



SECRETARIAT OF THE SOUTH - EASTERN EUROPE HEALTH NETWORK (SEEHN)

STATUTE OF THE SECRETARIAT OF THE SEE HEALTH NETWORK

Approved by the SEEHN Executive Committee on the 7th meeting held on December 17, 2019 in Rome

**Dr. Danijela Urosevic
Chair, Executive Committee
SEE Health Network**

Proposed by:

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I. GENERAL PROVISIONS

Object of Regulation

Article I

The Statute of the Secretariat of the SEE Health Network (hereinafter Statute) regulates the field of activities, internal and operational organisation, supports and monitors and, where is necessary facilities the work of the Secretariat of the SEE Health Network (hereinafter “Secretariat”).

Seat of the Secretariat

Article II

The seat of the Secretariat is established in Skopje, address: “50 Divizija” 6, 1000 Skopje, Republic of North Macedonia, upon the Agreement among the member states of the South-eastern European Health Network on the host country arrangements on the seat of the Secretariat of South-eastern European Health Network (“Official Gazette of the Republic of Macedonia” no.10 from 23.01.2012 (hereinafter the “Host Agreement”), and following the unanimous decision of the SEE Health Network members during the 21st SEE Health Network meeting in Bucharest, Romania, 25-27 June 2009, to select Skopje, as the new location of the SEE Health Network Secretariat seat.

Legal Status

Article III

The Secretariat legal personality and legal capacity necessary for carrying out its functions are imposed by the SEE Health Network Memorandum of understanding on the future of SEE Health Network in the framework of SEE Cooperation Process, 2008 and beyond and Amendments to the Memorandum of Understanding from 2011 (hereinafter the “Memorandum”) and Host Agreement. The Secretariat has legal capacity to conclude contracts, to acquire and dispose movable and immovable property and to establish legal proceedings in accordance with the legislation of the Host Country.

The Secretariat shall provide administrative support to the SEE Health Network, its Presidency the Executive Committee and its Member States.

According to the provisions of the Host Agreement, the Secretariat shall be entitled to the same privileges and immunities as the ones accorded to the diplomatic missions in the Host Country, in line with the Vienna Convention on Diplomatic Relations.



Visual Identity and language

Article IV

The Secretariat may display the SEE Health Network items of visual identity (e.g. flag and logo) as adopted by the SEE Health Network, on its premises and on motor vehicles used for official purposes.

Motor vehicles that belong to the Secretariat shall be entitled to diplomatic registration plates and appropriate status.

The working/official language of the Secretariat is English. All official documents and other materials shall be produced in this language.

II. INTERNAL REGULATION, RESPONSIBILITIES AND ORGANISATION OF THE SECRETARIAT

Internal regulations of the Secretariat

Article V

The Secretariat may issue the necessary internal regulations/or standard operational procedures concerning the implementation and organization of its functions, in line with the respective founding documents of the SEE Health Network.

Internal regulations/standard operational procedures for the respective areas will be proposed to be adopted at the regular Regional meetings of the SEE Health Network.

Roles and responsibilities of the SEE Health Network Secretariat

Article VI

- Provides managerial, technical and administrative support to the SEE Health Network, its Presidency, the Executive Committee and its Member States;
- Provides coordination on regional activities in the area of public health within the SEE Health Network member states;
- Represents the SEE Health Network at international events;
- Prepares a proposal for a two-year strategic plan and submit to Executive Committee and Regional meetings for review and approval;
- Prepares a proposal for the Annual work plan/ Road Map and the Financial Plan/budget and submit to Executive Committee and Regional meetings for review and approval;
- Supports/coordinates the implementation of the Annual work plan/Road map and manage the activities of the SEE Health Network;

- Coordinates/supports the fundraising activities, project development, management and evaluation of the SEE Health Network, along with the SEE Health Network bodies (support the fundraising efforts of the SEE Health Network);
- Prepares annual technical and financial progress reports for the regular meeting of the SEE Health Network;
- Prepares the Presidency Report and submits to Executive Committee and Regional meetings for review and approval
- Prepares Annual report on the work of Secretariat
- Ensures the appropriate utilization of resources;
- Prepares the annual/semi-annual Regional meetings as well as ministerial meetings/forums of the SEE Health Network
- Prepares any technical regional multi-country events, workshops and/or working group as needed.

