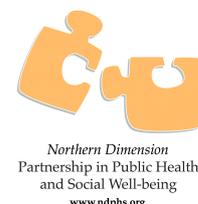


**Committee of Senior Representatives (CSR)  
Nineteenth Meeting  
Brussels, Belgium  
27-28 October 2011**



<b>Reference</b>	CSR 19/7.2/1/Corr 1
<b>Title</b>	Proposed Terms of Reference of the Secretariat of the Northern Dimension Partnership in Public Health and Social Well-being (corrigendum)
<b>Submitted by</b>	Secretariat
<b>Summary / Note</b>	<p>These Terms of Reference have been finalized during an <i>ad hoc</i> meeting on the Secretariat's legal capacity, held in Stockholm, Sweden, on 21 June 2011.</p> <p>Subsequently, the CSR Chair, in his letter of 30 June 2011, requested the Partner Countries intending to sign the Agreement on the Establishment of the NDPHS Secretariat to confirm by 8 July 2011, <i>inter alia</i>, that they have no further comments regarding the final proposed Terms of Reference. No comments have been received thus far.</p>
<b>Requested action</b>	For adoption

## Terms of Reference of the Secretariat of the Northern Dimension Partnership in Public Health and Social Well-being

### Background

Having regard that the Secretariat of the Northern Dimension Partnership in Public Health and Social Well-being (NDPHS) is established by the *Agreement on the Establishment of the Secretariat of the Northern Dimension Partnership in Public Health and Social Well-being* (hereinafter referred to as the Agreement).

The Parties to the Agreement have decided as follows.

### 1. Aims and Functions of the Secretariat

1. Apart from the main functions of the Secretariat, envisaged in the Agreement, the Secretariat shall:
  - a) Be closely and continuously involved in organising, coordinating and monitoring the coherence of the NDPHS' work;
  - b) Assist the CSR in, *inter alia*, the preparation, conducting and follow up of the Partnership Annual Conference (PAC) and the CSR meetings, including preparation and circulation of meeting documents and minutes;
  - c) Support the Chair of the NDPHS in general, *inter alia* in preparing meetings and conferences;
  - d) Provide support in monitoring the overall progress in and facilitating the periodic assessments of the NDPHS process as well as providing the CSR with relevant documentation and suggestions on the NDPHS work and further development;
  - e) Maintain continuous contacts with other NDPHS structures, and create and maintain links between the NDPHS and relevant regional and international stakeholders;
  - f) Upon request and instruction of the CSR Chair represent the NDPHS in international fora, as appropriate;
  - g) Serve as a focal point of information on cooperation in the field of public health and social well-being in the Northern Dimension area by, *inter alia*, maintaining an archive of the NDPHS documents and the NDPHS website and database;
  - h) Maintain a continuous dialogue with the Host Country on matters pertaining to the Host Country Agreement.

## **2. Decision Making**

All decisions shall be made by consensus between the Parties.

## **3. Personnel**

1. Under the direction of the CSR Chair, the Director determines and coordinates the work of the Secretariat and reports to the CSR.
2. Acceptance of seconded personnel is subject to the approval by the Parties.
3. Contracts for all Staff Members shall, as a general rule, be offered for a period of up to five years, with the possibility of prolongation for one year. Staff Members can re-apply once for their own position. Prolongation excludes renewed application.
4. The system of classification and salaries shall be established on an internationally competitive level at the proposal of the Director, equivalent to established practice in international organisations in the Northern Dimension Area and subject to approval by the Parties.

## **4. Working Language**

1. The working language of the Secretariat is English.
2. The Secretariat should always compose of some personnel with communication abilities in the Russian language.

## **5. Financial Matters**

The Director is responsible to the CSR in financial matters and shall take all measures he/she deems necessary to ensure that the Secretariat maintains a sustainable financial control, and proper, accurate and economic utilization of the Secretariat's financial resources.

## **6. Amendments**

Amendments to these Terms of Reference may be proposed by a Party and/or the Director. A proposal shall be done in writing and communicated to the Secretariat. The proposed amendment shall be communicated to all the Parties by the Secretariat. Amendments shall enter into force upon approval by consensus between the Parties.

## **7. Entry into Force**

These Terms of Reference enter into force on the date of entry into force of the Agreement.