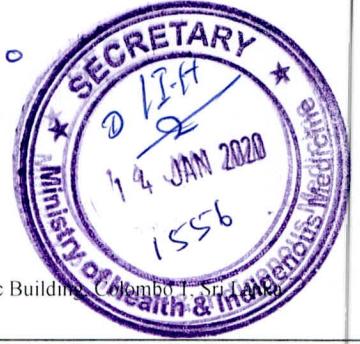




Kapite S.
Please refer on website
16/01/2020



විදේශ සබඳතා අමාත්‍යාංශය
வெளிநாட்டு உறவுகள் அமைச்சு
MINISTRY OF FOREIGN RELATIONS

ජනරජ ගොඩනැගිල්ල, කොළඹ 1, ශ්‍රී ලංකාව குடியரசுக் கட்டிடம், கொழும்பு 1, இலங்கை Republic Building, Colombo 1, Sri Lanka

මගේ අංකය
எனது இல
My No

SAARC/RC/04

මමේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

09/01/2020

Secretary
Ministry of Health and Indigenous Medical Services
Colombo 10

Vacancy Announcement for the Posts of "Deputy Director" and "Senior Microbiologist (Professional)"- the SAARC Tuberculosis & HIV/AIDS Centre (STAC), Kathmandu

1. The SAARC Secretariat, by attached Note of 06th January 2020, has informed that the above has been re-announced due to the limited number of applications. (*Annex 01*)
 - Deputy Director
 - Senior Microbiologist (Professional)
2. Application forms and other related documents are attached (*Annex 02*). The same is available at www.saarctb.org and the deadline for the submission of application will be 07th February 2020.
3. Grateful, if you could disseminate the above vacancy announcement among the relevant departments under your purview.

Actg. Director/South Asia & SAARC
for Secretary

දුරකථන } 2325372
தொலைபேசி } 2325373
Telephone } 2325375

ෆැක්ස් } 2333450
பெக்ஸ் } 2446091
Fax } 2430220

ඊමේල් }
மின்-அஞ்சல் }
E-Mail } cypher@mfa.gov.lk

වෙබ් අඩවිය }
இணைய தளம் }
Web site } www.mfa.gov.lk



711



SAARC

D
06/01

SOUTH ASIAN ASSOCIATION FOR
REGIONAL COOPERATION
SECRETARIAT

Message No. 025.05.003
Reference No. SAARC/SA/02/STAC/2018

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and with reference to its Note Verbale of even number dated 10 May 2019, has the honour to convey that the SAARC Tuberculosis & HIV/AIDS Centre (STAC) has re-announced "Vacancy Announcement" for the posts of "Deputy Director" and "Senior Microbiologist (Professional)" due to limited number of applications received from the esteemed Member States.

The Secretariat requests the esteemed Member States to take necessary measures for widest possible circulation of the advertisement, including uploading on the websites of the following:

1. Ministry of Foreign Affairs/External Affairs;
2. Relevant Ministry(ies) and offices;
3. Relevant professional organizations/bodies/institutions; and
4. Relevant publicly accessible sites.

A copy of letter No. STAC/R.P-DYD01/2019 dated 31 December 2019 of STAC, along with the vacancy announcement, details of the qualification, experience, job description, recruitment procedures, allowances and other entitlements and application form, is enclosed. It may be noted that the prescribed Application Form can be downloaded from the STAC's website (www.saarctb.org) and the deadline for submission of application is 07 February 2020.

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC, the assurances of its highest consideration.

Encls: a.a.

The Ministries of Foreign/External Affairs,
(SAARC Division),
Member States of SAARC.



Kathmandu, 06 January 2020

Copy to:

SAARC Tuberculosis and HIV/AIDS Centre (STAC), Kathmandu, Nepal.



SAARC Tuberculosis and HIV/AIDS Centre (STAC)
Thimi, Bhaktapur, Kathmandu, Nepal

Application Form for the Post of Senior Microbiologist (Professional)

Photograph

INSTURCTIONS: Please fill up the Form completely and clearly.
 Type or print in ink. If needed, additional pages may be attached.
 Be sure to sign and date the Form.

1. Name (As per Certificates)

2. Present Address

3. Mailing Address (if separate from present Address)

4. Permanent Address

5. (a) Place of Birth

(b) Date of Birth

Day Month Year

6. (a) Citizenship at Birth

(b) Present Citizenship

7. Sex (tick appropriate):

Male

Female

8. Marital Status (tick appropriate):

Married

Single

Widowed

Divorced

Separated

9. Have you any dependant/s?

Yes

No

If the answer is "Yes" provide following information:

Name	Date of Birth	Relationship

10. Have you taken up legal residence status in any country other than that of your nationality?

Yes No

If the answer is "Yes" which country?

11. Have you taken any legal steps towards changing your present nationality?

Yes No

If answer is "Yes" explain fully

12. Education; Furnish details

A. General Education: University/College Level

Name and Place of Institute	Degree/Diploma*	Year	Main Subject(s)

*Please attaché the copy of mark sheets & certificates

14. Language Proficiency (tick appropriate)

	Excellent	Good	Fair
English			
Others			

15. Experience in International/Regional Organizations in the field of TB and HIV/AIDS Laboratories.

Name and Address	Position	From -To	Nature of work

*Please attaché supporting document/s.

16. List of Professional societies and activities in civic, public or international affairs

18. Employment Record: Starting with your present or most recent post, list in reverse order every employment in government service during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. *Use additional sheets of paper, if served in more than two organization.*

Date: _____	Salaries per annum (Excl...Allowances)		Exact title of your post
From _____	Starting	Present	
To (Present) _____			

Name of Supervisor	Allowances, etc	Duty Station

Name of Employer	Total Tax	Number & Kind of employees supervised by you

Address of Employer	Net Salary	Reason for leaving If applicable

Description of your work

Date: _____	Salaries per annum (Excl. Allowances)	Exact title of your Post
From _____	Starting	Present
To (Present) _____		

Name of Supervisor	Allowances. etc	Duty Station
--------------------	-----------------	--------------

Name of Employer	Total Tax	Number & Kind of employees supervised by you
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Address of Employer	Net Salary	Reason for leaving If applicable
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Description of your work

19. References: List three persons not related to you who are familiar with your Character and qualification.

Full Name & Designation	Full Address with Tel, Fax/Email	Occupation/ Designation

20. Have you any objections to making inquiries with your present employer?

21. Legal Convictions (include all convictions other than those for minor violations of road traffic qualifications:

Charge	Date	Where tried	Conviction

22. State any other relevant facts, include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to physical examination.

I certify that the statements made by me in the foregoing items are true, complete, correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this Form may provide grounds for the withdrawal of any offer of appointment or dismissal if an appointment has been accepted.

Date: _____

Signature: _____

Place: _____

RECOMMENDATION OF CANDIDATE'S EMPLOYER

I do hereby certify that Dr./Mr./Ms/Mrs. _____

_____ of _____

_____ shall be released on deputation to join the SAARC Tuberculosis and HIV/AIDS Centre (STAC), Kathmandu, Nepal as per stipulated date if he/she is appointed as _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Institution: _____

Office Seal

RECOMMENDATION OF THE CONCERNED MINISTRY

I do hereby certify that Dr./Mr./Ms/Mrs. _____
_____ of the Ministry of _____

shall be released on deputation to join the SAARC Tuberculosis and HIV/AIDS Centre (STAC), Kathmandu, Nepal
as per stipulated date if he/she is appointed as _____

Signature: _____

Date; _____

Name: _____

Designation: _____

Office Seal

Attachment:

- i. Copies of all the Certificates of Academic Qualifications
- ii. Copy of Experiences Certificates
- iii. List of publications in the field of Tuberculosis and HIV/AIDS (research, operational research, clinical trials, surveillance, epidemiology) **-Attach or quote references of Journals, books, etc.)**
- iv. Copies of Certificates of Trainings of related field.
- v. Copy of CV.
- vi. Recommendation of Candidate's Employer
- vii. Recommendation of concerned Ministry



SAARC Tuberculosis and HIV/AIDS Centre (STAC)
Thimi, Bhaktapur, Kathmandu, Nepal

Application Form for the Post of Deputy Director (Professional)

Photograph

INSTURCTIONS: Please fill up the Form completely and clearly.
 Type or print in ink. If needed, additional pages may be attached.
 Be sure to sign and date the Form.

