

18 September 2024

## MEMORANDUM

For the attention of Mr Bjørn Berge

**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](#), [CM/Res\(2020\)4](#)), whereby the Deputy Secretary General, for the duration of his/her mandate, shall:

- act as permanent assistant of the Secretary General in the 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 co-ordination of matters concerning the Directorate General of Administration (DGA), Directorate of Programme and Budget (DPB), the Directorate of Programme Co-ordination (DPC), 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;
- 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 delegate to you the authority for the taking of the decisions and measures in staff-related matters, as provided in the relevant Instrument of Delegation.

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

The authority delegated may be sub-delegated only where specified in the Instrument of Delegation.

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

Thank you for your co-operation.



Alain Berset