ADMINISTRATIVE INSTRUCTION

Framework for Staff Performance Management

Amendment 2

1. The purpose of the present amendment is to update the Terms of Reference for the Inter-divisional Review Group (IDRG) contained in Annex VI of the current policy, extend its applicability for the 2014 and 2015 performance cycles and the 2015 merit promotion review and update its membership and its schedule of meetings and reporting.

2. The amended paragraphs are shown in the annex 1 to this amendment with the deleted text in square brackets and new text underlined.
ANNEX VI

Terms of Reference of the Inter-divisional Review Group (IDRG)

[Applies to performance cycles of 2012 and 2013]

Mandate

1. The IDRG shall perform an advisory role to the Director General. It shall monitor and review the implementation of the SPM with respect to consistency and compliance with the principles and purpose of the SPM.

2. The IDRG shall perform the following functions:

   (a) Review the cascading of compacts and the quality of compact agreements for the purpose of strengthening alignment of organizational and corporate priorities;

   (b) Review compliance with and implementation of the SPM in each Division/Office to ensure organization-wide consistency in the application of the SPM;

   (c) Analyze overall trends in the SPM results with regard to compact and competencies per Division/Office;

   (d) Review and decide on recommendations for merit promotions and merit awards following the relevant provisions of the Human Resource Management Framework as contained in UNIDO/AI/2015/01;

   (e) As a result of its review as per (a), (b) and (c) above, identify cross-cutting organizational issues and related cross-divisional solutions to address them. As a result of the review, and if capacity constraints emerge, the IDRG shall report their findings to the appropriate decision making bodies.

Operating principles

Schedule of meetings and reporting

3. The IDRG shall meet once a year at the end of the performance cycle. It shall report to the Director General no later than 31 December of each year.

4. The IDRG reports shall include a compliance review and an overall summary of the SPM implementation process and its perceived effectiveness in each Division/Office for the given year. It shall report on the results of the IDRG’s performance of its functions as described in paragraph 2 (a) to (e) above.

Composition

5. The IDRG shall comprise of the following members or their delegated representative:

   o Deputy to the Director General;
   o Managing Directors of each Division;
   o Director for the Office of the Director General;
   o Director for the Human Resource Management Branch and
   o President of the Staff Council.
6. If necessary, the Director or Heads of a Branch/Office will be invited to participate in the review meeting(s) in the event that specific questions related to their organizational unit(s), arise.

7. The Chair of the IDRG shall be rotated between the members. At the first meeting of the IDRG, the Chair shall be nominated and seconded by the members.

**Resources at the disposal of the IDRG**

8. The IDRG may request the head of Divisions/Offices for information necessary for the discharge of its functions. The Human Resource Management Branch may provide ex officio support for the preparation of consolidated reports.

**Concluding remarks**

9. Pending the outcome of the HRM Framework review by the joint Working Group, which has been established under the auspices of the UNIDO Joint Advisory Committee (JAC), the IDRG mandate and terms of reference have been extended till 31 December 2015 to cover the 2015 performance cycle and the 2015 merit promotion review. [The IDRG shall be established for a period of two years, i.e. for the performance cycles 2012 and 2013, on a trial basis. The continuation of the IDRG will be determined based on whether it has contributed to strengthening performance management in the organization, which is to be assessed by a self evaluation following UNIDO standards.]