1. Name (As per Certificates)

2. Present Address

3. Mailing Address (if separate from present Address)

4. Permanent Address

5. (a) Place of Birth

(b) Date of Birth

Day Month Year

6. (a) Citizenship at Birth

(b) Present Citizenship

7. Sex (tick appropriate):

Male

Female

8. Marital Status (tick appropriate):

Married

Single

Widowed

Divorced

Separated

9. Have you any dependant/s?

Yes

No

If the answer is "Yes" provide following information:

Name	Date of Birth	Relationship

10. Have you taken up legal residence status in any country other than that of your nationality?

Yes No

If the answer is "Yes" which country?

11. Have you taken any legal steps towards changing your present nationality?

Yes No

If answer is "Yes" explain fully

12. Education; Furnish details

A. General Education: University/College Level

Name and Place of Institute	Degree/Diploma*	Year	Main Subject(s)

*Please attaché the copy of mark sheets & certificates

14. Language Proficiency (tick appropriate)

	Excellent	Good	Fair
English			
Others			

15. Experience in International/Regional Organizations in the field of TB and HIV/AIDS

Name and Address	Position	From -To	Nature of work

*Please attaché supporting document/s.

16. List of Professional societies and activities in civic, public or international affairs

18. Employment Record: Starting with your present or most recent post, list in reverse order every employment in government service during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. *Use additional sheets of paper, if served in more than two organization.*

Date: _____	Salaries per annum (Excl...Allowances)	Exact title of your post
From _____	Starting Present	
To (Present) _____		

Name of Supervisor	Allowances, etc	Duty Station
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Name of Employer	Total Tax	Number & Kind of employees supervised by you
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Address of Employer	Net Salary	Reason for leaving If applicable
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Description of your work	

Date: _____	Salaries per annum (Excl. Allowances)	Exact title of your Post
From _____	Starting Present	
To (Present) _____		

Name of Supervisor	Allowances. etc	Duty Station
--------------------	-----------------	--------------

Name of Employer	Total Tax	Number & Kind of employees supervised by you
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Address of Employer	Net Salary	Reason for leaving If applicable
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Description of your work

19. References: List three persons not related to you who are familiar with your Character and qualification.

Full Name & Designation	Full Address with Tel, Fax/Email	Occupation/ Designation

20. Have you any objections to making inquiries with your present employer?

21. Legal Convictions (include all convictions other than those for minor violations of road traffic qualifications:

Charge	Date	Where tried	Conviction

22. State any other relevant facts, include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to physical examination.

I certify that the statements made by me in the foregoing items are true, complete, correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this Form may provide grounds for the withdrawal of any offer of appointment or dismissal if an appointment has been accepted.

Date: _____

Signature: _____

Place: _____

RECOMMENDATION OF CANDIDATE'S EMPLOYER

I do hereby certify that Dr./Mr./Ms/Mrs. _____

_____ of _____

_____ shall be released on deputation to join the SAARC Tuberculosis and HIV/AIDS Centre (STAC), Kathmandu, Nepal as per stipulated date if he/she is appointed as _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Institution: _____

Office Seal

RECOMMENDATION OF THE CONCERNED MINISTRY/DEPARTMENT

I do hereby certify that Dr./Mr./Ms/Mrs. _____
_____ of the Ministry of _____

shall be released on deputation to join the SAARC Tuberculosis and HIV/AIDS Centre (STAC), Kathmandu, Nepal
as per stipulated date if he/she is appointed as _____

Signature: _____

Date; _____

Name: _____

Designation: _____

Office Seal

Attachment:

- i. Copies of all the Certificates of Academic Qualifications
- ii. Copy of Experiences Certificates
- iii. List of publications in the field of Tuberculosis and HIV/AIDS (research, operational research, clinical trials, surveillance, epidemiology) **-Attach or quote references of Journals, books, etc.)**
- iv. Copies of Certificates of Trainings of related field.
- v. Copy of CV.
- vi. Recommendation of Candidate's Employer
- vii. Recommendation of concerned Department/Ministry



SAARC Tuberculosis and HIV/AIDS Centre

Thimi, Bhaktapur, P.O. Box No. 9517, Kathmandu, Nepal

SAARC

Tel. No.: 00977-1-6632601, 6631048, 6632477, Fax No.:6634379, Email: saarctb@mos.com.np, Website: www.saarctb.org

STAC/R.P-DYD04/2019

31 December, 2019

Subject: Extension of deadline for submission of Application for the Post of Deputy Director and Sr. Microbiologist, at the STAC.

Your Excellency,

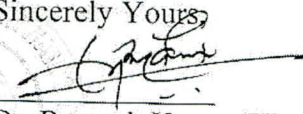
I have the honour to refer the SAARC Secretariat's Fax Message No. 1431.05.093 dated 30 September, 2019 regarding the postponement of recruitment process of Professional Staff (Deputy Director) at the STAC.

2. In this connection, we have to initiate the recruitment process of Professional staff (Deputy Director and Senior Microbiologist) against the vacant posts. Considering less applications (only eligible 02 applications) for post of Deputy Director and only applications from Nepal for the post of Sr. Microbiologist, we may extend the deadline for submission of Applications for the both Posts till 07 February, 2020. The Application Forms and required information will be available in the Centre's Website: www.saarctb.org.

3. I would be grateful, if the Secretariat could kindly request the Member States for widely circulation/advertisement in the country level and send us the Applications with supporting documents of the short-listed candidates for the posts latest by 07 February, 2020 to enable us for initiating the recruitment of Professional Staff at the earliest possible.

With kind regards,

Sincerely Yours,


Dr. Ramesh Kumar Kharel
Director

H. E. MR. AMJAD HUSSAIN B. SIAL,
SECRETARY GENERAL OF SAARC,
SAARC Secretariat,
Kathmandu

Copy to Director (SA), SAARC Secretariat, Kathmandu.

SAARC Tuberculosis & HIV/AIDS Centre (STAC)
Kathmandu, Nepal

Detail information on Qualification, Experiences and Job description

Post: Senior Microbiologist- (One)

Period: Three years

**Minimum
Qualification**

- a) MD (in Medical Microbiologist) or PhD (preferably in the field of TB and/or HIV/AIDS) + minimum 5 year experiences after Master Degree/ PhD.
or
- b) M.Sc in Medical Microbiology/ M.Sc MLT in Microbiology or M.Sc Bio-Technology with 5 years of Experience (preferably in national level TB and HIV/AIDS Laboratories) after Master Degree

- Experience :**
- a) Experience in National level laboratory performing routine & special diagnostic tests, including sputum smear microscopy culture and drug susceptibility testing. Preference will be given to the candidates having experiences in BSL-3 Laboratory.
 - b) Experience in research and Laboratory staff training in tuberculosis diagnostics considered as an assets.
 - c) Experience in managing laboratory quality assurance programmes, in particular quality assurance of sputum smear microscopy, culture, and drug susceptibility of mycobacteria (Preferable) .
 - d) Experience in HIV testing considered as an assets.
 - e) Good knowledge in computer (Experience in database design, data management and data analysis)

- Job Description:**
- a) To operate a SAARC Supra National Reference Laboratory for Tuberculosis and HIV/AIDS to support National Tuberculosis and HIV Reference Laboratories in Member Countries in the area of quality assurance of smear microscopy, laboratory biosafety, culture, drug

susceptibility testing, surveillance of drug resistance and HIV/AIDS related Laboratory services.

- b) To deliver Tuberculosis and HIV/AIDS diagnostic reference services.
- c) To assist in organizing Laboratory related trainings in quality assurance of smear microscopy, culture and drug susceptibility testing, and the role of National Reference Laboratories in tuberculosis and HIV/AIDS control programmes.
- d) To assist in the coordination of regional drug resistance surveillance and other laboratory related research work.
- e) To provide technical support to National Tuberculosis and HIV/AIDS Reference Laboratories in SAARC Member States.

Appointment Procedure and Terms & Conditions

1. Appointment Procedure of Professional Staff for the Centre as per the Service Rules of the SAARC Regional Centres;

The Professional Staff (Senior Microbiologist) shall be recruited regionally from SAARC Member States.

The power of appointment of Professional staff members will rest with the Committee consisting of the Chairman of the Governing Board, the Director of the SAARC Tuberculosis Centre and a representative of the SAARC Secretary-General. The appointment will be made through a written contract. The contract shall be signed both by the Employer and the Employee. The contract shall however, be issued by the Director of the Centre with the approval of the Secretariat.

