



# WORLD HEALTH ORGANIZATION

CONFERENCE OF THE PARTIES TO THE  
WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL  
First session

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17 February 2006

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## Second report of Committee B

(Draft)

Committee B recommends to the Conference of the Parties the adoption of one decision under the following agenda item:

**Agenda item 4.2      Designation of the permanent secretariat and arrangements for its functioning**

One decision entitled: Establishment of a permanent secretariat of the Convention.

## **Establishment of a permanent secretariat of the Convention**

The Conference of the Parties,

Reaffirming the objective of the WHO Framework Convention on Tobacco Control as described in Article 3 thereof,

DECIDES:

- (1) to establish a permanent secretariat of the Convention, within the World Health Organization and located in Geneva (hereafter “the Convention Secretariat”);
- (2) the Bureau, in consultation with the WHO Secretariat, shall prepare a job description for the head of the Convention Secretariat, taking account of the desirable experience and characteristics identified in the report of Committee B of the first session of the Conference of the Parties;
- (3) to invite the Director-General of WHO to advertise the post of head of the Convention Secretariat as submitted by the Bureau at the earliest opportunity, and to utilize WHO Secretariat support services to screen applications, to compile an initial shortlist of no more than 10 candidates and to forward those applications to the Bureau;
- (4) the WHO Secretariat support services shall forward to the Bureau a complete list of all applicants screened, together with brief reasons for its recommendations;
- (5) the initial shortlist of no more than 10 candidates for the head of the Convention Secretariat shall be considered by the Bureau of the Conference of the Parties in consultation with the WHO Secretariat, with a view to recommending, after consultations with the Director-General of WHO, a single candidate for final decision;
- (6) the appointment of the head of the Convention Secretariat shall be made by the Director-General of WHO;
- (7) the term of office of the head of the Convention Secretariat shall be for a period of four years, with the possibility of a single renewal for a further three years;
- (8) the head of the Convention Secretariat shall be responsible and accountable to the Conference of the Parties for the delivery of treaty and technical activities as specified in paragraph 12 and shall submit reports on its activities to the Conference of the Parties, copied to the Director-General of WHO, as appropriate;
- (9) the head of the Convention Secretariat shall be responsible and accountable to the Director-General of WHO on administrative and staff management matters and also on technical activities where appropriate;
- (10) the Convention Secretariat shall cooperate and coordinate with the Tobacco Free Initiative and relevant WHO departments on implementation of the Convention, with a view to ensuring transparency, efficiency, cost-effectiveness, and avoidance of duplication;

(11) the head of the Convention Secretariat shall recruit all staff in accordance with and subject to the Staff Regulations and Staff Rules of WHO taking account of the desirable characteristics identified in the report of Committee B of the first session of the Conference of the Parties;

(12) the Convention Secretariat shall conduct a work programme based on Article 24.3 of the Convention, as well as Articles 21.3, 22.2, and 23.5 thereof, and any additional tasks assigned to it by the Conference of the Parties, according to priorities and within budgetary allocations agreed by the Conference of the Parties;

(13) the Convention Secretariat shall request that WHO open and maintain financial accounts to support the Convention Secretariat operations and activities, in accordance with the Financial Rules;

(14) until the first head of the Convention Secretariat is appointed and until the Convention Secretariat is operational, the interim secretariat will continue to assist in its current capacity as provided in Article 24.2 of the Convention.

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