

# **RULES OF PROCEDURE**

## **Central Review Committee**

*The provisions of ST/SGB/2011/7 governing the establishment, composition and functions of the Central Review Bodies and the Manual for the Central Review Bodies are annexed to the present document.*

### **1. Establishment and competence of the Central Review Committee**

The Central Review Committee is established under Staff Rule 4.15 (ii) and section 2.3 and 2.4 of the ST/SGB/2011/7.

The Central Review Body is a joint review body composed of staff members holding United Nations Secretariat letters of appointment under the Staff Rules, other than temporary appointments, whose rank is not below that of the level of the post for which appointment, selection or promotion is contemplated. Members of the Central review Committee are selected by the Secretary-General and the staff representative body.

- The Central Review Committees are established in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago to review and provide advice on the recommendations for selection of staff in the Professional category up to the P-4 level in the Secretariat.
- Field Central Review Committees are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters in the Professional category for positions up to and including the P-4 level, as well as positions in the Field Service category at the FS-6 and FS-7 levels, in peacekeeping operations and special political missions supported by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Committees will also review and provide advice on the recommendations for selection of staff to position-specific job openings up to and including at the P-4 level, as well as positions at the FS-6 and FS-7 levels in peacekeeping operations and special political missions, as and when required.

### **2. Functions and Scope of Work**

The Committee discharges its functions in accordance with the provisions of Section 4 of ST/SGB/2011/7, and ensures that the recruitment procedures have been properly followed.

The Central Review Committee performs the following:

- 1) Review and approve the evaluation criteria (EC) of pending job openings that are based on classified job descriptions (section 4.4 of ST/SGB/2011/7).
- *The Committee considers the evaluation criteria proposed by the Hiring Manager for the evaluation of candidates to ensure that these criteria are objective and job-related and that they reflect the relevant competencies.*

- *In the event the Committee has questions or doubts regarding the evaluation criteria vis-à-vis the Job opening, it may seek additional information from the Hiring Manager, the Recruiter, or the ex officio<sup>1</sup>.*
- 2) Review the proposal for filling a position-specific job opening or for placing candidates on the roster following a generic job opening (4.5 of ST/SGB/2011/7).
- *The Committee reviews the proposal for filling a position made by the department/office concerned, to ensure that the integrity of the process was upheld, that the applications and profiles of applicants were reviewed on the basis of the pre-approved evaluation criteria and that the applicable procedures were followed.*
  - *In the event the Committee has questions or doubts regarding the proper application of the evaluation criteria or the regularity of the process, it may seek additional information from the Hiring Manager, the Recruiter, or the ex officio. If the questions are answered and the doubts resolved to the satisfaction of the Committee, the Committee may approve the proposed candidate(s) for selection or placement on the roster.*
  - *In the case of a tie vote or when the majority of members of the Committee have found that the evaluation criteria were improperly applied and/or that the record indicates a mistake of fact, or procedural error, prejudice or improper motive which could have prevented a full and fair consideration of the requisite qualifications and experience of the candidates, it transmits its findings and recommendation to the Assistant Secretary-General for Human Resources Management who has the authority to make decisions on behalf of the Secretary-General for all posts up to the P4 levels.*
- 3) Review for Conversion to Permanent Appointment
- Staff Rules Chapter XIII - Transitional measures:
    - *Staff rule 13.1: Review of recommendations for the termination of permanent appointments for unsatisfactory service under staff regulation 9.3 (a) (ii) and staff rule 9.6 (c) (ii); and advise the Secretary-General as to whether the conditions for such termination are met.*
  - ST/SGB/2009/10: Consideration for conversion to permanent appointment of staff members of the Secretariat eligible to be considered by 30 June 2009.
    - *Review of recommendations for conversion to permanent appointment of staff members of the Secretariat who by 30 June 2009; have completed, or complete, five years of continuous service on fixed term appointments under the 100 series of the Staff Rules; and are under the age of 53 years on the date such staff member has completed or completes the five years of qualifying service - (3.5 (a) ST/SGB/2009/10).*

### **3. Meetings:**

- Virtual meeting:

Meetings of the Committee shall be conducted virtually, on a weekly basis.

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<sup>1</sup> Ex-officio : Representative of OHRM in New York - Representatives of the local human resources office in Offices away from Headquarters - Representatives of the Field Personnel Division for the Field Central Review Bodies (Section 3.10 – ST/SGB/2011/7)

One (1) week is provided for the review of the cases. However, depending on the Committee's workload and the priority of the cases submitted, more or less time for the review may be allocated.

The virtual meeting may commence when a quorum of members is assigned to a review by the Secretary of the Committee.

Committee members who have been assigned cases for consideration may transmit their approval for endorsement or requests for clarifications to the Secretary of the Committee.

Concurrent meetings may take place in the same week given the volume of cases.

For returned cases, which are cases that require additional clarification prior to making a recommendation, the same Committee members will review the clarifications received from the Recruiter or Hiring Manager.

An ex officio representative of the Office of Human Resources Management or the local human resources office, as appropriate, and a focal point for women shall also have access to each virtual meeting in a non-voting capacity.

- Face-to-Face, telephone, teleconferences or videoconferences meetings:

In cases, where deliberations may require interaction beyond the facilities provided by the electronic tool (e.g. : members are unable to come to a consensus, strong issues about the case being reviewed), subsequent deliberations shall be initiated as warranted through face to face, telephone, videoconferences or teleconferences.

#### **4. Confidentiality of meetings**

All proceedings and recommendations of the Committee shall be strictly confidential and shall not be disclosed by any of the participants.

#### **5. Functions of the Chairperson**

The members of the Committee shall select jointly one (1) of the members which will serve as chairperson of the Committee.