The Committee shall employ such Staff as are necessary for the normal functioning of the Centre, as per procedures approved by the Twenty-Third Session of the Standing Committee (Male 8-9 May, 1997) which is as follows:

"Recruitment should be made through advertisements at the national level and on the recommendations of Governments of Member Countries. The advertisements for this purpose should clearly specify the required qualification, job description and the terms of conditions, attached to each post."

- The appointments of Professionals would be made taking due account of geographic representation from the National of the Member States through open competition after advertisement.
- The Committee in the context of appointment of Staff in this category may seek the assistance of the Member States requesting them to facilitate in selection of suitable candidate having requisite qualifications, to be determined by the Committee, for the post through open competition and on merit.
- The Professional Staff shall be appointed for a period of three years subject to observance of the general guidelines as enlisted bellow;
 - i. The applicants will provide all information pertaining to them, their qualification and experience to the Centers along with their applications.

- ii. The Director may request the Member State concerned or procure from the applicant any additional information, if required.
- iii. The short-listed candidates (2-4) for appointment as Professional Staff should appear for interview before the Selection Committee. Their per diem and travel cost may be paid from the Centre's Institutional budget.
- iv. An applicant seeking employment with the Center will confirm in writing his/her acceptance of offer made by the Center for his/her appointment in the Center.
- v. The date of appointment in the Center would be the date when the staff member assumes his/her duties in the Center and render a charge assumption certificate.
- vi. The appointment of the Professional Staff shall be subject to the proviso that no objection is raised by their respective Governments.
- vii. Deputation of officials at Regional Centres should not affect their promotion and seniority prospects in their home service.

2. Extension of Tenure of the Professional Staff ;

The tenure of the Professional staff may be extended, in exceptional circumstances, to a maximum period not exceeding three years, as recommended by the Selection Committee, with the consent of the nominating Member State, and upon approval by the Secretary General.

3. Duties and Obligations as per the Service Rules of the SAARC Regional Centres;

The Staff Members of the Center shall perform their duties and regulate their conduct consistent with the interest of the Center and its relevant rules and regulations.

The Staff Members in performance of their duties will seek and follow the instructions of the Director and other designated officials in the Center. They will be accountable to the Director of the Centre in performing their duties.

The Staff Members of the Center shall conduct themselves at all times with due regard to the "Efficiency and Disciplinary Rules" of the SAARC Regional Centres.

4. Working Hours as per the Service Rules of the SAARC Regional Centres;

Normal working hours at STAC would be 40 hours per week. (Monday-Friday, the regular office timing of STAC is 9.00 am to 5.00 pm)

Staff Members may be required to work beyond the normal hours of duty whenever required to do so in the interest of the Centre.

5. Official holidays as per the Service Rules of the SAARC Regional Centres;

The number of official holidays of the STAC shall be 18 days per year

6. Leave Rules of the SAARC Regional Centres :

i. Earned Leave:

All Staff Members of the Centers shall be entitled to 30 days earned leave annually.

Leave may be accumulated from year to year. But, as of the last day of December of each year, no more than 60 days of leave may be carried forward for the purpose of utilization.

ii. Casual Leave

Staff members shall be entitled to a maximum of 10 working days casual leave per year. Casual leave may not be taken for more than three consecutive days at one time nor accumulated or carried forward to the next year. Casual Leave may be prefixed or suffixed with Holidays.

iii. Sick Leave

Staff members shall be entitled to a maximum of 24 working days sick leave per year. Sick leave entitlement may be carried over from year to year, with a maximum accumulation of 2 months. All applications for sick leave must be fully supported by a medical certificate, which should indicate reasons and period given.

iv. Maternity Leave

Maternity leave shall be granted to a female staff member who has served for at least six months. On production of the necessary medical certificate, leave of six weeks prior to confinement and six weeks after confinement will be granted on full pay and allowances. Staff members, who have less than six months of service, may take accrued annual plus sick leave entitlement, and the balance shall be counted as leave without pay.

v. Un-authorized Leave

If an individual is absent from work without prior authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Director, the absence was caused by reasons beyond the individual's control, and the individual has accrued Earned Leave, the absence will be treated as Earned Leave and deducted from the accrued annual Earned Leave entitlement. In case of no Earned Leave available, the Director of the Centre may initiate disciplinary action against the official.

vii. Station Leave

The staff of the Centre shall take station leave from the Competent Authority while travelling outside the station on all occasions including weekends and holidays.

No two kinds of leave shall be combined.

7. Disciplinary Action, Termination of Appointment and Resignation by Staff Member as per the Service Rules of the SAARC Regional Centres

i. Disciplinary Action;

The Director, with the approval of Secretary-General, SAARC, may take Disciplinary Action against any Staff Members. The Disciplinary action shall be governed by the "Efficiency and Disciplinary Rules" of the Centre.

ii. Termination of Appointment;

The Director, with the approval of the Secretary-General and the Chairman of Governing Board may terminate the appointment of any Professional Staff/General Services Staff as per contract, if the exigencies of the service required the abolition of the post for the reduction of staff or for reasons of disability or if performance of the staff member proves to be unsatisfactory.

iii. Resignation by Staff Member

In case a Staff Member decides to voluntarily resign from his/her services, he/she would be required to give one month's notice to the Centre.

8. Miscellaneous as per the Service Rules of the SAARC Regional Centres;

- i. The Staff Members shall not accept any honour or decoration, favour, remuneration or gift from any source without the approval of Director.
- ii. The Staff Members may exercise the right of franchise, in accordance with their national laws, but shall not engage in any political activity.
- iii. The Staff Members shall not engage in any outside occupation or employment.
- iv. The Staff Members shall not hold financial interest in any business activity or actively associate themselves with its management if such association constitute a separate activity and may affect the performance of official duties of the concerned official.
- v. Holding of shares in a limited company shall not constitute a financial interest within the meaning of these rules unless such holding constitutes a substantial control.
- vi. The Staff Members, unless authorized by the Director shall not:
 - Issue statement to either the print or electronic media or any informal agency.
 - accept public speaking engagements
 - take part in Films, Theatre, Radio and TV productions except in case of poetic, artistic and scientific pursuits.
 - Submit articles, books or other material for publication except in case of poetic, artistic and scientific pursuits.

9. Enforcement as per the Service Rules of the SAARC Regional Centres

The Director as the Executive Head of the SAARC Tuberculosis Center shall administer and enforce these rules in letter and spirit.

10. Allowances and other facilities of the Professionals (Senior Microbiologist) as per the Harmonized Provisions relating to the Financial and Administrative matters of the SAARC Regional Centres.

The sending Member Governments would bear the following costs associated in respect of the Professional Staff of the SAARC Regional Centres:

The sending Member Governments shall continue to pay salaries of the Professional staff of the SAARC Regional Centres and shall bear all costs associated with the joining and return passage of the Professional staff and of their accompanying entitled family members and transportation of personal effects, including packing, handling and insurance charges in accordance with their respective rules and regulations.

The Professional Staff of the SAARC Regional Centres, shall be entitled to the following allowances out of the Institutional Cost Budget of the Centres:

i. Daily Allowance in lieu of House Rent Allowance;

The Director shall ensure accommodation for the Professional Staff before his/her Arrival. In the absence of residential accommodation on first arrival, the Professional Staff shall be entitled to daily allowance as per the rates applicable to the centre concerned up to a maximum of 10 days from the date of arrival in Kathmandu. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50% of daily allowance. The daily Allowance applicable for SAARC Capitals as per the Financial Rules of SAARC Regional Centres. The Centre shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed to the Professional Staff subject to his/her entitled rental ceiling.

