

**Annex IV**

**Rules of Procedure of the UNFPA CRB at headquarters**

**Terms of reference of the CRB**

1. The Compliance Review Board at Headquarters (“HQ-CRB”) is a review body established by the Executive Director under Staff Rule 4.15.

Initial fixed term appointment:

2. The CRB submits recommendations in respect of initial fixed term appointments upon recruitment up to/including level D-1/P-6 for posts in:
  - (a) the professional and higher categories; and
  - (b) the general service category at headquarters.

Selection proposal of UNFPA staff member for higher level post:

3. Staff members of UNFPA who are selected for a higher level post are promoted to the level of the post.<sup>1</sup> Therefore, the CRB submits recommendations in respect of selection proposals of UNFPA staff members on fixed term or continuing (or permanent) appointments to higher level posts budgeted and classified:
  - (a) at levels P-1 to/including D-1/P-6; and
  - (b) at levels G-1 to G-7 for appointments in the general service category at headquarters.

Decisions for placement on staffing rosters:

4. The CRB submits recommendations in respect of:
  - (a) Any decision to place an applicant on a staffing roster that would entail, in the event of that roster candidate’s selection from the roster, his/her initial appointment for a fixed term up to/including D-1/P-6;
  - (b) Any decision to place an applicant, who is a UNFPA staff member, on a staffing roster that would entail, in the event of that roster candidate’s selection from the roster, his/her reassignment to a higher-level post up to level D-1/P-6.

Conversion to continuing appointment:

5. [Not in force at this time<sup>2</sup>]

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<sup>1</sup> See the terms of the UNFPA Personnel policy.

<sup>2</sup> As per GA resolution 63/250.

**Scope of review:**

6. The CRBs shall review the process for compliance with pre-approved selection criteria, applicable staff regulations and rules, and UNFPA's corporate staffing policies. Therefore, the CRB conducts compliance review as to whether the selection process, including the selection proposal, is in compliance with:
  - (a) The selection criteria contained in the UNFPA Personnel policy and the UNFPA Separation policy, including in particular with regard to:
    - The applicable United Nations and UNFPA principles<sup>3</sup> relating to staff selection;
    - The selection rules governing internal applicants;<sup>4</sup>
    - The selection rules governing applicants on abolished posts;<sup>5</sup>
  - (b) Other selection criteria that applied to the specific vacancy;
  - (c) The United Nations Staff Regulations and Rules relating to staff selection.
  
7. The role of the CRB is one of compliance review and to assist the administration of UNFPA in ensuring that it has complied with the applicable staff rules and UNFPA's corporate staffing policies. The CRB does not review the substance of the recommendation of the interview panel, rotation selection panel or the line manager's selection proposal. In particular, the CRB does not replace or override the interview/rotation selection panel's or the line manager's determination as to the qualification of the proposed applicant with its own opinion concerning the applicant's qualification.

**Composition and procedure of the CRB**Composition:

8. The CRB should have a total of 22 members.
  
9. They are appointed to serve as members of the CRB in their personal capacity for a period of two calendar years.
  
10. The Director, DHR, following consultation with the Chairperson of the UNDP/UNFPA/UNOPS Staff Association or his/her designee, will recommend to the Executive Director members of the staff for appointment to the CRB. This also applies to vacancies on the CRB that arise during the two year period. The Director, DHR, and the Chairperson of the Staff Association should be guided by the following criteria when considering staff members for appointment to the CRB:
  - (a) The composition of the CRB should reflect as broad a representation of

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<sup>3</sup> See the part on "Principles" in this UNFPA Personnel policy.

<sup>4</sup> See the definition and the privilege accorded to "Internal Applicants" in this UNFPA Personnel policy.

<sup>5</sup> See the UNFPA Separation policy.

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## UNFPA

Policies and Procedures Manual

Policy on Personnel of UNFPA:

Fixed Term and Continuing Appointments: Staffing

Human Resources

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- organizational units, gender and geographic regions as possible;
  - (b) Experience working in UNFPA;
  - (c) Knowledge of the Staff Regulations, Staff Rules and UNFPA human resources policies;
  - (d) Proven record of good judgment, integrity and good performance.
11. The Director, DHR, and the Chairperson of the Staff Association should also consider for membership persons serving at field duty stations, who may participate in any deliberations by teleconferencing, e-mail etc.
12. The Executive Director appoints the members of the CRB.
13. The Director, DHR, shall designate a secretary to the CRB.

### Procedure:

14. The CRB in plenary session will elect a chairperson and a first and second deputy chairperson. Three of the appointed members, including either the chairperson or one of the deputy chairpersons, shall constitute a quorum for the conduct of business in plenary session.
15. Members and alternates may participate or inter-act with each-other by remote communication. When voting, a simple majority of members participating in the session shall constitute a majority.
16. Members of the CRB shall not participate in the consideration of appointments or selections to higher level posts that are higher than their personal rank.
17. Further to the above rules, the CRB may establish its own procedures.

### Conduct of business:

18. Matters requiring CRB review shall be presented by the CRB Secretary in written and, if necessary, verbal form to *at least three members* of the CRB (“the CRB Panel”), including either the chair or one of the deputy chairpersons. The CRB Panel should review the case for compliance and should normally develop its recommendations on the basis of such presentations.
19. The presentations of the CRB Secretary to the Panel shall include the information necessary for the CRB Panel to conduct a compliance review of the selection process.
20. The CRB Panel may request the Director, DHR, the line manager or other personnel of UNFPA to provide additional information on any relevant matter, in writing or, if necessary, in person.

**CRB recommendations and explanations**

21. The CRB Panel may within *three working days* following referral of the case to the CRB Panel issue written, compliance-related recommendations and supporting explanations to the Executive Director regarding the cases submitted for review. The time frame may be extended by the CRB Secretary if considered appropriate by him/her. If no recommendations or explanations are received within the relevant time frame, the staffing matter may nevertheless proceed for a final staffing decision.
22. Any recommendations and explanations should not identify views of individual members of the CRB Panel, except if a member specifically requests to be identified with a statement.
23. To be considered an accurate reflection of the recommendations of the CRB Panel, the recommendations/explanations must be signed by the Chairperson or one of the Deputy Chairpersons. The CRB Secretary will retain the CRB recommendations/explanations on file.