Internal organization of the Secretariat

Article VII

The Secretariat is led by a Head/Director of Secretariat.

The Secretariat shall be staffed by minimum of four full time staff (Technical, Finance, Legal and Administrative Officer) from the SEEHN Member states.

Responsibilities, selection and mandate of the Head/Director of the Secretariat

Article VIII

Responsibilities

- Promotes the work and contributes to the achievements of the SEE Health Network mission and objectives, by stimulating and fostering partnership and regional cooperation with other national and international public, nongovernmental and private organizations, institutions and bodies which are active in the fields that are of interests to the SEE Health Network, within the limits imposed by the Memorandum and Host Agreement.
- Represents and acts for and on behalf of the Secretariat
- Organizes Secretariat operations and runs its business directly, conducts all legal actions for and on behalf of the Secretariat, represents the Secretariat in all proceedings against court, administrative and other government bodies as well as legal entities with public authority, and may in line with his/her competence authorize other person to represent the Secretariat in legal matters.
- Participates at the Executive Committee meetings and co-chairs the Regional meetings along with the SEE Health Network Presidency.

- Represents the SEE Health Network and actively participates at any high-level international events of relevance and importance for SEE Health Network alone, and/or together with the Presidency and the Chair of the Executive Committee.
- Submits the Annual Financial Plan and Report and the Annual Work Programme/ Road Map and Presidency Report to the Executive Committee, Regional meetings and Presidency for review and endorsement.
- Facilitates the fundraising efforts of the SEE Health Network
- Has the executive authority over staff operations, recruitment, contracts and management.
- Has authority to engage, depending on the necessities, additional temporary staff.
- Recruitment of full time staff is subject of endorsement by the Executive Committee.
- Draws up in coordination with the Executive Committee the general acts as internal procedures/SOPs, financial plans stated by this Statute.
- Ensures and is responsible for appropriate use of the budget of the Secretariat in accordance with Financial Plan and approval granted by the Executive Committee.
- Is entitled to take all legal actions for and on behalf of the Secretariat up to the amount of 10.000 Euro. In case of legal actions that exceed the above mentioned amount, the Head/Director of the Secretariat should get the consent of the Executive Committee.
- Signs partnership agreements, financial agreements, agreements for direct financial support, memoranda of understanding and/or similar documents for cooperation/financing between the SEE Health Network and third parties upon consent of the Executive Committee.
- Designates, as necessary, from among the officials of the Secretariat to act on his/her behalf.
- In case of the absence of the Head/Director of the Secretariat from the Secretariat, his/her responsibilities will be assumed by the Executive Committee.

Selection and appointment of the Head/Director of the Secretariat

The Head/Director shall be strong high-level professional from the SEEHN region with high technical expertise in the field of public health, abilities for communication with governments, national and international public, nongovernmental and private organizations, institutions and bodies which are active in the fields that are of interests to the SEE Health Network.

One year before the mandate of Head/Director is expiring, unless there is willingness from the Executive Committee and the Head/Director for a second mandate the Executive Committee of the SEE Health Network should announce the vacancy of the position to all SEEHN member states and invite them to propose one candidate for the position.

The proposals to be submitted to the Executive Committee within 45 days.

The Executive Committee to inform the SEEHN member states on the received country nominations for candidates.

The Ex Com to complete the consultation process regarding the candidates for the position of Head/Director in transparent procedure within two months and to submit a shortlist of candidates to the Regional meeting.

Regional meeting shall discuss and make a nomination proposal of the candidate for the position Head/Director based on their professional merit and by interviewing the shortlisted candidates.

The Executive Committee through the Secretariat of the SEEHN submits the nomination proposal of the candidate for the position to the respective Ministers of Health for consideration and endorsement.

Following the Ministers' endorsement of the nomination proposal of the candidate for the position Head/Director, the Head/Director takes over its duties, after 6 (six) months from endorsement.

Duration of mandate

Head/Director is appointed for 4(four) years with option on one-time renewal of the term in office up to 4(four) years.