Provided that the professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.

ii. Furnishing/Settlement Grant;

The Professional Staff shall be **entitled** to a one time lump-sum furnishing/settlement grant of US\$ 2000.00 (Two Thousand) only.

iii. Living Allowances

The Living Allowance payable to the Professionals Staff (Senior Microbiologist) of the Centre would be US\$ 1200.00 (One Thousand two hundred only). 50% of the Living Allowance of the Professional Staff shall be paid in US dollars and the remaining 50% shall be paid in local currency. The conversion of US dollars shall be the official buying rate of exchange prevailing on the first day of every month.

iv. Residential Accommodation;

The Professionals Staff shall be entitled to unfurnished accommodation within the rental ceiling US\$ 570.00 (Five Hundred two hundred only) in equivalent local currency. These rates are applicable in case of new leases and leases to be renewed. All lease agreements pertaining to the residences of the Professional Staff shall be signed by the Centre with the Lessors and payment of House Rent shall be made directly by the Centre to the Lessors.

v. Children Education Allowance

Professional staff shall be entitled to reimbursement of 90% of school Tuition Fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of US \$ 1,500 per child for a maximum of two children between the age of 5 to 21 years i.e. children up to Grade XII / A-level. Payment of such charges shall be made directly to the Educational Institution or, reimbursement would be made on presentation of actual receipts from the concerned educational institutions. This Allowance will not be admissible in respect of children undergoing graduate/post-graduate education and for correspondence courses, private tuitions, vocational training or an apprenticeship and part-time or evening education. Any expenditure on uniforms, stationery, books, transport, hostel charges and non-compulsory extra curricular activities shall not be admissible. Education Allowance would be admissible for the children studying in the country of duty or left behind in home country of the professional staff.

vi. Medical Facilities;

Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of US\$ 1,500.00 including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescriptions and on optical frames/glasses/ lenses, dental treatments e.g. dentures, scaling, surgeries for the purposes of beautification, health care products and health foods.

vii. Home Leave Passage:

Professional staff shall be entitled to Home Leave Passage in economy class for self, spouse and two dependent children once in their tenure and only after completing eighteen months' of continuous service. Second Home Leave Passage can be admissible only if the tenure of the Professional staff is extended for another full term and he/she has completed eighteen months in the extended period. No daily allowance or any expenditure on account of stop-overs and transfer charges from and to airport shall be entitled.

Professional staff may opt to avail home leave passage for self, spouse and children to a third country provided that the cost of such passage is limited to the cost of return airfare, including the taxes, by economy class from the Seat of the Regional Centre to the declared home town and return.

viii. Emergency Passage:

Professional staff appointed from Member States other than the host country may be given emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

ix. Death on Duty:

In case of death of an official, the next-of-kin of the deceased may be granted an ex-gratia payment an equivalent to three month's basic salary of the official as an immediate relief.

x. Telephone:

Professional staff shall be entitled to use of a telephone at their residences, except for private long distance calls within and outside respective host countries. Each Professional staff will maintain a Register for his/her long distance calls. A monthly ceiling of US\$ 20 will be applicable for the residence phone. Such ceiling shall not include monthly rent.

However, in case of the Professionals from the host country who are appointed on a temporary basis against the vacant posts for a maximum period of one year, they will be entitled to the Living allowance, Residential Accommodation, Medical facilities and Telephone for the specific Professional category applicable to the concerned Regional Centre. No other Allowance shall be admissible.

*

Detailed information on appointment procedures, terms & conditions etc. is available at the SAARC Division, Ministry of Foreign/External Affairs, Member States of SAARC. **The duly filled Application FORM & supporting documents for the post with the recommendation of competent authorities should reach the Director of the SAARC Tuberculosis and HIV/AIDS Centre, Thimi, Bhaktapur, P.O.Box No. 9517, Kathmandu, Nepal through the Ministry of Foreign/External Affairs of the respective Member State within 07 February, 2020**

SAARC Tuberculosis & HIV/AIDS Centre (STAC)

Kathmandu, Nepal

Vacancy Announcement

Detail information on Qualification, Experiences, Job description and other information related to the Post of Deputy Director

Post : **Deputy Director (One)**

Period : Three years

Minimum

Qualifications:

- a) Medical Graduation, M.B.B.S.
- b) Post Graduation/Master Degree in Tuberculosis or related subject

Experience:

- a) At least 10 years experience in TB Control Programme activities.
- b) At least 2 years experience in national HIV/AIDS Control Activities.
- c) Experience in research design, planning, implementation of national TB and HIV/AIDS activities, monitoring and evaluation the programme.
- d) Experience and skills with database and statistical analysis
- e) Experience in facilitating national level trainings for TB or HIV/AIDS considered an asset.

Job Description

- a) to collect, collate, analyze and disseminate all relevant information regarding the latest development and findings in field of tuberculosis and HIV/AIDS in the Region and elsewhere.
- b) to design and organize activities on Research, Training and Epidemiology.
- c) to promote and coordinate action for prevention and control of TB and HIV/AIDS in the region
- d) to monitor incidence, prevalence and emergency of resistance strain of TB and HIV/AIDS in the Region
- e) To establish & strengthening networking arrangement in the TB and HIV/AIDS in the Region.
- f) to harmonize policies and strategies on TB and HIV/AIDS in the Region.
- g) to provide technical guidance/support to other professionals at the Centre and collaborating institutions.
- h) to develop and publish scientific publications.
- i) to assist the Director in the Centre's calendar of activities.

OTHER INFORMATION/TERMS AND CONDITIONS

I. Allowances and other facilities of the Professional Staff as per the Harmonized Provisions relating to the Financial and Administrative matters of the SAARC Regional Centres

The sending Member Governments would bear the following costs associated in respect of the Professional Staff of the SAARC Regional Centres:

The sending Member Governments shall continue to pay salaries of the Professional staff of the SAARC Regional Centres and shall bear all costs associated with the joining and return passage of the Professional staff and of their accompanying entitled family members and transportation of personal effects, including packing, handling and insurance charges in accordance with their respective rules and regulations.

The Professional Staff of the SAARC Regional Centres, shall be entitled to the following allowances out of the Institutional Cost Budget of the Centres:

i. Daily Allowance in lieu of House Rent Allowance;

The Director shall ensure accommodation for the Professional Staff before his/her Arrival. In the absence of residential accommodation on first arrival, the Professional Staff shall be entitled to daily allowance as per the rates applicable to the centre concerned up to a maximum of 21 days from the date of arrival in Kathmandu. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50% of daily allowance. The daily Allowance applicable for SAARC Capitals as per the Financial Rules of SAARC Regional Centres. The Centre shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed to the Professional Staff subject to his/her entitled rental ceiling.

Provided that the professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.

ii. Furnishing/Settlement Grant;

The Professional Staff shall be **entitled** to a one time lump-sum furnishing/settlement grant of US\$ 2000.00 (Two Thousand) only.

iii. Living Allowances

The Living Allowance payable to the Professionals Staff (Deputy Director) of the Centre would be US\$ 1375.00 (One Thousand three hundred seventy five dollar only) . 50% of the Living Allowance of the Professional Staff shall be paid in US dollars and the remaining 50% shall be paid in local currency. The conversion of US dollars shall be the official buying rate of exchange prevailing on the first day of every month.

iv. Residential Accommodation;

The Professionals Staff shall be entitled to unfurnished accommodation within the rental ceiling US\$ 595.00. (Five Hundred ninety five only) in equivalent local currency. These rates are applicable in case of new leases and leases to be renewed. All lease agreements pertaining to the residences of the Professional Staff shall be signed by the Centre with the Lessors and payment of House Rent shall be made directly by the Centre to the Lessors.

v. Children Education Allowance

Professional staff shall be entitled to reimbursement of 90% of school Tuition Fees, including Admission, Registration and other compulsory charges, subject to an annual ceiling of US \$ 1,500 per child for a maximum of two children up to Grade XII / A-level. Payment of such charges shall be made directly to the Educational Institution or, reimbursement would be made on presentation of actual receipts from the concerned educational institutions. This Allowance will not be admissible in respect of children undergoing graduate/post-graduate education and for correspondence courses, private tuitions, vocational training or an apprenticeship and part-time or evening education. Any expenditure on uniforms, stationery, books, transport, hostel charges and non-compulsory extra curricular activities shall not be admissible. Education Allowance would be admissible for the children studying in the country of duty or left behind in home country of the professional staff. The minimum age of school going children for payment of this allowances will be 4 (four) years.

vi. Medical Facilities;

Professional staff shall be entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children, subject to an annual ceiling of US\$ 1,500, including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescriptions and on optical frames/glasses/ lenses, dental treatments e.g. dentures, scaling, surgeries for the purposes of beautification, health care products and health foods.

vii. Home Leave Passage:

Professional staff shall be entitled to Home Leave Passage in economy class for self, spouse and two dependent children once in their tenure and only after completing eighteen months' of continuous service. Second Home Leave Passage can be admissible only if the tenure of the Professional staff is extended for another full term and he/she has completed eighteen months in the extended period. No daily allowance or any expenditure on account of stop-overs and transfer charges from and to airport shall be entitled.

