

DELEGATION OF AUTHORITY AND COMPACT

From: Director-General **To:** ADG Business Operations (BOS)

Date: 01 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/BOS, Business Operations, 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 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 approve release of flexible funds.
2. To designate the banks or financial institutions in which funds and securities of the Organization may be deposited under Financial Regulation 10.1 and Financial Rules 107.6 and 107.10.
3. To be responsible for all bank accounts and for the management, receipt and disbursement of all funds of the Organization and proper accounting thereof, in accordance with Financial Rule 107.7.
4. To designate signatory panels in accordance with Financial Rule 107.9, and to make any changes to panels of signatories.
5. To deposit securities in the custody of duly appointed banks or financial institutions under Financial Rule 107.10 and invest funds with counterparties in accordance with Financial Rule 107.6 and the approved investment policies referred to in Financial Rule 107.11.
6. 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.
7. To ensure that local and direct procurement beyond \$200,000 per order is submitted to the Contract Review Committee (CRC) clearance. . Subject to such procedures,

there is no limit on the amount that may be spent per order, provided availability of budget capacity and funding.

8. To review the submissions to the CRC for your Division.
9. To ensure travel costs are kept to the minimum necessary to implement activities in workplans.
10. To ensure that travel plans are prepared and to approve late TRs within your Division, in line with the Value for Money principle
11. To approve exceptions in class of travel for staff and non-staff (e.g. temporary advisors, experts, members of Expert Committees and consultants) at HQ.
12. 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 process conducted under the authority of EXD/EXT.
2. 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.
3. To ensure accountability to the donor on the agreed terms.

Workforce

1. Upon completion of an administrative review, to take the final decision on the administrative review. This will require consultation with the relevant Regional Director for staff who were assigned to a region at the time of the final administrative decision.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.
14. To decide on the granting of separation by mutual agreement (SMA) under Staff Rule 1015 and on settlement of any dispute between current or former staff member and WHO. This authority cannot be re-delegated further.
15. To take action under the rules governing compensation to staff members in the event of death, injury or illness attributable to the performance of official duties on behalf of the World Health Organization.
16. To take final decision on staff retaining their grade on a personal basis in case of reassignment to a lower grade position.

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
2. You must provide me with an annual representation 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 Manual. In case of conflict, the delegations in this memorandum shall prevail over Manual provisions.



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Director-General