



FCTC

WHO FRAMEWORK CONVENTION
ON TOBACCO CONTROL

**Conference of the Parties to the
WHO Framework Convention
on Tobacco Control**

Sixth session
Moscow, Russian Federation, 13–18 October 2014

18 October 2014

DECISION

**FCTC/COP6(22) Process for appointment and renewal of the term of office of the
Head of the Convention Secretariat**

The Conference of the Parties (COP),

Recalling decisions FCTC/COP1(10) on the establishment of a permanent secretariat of the Convention, FCTC/COP4(6) on the Head of the Convention Secretariat, FCTC/COP5(20) on the role of the Bureau of the COP, and FCTC/COP5(21) on the appointment and renewal of the term of office of the Head of the Convention Secretariat;

Taking note of the recommendations by the Bureau of the COP contained in document FCTC/COP/6/25,

1. DECIDES to establish the following process for the appointment of the Head of the Convention Secretariat, term of office and possible renewal of the terms of office:

(1) The Bureau of the COP, in consultation with participation of the Regional coordinators, shall prepare a job description for the Head of the Secretariat, in consultation with the WHO Secretariat, on the basis of the existing job description, Article 24.3 and other relevant Articles of the WHO FCTC, and taking into account deliberations made by the COP at its sixth session; the job description shall be submitted to the Director-General of WHO no later than eight months before the contract of the incumbent ends;

(2) The COP shall invite the Director-General of WHO to advertise the post of Head of the Secretariat, as submitted by the Bureau, no later than 30 days after submission; to ensure wide circulation of the advertised post, including by informing and inviting Parties to the WHO FCTC to encourage qualified candidates to apply; and to utilize the WHO Secretariat services to screen applications;

(3) The WHO Secretariat services shall forward to the Bureau a complete list of all applications received along with recommendations as to which candidates should be shortlisted and brief reasons for the recommendations;

(4) The Bureau, with the support of one representative of the Director-General of WHO, shall decide on an initial shortlist of no more than six candidates to be interviewed, whom it considers to be the most qualified, taking into account the job description, and following the interviews, the Bureau shall select the suitable candidate and will recommend to the Director-General of WHO a single candidate. The regional coordinators, as referred to in Rule 24quater of the Rules of Procedure of the Conference of the Parties, will be invited to observe along the complete selection process and will facilitate the two-way communication with the Parties in their respective regions;

(5) The WHO Secretariat services shall communicate the list of candidates and the shortlist of candidates to be interviewed to the Parties of the WHO FCTC, through a dedicated and protected website;

(6) The appointment of the Head of the Secretariat shall be made by the Director-General of WHO in consultation with the President of the COP;

(7) The term of office of the third and subsequent Heads of the Secretariat shall be for a period of four years, with the possibility of being selected for a single period of four years following the process described above in subparagraphs 1(1) to 1(6);

2. DECIDES also:

(1) To mandate its Bureau, with the support of the regional coordinators and in consultation with the Parties, to prepare proposals for consideration by the COP on the process and methodology by which the performance evaluation of the current and subsequent Head of the Secretariat should be conducted, and to report thereon to the COP at its seventh session.

(Fifth plenary meeting, 18 October 2014)

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