Professional staff may opt to avail home leave passage for self, spouse and children to a third country provided that the cost of such passage is limited to the cost of return airfare, including the taxes, by economy class from the Seat of the Regional Centre to the declared home town and return.

viii. Emergency Passage:

Professional staff appointed from Member States other than the host country may be given emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

ix. Death on Duty:

In case of death of an official, the next-of-kin of the deceased may be granted an ex-gratia payment an equivalent to three month's basic salary of the official as an immediate relief.

x. Telephone:

Professional staff shall be entitled to use of a telephone at their residences, except for private long distance calls within and outside respective host countries. Each Professional staff will maintain a Register for his/her long distance calls. A monthly ceiling of US\$ 20 will be applicable for the residence phone. Such ceiling shall not include monthly rent.

However, in case of the Professionals from the host country who are appointed on a temporary basis against the vacant posts for a maximum period of one year, they will be entitled to the Living allowance, Residential Accommodation, Medical facilities and Telephone for the specific Professional category applicable to the concerned Regional Centre. No other Allowance shall be admissible.

Detailed information on appointment procedures, terms & conditions etc. is available at the SAARC Division, Ministry of Foreign/External Affairs, Member States of SAARC. **The duly filled Application FORM & supporting documents for the post with the recommendation of competent authorities should reach the Director of the SAARC Tuberculosis and HIV/AIDS Centre, Thimi, Bhaktapur, P.O.Box No. 9517, Kathmandu, Nepal through the Ministry of Foreign/External Affairs of the respective Member State within 07 February, 2020**



Secretariat
Bay of Bengal Initiative for Multi-Sectoral
Technical and Economic Cooperation (BIMSTEC)

URGENT

BIMSTEC/SEC/08/07-2020/14

The Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) in Dhaka presents its compliments to the Ministries of External Affairs/Foreign Affairs of the BIMSTEC Member States and has the honour to refer to the Secretariat's Notes Number BIMSTEC/SEC/08/07-2019/172 dated 18 December 2019, BIMSTEC/SEC/08/07-2019/147 dated 09 December 2019 and BIMSTEC/SEC/08/07-2019/14 dated 16 October 2019 requesting comments, if any, on the updated draft of the BIMSTEC Charter **within two months, i.e., 10 December 2019.**

So far, the Secretariat has received comments from Bhutan to the updated draft of the BIMSTEC Charter *vide* Note Number MFA/BIMSTEC/14/2019/780 dated 27 December 2019, which is forwarded herewith and Sri Lanka earlier conveyed its concurrence to the same, which was forwarded by the Secretariat on 18 December 2019. However, the comments/concurrences from other Member States are still awaited.

In this connection, the Secretariat is pleased to re-circulate the updated draft of the BIMSTEC Charter as finalized by the Second Meeting of the BIMSTEC Permanent Working Committee (BPWC) held in Colombo, Sri Lanka on 10-11 October 2019 and wishes to refer to Paragraph 10 of the Report of the Second Meeting of the BPWC, which states as follows:

"10. The Meeting considered the Note by the Secretariat on the finalization of BIMSTEC Charter as contained in the Document Number BIMSTEC/BPWC/02/2019/04/Rev.2. The Meeting discussed the Preliminary Draft texts of the BIMSTEC Charter, which has been revised with comments of Bangladesh, Myanmar, Sri Lanka and Thailand incorporated therein. After detailed discussions and with additional inputs from the delegates of the Member States, the Meeting finalized an updated draft of the BIMSTEC Charter, which is at Annex VI. The Meeting also agreed that Member States will convey their comments, if any, on the updated draft of the BIMSTEC Charter to the Secretariat within two months."

Therefore, the Secretariat would be grateful if the esteemed Ministries of the remaining Member States, *i.e.*, Bangladesh, India, Myanmar, Nepal and Thailand could convey their comments/concurrences, if any, on the updated draft of the BIMSTEC Charter to the Secretariat **on an urgent basis.**

The Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) in Dhaka avails itself of this opportunity to renew to the Ministries of External Affairs/Foreign Affairs of the BIMSTEC Member States the assurances of its highest consideration.


 Dhaka, 06 January 2020

Ministries of External Affairs/Foreign Affairs of the BIMSTEC Member States
[Kind attention: National Focal Points of the BIMSTEC]

Copy for kind attention and necessary action to:
Diplomatic Missions of the BIMSTEC Member States in Dhaka



**Department of SAARC and Regional Organizations
Ministry of Foreign Affairs
Royal Government of Bhutan**

MFA/BIMSTEC/14/2019/780

The Ministry of Foreign Affairs, Royal Government of Bhutan presents its compliments to the Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) in Dhaka and with reference to the latter's Note Verbale No. BIMSTEC/SEC/08/07-2019/147 dated 09 December 2019 seeking comments, if any, on the updated draft of the BIMSTEC Charter has the honour to convey that the changes as proposed in the updated draft text are acceptable to Bhutan.

In addition, the Ministry has the honour to convey the following comments:

Article 1 (1):

If the rationalization of sectors and sub-sectors is approved prior to adoption of the Charter, it may be advisable to insert the areas as per the agreed rationalization.

Article 12 (1):

Composition of the PWC be at the level of Head of Department (i.e. Director/Director General/Joint Secretary) and not at Foreign Secretary level.

Articles 8-12

As there is a separate, specific Article (Art. 19) on consensus decision making, paragraphs related to consensus decision making at the end of these Articles could be deleted.

Article 15 may need to be retained in the Charter to provide legal basis for the establishment of subsidiary bodies such as BIMSTEC Centres.

Article 18

Support the proposal by Myanmar that Privileges and Immunities to be provided in accordance with national laws of respective Member States.

The Ministry further has the honour to convey that additional views, if any, will be shared with the Secretariat in due course.

The Ministry of Foreign Affairs, Royal Government of Bhutan, avails itself of this opportunity to renew to the Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) in Dhaka, the assurances of its highest consideration.

The Secretariat,
Bay of Bengal Initiative for Multi-Sectoral Technical,
And Economic Cooperation (BIMSTEC),
Dhaka, Bangladesh.

27 December 2019



Annex VI



SECRETARIAT
BAY OF BENGAL INITIATIVE FOR MULTI-SECTORAL
TECHNICAL AND ECONOMIC COOPERATION
DHAKA

Second Meeting of the BIMSTEC Permanent Working Committee
10-11 October 2019
Colombo, Sri Lanka

[As of 11 October 2019]

Updated draft text of the BIMSTEC Charter¹

PREAMBLE

We, the peoples of the Member States of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC), represented by the Heads of State or Government of the People's Republic of Bangladesh, Kingdom of Bhutan, the Republic of India, the Republic of the Union of Myanmar, Nepal, the Democratic Socialist Republic of Sri Lanka, and the Kingdom of Thailand;

Reaffirming the firm commitment to the principles and purposes of BIMSTEC as enshrined in the 1997 Bangkok Declaration;

Having recognised the Memorandum of Association (MOA) on the Establishment of the BIMSTEC Permanent Secretariat, done at Nay Pyi Taw, Myanmar on 04 March 2014;

Having recognised the Headquarters Agreement between the Government of the People's Republic of Bangladesh and the Secretariat of the Bay of Bengal Initiative for Multi-Sectoral Technical and Economic Cooperation (BIMSTEC) done at Dhaka, Bangladesh on 01 November 2015;

Affirming the solemn commitment to making the Bay of Bengal Region peaceful, prosperous and sustainable by building on our common strengths through our collective efforts;

Being convinced that geographical contiguity, abundant natural and human resources, rich historical linkages and cultural heritage present great potentials for promoting deeper cooperation in identified core areas in the region;

Acknowledging that enhanced inter-linkages and inter-dependence within the economies and societies in the BIMSTEC Member States provide greater opportunity to advance regional cooperation;

¹As finalized updated by the Second Meeting of the BIMSTEC Permanent Working Committee (Colombo, Sri Lanka, 10-11 October 2019)

Recognizing the special needs and circumstances of the least developed and land-locked developing countries in the region and underlining the necessity to provide meaningful support to their development process;

Reaffirming strong commitment to making BIMSTEC a dynamic, effective and result-oriented regional organization for promoting a peaceful, prosperous and sustainable Bay of Bengal Region through meaningful cooperation and deeper integration;

Stressing the need for a fair, just, rule-based, equitable and transparent international order and reaffirming faith in the multilateralism with the United Nations at the centre and the rule-based international trading system;

Underscoring the importance of robust institutional arrangements to effectively steering the process of regional cooperation under BIMSTEC;

Having regard to the agreements, MOUs and MOAs concluded among the Member States since the establishment of BIMSTEC in 1997;

Having regard to the BIMSTEC Summit Declarations and Statements issued by the BIMSTEC Ministerial Meetings providing directives on vision and priorities of BIMSTEC cooperation and establishing rules, norms and practices for carrying out BIMSTEC activities;

Recalling the decision of the Fourth BIMSTEC Summit of 2018 to begin the process of drafting the Charter for the organization, building on the 1997 Bangkok Declaration, defining a long-term vision and priorities for cooperation, clearly delineating roles and responsibilities of different layers of institutional structure and decision-making processes;

Hereby decide to establish, through this Charter, the legal and institutional framework for BIMSTEC;

And to this end, the Heads of State or Government of BIMSTEC Member States, assembled in Colombo on the occasion of the Fifth BIMSTEC Summit, have agreed to this Charter.

