



## **Industrial Development Board**

### **Forty-seventh session**

Vienna, 1–3 July 2019

Item 15 of the provisional agenda

### **Personnel matters**

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### **Report by the Director General**

In line with staff regulations 13.3 and 13.4, the present document provides information on personnel-related matters in the Secretariat, common system developments and amendments made to the staff rules and regulations. The report complements the information provided in the *Annual Report of UNIDO 2018* (IDB.47/2, chapter 8 and appendices (i), (j) and (k)). For cost saving purposes, annexes to the present report are included in a conference room paper (IDB.47/CRP.6), which is issued at the same time as the present document.

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### **Annexes**

- I. Schedule I to the staff regulations – Salary scale for the professional and higher categories effective 1 January 2019
- II. Schedule II to the staff regulations – Staff Assessment effective 1 January 2019
- III. Appendix C to the staff rules – Scale of pensionable remuneration for the professional and higher categories effective 1 January 2019
- IV. Appendix C to the staff rules – Scale of pensionable remuneration for the professional and higher categories effective 1 February 2019

For reasons of economy, this document has not been printed. Delegates are kindly requested to bring their copies of documents to meetings.



## **I. Developments on personnel-related matters**

### **Recruitment**

1. Since 1 October 2018 (IDB.46/19), 42 positions have been advertised, (three internally and 39 externally), including 16 top priority posts in the General Service category, approved by the Director General in January 2019 for external recruitment under the 100 Series of staff rules. In line with the decision taken by the Director General on 30 August 2018, out of 10 professional posts approved for external recruitment under the 100 Series, three have already been staffed and three are in the final stage of recruitment.

2. Since 1 October 2018, the Director General approved 10 senior appointments and reassignments. During the same period, four new Partner Experts sponsored by institutes from three countries (China: 2, Spain: 1 and the United Arab Emirates: 1) joined UNIDO. Since then, three new Partner Expert Agreements have been signed with institutes in China, Spain and the United Arab Emirates. In addition, letters of agreement concerning the UNIDO Internship Programme have been concluded with one university and one sponsoring institute.

### **Implementation of the UNIDO Gender Parity Action Plan (2018–2023)**

3. Continued efforts to improve gender balance in the UNIDO workforce have resulted in gender parity at the P-2 level and an increased share of women at the P-3 to D-1 levels. The average increase in the share of women in the Professional category, including also the Staff Rules, 200 Series, represented more than two per cent. For the levels P-5 and D-1, the increase in the share of women represented almost four per cent.

4. With the aim to build on and accelerate progress in gender parity among staff, the implementation of the UNIDO Gender Parity Action Plan has included updating the Human Resource Management Framework to incorporate the following action points related to recruitment: ensuring candidates for positions with supervisory responsibilities will systematically receive a gender-related interview competency question; reviewing job profiles and vacancy announcement templates for biased and gendered language; facilitating UNIDO's participation in the United Nations System Staff College (UNSSC) training on Leadership, Women and the United Nations; and co-organizing a launch of the Enabling Environment Guidelines for the United Nations System at the Vienna International Centre.

### **Addressing sexual harassment within the Organizations of the United Nations system**

5. In 2018, UNIDO's Department of Human Resources Management (CMO/HRM) held a series of externally facilitated harassment workshops totalling three weeks for all personnel at headquarters, to raise awareness on what constitutes harassment and how to address it, both as a victim and a witness. The workshop included presentations by HRM and the Office of Evaluation and Internal Oversight (ODG/EIO) on the internal investigation process, and the avenues available to UNIDO personnel under the Organization's harassment policy. Further workshops were conducted in 2019 with webinars for UNIDO personnel in the field.

6. As of 2018, UNIDO followed the initiative of the United Nations Secretary General, referred to in his report [A/71/818](#) "Special measures for protection from sexual exploitation and abuse: a new approach", dated 28 February 2017, to establish a system in which leaders at every level of the United Nations system will certify annually in a management letter that instances involving credible allegations of sexual

exploitation and abuse from the areas of their responsibility have been accurately and fully reported. Accordingly, in line with the United Nations Secretary-General's Bulletin on "Special measures for protection from sexual exploitation and sexual abuse" (ST/SGB/2003/13), a letter signed by the Director General was sent to all Permanent Representatives to UNIDO to report on SEA allegations.

### **Other developments**

7. As per the Human Resources Management Framework, UNIDO implemented the 2018 Merit Awards Programme, which resulted in eight team, and 45 individual merit awards, including three Role Model Awards, as a recognition of exemplary behaviour, achievements, work results and contributions to UNIDO's mandate, objectives and management priorities in 2017 and 2018.

