



World Meteorological Organization  
Organisation météorologique mondiale

Secrétariat

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Our ref.: SG/CER/Cg-17

GENEVA, 15 August 2014

Annexes: 2

Sir/Madam,

I have the honour to inform you that the contract of the Secretary-General of the World Meteorological Organization (WMO) expires on 31 December 2015, and that, in accordance with Article 21(a) of the Convention of the Organization, the Seventeenth World Meteorological Congress, which will be held from 25 May 2015 to 12 June 2015, will be required to appoint a Secretary-General with effect from 1 January 2016.

Under Article 22(a) of the WMO Convention, the Secretary-General is responsible to the President of the Organization for the technical and administrative work of the WMO Secretariat. The procedures governing the appointment of the Secretary-General, the duties of the Secretary-General and the functions of the Secretariat are set down in the Convention, General Regulations, Financial Regulations and Staff Regulations of WMO which are contained in the publication *Basic Documents No. 1* (WMO-No. 15), copies of which have been forwarded to all Members of the Organization, and which is available on the WMO website at: [http://www.wmo.int/pages/governance/policy/index\\_en.html](http://www.wmo.int/pages/governance/policy/index_en.html). Relevant extracts are given in Annex I.

In accordance with past practice, I wish to invite Members of WMO to nominate suitably qualified candidates for this post for submission to the Seventeenth World Meteorological Congress. Nominations, including a curriculum vitae and appropriate detail on the candidate's relevant background, should be marked 'Confidential - SG Appointment' and addressed to Mr. David Grimes, President of WMO, c/o WMO Secretariat, P.O. Box 2300, CH-1211 Geneva 2, Switzerland, to be received before **25 May 2015**. Enquiries on the WMO and the duties of the Secretary-General should be directed to the WMO Secretariat at the above address.

The current base salary of the Secretary-General is US\$ 164 650 net (with dependants) per annum. The Secretary-General also receives a representation allowance of CHF 29 000 per annum. Leave, other allowances, pension and other privileges are as prescribed by the Sixteenth World Meteorological Congress and are summarized in Annex II.

To: Ministers of Foreign Affairs of Member States of the World Meteorological Organization (WMO-1407)

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A copy of this letter is being sent to the Permanent Representative of your country with the World Meteorological Organization.

Accept, Sir/Madam, the assurances of my highest consideration.

A handwritten signature in blue ink, consisting of a stylized 'D' and 'G' followed by a long horizontal line.

(David Grimes)  
President of WMO

# WORLD METEOROLOGICAL ORGANIZATION

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SG/CER/Cg-17, ANNEX I

## RELEVANT ARTICLES OF THE WMO CONVENTION

### The Secretariat

#### Article 20

The permanent Secretariat of the Organization shall be composed of a Secretary-General and such technical and clerical staff as may be required for the work of the Organization.

#### Article 21

- (a) The Secretary-General shall be appointed by Congress on such terms as Congress may approve;
- (b) The staff of the Secretariat shall be appointed by the Secretary-General with the approval of the Executive Council in accordance with regulations established by the Congress.

#### Article 22

- (a) The Secretary-General is responsible to the President of the Organization for the technical and administrative work of the Secretariat;
- (b) In the performance of their duties, the Secretary-General and the staff shall not seek or receive instructions from any authority external to the Organization. They shall refrain from any action which might reflect on their position as international officers. Each Member of the Organization on its part shall respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not seek to influence them in the discharge of their responsibilities to the Organization.

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## **RELEVANT GENERAL REGULATIONS OF WMO**

### **Duties of the Secretary-General**

#### **REGULATION 201**

In carrying out the duties specified in this Regulation, the Secretary-General shall comply with any directives issued by the Executive Council or, in accordance with Regulation 9, by the President of the Organization.

In addition to his\* duties under other Regulations of the Organization, the duties of the Secretary-General shall be:

- (1) To direct the work of the Secretariat;
- (2) To promote maximum compliance of Members of the Organization with the decisions of the Organization;
- (3) To direct correspondence and maintain liaison with the President and Vice-Presidents of the Organization, presidents of associations and commissions, and with Members of the Organization, Permanent Representatives, States or territories which are not Members of the Organization, international organizations and others, and to act as representative in negotiations with all these authorities;
- (4) To arrange for the nomination of representatives of the Organization on subsidiary bodies of other international organizations or to attend meetings of these international organizations and to issue the necessary credentials and guidance to such representatives; due consideration should be given to the provisions of Regulation 54;
- (5) To act as the channel for communications (notifications, invitations, etc.) between the Organization and its Members, between constituent bodies and other organizations and, when appropriate, between constituent bodies;
- (6) To ensure that, in the fields concerning him\*, the president of a constituent body is kept fully advised of the activities and recommendations of other constituent bodies and of other international organizations;
- (7) To maintain liaison and to collaborate as necessary with the Secretariats of other international organizations;
- (8) To designate a representative of the Secretary-General and other staff of the Secretariat, as necessary, to attend each session of a constituent body to assist the president in conducting the work of the session.

\* In the General Regulations, the use of one gender shall be considered as including a reference to the other unless the context otherwise requires.