CHAPTER I PURPOSES AND PRINCIPLES

Article 1 Purposes

The purposes of the BIMSTEC shall be:

1. To create an enabling environment for rapid economic development through identification and implementation of specific cooperation projects in the already agreed 14 sectors of trade and investment, transport and communications, technology,

tourism, energy, agriculture, fisheries, counter terrorism and transnational crimes, environment and disaster management, climate change, public health, poverty alleviation, culture and people-to-people contact, and such other areas that may be agreed upon by the Member States;

2. To accelerate the economic growth and social progress in the Bay of Bengal region through joint endeavours in a spirit of equality and partnership.
3. To promote active collaboration and mutual assistance on matters of common interest in the economic, social, technical and scientific fields.
4. To provide assistance to each other in the form of training and research facilities in the educational, professional and technical spheres.
5. To cooperate more effectively in joint efforts that are supportive of and complementary to national development plans of Member States which result in tangible benefits to the people in raising their living standards, including through generating employment and improving transportation and communication infrastructure.
6. To cooperate in projects that can be dealt with most productively on a regional basis among the BIMSTEC Member States and that make best use of available synergies.
7. To maintain peace and stability in the Bay of Bengal region through close collaboration in combating international terrorism, transnational organized crimes and trans-boundary security challenges relating to natural disasters, climate change and communicable diseases.
8. To maintain close and beneficial cooperation with existing international and regional organizations with similar aims and purposes.
9. To endeavor to eradicate poverty from the Bay of Bengal region;
10. To establish multidimensional connectivity, promote synergy among connectivity frameworks in the region, as a key enabler to economic integration for shared prosperity;
11. To promote trade and investment as a major contributing factor for fostering economic and social development in the region,
12. To combat terrorism and transnational organized crimes through sustained efforts, cooperation and comprehensive approach involving active participation and collaboration of the Member States;

Article 2 Principles

The BIMSTEC and its Member States, in the pursuit of the purposes stated in Article 1, shall observe the following principles in all the activities:

1. Cooperation within the BIMSTEC will be based on respect for the principle of sovereign equality, territorial integrity, political independence, non-interference in internal affairs, peaceful co-existence and mutual benefit.
2. Cooperation within the BIMSTEC will constitute an additionality to and not be a substitute for bilateral, regional or multilateral cooperation involving the Member States.
3. Cooperation within the BIMSTEC Member States shall be based on renunciation of aggression and of the threat or use of force against any Member State and reliance on peaceful settlement of disputes.

CHAPTER II LEGAL PERSONALITY

Article 3 Legal Personality of BIMSTEC

BIMSTEC as an inter-governmental organization is hereby conferred legal personality.

CHAPTER III MEMBERSHIP

Article 4 Members of BIMSTEC

The Member States of BIMSTEC are the People's Republic of Bangladesh, the Kingdom of Bhutan, the Republic of India, the Republic of the Union of Myanmar, Nepal, the Democratic Socialist Republic of Sri Lanka, and the Kingdom of Thailand.

Article 5 Rights and Obligations

1. The Member States of BIMSTEC shall have equal rights and obligations under this Charter.
2. The Member States of BIMSTEC shall take all necessary measures, including enactment of appropriate domestic legislations to effectively implement provisions of this Charter and to comply with all obligations of membership.

3. In case of a serious breach of the Charter or non-compliance, the matter shall be referred to the BIMSTEC Summit for decision. Such decisions shall be made on the basis of consensus.

Article 6

Admission of New Members

1. The process for application and admission to BIMSTEC shall be prescribed by the BIMSTEC Ministerial Meeting.
2. The admission of new member shall be based on the following criteria:
 - (a) The applicant State shall satisfy the conditions of territorial contiguity to, or direct opening into, or primary dependence on the Bay of Bengal for trade and transport purposes, bearing in mind that countries having access to the Andaman Sea also enjoy, by definition, a direct opening into the Bay of Bengal.
 - (b) The applicant State shall agree to abide by this Charter.
 - (c) The applicant State shall possess the ability and willingness to carry out the obligations of Membership.
3. The procedure for admission of new Member States shall be as follows:
 - (a) Any State which desires to become a Member of the BIMSTEC shall submit an application to the Secretary General. Such application shall contain a declaration, made in a formal instrument that the State in question fulfils the eligibility criteria for membership as set out in the Charter and accepts the obligations contained in the Charter.
 - (b) The Secretary General shall, for information, send a copy of the application to the Members of the BIMSTEC and shall include the item in the agenda of the next meeting of the Ministerial Meeting.
 - (c) If the Ministerial Meeting recommends the Applicant State for membership, the Summit shall consider the application for membership.
 - (d) The Secretary General shall inform the Applicant State of the decision of the Summit. If the application is approved, the applicant State shall be admitted to BIMSTEC upon signing of an Instrument of Accession.

Article 7

Admission of Observers

1. The process for application and admission of an Observer to BIMSTEC shall be prescribed by the BIMSTEC Ministerial Meeting.

2. The admission of an Observer shall be based on the following criteria:
 - (a) The applicant State shall satisfy BIMSTEC Member States that the applicant for Observership has shown interest in, and is able to contribute to the activities of BIMSTEC.
 - (b) The applicant international/regional organization shall satisfy BIMSTEC Member States that the applicant for Observership is in a position to contribute to the work programme of BIMSTEC.
 - (c) The applicant State and international/regional organization shall bear in mind that granting of Observer status does not automatically lead to rights to membership.
 - (d) All decisions regarding the admission of observer states and international/regional organizations will be based on unanimity.

3. The procedure for admission of a Observer shall be as follows:
 - (a) Any State, international organization or regional organization desires to become an Observer of the BIMSTEC shall submit an application to the Secretary General. Such application shall contain a declaration, made in a formal instrument that the State or international organization or regional organization in question fulfils the eligibility criteria for observer status as set out in the Charter and accepts the obligations contained in the Charter.
 - (b) The Secretary General shall, for information, send a copy of the application to the Members of the BIMSTEC and shall include the item in the agenda of the next Ministerial Meeting.
 - (c) If the Ministerial Meeting recommends the Applicant State or international organization or regional organization for observer status, the Summit shall consider the application for observer status.
 - (d) The Secretary General shall inform the Applicant State or international organization or regional organization of the decision of the Summit. If the application is approved, observer status shall become effective on the date on which the Summit takes its decision on the application.

CHAPTER IV ORGANS

Article 8 BIMSTEC Summit

1. The BIMSTEC Summit shall comprise the Heads of State or Government of the Member States.

2. The BIMSTEC Summit shall:
 - (a) Be the supreme policy-making body of BIMSTEC;
 - (b) Deliberate, provide policy guidance and take decisions on key issues pertaining to the realization of the objectives of BIMSTEC, important matters of interest to Member States and all issues referred to it by the BIMSTEC Ministerial Meeting and BIMSTEC Sectoral Ministerial Bodies;
 - (c) Address emergency situations affecting BIMSTEC by taking appropriate measures;
 - (d) Decide on application for admission of new Member States and Observers;
 - (e) Authorize the establishment and dissolution of Sectoral Ministerial Bodies and BIMSTEC Centres/Entities;

3. The BIMSTEC Summit Meetings shall be:
 - (a) Held once every two years, preceded by the Ministerial Meeting, and be hosted by the Member State holding the BIMSTEC Chairmanship; and
 - (b) Convened, whenever necessary, as Special Summit to be chaired by the Member State holding the BIMSTEC Chairmanship, at venues to be agreed upon by BIMSTEC Member States.
 - (c) The Chairman of BIMSTEC may, at his own initiative or at the request of a Member State, convene a Special Summit to address an important issue pertaining to the interest of BIMSTEC. The proposal to hold Special Summit shall require concurrence of all Member States.
 - (d) All decisions of the Summit Meetings shall be made on the basis of consensus².

