


United Nations **Nations Unies**
 INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

09-0158

TO: Heads of Department and Offices Away from Headquarters
 A: Executive Secretaries of Regional Commissions

DATE: 16 January 2009

THROUGH

S/C DE:

Angela Kane

FROM: Angela Kane, Under-Secretary-General for Management
 DE:

SUBJECT: **Human Resources Management Reform**
 OBJET:

OCHA/NY JAN 20 2009 Focal Point: <u>SG</u> by: Info Copy to: <u>JH, CAB, EK, HJS, AC,</u> <u>PSE, SA, MN, RP, G, CE, MNO,</u> <u>GO, FC, WA, ST, GB</u>

1. On 24 December 2008, the General Assembly adopted resolution 63/250 on Human Resources Management approving the Secretary-General's proposals for the streamlining of contractual arrangements and harmonizing conditions of service across the Secretariat. The purpose of this memorandum is to provide you with the broad outlines of the implications of this resolution on existing practices and to inform you of the steps that OHRM will be taking to ensure that all offices implement the resolution consistently.

2. Specifically, the General Assembly approved the introduction of new contractual arrangements which would comprise three types of appointments (temporary, fixed-term, and continuing) under one set of staff rules, effective 1 July 2009. As regards the continuing appointment, the General Assembly decided to delay implementation until 1 January 2010 pending its consideration of additional information concerning the implementation of these contracts.

3. In relation to United Nations peace operations, the General Assembly approved the designation of existing established missions as *family missions* and existing special missions as *non-family missions*, effective 1 July 2009, with staff at non-family missions installed in accordance with conditions of the UN common system, without the special operations approach. It also approved the introduction of a rest and recuperation scheme to include travel time, appropriate to the location, but no payment of travel to the staff member, for internationally recruited staff members in UN field operation, effective 1 January 2009.

4. Lastly, the General Assembly did not make a decision on the proposal for the introduction in the UN Secretariat of a roster-based approach to recruitment or the reduction of the circulation of the vacancy announcement from 60 and 30 days. Accordingly, the Secretary-General can re-submit this proposal at the sixty-fifth session of the General Assembly.

Contractual arrangements and harmonization of conditions of service

5. OHRM is in the process of preparing regulations, rules, administrative issuances and policy guidelines, as appropriate, on the areas impacted by the introduction of the new contractual arrangements and the harmonization of conditions of service, including, but not limited to:

- Replacement of 100, 200 and 300 series contracts with one new set of staff rules and three types of appointment -- temporary, fixed-term and continuing;
- Transitional measures for staff currently serving on 100, 200 and 300 (short-term and Appointments of Limited Duration (ALD) contracts at headquarters duty stations and in the field;

6. The above includes the preparation of policy guidelines on how to convert staff members with non-permanent contracts (short-term, fixed-term, intermediate, long-term, limited duration) and staff who have not yet undergone a competitive process, such as a Central Review Body (CRB), to contracts under the new contractual arrangements.

7. OHRM will work closely with your offices to ensure that the changes to the staff rules and regulations meet operational needs to the greatest extent possible while remaining consistent with the resolution. It should be noted that the Secretary-General will decide on the action to be taken on the contractual status of staff who will have acquired the right to be considered for permanent appointment by 30 June 2009.

Continuing Appointments

8. While the General Assembly has approved continuing appointments, it has delayed implementation until January 2010, pending additional information. The General Assembly has requested that procedures for implementing continuing appointments, including criteria for eligibility, central management of conversion to continuing appointments, and a ceiling on the number/percentage of continuing appointments be presented to it in the fall session of the sixty-fourth General Assembly. Such proposals will require input from Departments and OAHs, as well as consultations with Staff. The impact on the system of desirable ranges of geographical distribution will also need to be reviewed.

Recruitment and staffing

9. In connection with the introduction of new contractual arrangements effective 1 July 2009, OHRM will prepare revised guidelines on the grading and eligibility requirements for staff with appointment under all series of staff rules.

10. In relation to the proposal for a roster based approach to recruitment, the General Assembly did not decide at this session. Therefore, OHRM will revise the administrative instruction on the staff selection system based on the agreements reached at the SMCC meeting in June 2008 as well as the relevant changes introduced by this General Assembly resolution. The 15, 30 and 60 day concept shall be eliminated.

National competitive examinations

11. The General Assembly requested that OHRM conduct a feasibility study to determine whether the broadening of the scope of the NCE would serve to further strengthen the Organization's capacity for programme delivery.

Accountability

12. OHRM will continue to implement the Strategic Workforce Planning exercise as a matter of priority. Executive Offices and OAHs are encouraged to engage in regular monitoring of the staff selection system to ensure transparency and non-discrimination with a view to monitoring of delegation of authority, compliance with geographic and gender targets and the prompt filling of vacancies.

Performance Appraisal System

13. The General Assembly has requested that performance appraisal reports and managerial competencies be considered as part of the evaluation criteria for promotions, especially for managerial positions. OHRM is currently facilitating a review of the current performance appraisal system in consultation with staff, with a view to implement, inter alia, rewards and sanctions mechanisms, as well as possible 180 or 360 degree feedback.

Mobility

14. The General Assembly took note of the Secretary-General's intention to suspend managed reassignment programmes, except for P-2s, and establish a task force, in consultation with staff, to review existing policies and experience to date, taking account of available feedback and comments received from legislative and oversight bodies, and staff consultation. A report will be submitted to the General Assembly at its sixty-fifth session containing the new proposal for implementation of the mobility policy, with an analysis of costs and benefits.

Consultants, individual contractors, gratis personnel, and employment of retired staff

15. All departments are to take note of the concern of the General Assembly over the increase in the use of consultants. The use of consultants should be governed by the

relevant General Assembly resolutions, in particular 53/221, section VIII, which specifies that they should not be used for performing the core functions of the Organization and which stresses that the Organization should make the greatest possible use of in-house capacity rather than hire consultants. If consultants are engaged for short-term projects outside of core functions, they should be drawn from the widest possible geographic basis.

16. Additional information on the implementation of General Assembly resolution 63/265 will be communicated separately. OHRM will have meeting with Executive Offices and administrative personnel in OAHs in the coming weeks to provide more details as we work toward implementation of this resolution.



John Holmes/OCHA/NY
Sent by: Marianne Moran

20/01/2009 02:35 PM

To OCHA-Registry-NY

cc

bcc

Subject Fw: Human Resources Reform - Memorandum from
USG/DM

----- Forwarded by Marianne Moran/OCHA/NY on 20/01/2009 02:34 PM -----

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Date: 20/01/2009 01:20 PM
Subject: Human Resources Reform - Memorandum from USG/DM

Attached please find a memorandum from Ms. Kane on the subject.



HR Reform.pdf

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