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## INTEROFFICE MEMORANDUM

TO: Heads of Departments and Offices  
A:

DATE: 24 December 2007

FROM:   
Asha-Rose Migiro  
DE: Deputy Secretary-General

SUBJECT: Survey on Key Areas of Focus of the Task Force on Human Resources Management

1. As requested by the Secretary-General, I convened the first meeting of the Task Force on Human Resources Management on 18 December 2007.
2. At that meeting the Task Force agreed to focus its work on the following areas:
  - Recruitment and contractual elements, including geography and gender;
  - Career development, including mobility and training; and
  - Pension arrangements for short- and fixed-term contract holders.
3. The Task Force will examine the current status, challenges and gaps in the three areas, with a view to:
  - a. Making specific proposals for policy adjustments that are within the purview of the Secretary-General for his consideration and implementation;
  - b. Identifying areas that require approval by the ICSC and General Assembly for implementation; and
  - c. Identifying areas which require consultation with staff.
4. It was also agreed that, in order to help focus the discussion of the Task Force at its meeting on 25 and 26 of January 2007, the views/perspectives of Heads of Departments and Offices/senior managers should be obtained on the issues to be dealt with the group.
5. I should be grateful if you could kindly provide your views/concerns on the current status, gaps and challenges in the areas listed in paragraph 2 above by 14 January 2008. Please email your submission to Mr. Rajiv Ramlal (ramlalr@un.org) of my office, the focal person for this exercise.

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