

**SUMMARY STATEMENT OF THE PRINCIPAL FUNCTIONS, DUTIES  
AND RESPONSIBILITIES OF DIRECTORS**

Reporting to the Secretary General, the Director shall :

- be directly responsible and accountable for the Strategic Plan programmes falling within his/her specific area of competence;
- have shared responsibility and accountability for horizontal programmes of the Strategic Plan which involve his/her area of competence;
- ensure appropriate input for the monthly Management Briefings on implementation of the Strategic Plan;
- support the Secretary General in the management of the Secretariat;
- manage his/her Directorate including, in particular, strategic planning and ensuring the timely completion of work programmes for which he/she will be held accountable;
- take steps to develop the Organization's activities in his/her area of specialization;
- conduct studies undertaken with a view to furthering the Organization's aims;
- supervise the implementation of the Organization's directives in his/her field and the execution of the work decided upon;
- have responsibility for the performance management and development of his/her staff;
- advise and assist the Chairpersons of WCO working bodies in the accomplishment of their tasks including, in particular, drawing up Agendas and drafting Reports;
- maintain relations with the membership and with appropriate international organizations;
- ensure, in co-operation with the Secretary General, the continuity of the work programmes;
- carry out special missions, as assigned by the Secretary General;
- perform activities assigned within budgetary allocations.

The Directors shall adhere to the Standards of Conduct for WCO Officers.

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