



Governing Body

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Programme, Financial and Administrative Section

PFA

FOR INFORMATION

Amendments to the Staff Regulations

Summary: This paper provides information on amendments to the Staff Regulations to be made in the context of the mediation process initiated in 2011 between the Administration and the Staff Union.

Author unit: Human Resources Development Department (HRD).

Related documents: GB.312/PFA/13, GB.312/PFA/PR.

1. This paper provides information on amendments to the Staff Regulations made in the context of the mediation process initiated in 2011 between the Administration and the Staff Union.
2. As reported to the Governing Body in November 2011,¹ progress on the overall review of recruitment and selection procedures introduced in 2000 had faltered around a few outstanding differences between the parties. A solution to those differences has now been found to be implemented pending the finalization of a comprehensive review of the ILO policy and procedures on recruitment and selection which will be presented to the Governing Body for its approval at a later date.
3. The interim adjustments relate to both the Assessment Centres referred to in article 10 of the Staff Regulations and the role played by the Staff Union by virtue of Annex I of the Staff Regulations in recruitment and selection procedures.
4. As regards Assessment Centres, the parties have agreed to amend the Staff Regulations to reflect the practice introduced since 2005 to use Assessment Centres only in respect of external candidates or candidates applying for a position in a higher category, and to permit the use of external assessors.
5. Concerning the role of the Staff Union, it has been agreed to replace the right conferred on the Staff Union to review and comment on technical evaluation reports before the Director-General makes a decision on the outcome of any competition, with the entitlement of the Staff Union to designate an observer to attend the selection panel during interviews of candidates and observe the other stages of the technical evaluation, in accordance with arrangements adopted by the Administration in agreement with the Staff Union.
6. The amendments required to effect these adjustments together with some editorial changes are contained in the attachment and once approved will be integrated in the electronic version of the Staff Regulations available on the ILO website.
7. Other adjustments and improvements have also been agreed upon on an interim basis in the context of the mediation, namely:
 - (a) special consideration for shortlisting purposes of technical cooperation staff with more than five years of continuous service in the context of the Recruitment, Assignment and Placement System (RAPS), so as to give recognition to their service to the Organization and narrow the gap between regular budget and technical cooperation staff; and
 - (b) greater clarity in the comparative assessment of candidates in technical evaluation reports.
8. These adjustments and improvements have been developed in agreement with the Staff Union and will be reflected in published vacancy notices and in guidelines for the establishment of shortlists and for the organization and reporting of technical evaluations of candidates.

Geneva, 22 March 2012

¹ GB.312/PFA/PR, paras 164–175.

Appendix

Chapter X

Staff relations and administrative bodies

ARTICLE 10.7

Assessment Centre

(a) An Assessment Centre shall be established to assess, for the purposes of appointment, the suitability of officials, or candidates for recruitment, to undertake the duties and responsibilities at the various grade levels of, for such purposes as the filling of vacancies and promotion. These levels correspond to the following groups of grades: G.1–G.4, G.5–G.7, P.1–P.3 and P.4–P.5. An Assessment Centre shall also be established for any claim to promotion to a grade in a different category.

(b) The Assessment Centre shall be managed by the Human Resources Development Department in accordance with arrangements adopted by the Director-General in agreement with the Staff Union, including the necessary adjustments applicable to the recruitment of General Service staff and National Professional Officers in external offices. The assessors shall be selected jointly by the Human Resources Development Department and the Staff Union ~~from officials who have successfully completed an appropriate training course in the International Labour Office.~~

Annex I

Recruitment procedure

GENERAL CONSIDERATIONS

1. In the filling of any vacancy, account shall be taken of linguistic knowledge. Officials in the Professional category whose mother tongue is one of the working languages shall normally be required to have a good working knowledge of a second working language and may be required to acquire a knowledge of a third working language. Officials in the Professional category whose mother tongue is not one of the working languages shall be required to possess a fully satisfactory working knowledge of one of the working languages of the Office, as prescribed in article 4.2(a) (Filling of vacancies) and may be required to acquire a knowledge of a second working language.

2. Officials in the Professional category who undertake duties as translator or such other duties as may be designated as similar by the Director-General shall be required to have a thorough knowledge of two working languages as well as the main language into which they translate.

3. Officials in the Professional category and officials in the Director and Principal Officer category shall be required to possess a degree awarded by a recognized university, or its equivalent in experience.

4. In the filling of any vacancy, service in the Office, including service in the field where relevant, shall be taken into account.

