



**PROTOCOL**  
TO ELIMINATE  
ILLICIT TRADE IN  
TOBACCO PRODUCTS

**MEETING OF THE PARTIES TO THE PROTOCOL  
TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS**

**FCTC/MOP3(12)  
14 February 2024**

**Third session (resumed)  
Panama City, Panama, 12–15 February 2024**

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## **DECISION**

**FCTC/MOP3(12) Appointment of the Head of the Convention Secretariat and  
renewal of the term of office**

The Meeting of the Parties (MOP),

Recalling decisions FCTC/COP1(10) on the establishment of a permanent secretariat of the Convention, FCTC/COP4(6) on the Head of the Convention Secretariat, FCTC/COP5(20) on the role of the Bureau of the Conference of the Parties (COP) to the WHO Framework Convention on Tobacco Control (WHO FCTC), FCTC/COP5(21) on the appointment and renewal of the term of office of the Head of the Convention Secretariat, FCTC/COP6(22) on the process for appointment and renewal of the term of office of the Head of the Convention Secretariat, FCTC/COP7(15) on the process and methodology to conduct the performance evaluation for the current and subsequent Head of the Convention Secretariat, FCTC/COP8(8) on the appointment of the Head of the Convention Secretariat and renewal of the term of office, and FCTC/COP9(9) on the appointment of the Head of the Convention Secretariat;

Recalling also decisions FCTC/MOP1(12) and FCTC/MOP2(9) on the appointment of the Head of the Convention Secretariat;

Having considered the report and recommendations of the Bureau of the COP and the Bureau of the MOP on the appointment of the Head of the Convention Secretariat as submitted and contained in document FCTC/MOP/3/14;

Underscoring the importance of a rigorous, transparent and merit-based process to attract the best candidates, and ensure the selection of the most qualified individual,

DECIDES to establish the following process for the selection and appointment of the Head of the Convention Secretariat, and the following conditions for the renewal of the term of office:

- (a) the Bureau of the COP and the Bureau of the MOP – in consultation with the Regional Coordinators of the COP and of the MOP, and the WHO Secretariat – shall prepare a job description for the position of Head of the Convention Secretariat and the selection criteria for the selection of candidates, taking into consideration the provisional selection criteria as contained in the annex to this decision, and adjusting them to the needs of the WHO FCTC and the Protocol to Eliminate Illicit Trade in Tobacco Products. The job description shall be based on the existing job description, Article 24 of the WHO FCTC and Article 34 of the Protocol, as well as relevant COP and MOP decisions;

- (b) the Bureau of the COP and the Bureau of the MOP shall submit the job description, including the selection criteria, to the Director-General of WHO no later than eight months before the contract of the incumbent ends;
- (c) the Bureau of the COP and the Bureau of the MOP shall invite the Director-General of WHO: to advertise the post of Head of the Convention Secretariat, as submitted by the Bureaus, no later than 30 days after receiving it; to ensure wide circulation of the advertised post, including by informing and inviting Parties to the WHO FCTC and to the Protocol to encourage qualified candidates from all WHO regions to apply using the WHO standard form for a curriculum vitae, limited to 3500 words; and to utilize the WHO Secretariat services to screen applications and perform reference checks;
- (d) the WHO Secretariat services shall forward to the Bureau of the COP and the Bureau of the MOP a complete list of all applications received, along with recommendations as to which candidates should be shortlisted and brief reasons for the recommendations;
- (e) the Bureau of the COP and the Bureau of the MOP, with the support of one representative of the Director-General of WHO, shall decide on an initial shortlist of no more than six candidates to be interviewed, whom it considers to be the most qualified taking into account the job description and the selection criteria and reflecting, to as great an extent as possible, equitable representation of WHO regions;
- (f) the WHO Secretariat services shall for transparency purposes communicate the list of candidates and the shortlist of candidates to be interviewed to the Parties of the WHO FCTC and to the Protocol, through a dedicated and protected website to ensure at the same time the confidentiality of the process;
- (g) following the interviews, the Bureau of the COP in agreement with the Bureau of the MOP shall select the suitable candidates and recommend the first two candidates, in order of priority, to the Director-General of WHO;
- (h) the Regional Coordinators of the COP and of the MOP will be invited to observe the complete selection process and will facilitate two-way communication with the Parties in their respective regions, as validated by the Bureaus in respect of the schedule and content of information to be shared and ensuring that confidentiality of the process is respected;
- (i) the appointment of the Head of the Convention Secretariat shall be made by the Director-General of WHO, in consultation with the President of the COP and the President of the MOP;
- (j) the term of office of the Head of the Convention Secretariat shall be for a period of four years, with the possibility of a single renewal for a further four years following an appropriate performance evaluation of the incumbent Head of the Convention Secretariat and a joint recommendation for renewal to the Director-General of WHO by the Bureau of the COP and the Bureau of the MOP;
- (k) the above process shall be applicable with immediate effect, if also adopted by the Conference of the Parties to the WHO FCTC.

## ANNEX

**CRITERIA FOR THE SELECTION OF CANDIDATES FOR THE POSITION  
OF HEAD OF THE CONVENTION SECRETARIAT****A. Documentary criteria<sup>1</sup>**

1. Strong background and knowledge on technical and regulatory issues and substantive experience in tobacco control, public health and international cooperation.
2. Experience in international health, including working with international organizations and Member States, and maintaining strong links with the international tobacco control community, and preferably working experience in developing countries.
3. Proven ability to deal effectively with the media, academic groups, United Nations entities, industry, political leaders and civil society, as well as public health and anti-illicit trade specialists.
4. Demonstrable competence in organizational management and financing for complex health-related organizations, including the ability to analyse organizational problems and find adequate solutions as well as to effectively mobilize resources to support the implementation of the Convention and the Protocol.
5. A strong commitment to the objectives and implementation of the Convention and the Protocol, as well as to evidence-based promotion and protection of public health, in accordance with the principles of the Convention and the Protocol.
6. A health record compatible with carrying out the duties of the post.
7. Proven integrity and independence, including the ability to protect the Convention and the Protocol from commercial and other vested interests of the tobacco industry, and vested interests of economic and commercial actors whose main business is related to implementation of the Protocol.
8. Required expert knowledge in English, as one of the six official languages of WHO, and desirable intermediate knowledge in a second official language.

**B. Criteria for assessment during the interview**

9. Demonstrable leadership skills and experience, including the ability to translate into action the COP and MOP vision for the Convention and the Protocol.
10. Excellent communication and advocacy skills, including the ability to build consensus and the commitment to improve coordination with relevant United Nations entities.
11. Sensitivity to cultural, social and political differences.

(Fourth plenary meeting, 14 February 2024)

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<sup>1</sup> Documentary criteria may also be taken into account for assessment during the interview.