



WHO FRAMEWORK CONVENTION  
ON TOBACCO CONTROL

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

Seventh session  
Delhi, India, 7–12 November 2016

**12 November 2016**

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## **DECISION**

**FCTC/COP7(15) Process and methodology to conduct the performance evaluation for the current and subsequent Head of the Convention Secretariat**

The Conference of the Parties (COP),

Recalling decisions FCTC/COP4(6), FCTC/COP5(20), FCTC/COP5(21), and FCTC/COP6(22);

Taking note of the recommendations of the sixth Bureau of the COP contained in document FCTC/COP7(27);

DECIDES to establish the following process and methodology for the evaluation of the Head of the Convention Secretariat:

- (a) Taking into account the dual accountability of the Head of the Secretariat as set out in decision FCTC/COP1(10), the performance of the Head of the Convention Secretariat shall be evaluated by a panel composed of the members of the Bureau in office and the immediately preceding Bureau, concerning the delivery of treaty and technical activities, and by the Director-General of WHO concerning administrative and staff management matters, and technical activities as appropriate, as set out in paragraphs (2), (3) and (4) of this decision.
- (b) The performance evaluation by the panel shall comprise:
  - a matrix to be completed by all members of the panel, which takes into account the responsibilities of the Head of the Convention Secretariat related to delivery of treaty and technical activities. The matrix shall be based on Article 24.3 of the Convention and other relevant provisions; Rule 15 of the Rules of Procedure; the post description of the Head of the Convention Secretariat; and the work plan and performance report submitted by the Head of the Convention Secretariat to the Conference of the Parties that precedes the performance evaluation;
  - an interview of the Head of the Convention Secretariat, to be conducted by the panel or designated members thereof as decided by the panel.

- (c) The work of the evaluation panel shall be conducted within the existing budgetary resources of the Convention Secretariat and shall, to the extent possible, employ electronic means of communication in order to reduce costs.
- (d) A template matrix that includes qualitative and quantitative metrics reflecting the elements in paragraph 2 shall be developed by the Bureau to be used for the performance evaluation of the current and subsequent Heads of the Convention Secretariat.
- (e) The template matrix and any other elements of the evaluation process both by the Bureau and the Director-General shall be made available to the Conference of the Parties. A complete record of each evaluation shall be kept by the Convention Secretariat.
- (f) The performance evaluation by the Director-General shall be conducted in a manner that includes the essential elements of a performance evaluation of WHO staff as set out in the applicable rules, taking into account the dual accountability of the Head of the Convention Secretariat and the resultant special nature of the evaluation.
- (g) The Director-General shall submit to the Bureau, at the latest 12 months before the expiry of the contract of the Head of the Convention Secretariat, copies of the regular performance evaluations. The Bureau shall subsequently submit to the Director-General, at the latest six months before the expiry of the contract, a copy of the evaluation report of the panel.

(Fifth plenary meeting, 12 November 2016)

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