

**Annex V****Rules of Procedure of UNFPA CRBs at UNFPA field duty stations****Terms of reference of the CRBs**

1. The Compliance Review Boards (“CRBs”) at field duty stations constitute review bodies established on behalf of the Executive Director under [Staff Rule 4.15](#).

**Initial appointment:**

2. The CRB submits recommendations to the UNFPA field duty station manager in respect of initial appointments of one year or more concerning:
  - (a) Appointments in the national officers category;
  - (b) Appointments in the general service category.

**Selections to higher level posts:**

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 CRBs submit recommendations to the UNFPA field duty station manager in respect of selection proposals of applicants to higher level posts budgeted and classified as follows:
  - (a) Posts at levels NO-A to NO-D; and
  - (b) Posts at levels GS-2 to GS-7.

**Scope of review:**

4. [Staff Rule 4.15](#) provides: “The central review bodies shall review the process for compliance with the pre-approved selection criteria ...” (emphasis added). Therefore, the CRBs conduct 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 United Nations and UNFPA principles<sup>2</sup> relating to staff selection;
    - The selection rules governing internal applicants;<sup>3</sup>
    - The selection rules governing applicants on abolished posts;<sup>4</sup>
  - (b) Other selection criteria that applied to the specific vacancy;
  - (c) The United Nations Staff Regulations and Rules relating to staff selection.

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

<sup>2</sup> See the part on “Principles” in this UNFPA Personnel policy.

<sup>3</sup> See the definition and the privilege accorded to “Internal Applicants” in this UNFPA Personnel policy.

<sup>4</sup> See the UNFPA Separation policy.

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5. The role of CRBs is one of compliance review and to assist the manager in ensuring that he/she has complied with the applicable staff rules and UNFPA's corporate staffing policies. The CRBs do not review the substance of the recommendation of the interview panel or the substance of the manager's selection proposal. In particular, the CRBs do not replace or override the interview panel's or the manager's opinion as to the qualification of the proposed applicant with its own opinion concerning the applicant's qualification.

### Composition and procedure of the CRB

#### Composition:

6. The CRBs shall be established *ad hoc* and on a case by case basis by the UNFPA field duty station manager. Each CRB shall have *three* members.
7. The manager of the UNFPA field duty station, following consultation with the chairperson of the local chapter of the UNDP/UNFPA/UNOPS Staff Association or his/her designee, shall appoint the CRB members. At least one locally recruited staff member from an organization or agency other than UNFPA shall be appointed as a member on the CRB for each case. The manager and the chairperson of the local chapter of the Staff Association should be guided by the following criteria when considering appointments to CRBs:
  - (a) Gender diversity;
  - (b) Knowledge of the Staff Regulations, Staff Rules and UNFPA human resources policies;
  - (c) Proven record of good judgment and integrity.
8. At larger UNFPA field duty stations, which generate staffing cases more frequently, the UNFPA manager and the Chairperson of the local Staff Association may choose to establish a roster of persons willing to serve from time to time on CRBs.
9. If there is no Chairperson of the local chapter of the Staff Association or if a local chapter of the Staff Association has not been established or is dysfunctional, and if there is no equivalent or comparable body, the UNFPA field duty station manager shall consult with the Chairperson of the Staff Association at headquarters or with the chairperson of the local Staff Association in a neighboring country, as appropriate.
10. The UNFPA manager shall designate a secretary to the CRB.

#### Procedure:

11. Each CRB should elect a chairperson.
  12. CRB members shall not participate in the consideration of appointments or selections to higher level posts that are higher than their personal rank.
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13. Further to these rules, each CRB may establish its own procedures.

### Conduct of business:

14. Matters requiring CRB review shall be presented by the CRB Secretary in written and, if necessary, verbal form. Under normal circumstances, the CRB should review the case for compliance and develop its recommendations on the basis of such presentations.
15. The presentations of CRB Secretaries to the CRBs shall include the information necessary for the CRBs to conduct a compliance review of the selection process.
16. CRBs may request the relevant UNFPA field duty station manager or any other personnel of UNFPA to provide additional information on any relevant matter, in writing or, if necessary, in person.

### **CRB recommendations and explanations**

17. CRBs may issue written, compliance-related recommendations and supporting explanations to the UNFPA field duty station manager regarding the recruitment or staff selection cases submitted for review.
18. Any recommendations and explanations should not identify statements by individual members of the CRB, except if a member specifically requests to be identified with a statement.
19. To be considered an accurate reflection of the recommendations of the CRB, the recommendations/explanations shall be signed by the chairperson. The CRB Secretary will retain the CRB recommendations/explanations on file.