

**Routing Slip**  
EOSG.Senior Appointments

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**PRIORITY TYPE**      Routine ☒      Priority ☐      Urgent ☐

**CORRLOG NO** 12-03604

**SUBJECT**

Membership of the Central Review Panel in ECLAC/Port of Spain, 1 January 2012 through 31 December 2013

**SUMMARY**

- Ms. Pollard in her memorandum of 9 April 2012:
  - Informs that
    - ECLAC is submitting for the SG's approval, a proposed list of members nominated by the Administration of ECLAC for membership in the Central Review Panel (CRP) in Port of Spain.
    - None of the proposed staff members has any disciplinary or other cases with the Administrative Law Section.
  - Requests for
    - The SG's approval of the list as proposed.
- ECLAC has confirmed that in accordance with ST/SGB/2011/7, every effort has been made to ensure a balanced representation with regard to geography, gender and office.
- Based on the above, we are submitting this request for your consideration and approval. Should you approve, we will inform OHRM through the regular Senior Appointments electronic approval process.**

24/5/12

**FROM John R. Kamea TO Adnan Issa**

**Office consulted** OHRM

**Comments**

**Recommended action**

For onward forwarding please

**Signature**

John R. Kamea, 24 May 2012

*JKK*

**FROM Adnan Issa TO Chef de Cabinet**

**Recommended action**

For your review and approval please

**Comments**

**Signature**

Adnan T. Issa, 24 May 2012

*[Signature]*

**Chef de Cabinet**

Approved ☒

Not approved ☐

To be discussed ☐

**Signature**

**Comments**

*[Signature]*  
24/05/12



PLEASE RETURN TO EOSG.Senior Appointments | Ms. Coumba Santana | NL-2053C | Extension 7-2976

421071006



**Fw: Request for SG's endorsement of CRP- ECLAC Port of Spain**

**Marianne Haugaard** to: Coumba Santana

02/07/2012 06:21 PM

----- Forwarded by Marianne Haugaard/NY/UNO on 02/07/2012 06:21 PM -----

From: Katia T. Tabourian/NY/UNO  
To: John Kamea/NY/UNO@UNHQ, Marianne Haugaard/NY/UNO@UNHQ  
Cc: CRBodies Secretariat NY/NY/UNO@UNHQ  
Date: 02/05/2012 01:21 PM  
Subject: **Fw: Request** for SG's endorsement of CRP- ECLAC Port of Spain

Dear John and Marianne

You currently have a request for approval of CRP ECLAC-Port of Spain.

John, the reason you could not find anything in your records on past approvals, is because the EOSG was never requested to do so. It was all done in ECLAC. See below emails. If you have other questions, please let me know. Many thanks for your help.

Best regards

Katia Tabourian  
Chief, CRB Secretariat  
Secretary, Central Review Board  
Strategic Planning & Staffing Division  
Department of Management  
Tel: +1 212 963 2334

----- Forwarded by Katia T. Tabourian/NY/UNO on 02/05/2012 01:18 PM -----

From: Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC  
To: Katia T. Tabourian/NY/UNO@UNHQ@UN-MAILHUB  
Cc: Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC, CRBodies Secretariat NY/NY/UNO@UNHQ, Noel REYNADO/SGO/ECLAC/UNO@ECLAC  
Date: 02/05/2012 01:15 PM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Port of Spain

Dear Katia,

You are right, this was the composition for Apr.09-Apr.11 and it was cleared by ECLAC at the time, according to prevailing procedures then. It was not processed on your end, so the CRP in ECLAC Port of Spain never operated in INSPIRA. It did not function at all during 2011.

According to our records, ECLAC only started requesting EOSG clearance around Jan.2011, after the launch of the INSPIRA CRB module.

I hope this clarifies.

Best regards,  
Juliana

Katia T. Tabourian

Dear Juliana - who cleared this? ECLAC or EO...

