

## DELEGATION OF AUTHORITY

**From:** Director-General      **To:** WHO Regional Director      **Date:** 1 June 2018  
for the Eastern Mediterranean

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 Regional Director, the authorities set out below. In addition, these authorities are delegated to you in consideration of the functions entrusted to you, as Regional Director; under Chapter XI of the WHO Constitution.

### **Programme**

1. The execution, within the Region, of the appropriate parts of the programme budget of the Organization
2. To approve shifts between programme areas within the Base categories, excluding the emergency programme, within the regional budget. Such shifts are limited to a maximum reduction of any programme area of 20%.
3. To further allocate the regional budgets to individual budget centres in their regions to support implementation
4. Any proposed shifts of budgets between Base categories will need to be proposed for review and approval by the Director-General
5. Any proposed increases of budgets for programme areas within their Category can only be supported once a minimum financing level determined by the Director-General has been reached for all remaining programme areas in the same category.
6. To monitor both results and costs of achieving results against the approved budgets under your responsibility, and to provide regular reports to my office explaining programmatic and financial progress against planned results.

## **Governance**

7. Pursuant to Article 32 of the WHO Constitution, to act as the Secretary of the Regional Committee and of any committees or subcommittees thereof.

## **Administrative**

8. The promotion of an appropriate environment within the Region for carrying out administrative activities together with general administrative matters falling within the competence of the Regional Office, in accordance with the Organization's rules, regulations, policies and procedures.

## **Financial**

9. Designation of bank accounts for operational purposes in the Region, in accordance with Regulation 10.1 of the Financial Regulations.
10. To incur expenditures, 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.
11. Local and direct procurement beyond a maximum of \$200,000 per order requires a submission to the 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. Reporting of CRC submissions to be recorded and sent annually to the Office of the Comptroller.

## **Resource Mobilization/Donor Agreements**

12. To sign donor agreements, subject to ensuring that WHO resource mobilization and management policies are followed and that the Financial Regulations are respected (e.g. PSC rate); that reporting deadlines are met, and that donor funds are spent in accordance with signed agreements.

## **Staffing**

13. In consultation with the Director-General, waiver of the immunity of the staff serving in the Region.
14. The appointment of staff in the Region up to and including grade P.06/D1, except for Heads of WHO Offices (HWOs) and staff of the WHO Emergencies Programme, 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.

15. To ensure that all staff within the Region receive regular performance appraisals and that appropriate measures are taken in case of poor performance; that appraisals of all Heads of WHO Offices are submitted to the Director-General for her review as the second level supervisor; and that all staff in your Region comply with HR rules and procedures, including maintaining personal information on dependency data, and accurate leave records.
16. To ensure that all staff in the Region comply with mandatory training requirements.
17. To ensure that staff-management matters arising in the Region are dealt with promptly, using appropriate mechanisms and channels such as HR support services and the Ombudsman.
18. To ensure that there is adequate financing planned for the staff in the Region.
19. Decisions on whether to confirm the appointments at the end of the probationary period and approval of extensions of appointment for staff serving in the Region up to the age of 65.
20. To take the final decision to terminate a staff member's appointment for unsatisfactory performance or misconduct of a staff member of the Region up to and including grades P.06/D1, in consultation with the Director HRD; for staff members holding a continuing appointment or serving as Head of WHO Offices the final decision to terminate the appointment is taken by the Director-General.
21. Up to and including grade P.06/D1, except the posts of Heads of WHO Offices and positions within the WHO Emergencies Programme:
  - The creation, extension and abolition of posts within the approved programme budget and Regional Human Resources Plan, including post establishment ceiling, in accordance with WHO Staff Regulations, Rules and established guidelines.
  - The classification/reclassification of posts in accordance with the ICSC New Master Standard for Professional Posts and the applicable ICSC General Service Job Classification.
22. To ensure that the organizational design of the Regional Office and subsidiary offices are appropriate and optimized to meet programme needs, utilizing generic job descriptions wherever appropriate, and to ensure grading and skill requirements of staff are in line with programme demands.

### **Re-delegation**

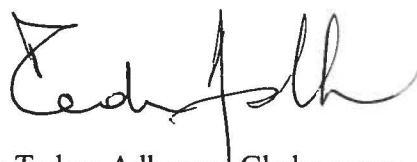
23. You may re-delegate any of the authorities delegated to you as appropriate, except that re-delegation in respect of human resources is limited to grades up to and including P.05.
24. Any re-delegation of an authority must be explicit and in writing and must be made only to staff members whom you know to be appropriately qualified to exercise the re-delegated authority



25. It is understood that any 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**

26. 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;
  - 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 budget centres of the Region; and
  - vi) Meet the following management performance measures and targets:
    - a. Percentage of internal audit recommendations implemented within the agreed timeframe (> 90%)
    - b. Percentage of PMDS of staff in the Region completed within established timelines (> 90%)
    - c. Percentage of fixed term staff in the professional and higher categories recruited from countries outside the Region (>30%)
    - d. Percentage of donor reports submitted according to the agreed timelines (> 90%)
27. 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 an annual report on performance measures and targets.
28. This delegation of authority cancels and supersedes all previous delegations of authority. 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