The functions of the Chairperson include: convoking and conducting meetings, ensuring observance of established guidelines and procedures, putting questions to vote and announcing recommendations of the Committee.

The Chairperson, through the Secretary of the Committee, shall transmit the recommendation of the Committee to the head of department/office that submitted the proposal, except when the Committee has found that the evaluation criteria were improperly applied and/or that the procedures governing selection of staff were not followed, in which case the Chairperson, through the Secretary shall transmit the recommendation of the Committee to the Assistant Secretary-General for Human Resources Management in accordance with section 4.9 (b) of the ST/SGB/2011/7.

#### **6. Alternate Chairpersons**

The members of the Committee shall select jointly two (2) members, one (1) from among the members nominated by the staff representative body (Field Staff Union for the Field Central Review Bodies) and another one (1) from among the members nominated by the Secretary-General which will serve as alternate chairpersons of the Committee (Section 3 ( c) – ST/SGB/2011/7).

In the event the Chairperson is unable to participate in meetings, the Alternate Chairpersons shall to the extent possible rotate.

If neither the Chairperson nor the two Alternate Chairpersons are able to participate in a meeting, the members present at the meeting shall elect an Alternate Chairperson from among themselves.

In the absence of the Chairperson, the Alternate Chairperson shall discharge the functions of Chairperson.

## **7. Service in individual capacity**

The Chairperson and the members of the Committee, whether selected by the Secretary-General or by the staff representative body (Field Staff Union for the Field Central Review Committee), shall serve in their individual capacity. Once appointed, they shall carry out their mandate in accordance with ST/SGB/2011/7 and shall not be subject to instructions from any extraneous source.

## **8. Attendance and quorum**

A quorum shall be four members, including the Chairperson or Alternate Chairperson and excluding the ex officio and the focal point for women.

## **9. Level of review**

Chairpersons and members shall be at the same level as, or at a higher level than the level of the Job Openings for which the Committee is considering the evaluation criteria, and/or the candidates proposed for appointment, review or promotion.

## **10. Information submitted for review**

Applicants are required to submit as part of their applications all relevant information on their qualifications, experiences and level of languages for the position under review.

Members of the Committee shall not entertain or receive information directly from applicants or other persons regarding an applicant's suitability for a certain position. If received, such additional information shall be inadmissible and shall not be shared with other Committee members.

The Committee may, however, ask the Hiring Manager or ex-officio to provide additional information/clarifications if it determines that such information/clarifications are necessary or appropriate.

## **11. Conflict of interest**

A member (including a chairperson, alternate chairperson or acting chairperson) who is also a head of department, division or other organizational unit, shall be excused from participation in any deliberations of the Committee concerning cases from his or her department, division or organizational unit. He/she shall not discuss the case or attempt in any way to influence any member of the Committee with respect to the consideration or review of such proposals.

Members (including a chairperson, alternate chairperson or acting chairperson) may participate in the Committee's deliberations concerning evaluation criteria and proposals on Job openings originating in their department but not in their division or organizational unit.

Members (including a chairperson, alternate chairperson or acting chairperson) shall excuse themselves and not participate in the consideration of cases when there is a conflict of interest, for instance when they would be directly affected by the outcome of the deliberations, either personally, as managers or as Hiring Managers, interview panel members, or any other instances where they would not have the required impartiality.

## **12. Recommendations**

The Committee shall attempt to make its recommendations by consensus. If there is no consensus, recommendations shall be adopted by a majority of the members.

When the Committee has found that the evaluation criteria were improperly applied and/or that the procedures governing selection of staff were not followed, in which case the Chairperson, through the Secretary of the Committee shall transmit the recommendation of the Committee to the Assistant Secretary General for Human Resources Management, in accordance with section 4.9 (b) of the ST/SGB/2011/7.

## **13. Ex officio member**

The Office of Human Resources Management shall designate an authorized representative to serve as an *ex officio* non-voting member of the Central Review Committee in New York

The Head of the office shall designate an authorized representative to serve as an *ex officio* non-voting member of the Central Review Committee for Offices away from Headquarters.

The Under-Secretary-General for Field Support shall designate an authorized representative to serve as an *ex officio* non-voting member of the Field Central Review Committee.

## **14. Secretary of the Committee**

The Office of Human Resources Management (New York), the Head of the Office (Offices away from Headquarters), the Under-Secretary-General for Field Support (Field Central Review Bodies) shall designate a staff member to serve as Secretary of the Committee.

The duties of the Secretary shall include:

- Notifying members of the meetings;
- Communicating the agenda for cases to be reviewed on a weekly basis;
- Sending request for members' availability to review cases every three (3) months;
- Assigning cases to the members on a weekly basis based on their availability;
- Ensuring the availability of all documentation;
- Compiling members' recommendations;
- Drafting correspondences for approval by the Chairperson;
- Recording recommendations of the Committee and assist in transmitting them to the heads of departments/offices or the Department of Management, as applicable.

## **15. Responsibilities of the Committee members vis a vis the Secretariat**

Upon request, each member of the Committee shall send to the Secretary of the Committee (every 3 months) his/her availability to participate in virtual meetings.

Each member of the Committee shall inform the Secretariat in advance of his/her unavailability or incapacity to participate in a review.

Each member must participate regularly in the review of cases.

## **16. Resignation by Members**

Committee members who are no longer able to participate in the review of cases due to other exigencies, must inform the Secretary of the Committee via email and tender his/her resignation in writing.

The Secretary will seek new nominations for Committee members as deemed required.

## **17. Amendment of the Rules of Procedure**

These rules of procedure may be amended by OHRM.

A plenary meeting may be organized by the Committee members to discuss any amendment of these rules of procedure. A proposal of amendments shall be submitted to OHRM for review and approval.

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Approved by ASG/OHRM on 1 June 2012