In exceptional case, upon written request of at least three SEEHN member states to the Executive Committee, a procedure for dismissal of the Head/Director can be launched. In case of consensus minus one of all SEEHN member states, the Executive Committee shall through written procedure inform both sides on the termination of the mandate of the Head/Director.

In case of termination of the mandate of the Head/Director due to resignation or dismissal, Executive Committee shall automatically assume all duties and appoint the acting Head/Director until the new Head/Director is endorsed.

Responsibilities of the Staff of Secretariat

Article IX

Staff is responsible for the efficient management of the administrative and operational functions involved in the day-to-day running of the Secretariat of SEEHN and the optimal utilization of financial and human resources. Ensure an efficient, reliable and efficient administrative and technical service that reflects positively upon the SEEHN Secretariat.

Selection procedure, responsibilities and roles of Secretariat staff are listed in ANNEX 1.

III. FINANCING OF THE SECRETARIAT

Financial Sources

Article X

The annual budget of the SEE Health Network Secretariat consists of the financial contributions from the member states of the SEE Health Network as stipulated in the Memorandum.

Financial contributions to the SEE Health Network Secretariat shall be made by all the SEE member countries at the beginning of each year, and no later than 1 April.

Additional contributions by members or partners may take the form of in kind and/or direct financial contributions to the SEE Health Network and are regulated separately.

The contributions shall be used exclusively for carrying out the activities of the SEE Health Network, as established by the Annual work plan. When necessary upon the approval of the Executive Committee, the contributions may be used in a different manner other than the one already established by the Annual work plan.

The annual budget of the SEE Health Network Secretariat shall cover the costs of its activities (including the meetings of the Executive Committee, but not the Regional meetings, if not decided different by the Executive Committee).

The SEE Health Network Secretariat annual budget shall be reviewed and adopted by the Executive Committee and afterwards presented and endorsed at the Regional meetings or through correspondence.

The process of development, adoption and usage of the annual budget is described in the Financing Policies and Procedures.

Financial contributions and other office related contributions by Host Country

Article XI

The Government of the Host Country is providing to the Secretariat for duration of the Host Agreement, at no fee, the necessary facilities, including convenient and appropriate premises for effective performance of its functions, equipment and furniture.

The premises including equipment, furniture and services are available as stipulated in the Host Agreement.

IV. FINAL PROVISIONS

Authority to adopt Statute

Article XII

The Statute of the Secretariat of the SEE Health Network is to be adopted by the SEE Health Network Executive Committee at its annual regular meeting.

Interpretation of the Statute

Article XIII

In case of any ambiguities or disagreements in the application of the provisions of the Statute, the SEE Health Network Executive Committee shall provide for its interpretation.

All provisions not determined by this Statute are stipulated in the Host Agreement and the Memorandum.

Adaptation and Amending of the Statute

Article XIV

The Statute may be amended by Decision of the SEE Health Network Executive Committee during its regular meetings, to enhance the work of the Secretariat.

The Statute is adopted by the SEE Health Network Executive Committee during its session held in Rome, 17 December 2019.

ANNEX 1: Selection procedure, roles and responsibilities of SEEHN Secretariat staff

The staff is selected by a Selection Committee appointed by the Head/Director of Secretariat and Chair of Executive Committee.

The staff is recruited by the SEE Health Network on the basis of their professional merit according to the competences required, without any discrimination, and taking into account gender and geographical balance as appropriate, through an open selection process, with applications invited from all member countries in the SEE region.

In addition, the SEE Health Network may request and/or accept staff/intern and/or consultant secondments to the Secretariat for limited period of time or for specific assignments.

The size of the SEE Health Network Secretariat shall be adapted to the workload and the development of SEE Health Network's activities.

Staff members, members of Administrative and Technical Staff, provided that they are not nationals of Republic of North Macedonia shall be entitled to the privileges and immunities as the ones accorded to the administrative and technical personnel in the Republic of North Macedonia in the line with the Vienna Convention on Diplomatic Relations.