## **II. Common system developments affecting UNIDO staff regulations and rules**

### **Conditions of service applicable to the Professional and higher category**

#### **Salary scale for Professional and higher categories (schedule I to the staff regulations)**

8. The concept of the base salary scale was introduced by the General Assembly in resolution [44/198](#) of 21 December 1989. The scale is set by reference to the salary scale of the federal civil service of the United States of America in Washington, D.C. Periodic adjustments are made on the basis of a comparison of net base salaries of United Nations officials with the corresponding salaries of their counterparts in the United States federal civil service, excluding any locality pay. The adjustments are implemented by means of the standard method of consolidating post adjustment points into the base salary, i.e. increasing the base salary while commensurately reducing post adjustment.

9. In its resolution [73/273](#) of 22 December 2018, the General Assembly approved, effective 1 January 2019, the new salary scale for staff in the Professional and higher categories and the revised scale of common staff assessment rates for pensionable remuneration purposes for all categories of staff. The unified salary scale for staff in the Professional and higher categories reflects a 1.83 per cent increase (Annex I).

10. The revised salary scale was implemented on a "no-loss/no-gain" basis, including a corresponding reduction in the post adjustment multipliers for all duty stations. The cost of implementing the General Assembly's resolution is negligible and is covered by corresponding provisions in the UNIDO Programme and Budgets 2018–2019 (IDB.45/5).

#### **Common system-wide health insurance working group**

11. In resolution [68/244](#), the General Assembly requested the Secretary-General to undertake a survey of current health-care plans for active and retired staff within the United Nations system, and explore all options to increase efficiency and contain costs. A working group of agencies of the United Nations system analysed 23 health insurance plans across the system, covering 401,166 staff, both active and retired. The working group developed a set of complementary recommendations that can be implemented in the near future and aim to result in cost and operational benefits across the United Nations system. The Secretary-General's report based on the working group's findings ([A/73/662](#)) was endorsed by the High-level Committee on Management and reviewed by the Advisory Committee on Post Adjustment Questions, and has been forwarded to the General Assembly for consideration.

### **III. Matters related to staff rules**

#### **Scale of pensionable remuneration for the Professional and higher categories (Appendix C to the staff rules)**

12. In accordance with article 51 (b) of the Regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration should be adjusted on the same date as the net remuneration amounts (base salary plus post adjustment) of officials in the Professional and higher categories in New York are adjusted.

13. With effect from 1 January 2019 and 1 February 2019, the post adjustment multiplier for New York was revised from 66.9 to 63.9 and from 63.9 to 67.5, respectively. Accordingly, the International Civil Service Commission (ICSC) promulgated the revised scales of pensionable remuneration effective 1 January 2019 and 1 February 2019, which are shown in Annex III and IV to the present document. Sufficient financial coverage was included in the UNIDO Programme and Budgets 2018–2019 (IDB.45/5).

#### **Other human resources management policies, rules and administrative instructions**

14. The definition of local support personnel in the UNIDO Framework for the Recruitment and Administration of Personnel under Individual Service Agreement (ISA) has been updated to allow employment of any lawful resident of the country of the duty station.

15. UNIDO's Social Media Guidelines have been promulgated to regulate the creation of official UNIDO social media accounts and their use by UNIDO personnel.

16. Premiums and procedures related to medical claims under the UNIDO Group Health Insurance Plans have been updated, based on the Plans' performance in 2017.

17. Procedures related to the reporting and approval of changes in staff members' official nationality and permanent residence have been updated.

18. Procedures for the designation of officers-in-charge of UNIDO Field Offices have been updated.

### **IV. Representation of the UNIDO governing bodies on the UNIDO Staff Pension Committee**

19. By decision GC.1/Dec.37, the General Conference accepted the regulations of the United Nations Joint Staff Pension Fund and established the UNIDO Staff Pension Committee. In decision GC.17/Dec.19, the Conference elected two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2018–2019 and authorized the Board to proceed with the election for any of the Committee posts, should they become vacant before the General Conference holds its eighteenth session. The Board may wish to recommend to the Conference at its eighteenth session candidates for election to the Committee for the years 2020–2021.

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## V. Action required by the Board

20. The Board may wish to consider the adoption of the following draft decision:

“The Industrial Development Board:

(a) Takes note of the information contained in document IDB.47/24;

(b) Recommends to the General Conference at its eighteenth session the following candidates for the election of two members and two alternate members of the UNIDO Staff Pension Committee for the biennium 2020–2021:

Members: ..... (country)

..... (country)

Alternates: ..... (country)

..... (country);

(c) Also recommends to the General Conference at its eighteenth session to authorize the Industrial Development Board to proceed with the election for any of the above-mentioned posts that might become vacant before the General Conference holds its nineteenth session.”

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