

## **Appendix P**

### **Appointment and Promotion Board Composition and Rules of Procedure**

(a) The advice given by the Appointment and Promotion Board to the Director-General may include:

- (i) An assessment of the overall suitability of the candidates and of the process followed, including whether the selection was made on a competitive basis, without distinction as to race, sex, religion or disability, and with due regard to gender balance and geographical distribution;
- (ii) Whether the list of candidates includes any qualified candidate already in service with the Organization;
- (iii) Whether the list of candidates includes any qualified candidate from another organization in the United Nations family of organizations; and
- (iv) The order of ranking of the candidates.

(b) The Appointment and Promotion Board shall be composed of the following members:

- (i) The Managing Directors;
- (ii) The Chief of Cabinet; and
- (iii) The President of the Staff Council.

(c) The Department of Human Resources Management (HRM) shall act as Secretariat of the Appointment and Promotion Board.

(d) The Appointment and Promotion Board shall select its chairperson and vice-chairperson from among the Managing Directors on a rotational basis, generally for the whole calendar year. The vice-chairperson shall act as chair in the absence of the chairperson.

(e) Each member of the Appointment and Promotion Board may delegate the review of a particular appointment or promotion case, or group of cases, to his/her designated alternate when and as needed and on condition that the alternate:

- (i) Shall have no prior involvement in the appointment or promotion case(s) in question;
- (ii) Shall have the same or a higher grade than the appointment or promotion case(s) in question;
- (iii) Shall have been in service with UNIDO on a fixed-term appointment under 100-series of staff rules for at least three years;
- (iv) Shall have been designated and notified to the staff, normally at the beginning of the year and for the whole calendar year.

- (f) Members and alternates shall serve on the Appointment and Promotion Board in their personal capacity. They shall discharge their functions with only the interest of the Organization in mind.
- (g) The meetings of the Appointment and Promotion Board shall normally be conducted by electronic means. Members and alternates shall review the case documentation and provide their input, if any, within five working days after circulation. If no response is received within five working days, the member in question shall be deemed to have concurred with the recommended appointment or promotion.
- (h) In-person meetings of the Appointment and Promotion Board shall be held upon the request of at least two members or alternates.
- (i) A majority of members (or their respective alternates), including the chairperson or vice-chairperson, shall constitute a quorum for a meeting.
- (j) The Appointment and Promotion Board shall make its recommendations by consensus. If consensus is not possible, all views shall be reflected in the Board's submission to the Director-General.