

VI. THE SECRETARY GENERAL

1. The Secretary General (SG):

Duties and Responsibilities of the Secretary General

The Secretary General (SG) supports the Presidency and the Governing Council (GC) in providing strategic leadership for the Community of Democracies (CD). The SG reports on the overall implementation of the activities of the CD and leads the Permanent Secretariat.

He/she acts as a *spokesperson for the CD* and represents the CD in appropriate international meetings, including bilateral meetings and meetings of regional and multilateral international organizations whose agenda include democracy issues. The SG performs these tasks in close consultations with the Presidency and the GC.

The SG's duties entail the following responsibilities:

1. The SG reports to the GC at each of its meetings on key efforts, accomplishments and outstanding issues in the activities of the CD.
2. The SG supports the development of the Community of Democracies, in accordance with the mission statement and the Warsaw Declaration. Coordinates implementation of the GC decisions, in accordance with the relevant CD procedures and established practices;
3. The SG receives direction from the GC, the Presidency and the EC, and provides support for the GC, Presidency and the EC, as well as the chairs of the CD Working Groups, CD pillars and other affiliated bodies. The SG provides recommendations to the Presidency and the GC regarding the creation of new Working Groups or the modification or termination of existing ones.
4. The SG cooperates with the Presidency in the preparation, coordination and follow-up of all EC, GC, and Ministerial meetings, and ensures that the substantive documents and necessary materials are produced in advance and distributed in a timely manner.
5. The SG presents for the approval of the GC an annual budget and solicits financial contributions to the CD, with the support of the Presidency.
6. The SG develops the annual work plan and programs, ensuring their conformity with the priorities of every Presidency and the approved annual budget, ensuring appropriate auditing procedures are implemented and oversees their implementation in compliance with the approved annual budget;
7. The SG determines structure and staffing of the PSCD in consistence with the annual budget approved by the GC and works with member states of the GC to secure secondment of qualified persons to serve on the PSCD staff.

8. The SG encourages and facilitates civil society participation in CD activities.
9. SG provides support for the management of activities of the CD in conjunction with the UN agenda in New York and Geneva.

Process for Appointing the Secretary General

1. The GC shall appoint the SG for a three-year term, renewable once. Based on the recommendation of a member, the GC may extend the term of the SG for up to an additional year after the final term.
2. No later than one year before the end of the term of the SG, the Presidency shall propose renewal (as in paragraph one) or invite members of the GC and the ISC to nominate candidates for the position of SG. The GC shall establish the qualification criteria for the candidates for the post of the SG with due consideration to integrity, capability, professional experience, gender equality, and diversity.
3. Once the appointing process has been initiated, the files of the nominated candidates shall be distributed to the GC and the International Steering Committee (ISC) at least six weeks in advance of the selection. The Executive Committee, in consultation with the ISC, shall recommend one or several candidates to the GC at least four weeks in advance of the selection. The GC shall select the Secretary General by consensus or, in its absence, by a succession of secret ballots, eliminating the candidate with the fewest votes at end of each round until a candidate receives the support of 2/3 of the members voting.
4. If the nominating party is not able to cover the costs associated with appointing their candidate to the SG position, these costs would need to be included in the budget of the CD and submitted to the GC for adoption at the same time as it selects a SG.

VII. THE PERMANENT SECRETARIAT

The PSCD, established in accordance with the Annex to the Bamako Ministerial Consensus “*Democracy, Development and Poverty Reduction*” adopted on 14-17.11.2007 in Bamako, provides administrative, technical and institutional support for the SG while upholding the highest standards of integrity, efficiency and competence in the performance of their duties.

The PSCD undertakes functions of administrative, operational and technical nature, in support of and under the direction and guidance of the SG by:

1. Assisting the SG with the coordination and implementation of decisions adopted and recommendations issued by the GC,

2. Coordinating the transmission of the SG's communications to the GC members and facilitating at all times information and contacts amongst the GC members,
3. Supporting the SG in planning, implementing, coordinating, and monitoring of the annual work plans, budgets, projects, and programs, including those initiated by the Working Groups, when so required,
4. Assisting the SG in liaison activities with the CD participating states and in the SG's exercise of external relations with media and other institutions or entities not directly involved with the CD,
5. Facilitating working relationships between the GC and the International Steering Committee (ISC),
6. Providing administrative support to the SG in all aspects of meeting planning and logistics directly related to the GC, EC, and the CD Ministerial meetings, including preparing draft agendas and minutes of all meetings of the GC, EC, as well as the CD Ministerial meetings and CD Working Groups.
7. Serving as the institutional memory and official record keeper of the CD and in particular managing the CD website, archives and databases.

The PSCD, seated in Poland, as an organ of an international organization within the framework of the laws of Poland, in accordance with the agreement between the Republic of Poland and the Presidency of the Community of Democracies concluded on 09 July 2012, has legal personality and capacity to perform its functions.

PSCD shall be composed of professional staff (governmental and non-governmental) seconded by the governments of the CD participating states or another CD affiliated bodies and employed or contracted on the basis of a competitive selection process, with due consideration to integrity, capability, professional experience, gender equality and diversity.