COMPETITION PROCEDURE

~~5. The intention of the present annex is to make such provisions as are necessary to give effect to the Collective Agreement on a Procedure for Recruitment and Selection signed on 6 October 2000.~~

~~6. Subject to paragraph 10 below, any candidate applying for a job open to competition must be assessed as suitable for appointment at the level of competence and responsibility to which the job pertains. Such assessment shall be carried out, within the framework of the Assessment Centre referred to in article 10.7, in accordance with arrangements adopted by the Director-General in agreement with the Staff Union, including the necessary adjustments applicable to the recruitment of General Service staff and National Professional Officers in external offices.~~

~~7~~ 5. Proposals to open a competition will be made by the responsible chief for the job concerned, who will identify the relevant job description, indicating the job family and the grade, and prepare a description of the responsibilities and objectives that are specific to the job as well as of other relevant requirements to be fulfilled by candidates. The proposal will be notified to the Director of the Human Resources Development Department.

~~8~~ 6. All competitions will be open to internal candidates. Officials who are not considered as internal candidates by reason of paragraphs ~~12~~ 15 and ~~13~~ 16 below, or of other relevant provisions of the Staff Regulations, may apply as external candidates where a competition is open to the latter. The Human Resources Development Department and the responsible chief concerned will decide if it is necessary to open the competition to external candidates.

~~9~~ 7. Officials designated by the Staff Union will have ten working days from the notification of the proposal to provide comments on it. Any comments made will be the subject of a discussion between the responsible chief, the Human Resources Development Department and the Staff Union representatives. In case of disagreement on the proposal, the matter will be referred to the Director-General for decision. A decision in a form of a Notice of Vacancy, with the requirements set out in paragraphs ~~5~~ 7 and ~~6~~ 8 together with any amendments decided upon, will be issued by the Human Resources Development Department. It will allow at least ~~30 one~~ calendar ~~days~~ month for applications. The closing date may be extended by the Human Resources Development Department, which will notify the Staff Union representatives accordingly.

~~10~~ 8. Any external candidates shortlisted by the responsible chief in agreement with the Human Resources Development Department, as well as, ~~where required,~~ any internal candidate applying for a competition in a different category, will be invited to participate in the relevant assessment referred to in article 10.7 of the Staff Regulations ~~paragraph 6 above~~. Feedback on the Assessment Centre's evaluation process will be given to the candidate participating in the evaluation concerned.

~~11~~ 9. The responsible chief will undertake and ensure a rigorous technical evaluation of all shortlisted candidates with the exception of any such candidate who has ~~have taken but not~~ successfully completed the Assessment Centre's process prior to the date of the technical evaluation. The technical evaluation will include a review of shortlisted candidates by a panel in which the Staff Union is entitled to designate an observer in accordance with arrangements adopted by the Director-General in agreement with the Staff Union. The technical panel and will prepare a report for 12. The technical evaluation report will be made available for consultation to the Staff Union representatives, who will have ten working days from the notification of the technical evaluation report in which to make comments. Any comments made will be the subject of discussion between the responsible chief, the Human Resources Development Department and the Staff Union representatives. The the Director-General who will then take a decision on the candidate to be appointed.

~~13~~ 10. Internal candidates may request in writing an interview with the chief referred to in paragraph ~~9~~ 7 above in order to obtain feedback on the technical evaluation within ten working days from receipt of the notification by the Human Resources Development Department of the Director-General's decision. A meeting will be organized by the responsible chief, as far as possible within ten working days of receipt of the request. The candidate may be accompanied by a representative of the Staff Union or other ILO official (who was not involved in the selection process) or by a former ILO official.

~~14~~ 11. When a candidate is dissatisfied with the result of the interview, he or she may request a written response. The responsible chief concerned will provide the written response, as far as possible, within ten working days from the receipt of the request.

INTERNAL CANDIDATES

~~15~~ 12. Officials serving on technical cooperation projects, except those detached from another job within the Office, as well as officials appointed under the Rules Governing Conditions of Service of Short-Term Officials, will not normally be eligible to participate as internal candidates. The Human Resources Development Department, in agreement with the Staff Union representatives referred to in paragraph ~~7~~ 9 above, may decide, exceptionally, to waive this exclusion, but may establish special requirements.

~~16~~ 13. An official may not apply in a competition as an internal candidate before the successful completion of his/her probationary period.

GRIEVANCES

~~17~~ 14. An official who has requested feedback from the responsible chief in accordance with paragraph ~~10~~ 13 above and who is not satisfied with the written response provided by the responsible chief under paragraph ~~11~~ 14 above, may submit a grievance to the Joint Advisory Appeals Board within one month from the receipt of the written response on grounds that the decision was based on a procedural flaw or unfair treatment.

CONFIDENTIALITY

~~18~~ 15. All concerned officials shall respect their duty to maintain confidentiality in all matters that come to their knowledge in the recruitment and selection process.

INTERPRETATION

~~19~~ 16. In accordance with article 10.1(d) of the Staff Regulations, where there is a doubt concerning a relevant provision of these Regulations and a provision of the collective agreement on a procedure for recruitment and selection, the interpretation most favourable to the official or officials concerned shall apply.