A. Administrative Officer

Under the overall supervision of the Head/Director of Secretariat, Administrative Officer is responsible to:

- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in communicating with the Presidency of the SEEHN, the Executive Committee members and the SEE National Health Coordinators;
- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in communicating with the Directors and staff at the Regional Health Development Centres (RHDC) on yearly planning, reporting, advising and providing administrative support to their activities where need be;
- Exchange of information with national coordinators of the member countries SEEHN;
- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in preparing reports on network performance during the six-month presidency;
- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in preparing the working documents for the network Plenary and major events;
- Organise the meetings of the SEEHN Executive Committee and support the SEEHN Presidency in organizing their respective Plenary meetings of the SEEHN;

- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in their communication with SEEHN partners;
- Organize and maintain full electronic and hard copies archive of the SEEHN;
- As defined by the supervisor as relevant & within specific context of the post, any other relevant duties may be included in the objectives.

B. Finance Officer

Under the overall supervision of the Head/Director of Secretariat, Finance Officer is responsible to:

- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in communicating with the Presidency of the SEEHN, the Executive Committee members and the SEE National Health Coordinators on all financial issues;
- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in communicating with the Directors and staff at the Regional Health Development Centres (RHDC) on their yearly financial planning, reporting, advising and providing administrative support to their activities where need be;
- Exchange financial information with national coordinators of the member countries SEEHN;
- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in preparing reports on the network financial performance during the Presidency;
- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in preparing the working documents for the Network Plenary and major events from financial perspective;
- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in their communication with SEEHN partners;
- Prepare the yearly financial plans and budgets of the SEEHN;
- Follow the yearly financial contributions of the SEEHN Member States, keep the SEEHN Secretariat Head/Director informed of any problems and support him in resolving problems where need be;
- Assist the SEEHN Presidency, Executive Committee and Directors of RHDC in resource mobilization and project preparation from financial perspective.
- Organize and maintain full electronic and hard copies archive of the SEEHN financial deals, projects and all financial documents;
- As defined by the supervisor as relevant & within specific context of the post, any other relevant duties may be included in the objectives.

C. Technical Officer

Under the overall supervision of the Head/Director of Secretariat, Technical Officer is responsible to:

- Assist with the technical preparations of the plenary meetings of SEEHN, executive board meetings, regional cooperation council meetings, and other activities according with the SEEHN Road Maps including preparation of relevant briefing documents and background documentation and follow up.
- Assist the SEEHN Secretariat Head/Director in communicating with the Directors and staff at the Regional Health Development Centres (RHDC) on their yearly activities planning, reporting, advising and providing technical support/advice to their activities where need be;
- Communicate with SEEHN partners on identifying, planning, implementing and reporting on joint activities and projects;
- Assist SEEHN Secretariat Head/Director in developing technical outlines and reports from the events of the SEEHN;
- Support monitoring of planning, implementation and evaluation of SEEHN activities ensuring compliance with deadlines, reporting cycles and financial controls.
- Support dissemination and marketing of the SEEHN network activities amongst the SEEHN partners and the external policy environment.
- Communicating and providing information on the regional developmental centres as well as the activities of network partners.
- Assist the SEEHN Presidency, Executive Committee and Directors of RHDC in resource mobilization and project preparation from technical perspective
- Perform other duties as may be assigned by the Head/Director of the Secretariat.
- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in all Secretariat activities when necessary.

D. Legal Officer

Under the overall supervision of the Head/Director of Secretariat, Legal Officer is responsible to:

- Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in preparation of internal regulations/or standard operational procedures concerning the implementation and organization of Secretariat functions, in line with the respective founding documents of the SEE Health Network;
- Assist the SEEHN Secretariat Head/Director in implementation of all legal documents and human resources development procedures/ material contracts and agreements.
- Assist the SEEHN Secretariat staff in communicating with the Presidency of the SEEHN, the Executive Committee members and the SEE National Health Coordinators on legal matters;



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- Assist the SEEHN Secretariat staff in communicating with the Directors and staff at the Regional Health Development Centres (RHDC) on yearly planning, reporting, advising on legal matters where need be;
 - Exchange of information with national coordinators of the member countries SEEHN on legal matters;
 - Assist the SEEHN Secretariat staff in preparing all documents/outcomes to be in line with the founding legal documents and procedures of the SEEHN;
 - Assist the SEEHN Secretariat Head/Director and SEEHN Secretariat in their communication with SEEHN partners on legal matters;
 - As defined by the supervisor as relevant & within specific context of the post, any other relevant duties may be included in the objectives.
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