

The Chairperson of the Regional Evaluation Group for the Regional Committee for Europe presents his compliments to the Member States of the European Region. He has the honour to refer to the [note verbale dated 16 October 2018](#) in which the Director-General of the World Health Organization informed Member States of the European Region that he will receive names of candidates for the post of Regional Director by not later than 18:00 CET on 15 February 2019.

The Regional Director is appointed by the Executive Board with the agreement of the regional committee. He or she is the head of the Regional Office, which is the administrative organ of the Regional Committee. The Regional Director represents the World Health Organization in the Region and is responsible for the implementation of decisions and policies of the Regional Committee. In that role, the Regional Director interacts with the Member States of the Region and with different stakeholders to advance the goals of the Region. Given that the Regional Office is an integral part of the World Health Organization, the Regional Director also liaises with the Director-General. As chief administrative officer in the Region, the Regional Director has managerial responsibility for the staff of the Region.

The Regional Evaluation Group is mandated by the Regional Committee with carrying out a preliminary evaluation of candidates for the post of Regional Director. In doing so, they are to be guided by the criteria specified in resolution EUR/RC40/R3, as affirmed and supplemented by [resolution EUR/RC47/R5](#).

The Regional Evaluation Group considers that it would facilitate an objective comparative assessment of the candidatures if they were to be submitted in as uniform a manner as possible. To this end, it has developed a standard form of [curriculum vitae](#) which Members are requested to use when submitting the names of candidates. The form includes a set of questions to be addressed in candidates' written statements, which are intended to facilitate the objective evaluation of candidates.

It is recalled that the Regional Committee adopted a [Code of Conduct for the Nomination of the Regional Director of the European Region of the World Health Organization](#). The aim of the Code of Conduct is to promote an open, fair, equitable and transparent process for the nomination of the Regional Director of the European Region and, more generally, to improve the overall process.

The Chairperson of the Regional Evaluation Group for the Regional Committee for Europe takes this opportunity to renew to the Member States of the European Region the assurance of his highest consideration.

GENEVA, 21 December 2018