Article 9
BIMSTEC Ministerial Meeting

1. The BIMSTEC Ministerial Meeting shall comprise the External Affairs/Foreign Ministers of the Member States.
2. The BIMSTEC Ministerial Meeting shall have the following powers and functions:
 - (a) Coordinating overall BIMSTEC cooperation;

² May be seen in the context of Article 18

- (b) Prepare the meeting of the BIMSTEC Summit;
 - (c) Coordinate the implementation of agreements and decisions of the BIMSTEC Summit;
 - (d) Coordinate with the Sectoral Ministerial Bodies to enhance policy coherence, efficiency and cooperation with them;
 - (e) Approve the budget of the Secretariat and BIMSTEC Centres/Establishments as proposed by the Senior Officials' Meeting; and
 - (f) Undertake such other functions as may be assigned by the BIMSTEC Summit; and
 - (g) Assess and approve and take action on the deliberations of the BIMSTEC Sectoral Ministerial Meetings.
 - (h) Appoint the Secretary General of BIMSTEC, with the rank and status of an Ambassador, upon the recommendation of the Senior Officials' Meeting.
3. The BIMSTEC Ministerial Meetings shall:
- (a) Meet annually, preceded by the BIMSTEC Senior Officials' Meeting (SOM), and to be hosted by the Member State holding the BIMSTEC Chairmanship; and
 - (b) Convene, whenever necessary, as special meeting to be chaired by the Member State holding the BIMSTEC Chairmanship, at venues to be agreed upon by the Member States.
 - (c) The Chairman of BIMSTEC may, at his own initiative or at the request of a Member State, convene a Special Ministerial Meeting to address an important issue pertaining to the interest of BIMSTEC. The proposal to hold Special Ministerial Meeting shall require concurrence of all Member States.
4. All decisions of the Ministerial Meeting shall be made on the basis of consensus.³

Article 10

BIMSTEC Sectoral Ministerial Meetings

1. The BIMSTEC Sectoral Ministerial Bodies shall comprise the relevant Ministers of line Ministries responsible for carrying out the activities of the respective sectors.

³ May be seen in the context of Article 18

2. The BIMSTEC Sectoral Ministerial Bodies shall have the following powers and functions:

- (a) Function in accordance with their respective established mandates;
- (b) Implement the agreements and decisions of the BIMSTEC Summit under their respective purview;
- (c) Strengthen cooperation in their respective fields in support of promoting BIMSTEC objectives; and
- (d) Submit report and recommendations to the BIMSTEC Ministerial Meeting for the consideration of the BIMSTEC Summit.
- (e) Assess and approve and take action on the deliberations of the BIMSTEC Sectoral Senior Officials Meeting.

3. The Sectoral Ministerial Bodies shall meet as and when necessary, to be hosted and chaired by the Lead Country of a particular sector. Each Sectoral Ministerial Body may have under its purview the relevant Senior Officials, Sectoral Working Groups and Sub-sectoral Expert Groups/Sub-groups etc., all to be hosted and chaired by the Lead Country of a particular sector.

4. All decisions of the Sectoral Ministerial Bodies and its subsidiary bodies shall be made on the basis of consensus.

Article 11 **BIMSTEC Senior Officials' Meeting**

1. The BIMSTEC Senior Officials' Meeting [*BD and MM*] shall comprise Foreign Secretary/Joint Secretary/Director General/Deputy Director General [*MM*] of the BIMSTEC Member States.

2. The Senior Officials' Meeting shall have the following powers and functions:

- (a) Prepare the meeting of the BIMSTEC Ministerial Meeting;
- (b) Follow up and coordinate the implementation of agreements and decisions of the BIMSTEC Ministerial Meeting;
- (c) Coordinate with the Sectoral Bodies in Sectors where there is no Ministerial body;
- (d) Initiate proposals on all administrative and budgetary matters for the consideration of the Ministerial Meeting; and

- (e) Undertake such other functions as may be assigned by the Ministerial Meeting.
 - (f) Assess and approve and take action on the deliberations of the BIMSTEC Permanent Working Committee.
3. The BIMSTEC Senior Officials' Meeting shall be:
- (a) Held once a year, preceding the BIMSTEC Ministerial Meeting, both to be hosted by the Member State holding the BIMSTEC Chairmanship; and
 - (b) Convened, whenever necessary, as special meeting of the Senior Officials' Meeting to be chaired by the Member State holding the BIMSTEC Chairmanship, at venues to be agreed upon by BIMSTEC Member States.
4. All decisions of the Senior Officials' Meeting shall be made on the basis of consensus.⁴

Article 12

BIMSTEC Permanent Working Committee

1. The BIMSTEC Permanent Working Committee (BPWC) shall comprise the Joint Secretary/Director General/Deputy Director General or [representative-TH] acting as the National Focal Point of each BIMSTEC Member State.
2. The BIMSTEC Permanent Working Committee shall have the following powers and functions:
- (a) Deliberate on the administrative and financial matters of the Secretariat and BIMSTEC Centres/Entities;
 - (b) Prepare, in consultation with the Secretariat, schedule/calendar of BIMSTEC meetings;
 - (c) Prioritize and rationalize BIMSTEC activities/projects; and
 - (d) Undertake such other functions as may be assigned by the BIMSTEC Senior Officials' Meeting.
3. The meeting of BIMSTEC Permanent Working Committee (BPWC) shall:
- (a) Be held at least twice a year, both to be hosted by the Member State holding the BIMSTEC Chairmanship;
 - (b) In addition, the Committee shall meet as and when necessary.

⁴ May be seen in the context of Article 18

4. All decisions of the BIMSTEC Permanent Working Committee shall be made on the basis of consensus.⁵

Article 13
BIMSTEC National Focal Point

1. Each BIMSTEC Member State shall establish a BIMSTEC National Focal Point (NFP) at their respective Ministry of External Affairs/Foreign Affairs.
2. The National Focal Point shall have the following powers and functions:
 - (a) Serve as the national point of contact for all communications including e-mail with the BIMSTEC Secretariat;
 - (b) Be the repository of information on all BIMSTEC matters at the national level;
 - (c) Coordinate the implementation of BIMSTEC decisions at the national level; and
 - (d) Coordinate and support the national preparations of BIMSTEC meetings.

Article 14
Secretary General and the Secretariat

1. The Secretary General of BIMSTEC shall be appointed by the BIMSTEC Ministerial Meeting, upon recommendation by the Senior Officials Meeting, for a non-renewable term of office of three years, upon nomination by a Member State based on the principle of alphabetical rotation.
2. The Secretary General shall act as the Head of the Secretariat.
3. The Secretary General shall have the following duties and responsibilities:
 - (a) Carry out the duties and responsibilities in accordance with the provisions of this Charter and relevant BIMSTEC instruments, protocols and established practices and directives of the Member States through different mechanisms;
 - (b) Coordinate, facilitate and monitor progress in the implementation of BIMSTEC agreements and decisions, and submit annual report on the work of the organization to the BIMSTEC Ministerial Meeting;
 - (c) Participate in meetings of the BIMSTEC Summit, BIMSTEC Ministerial Meeting, BIMSTEC Sectoral Ministerial meetings and other relevant BIMSTEC meetings;

⁵ May be seen in the context of Article 18

- (d) Present the views of BIMSTEC and participate in meetings with external parties in accordance with approved policy guidelines and mandate given to the Secretary General;
4. The BIMSTEC Secretariat shall comprise of the Secretary General, Directors and such other staff as may be required and approved by the Member States.
5. In performance of their duties, the Secretary General and the staff shall:
- (a) uphold the highest standards of integrity, efficiency and competence;
 - (b) not seek or receive instructions from any government or from any other authority external to the Organization and government or external party outside of BIMSTEC; and
 - (c) refrain from any action which might not commensurate with their respective position as BIMSTEC Secretariat officials.
6. The Secretary General and the Secretariat will not comply with any instruction from any individual Member State other than through BIMSTEC collective mechanism to maintain the exclusive character of the Secretary General and the Secretariat.

