

RULES OF PROCEDURE

Central Review Panel

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 Panel

The Central Review Panel is established under Staff Rule 4.15 (iii) and section 2.5 and 2.6 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 Panel are selected by the Secretary-General and the staff representative body.

- The Central Review Panels 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 General Service and related categories to the G-5, TC-4 and S-3 levels and above, in the Secretariat.
- Field Central Review Panels are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters in the Field Service category, up to and including the FS-5 level in peacekeeping operations and special political missions administered by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Panels will also provide advice on the recommendations for selection of staff to position-specific job openings up to and including the FS-5 level in peacekeeping operations and special political missions, as and when required.

2. Functions and Scope of Work

The Panel 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 Panel 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 Panel 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 Panel 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 officio¹.*
- 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 Panel reviews the proposal for filing 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 Panel 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 Panel, the Panel 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 Panel 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 Panel shall be conducted virtually, on a weekly basis.

¹ 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 *Panel'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 Panel.

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

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 Panel 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 Panel shall be strictly confidential and shall not be disclosed by any of the participants.

5. Functions of the Chairperson

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

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 Panel.

The Chairperson, through the Secretary of the Panel, shall transmit the recommendation of the Panel to the head of department/office that submitted the proposal, except when the Panel 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 Panel shall transmit the recommendation of the Panel 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 Panel 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 Panel(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 Panel, whether selected by the Secretary-General or by the staff representative body (Field Staff Union for the Field Central Review Panel), 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 Panel 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 Panel 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 Panel members.

The Panel 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 or Alternate Chairperson) who is also a head of department, division or other organizational unit, shall be excused from participation in any deliberations of the Panel 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 Panel with respect to the consideration or review of such proposals.

Members (including a Chairperson or Alternate Chairperson) may participate in the Panel'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 or Alternate 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 Panel 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 Panel 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 Panel shall transmit the recommendation of the Panel 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 Panel 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 Panel 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 Panel.

14. Secretary of the Panel

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 Panel.

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 Panel and assist in transmitting them to the heads of departments/offices or the Department of Management, as applicable.

15. Responsibilities of the Panel members vis a vis the Secretariat

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

Each member of the Panel 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

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

The Secretary will seek new nominations for Panel 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 Panel members to discuss any amendment of these rules of procedure. A proposal of amendments shall be submitted to OHRM for review and approval.

Approved by ASG/OHRM on 1 June 2012