 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. Local and direct procurement for the Programme must comply with the rules set forth in Part VI of the WHO eManual, related standard operating procedures and guidance provided by the headquarters' Contract Review Committee (CRC). 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 travel authorizations (TRs) within your Division, in line with the value for money principle.
6. To ensure appropriate funding is available to meet commitments.

For emergencies graded under the WHO Emergency Response Framework:

1. To authorize and approve expenditure and/or Purchase Request of goods and services, including local procurement, without competitive bidding, without approval from the relevant Contract Review Committee, and without additional clearance processes, up to the limit of the funding available and following the process set in the WHO Emergency Standard Operating Procedures published in the WHO eManual.

Resource Mobilization/Donor Agreements/ Award Management

1. To sign donor agreements, subject to ensuring that WHO resource mobilization and management policies are followed; the Organization's regulatory and policy frameworks are complied with; reporting deadlines are met; and donor funds are spent in accordance with signed agreements.

Workforce

1. To create, extend and abolish posts in the WHO Health Emergencies Programme up to and including grade P6/D1 within the approved Programme Budget and work plan ceiling, and in accordance with the Organization's regulatory and policy frameworks, paying particular attention to the established guidelines on diversity, geographical representation and gender distribution, especially in the professional and higher categories. Creation, extension and abolishment of posts above grade P6/D1 and restructuring within the Programme that involves the creation or abolition of organizational units must be referred to the Director-General for approval.

For positions at headquarters, the appointment of staff assigned to the Programme up to and including grades P6/D1 in accordance with the Organization's regulatory and policy frameworks, paying particular attention to the established guidelines on diversity, geographical representation and gender distribution. Final decision on appointments at grade D2 and above is taken by the Director-General. In relation to direct pay secondments, the guidelines provided by DGO must be applied.

2. For positions elsewhere in the Programme, the appointment of staff assigned to the Programme at grade P5 and grade P6. Regional emergency directors will be recruited jointly by, and have dual reporting lines to, both the relevant Regional Director and you as

the Executive Director of the WHO Health Emergencies Programme, subject to final decision by the Director-General.

3. The confirmation of appointments of staff assigned to the Programme at headquarters up to and including grades P6/D1 at the end of the probationary period, and approval of extensions of appointment for such staff up to the mandatory age of retirement (age 65). Final decision on confirmation of appointment and extension of appointment of staff at grade D2 and above is taken by the Director-General. Confirmation of appointment of the regional emergencies directors will be done jointly with the relevant Regional Director, subject to final decision by the Director-General.
4. 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.
5. To ensure that performance standards are set, that all staff within the Programme 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. Final decision on regular performance appraisals and on determination of appropriate measures in case of poor performance of staff above grades P6/D1 is taken by the Director-General. Performance appraisals of the regional emergencies directors will be done jointly with the relevant Regional Director, subject to final decision by the Director-General.
6. To ensure that all staff in the Programme comply with the WHO regulatory and policy frameworks, including with regard to dependency and personal status, and maintaining accurate leave records.
7. To approve selections of individual consultant contracts and ensure that such selections have been conducted in accordance with the applicable regulatory and policy frameworks.
8. To ensure transparent and timely recruitment, and succession planning for workforce, including carrying out competitive bidding for selection of consultants.
9. To ensure that all staff in the Programme comply with mandatory training requirements.
10. To ensure that staff-management matters arising in the Programme are dealt with promptly, using appropriate mechanisms and channels such as HR support services and the office of the Ombudsperson.
11. To ensure that there is adequate financing planned for the staff in the Programme.
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 Programme up to and including grades P6/D1, in consultation with the Director, HRT. Final decision on disciplinary measures for or termination of staff members at grade D2 and above is taken

by the Director-General. Termination of appointment of the regional emergencies directors will be done jointly with the relevant Regional Director, in consultation with the Director, HRT and subject to final decision by the Director-General. For staff members holding a continuing appointment (at all grades) the final decision to terminate the appointment is taken by the Director-General.

For emergency deployments and recruitments during emergencies graded under the WHO Emergency Response Framework:

- Waiver of the requirement for competitive process for consultant contracts.
- Waiver on the cap of the age of recruitment at 65.
- Waiver of the requirement for a vacancy notice and competitive selection for temporary appointments beyond the initial 6 months.
- Waiver of maximum remuneration/duration per year for retirees.

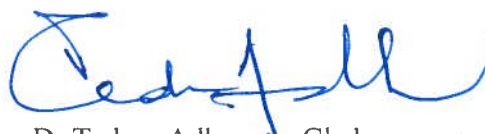
Re-delegation

1. You may re-delegate any of the authorities delegated to you as appropriate, except that the re-delegation in respect of human resources is limited to decisions related to staff holding temporary appointments at grades up to and including P5.
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-delegated authority.
3. Any delegated or re-delegated authority can be rescinded including in the event of non-compliance with the Organization's regulatory and policy frameworks, or failure to meet expected management performance targets.

General

1. The following principles are to be upheld in carrying out the authorities delegated to you, that you:
 - i) Act in accordance with the Organization's regulatory and policy frameworks, and apply Programme-specific financial and human resource processes and standard operating procedures.
 - ii) Ensure that risks affecting the achievement of the mandate of the Organization have been identified, assessed and adequately managed.
 - 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 sexual misconduct, 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 prevention and prompt addressing of sexual misconduct, fraud, misappropriation and other inappropriate conduct in the area under their responsibility, in compliance with the WHO regulatory and policy frameworks. 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, shall be promptly reported to the Office of Internal Oversight (IOS).
 - 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 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 eManual. In case of conflict, the delegations in this memorandum shall prevail over eManual provisions.



Dr Tedros Adhanom Ghebreyesus
Director-General