## GENERAL FUNCTIONS OF THE SECRETARIAT

### REGULATION 202

The general functions of the Secretariat shall be:

- (1) To serve as the administrative, documentary and information centre of the Organization;
  - (2) To perform day-to-day programme-management functions under the guidance of the Executive Council and in close cooperation with the commissions in connection with the scientific and technical programmes approved by Congress;
  - (3) To make technical studies as directed by Congress or the Executive Council;
  - (4) To organize and perform secretarial duties at sessions of Congress, the Executive Council, the associations and the commissions within the limits of the appropriate provisions of these Regulations;
  - (5) To arrange for the issue with the provisional agenda of an explanatory memorandum summarizing the problems to be discussed in respect of each item on the agenda of each constituent body;
  - (6) To prepare or edit, arrange for the publication of and distribute the approved publications of the Organization;
  - (7) To provide an appropriate public relations service for the Organization;
  - (8) To maintain records of the extent to which each Member implements the decisions of the Organization;
  - (9) To maintain files of the correspondence of the Secretariat;
  - (10) To carry out the duties allocated to the Secretariat in the Convention and the Regulations of the Organization, and such other work as Congress, the Executive Council and the President of the Organization may decide.
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# WORLD METEOROLOGICAL ORGANIZATION

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SG/CER/Cg-17, ANNEX II

## RELEVANT INFORMATION FROM SECRETARY-GENERAL'S CONTRACT

(based on the annex to Resolution 41 (Cg-XVI))

In application of Article 21, paragraph (a) of the Convention of the World Meteorological Organization, prescribing that the Secretary-General shall be appointed by Congress on such terms as Congress may approve; and

Having regard to the resolution adopted by the Sixteenth Congress of the World Meteorological Organization approving the terms of appointment included in the present agreement;

It is hereby agreed as follows:

Between the World Meteorological Organization, hereinafter called the Organization, represented by its President, on the one part, and \_\_\_\_\_ appointed Secretary-General by the Seventeenth World Meteorological Congress during its meeting of xx May 2015, on the other part,

1. The Secretary-General's term of appointment shall take effect from 1 January 2016.
2. The Secretary-General, at the time of taking up his/her appointment, shall subscribe to the following oath or declaration:

"I solemnly swear (undertake, affirm, promise) to exercise in loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the World Meteorological Organization, to discharge these functions and regulate my conduct with the interests of the Organization only in view, not to seek or accept instructions in regard to the performance of my duties from any government or other authority external to the Organization, and at all times to observe the Standards of Conduct for the International Civil Service and the WMO Code of Ethics for Staff".

This oath or declaration shall be made orally by the Secretary-General in the presence of the President and either a Vice-President or another member of the Executive Council.

3. During the term of his/her appointment, the Secretary-General shall enjoy the privileges and immunities in keeping with his/her office which are granted him/her by appropriate agreements entered into by the Organization; he/she shall not engage in any activity that is incompatible with the proper discharge of his/her duties as Secretary-General of the Organization; he/she shall renounce any employment or remunerated activities other than those of Secretary-General of the Organization, except those activities authorized by the Executive Council; he/she shall not accept any honour, decoration, favour, gift or remuneration from any source external to the Organization without first obtaining the approval of the Executive Council.

4. The term of appointment of the Secretary-General shall end:

(a) By expiration of this agreement on (*for a four year term*); or

- (b) By this official's resignation submitted in writing to the President of the Organization, in which case the Secretary-General shall cease his/her functions two months after the date of acceptance of his/her resignation by the Executive Council; or
- (c) By termination for serious failure to carry out his/her duties and obligations, and in particular those set out in paragraphs (2) and (3) of this agreement. In such case, the Secretary-General shall be heard as of right by the Executive Council; if the Executive Council decides to terminate the appointment, the decision shall take effect two months after the date of pronouncement and on conditions to be determined by the Executive Council. After consultation with the Executive Council, the President of the Organization may suspend the Secretary-General from the exercise of his/her functions pending investigation by the Executive Council and until this Council has taken a decision.

5. The Secretary-General shall receive from the Organization:

- (a) An annual salary of \_\_\_\_\_ at the dependency rate or \_\_\_\_\_ at the single rate net (after deduction for staff assessment), with the application of the appropriate post adjustment at a rate equivalent to that applied to executive heads of other comparable specialized agencies, salary and post adjustment to be paid in monthly instalments; and
- (b) An annual representation allowance of \_\_\_\_\_, to be paid in monthly instalments; and
- (c) Other allowances including dependency benefits, education, installation and repatriation grants, payment of removal, if pertinent, and travel and subsistence allowances appropriate and under the conditions applicable to Under-Secretaries of the United Nations.

All the above-mentioned sums will be paid in the currency of the country where the Secretariat is located, unless the Executive Council and the Secretary-General agree to some other arrangement.

The salary and emoluments received from the Organization will be free of tax.

6. The Secretary-General shall be allowed thirty working days' leave each year. In order that the Secretary-General may take his/her annual leave every two years in his/her home country, the Organization shall pay the expenses in connection with the travel of the Secretary-General, his/her spouse and his/her dependent children, under the conditions applicable to Under-Secretaries of the United Nations.

7. The Secretary-General shall participate in any social security scheme established by the Organization, the benefits he/she would receive being not less favourable than those which would accrue in similar circumstances to an official of the next highest rank of the staff covered by the scheme.

8. Any divergence of views concerning the application or interpretation of the present agreement, which it shall not have been possible to settle by direct discussion between the parties, can be submitted to the judgement of the Administrative Tribunal of the International Labour Organization, the competence of which is recognized by the Organization, whose decisions will be final. For any appeals by the Secretary-General against the non-observation of the statutes of the United Nations Joint Staff Pension Fund, of which the Secretary-General shall be a participant in accordance with the regulations and rules of that Fund, the United Nations Internal Justice System whose jurisdiction has been accepted by the Organization for pension cases is recognized hereby as the competent arbitrator.

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