[Article 15

Other subsidiary bodies

Subsidiary bodies including BIMSTEC centres/entities, as may be found necessary may be established in accordance with this Charter. Separate Agreements shall be signed for the establishment of such centres/entities.] [Myanmar will come back with its comments and observations to retain this Article upon consultation with line Ministries]

CHAPTER V

IMMUNITIES AND PRIVILEGES

Article 16

Immunities and Privileges of the Secretary General and staff on deputation of the BIMSTEC Secretariat

1. The Secretary General and staff on deputation of the BIMSTEC Secretariat participating in official BIMSTEC activities or representing the BIMSTEC in the Member States shall enjoy such immunities and privileges as are necessary for the independent exercise of their functions.
2. The immunities and privileges under this Article shall be laid down in a separate BIMSTEC agreement.

Article 17

Immunities and Privileges of the officials on BIMSTEC duties

1. The officials of the Member State participating in official BIMSTEC activities in the Member States shall enjoy such immunities and privileges as are necessary for the exercise of their functions.
2. The immunities and privileges of the officials on BIMSTEC duties shall be governed by the 1961 Vienna Convention on Diplomatic Relations or in accordance with the national laws of the BIMSTEC Member States concerned.

CHAPTER VI DECISION MAKING

Article 18 Consensus

1. Decision making in BIMSTEC shall be based on consensus.
2. [Member States may agree on areas of cooperation, in which meetings, events, seminars, workshops, exhibitions could be considered with a quorum of 5 out of 7 Member States or the matters agreed by the all the Member States.] [Bangladesh]

Or,

2. [In the matters other than adoption of new members, observers, holding its Summit, appointment of Secretary General, creation of sectors/entities/centres and budgetary/financial (wherever contributions of all Member States are required), the matters agreed by all the Member States, quorum for meetings, events, seminars, workshops, exhibitions could be considered 5 out of 7 Member States.] [India and Sri Lanka]

CHAPTER VII DISPUTE SETTLEMENT

Article 19 Peaceful settlement of dispute

Member States shall endeavor to resolve peacefully all disputes through dialogue, consultation and negotiation.

CHAPTER VIII ADMINISTRATIVE AND PROCEDURAL MATTERS

Article 20 Chairman of BIMSTEC

1. The Chairmanship of BIMSTEC shall rotate based on the alphabetical order of the English names of Member States. The changeover of Chairmanship shall take place during the Summit meeting in a manner whereby the Member State chairing BIMSTEC shall host BIMSTEC Summit and hand over the chairmanship to the Member State next in alphabetical order.

2. The Member State assuming the Chairmanship shall chair:
 - (a) The BIMSTEC Summit and related summits and retreats;
 - (b) The BIMSTEC Ministerial Meetings;
 - (c) The BIMSTEC Senior Officials' Meetings; and
 - (d) The BIMSTEC Permanent Working Committee

3. The Member State holding the Chairmanship of BIMSTEC shall actively promote and enhance the interests of BIMSTEC through policy initiatives, coordination, consensus building and cooperation. The Chairman shall represent the organization to external partners.

Article 21

Working language of BIMSTEC

English shall be the working language of BIMSTEC.

CHAPTER IX

BUDGET AND FINANCING

Article 22

General Principles

1. BIMSTEC shall establish financial rules and procedures to ensure observance of sound financial management and budgetary discipline.

2. Financial accounts shall be subject to internal and external audits.

Article 23

Operational budget and finances of the Secretariat

1. The Secretariat shall be provided with the necessary financial resources to perform its functions effectively.

2. The operational budget of the Secretariat shall be met by the BIMSTEC Member States through annual contributions, as per the rate determined by the Ministerial Meeting, which shall be remitted in a timely manner.

3. The Secretary General shall prepare the annual operational budget of the BIMSTEC Secretariat for approval by the Ministerial Meeting upon the recommendation of the Senior Officials' Meeting.

4. The Secretariat shall operate in accordance with the financial rules and procedures determined by the Ministerial Meeting upon the recommendation of the Senior Officials' Meeting.

CHAPTER X EXTERNAL RELATIONS

Article 24 Conduct of External Relations

1. BIMSTEC shall develop friendly relations and mutually beneficial dialogue, cooperation and partnerships with countries and sub-regional, regional and international organizations and institutions.
2. The external relations of BIMSTEC shall adhere to the purposes and principles set forth in this Charter.
3. In the conduct of external relations of BIMSTEC, Member States shall coordinate and endeavor to develop common positions and pursue joint actions.
4. BIMSTEC may conclude agreements with countries or sub-regional, regional and international organizations and institutions. The procedure for concluding such agreements shall be prescribed by the BIMSTEC Ministerial Meeting.

CHAPTER XI FINAL PROVISIONS

Article 25 Signature, ratification, depository and entry into force

1. This Charter shall be signed by all BIMSTEC Member States.
2. This Charter shall be subject to ratification by all BIMSTEC Member States in accordance with their respective internal procedures.
3. Instrument of ratification shall be deposited with the Secretary General who shall promptly notify all Member State of each deposit.
4. This Charter shall enter into force on the thirtieth day following the deposit of the seventh instrument of ratification with the Secretary General of BIMSTEC.

Article 26
Amendments

1. Any Member State may propose amendments to the Charter. Proposed amendments to the Charter shall be submitted by the Ministerial Meeting to the BIMSTEC Summit for its decision.
2. Amendments to the Charter agreed by consensus by the Summit shall be ratified by all Member States in accordance with Article 25.
3. An amendment shall enter into force on the thirtieth day following the deposit of the last instrument of ratification with the Secretary General.

Article 27
Terms of reference and rules of procedure

Unless otherwise provided for in this Charter, the BIMSTEC Ministerial Meeting shall determine the terms of reference and rules of procedure and shall ensure their consistency.

Article 28
Review

This Charter may be reviewed five years after its entry into force or as otherwise determined by the BIMSTEC Summit.

[Article 29
Interpretation and implementation of the Charter

1. Upon request of any Member State, the interpretation of the Charter shall be undertaken by BIMSTEC Secretariat in accordance with the rules of procedure determined by the BIMSTEC Ministerial Meeting.
2. Subject to the approval of the Member States, parties to dispute may request the Chairman of BIMSTEC, to provide good offices, conciliation and mediation to settle any dispute arising out of the interpretation or implementation of the Charter.
3. Headings and titles used through this Charter shall only be for the purpose of reference.]
[The Member States will come back later on this Article]

Article 30
Legal Continuity

1. All treaties, conventions, agreements, declarations and other BIMSTEC instruments which have been in effect before the entry into force of this Charter shall continue to be valid.

2. In case of inconsistency between the rights and obligations of Member States under such instruments and this Charter, this Charter shall prevail.

Article 31
Original Text

The signed original text of the Charter in English shall be deposited with the Secretary General of BIMSTEC, who shall provide a certified copy to each Member State.

Article 32
BIMSTEC Assets

The assets and funds of the organization shall be vested in the name of BIMSTEC.

Article 33
BIMSTEC Flag

The BIMSTEC Flag shall be as shown in Annex-I.

Article 34
BIMSTEC Emblem

The BIMSTEC Emblem shall be as shown in Annex-II.

Article 35
BIMSTEC Day

The sixth of June shall be observed as BIMSTEC Day.

[Article 36
Use of the name of BIMSTEC

The name of "BIMSTEC" shall strictly be used only in respect of the meetings and events agreed by the Member States.] [All Member States accepted this Article, while Myanmar will come back with its comments and observations.]

Done in Colombo on the – day of – in the year Two Thousand and Twenty, in a single original in the English language.

For the People's Republic of Bangladesh

(Name and designation of the Head of Government)

For the Kingdom of Bhutan

(Name and designation of the Head of Government)

For the Republic of India

(Name and designation of the Head of Government)

For the Republic of the Union of Myanmar

(Name and designation of the Head of Government)

For Nepal

(Name and designation of the Head of Government)

For the Democratic Socialist Republic of Sri Lanka

(Name and designation of the Head of State)

For the Kingdom of Thailand

(Name and designation of the Head of Government)
