



Northern Dimension
Partnership in Public Health
and Social Well-being

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

Adopted on 27 October 2011
by the Committee of Senior Representatives of the Northern Dimension
Partnership in Public Health and Social Well-being
Revised through a silent procedure on 27 November 2012 and 10 May 2019
by the Parties to the *Agreement on the Establishment of the Secretariat of*
the Northern Dimension Partnership in Public Health and Social Well-being



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, unless different provisions apply in accordance with the Personnel Handbook or Financial Rules of the NDPHS Secretariat.

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. 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 Parties 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.