



## **DELEGATION OF AUTHORITY - 2016**

**From:** Director-General      **To:** WHO Regional Director      **Date:** 1 January 2016  
for the Western Pacific

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 general programme of the Organization, including authority to make budget changes within budget sections, subject to my retaining authority on the use of general savings.
2. 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.

### **Administrative**

3. The carrying out within the Region of administrative activities together with general administrative matters falling within the competence of the Regional Office, in accordance with the Organization-wide business rules.

### **Financial**

4. Designation of bank accounts for operational purposes in the Region, in accordance with Regulation 10.1 of the Financial Regulations.
5. 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.

6. 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**

7. 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**

8. In consultation with the Director-General, waiver of the immunity of the staff serving in the Region.
9. The appointment of staff in the Region up to and including grade P.06/D.01 - except for Heads of WHO Offices (HWOs) - 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.
10. 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.
11. 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.
12. To ensure that there is adequate financing planned for the staff in the Region.
13. 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 60, or up to 62 if the staff member joined the UN Joint Staff Pension Fund (UNJSPF) on or after January 1990, or up to the age of 65 if the staff member joined the UNJSPF on or after 1 January 2014.
14. 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/D.01, 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.

15. Up to and including grade P.06/D.01, except the posts of Heads of WHO Offices:

- 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.

### **Re-delegation**

16. 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 grades up to and including P.05.
17. 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
18. 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.

### **General**

19. 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; and
  - iv) Demonstrate transparency and accountability through accurate and timely reporting of results.
20. You must provide me with an annual representation providing assurance on the adequate functioning of internal controls in your exercise of this delegated authority.
21. 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 Margaret Chan