

# UNFPA

## Policies and Procedures: Human Resources Detail Assignment

## Personnel Policies and Procedures

### Detail Assignment

1. This policy supersedes circular UNFPA/CM/96/31 Add1 on detail assignment.

### **Modalities for Request Submission**

2. The Requesting Division sends the initial request (or request for extension) to the Director, Division for Human Resources (DHR) for an official clearance from personnel perspective. Following this clearance, the request will be forwarded to DMS for review of financial implications. This entails the request being processed by BMAS, if resources are sought from the BSB or by PAFFS, if Programme resources are involved. The Director, DMS then communicates the decision to the requesting Division. The requesting division sends official communication regarding approval to the Releasing Office (from where the staff member originates) and Receiving Office (where the staff member will be on detail). The Releasing Office will finalize the travel arrangements and OHR will deal with issues relating to coverage under the medical insurance policy in NY.
3. For initial requests, approval must be sought **no less than two months from the starting date of the assignment** to allow sufficient time to process the request. For extensions, approval must be obtained not less than two weeks before the ending date of the ongoing assignment. However, any such extensions would only be granted in exceptional circumstances.
4. At the conclusion of the detail assignment, the staff member concerned prepare a mission report with copy to all the offices concerned. At the same time, the receiving office will provide an evaluation of the detail assignment to the requesting division with copy to DHR and DMS. The assessment should include information on whether the objectives of the assignment were met, strengths and weaknesses noted in the staff's performance and any other relevant comment. The staff member's report as well as the assessment by the receiving office will be included in the staff member's personnel record.

### **Supportive Documentation**

5. The initial request for the detail assignment will include the following information:
  - a. Justification;
  - b. Terms of reference;
  - c. Acceptance by the concerned staff member;
  - d. Agreement of both releasing and receiving supervisor;
  - e. Estimated funds required and budget to be charged (i.e., project or BSB) including an estimate of costs arising from arrangements made to replace the staff member during the period of detail assignment;

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- f. Duration of detail assignment; and
- g. Previous detail assignment, if any, undertaken by the staff member.

### Terms and Conditions

- 6. With regards to point *a*, in light of cost containment concerns, it should be noted that, because of their financial implications, detail assignments must always be associated with value added for the Organization both in terms of *cross fertilization* between different units (namely at HQ and in the Field) and substantive improvement of work. Detail assignment required to temporarily replace staff on sick leave, maternal leave or during documented exceptional periods of workload for the Receiving Office, will be approved only if adequately skilled temporary replacement cannot be identified by DHR

It should be emphasized that, under no circumstances will detail be approved in the following cases: a) to supplement staffing requirements (for instance, as a consequence of organizational realignment); b) to fill a vacant post that has been frozen as part of an *austerity plan*;

- 7. With regards to point *e*, it should be noted that charges for detail assignment should be borne, to the extent possible, by the requesting office. If a staff member is deployed to HQ to work on a specific project, the project should be charged. This will allow the releasing country office to utilize local funds for temporary replacement of staff on detail assignment.
- 8. With regards to point *f*, total period of detail assignments, including possible extensions, must not exceed a total duration of 4 months except under very exceptional circumstances such as corporate endeavours.
- 9. As per point *g*, it should be noted that, in general, the Organization does not encourage multiple detail assignments by the same staff member.