DELEGATION OF AUTHORITY - 2017

From: Director-General       To: Assistant Director-General       Date: 1 January 2017
for HIV/AIDS, TB, Malaria and Neglected Tropical Diseases

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 Assistant Director General for HIV/AIDS, TB, Malaria and Neglected Tropical Diseases, the authorities set out below, for 2017.

Programme

1. The execution within the Cluster of the appropriate parts of the programme budget of the Organization

2. To approve shifts between programme areas within the Base categories within the Cluster. Such shifts are limited to a maximum reduction of any programme area of 20%.

3. To further allocate the budgets to individual budget centres in the Cluster to support implementation

4. Any proposed shifts of budgets between Base categories within the Cluster will need to be proposed for review and approval by the Director-General

5. Any proposed increases of budgets for programme areas within the 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.

Administrative

7. The promotion of an appropriate environment within the Cluster for carrying out administrative activities together with general administrative matters falling within the competence of the Cluster, in accordance with the Organization’s rules, regulations, policies and procedures.
Financial

8. 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.

9. 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.

Resource Mobilization/Donor Agreements

10. 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 and Organizational Structure

11. To appoint staff in the Cluster up to and including grade P.06/D1, 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. In relation to direct pay secondments, the guidelines provided by DGO must be followed.

12. To ensure that all staff within the Cluster receive regular performance appraisals and that appropriate measures are taken in case of poor performance; and that all staff in the Cluster comply with HR rules and procedures, including maintaining personal information on dependency data, and accurate leave records.

13. To ensure that all staff in your Cluster comply with mandatory training requirements

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

15. To ensure that there is adequate financing planned for the staff in the Cluster.

16. To confirm appointments of staff in your Cluster up to and including grade P6/D.01 at the end of the probationary period and approve extensions of appointment for staff serving in the Cluster 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.
17. To take the final decision to terminate a staff member’s appointment for unsatisfactory performance or misconduct of a staff member of the Cluster up to and including grades P.06/D.1, in consultation with the Director HRD; for staff members above grade P.06/D.01 and for any staff member holding a continuing appointment the final decision to terminate the appointment is taken by the Director-General.

18. To create, extend and abolish positions in the Cluster up to and including grade P.06/D.01, within the approved programme budget and work plan ceiling, in accordance with WHO Staff Regulations, Rules and established guidelines. Restructuring within the Cluster that involves the creation or abolition of organizational units must be referred to the Director-General for approval.

19. To ensure that the organizational design of departments in the Cluster 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.

20. To ensure that appropriate contract types are used when recruiting human resources to carry out the work of the Cluster.

Re-delegation

21. You may re-delegate any of the authorities delegated to you as appropriate, except that:

   a. Re-delegation of expenditure authority is to a maximum of USD 70,000 in respect of each commitment
   b. Re-delegation in respect of human resources is limited to grades up to and including P.05, but for temporary appointments only.

22. 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

23. Any delegated authority 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

24. 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 effecting 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; and
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 Cluster.

25. 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.

26. 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.

27. I will monitor the exercise of this delegation through a Compact which defines performance standards in respect of the above delegated authorities.

[Signature]
Dr Margaret Chan