The Secretary General

COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

7 July 2020

MEMORANDUM
For the attention of Ms Gabriella Battaini-Dragoni
Deputy Secretary General

Subject: Areas of responsibility of the Deputy Secretary General and Delegation of Authority in staff-related matters

The present distribution of responsibilities and delegation of authority is made in accordance with Resolution 55 (29) regarding the functions of the Deputy Secretary General and the "Competence framework of the Deputy Secretary General" (see CM(2011)180-final, CM/Notes/1217/1.5), whereby the Deputy Secretary General shall:

- act as permanent assistant of the Secretary General in all matters, in supervision of all departments of the Secretariat, except the Secretariat of the Parliamentary Assembly, as well as replace the Secretary General and undertake all his/her duties and responsibilities when he/she is absent or otherwise unavailable; and

- support the Secretary General in the effective, strategic management of the Secretariat, in line with decisions and priorities of the Committee of Ministers and carry out additional tasks and lead on priority initiatives as delegated by the Secretary General.

In the exercise of your above mission I would ask you to assist me in particular as regards the following areas:

- Replacement of the Secretary General, according to need, for activities and events such as, *inter alia*, Ministerial conferences, Parliamentary Assembly Bureau meetings and selected meetings in Strasbourg as well as on the occasion of the signature and ratification of Conventions or in the relations with the City of Strasbourg;

- Managerial responsibility for the coordination of all matters concerning the Directorate General of Administration (DGA), Directorate of Programme and Budget (DPB), the Office of the Directorate General of Programmes (ODGP), the Directorate of Internal Oversight (DIO) and external audit matters as well as co-ordination of their follow-up in the relevant Committee of Ministers' Rapporteur Group (GR-PBA) and bodies (Budget Committee, Oversight Advisory Committee) in close co-operation with the concerned Directorates;

- Dialogue with the Staff Committee and Trade Unions;

- Contacts with the Ethics Officer, mediators and confidential counsellors.

The performance of tasks by the Deputy Secretary General in these areas does not cover acts of an unusual nature or outside the normal course of activities or practices of the Organisation. In case of doubt as to the nature of the act, the Secretary General shall be consulted.

In the field of human resources, I hereby delegate to you the authority for the taking of all decisions and measures in staff-related matters, on behalf of the Secretary General, which are foreseen in the Staff Regulations, as well as in the instructions and rules implementing those regulations for the following areas:

- staff appointments, transfers and promotions for grades A1-A5;
- objective-setting and appraisals for grades A6 and A7 with the exception of those elected to their function, probationary periods;
- underperformance and termination of contract;
- duties and obligations of staff members;
- rights of staff members;
- working conditions;
- staff salaries and allowances;
- indemnity for loss of job;
- unpaid leave, extra duties, night and part-time work;
- institution of disciplinary proceedings and ordering of disciplinary measures and suspension where applicable;
- medical and social insurance;
- mandating internal inquiries under Instruction No. 51 of 10 June 2006 on internal inquiries and deciding on actions resulting from these inquiries as well as on actions resulting from investigations under Instruction No. 65 of 28 June 2016 on investigations;
- decisions on recommendations made by the Disciplinary Board and the Commission against harassment;
- chairing the Joint Committee (see Article 8 of the Regulations on staff participation - Appendix I to the Staff Regulations).

All delegated decisions shall be taken in conformity with the Staff Regulations and appendices thereto as well as any implementing provisions. The adoption of general regulations (such as rules and, where appropriate, instructions) remains within my authority.

The authority delegated is not subject to sub-delegation without my prior and express written consent.

This delegation shall remain effective until the end of your term of office, i.e. until the end of the month following the election of your successor[1].

I would also like to request that you report to me on the exercise of your delegated powers at regular intervals.

Thank you for your co-operation.

Marija Pejčinović Burić

[1] See decision of the Committee of Ministers of 1 July 2020 (CM/Del/Dec(2020)1380/1.9).