



2nd day of the Twelfth Meeting
MC(12) Journal No. 2, Agenda item 8

DECISION No. 15/04
ROLE OF THE OSCE SECRETARY GENERAL

The Ministerial Council,

Confirming the mandate of the Secretary General as decided at the Ministerial Council Meeting in Stockholm in 1992,

Wishing to improve the effectiveness of the OSCE and, to that end, wishing to clarify and strengthen the role and responsibilities of the OSCE Secretary General,

Recalling that the Secretary General derives his/her authority from the collective decisions of the participating States and acts under the guidance of the Chairman-in-Office,

Taking into account subsequent decisions of the meetings of Heads of State or Government, the Ministerial Council and the Permanent Council, *inter alia*, MC(10).DEC/8, MC.DEC/1/03, Permanent Council Decisions Nos. 485, 486, 550/Corr.1, 552 and 553,

Reaffirms that, among other tasks, the Secretary General:

1. Ensures implementation of the decisions of the OSCE;
2. Acts as the representative of the Chairman-in-Office and supports him/her in all activities aimed at fulfilling the goals of the OSCE by, *inter alia*:
 - Providing expert, advisory, material, technical and other support which may include background information, analysis, advice, draft decisions, draft statements, summary records and archival support;
 - Having the responsibility to publicize OSCE policy and practices and being entitled to make public statements on behalf of the Organization as a whole;
 - Ensuring the effective and continuous working contacts with other international organizations and institutions;
3. As Chief Administrative Officer of the OSCE:
 - Assists the Permanent Council and is responsible to it for the efficient use of the Organization's resources;

- Is responsible for proper implementation of the Financial Regulations and Financial Rules which govern the budgetary and financial administration of the OSCE. On administrative matters and for the efficient use of resources, Fund managers are accountable to the Permanent Council through the Secretary General;
- Is responsible and accountable to the Permanent Council for the proper application of the Staff Regulations and Staff Rules. In this regard, Heads of institution and heads of mission shall exercise their responsibility to the Permanent Council in respect of their institutions/missions, through the Secretary General;

Further decides that the Secretary General:

4. Supports the process of political dialogue and negotiations among participating States, in particular through the preparation and implementation of decisions and through assisting the Chairmanship in the preparation and conduct of meetings;
5. May bring to the attention of the decision-making bodies, in consultation with the Chairmanship, any matter relevant to his/her mandate;
6. Contributes to the preparation of and participates in the meetings of the OSCE and FSC Troikas;
7. Oversees the management of OSCE field operations and co-ordinates their operational work;
8. Countersigns letters of appointment for heads of mission as Chief Administrative Officer of the OSCE and informs the appointed head of mission of the applicable rules and regulations. The appointment of heads of mission is the responsibility of the Chairmanship;
9. As head of the OSCE Secretariat, is responsible for its effective and efficient management;
10. Appoints directors in the Secretariat with the consent of the Chairmanship. All Secretariat staff are accountable to the Secretary General, and he/she will answer for their performance;
11. Through the unified budget process, supports all Fund managers in implementing the mandates and policy guidance from the participating States. In this regard, he/she supports the co-ordinated planning, implementation and evaluation of the OSCE programmatic activities by facilitating co-operation among all OSCE Funds;
12. Is the focal point for co-ordination and consultations among OSCE institutions, while respecting their mandates. Heads of institutions are fully responsible and accountable to the Permanent Council;

Further requests the Permanent Council to align Staff Regulations 1.05, 3.04(a) and 3.07 with clauses 3 (c), 8 and 10 of this Ministerial Decision, not later than 1 March 2005.