02-05-2012 12:10:25 PM

From: Katia T. Tabourian/NY/UNO@UNHQ  
To: Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB  
Cc: Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC, CRBodies Secretariat NY/NY/UNO@UNHQ, Noel REYNADO/SGO/ECLAC/UNO@ECLAC  
Date: 02-05-12 12:10 PM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Port of Spain

Dear Juliana - who cleared this? ECLAC or EOSG ? I do not have a record of processing it here. Its 2009-2011

[attachment "2009-2011 Membership CRP ECLAC Port of Spain (CIRCULAR) 20.05.2009 .pdf" deleted by Juliana MARTINEZ/SGO/ECLAC/UNO]

[attachment "2009-2011 Membership CRP ECLAC Port of Spain email dtd 26.03.2010.pdf" deleted by Juliana MARTINEZ/SGO/ECLAC/UNO]

Best regards

Best regards

Katia Tabourian  
Chief, CRB Secretariat  
Secretary, Central Review Board  
Strategic Planning & Staffing Division  
Department of Management  
Tel: +1 212 963 2334

Juliana MARTINEZ	Dear Katia, In the past (before 2008) it was app...	02/05/2012 10:28:25 AM
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From: Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC  
To: Katia T. Tabourian/NY/UNO@UNHQ@UN-MAILHUB  
Cc: Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC, CRBodies Secretariat NY/NY/UNO@UNHQ, Noel REYNADO/SGO/ECLAC/UNO@ECLAC  
Date: 02/05/2012 10:28 AM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Port of Spain

Dear Katia,  
In the past (before 2008) it was approved by ECLAC. Probably the last one you have was for 2009-2010.  
There was no CRP functioning at POS in 2011.  
Kind regards,  
Juliana

Katia T. Tabourian	please see below urgently. EOSG is asking. B...	01-05-2012 02:20:16 PM
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From: Katia T. Tabourian/NY/UNO@UNHQ  
To: Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB  
Cc: Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC, CRBodies Secretariat NY/NY/UNO@UNHQ, Noel REYNADO/SGO/ECLAC/UNO@ECLAC  
Date: 01-05-12 02:20 PM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Port of Spain

please see below urgently. EOSG is asking.

Best regards

Katia Tabourian  
Chief, CRB Secretariat  
Secretary, Central Review Board  
Strategic Planning & Staffing Division  
Department of Management  
Tel: +1 212 963 2334

Katia T. Tabourian

Can you please let me know if, in the past, appr...

30/04/2012 10:06:23 AM

From: Katia T. Tabourian/NY/UNO  
To: Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB  
Cc: Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC, CRBodies Secretariat NY/NY/UNO@UNHQ  
Date: 30/04/2012 10:06 AM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Port of Spain

Can you please let me know if, in the past, approval for Port of Spain was done in NY or by ECLAC? I have the CRP for POS from 2009-2011. Is that the last one?

Best regards

Katia Tabourian  
Chief, CRB Secretariat  
Secretary, Central Review Board  
Strategic Planning & Staffing Division  
Department of Management  
Tel: +1 212 963 2334

Juliana MARTINEZ

Dear Katia Correct. In addition to that, we will s...

26/04/2012 10:13:43 AM

From: Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC  
To: Katia T. Tabourian/NY/UNO@UNHQ@UN-MAILHUB  
Cc: CRBodies Secretariat NY/NY/UNO@UNHQ@UN-MAILHUB, Noel REYNADO/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB, Aicha Abdoulhazis/NY/UNO@UNHQ, Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC  
Date: 26/04/2012 10:13 AM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Mexico

Dear Katia  
Correct. In addition to that, we will submit 3 new members for the CRC Santiago to complete the rest of the 2011-2012 term.  
Thank you,  
Juliana

Katia T. Tabourian

Juliana The Port of Spain is still with the EOSG.

26-04-2012 09:22:06 AM

From: Katia T. Tabourian/NY/UNO@UNHQ  
To: Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB  
Cc: CRBodies Secretariat NY/NY/UNO@UNHQ@UN-MAILHUB, Noel REYNADO/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB, Aicha Abdoulhazis/NY/UNO@UNHQ, Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC



Date: 26-04-12 09:22 AM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Mexico

Juliana

The Port of Spain is still with the EOSG.  
So to confirm, we owe you the CRP for Port of Spain and Santiago. Correct?

Best regards

Katia Tabourian  
Chief, CRB Secretariat  
Secretary, Central Review Board  
Strategic Planning & Staffing Division  
Department of Management  
Tel: +1 212 963 2334

Juliana MARTINEZ Dear Katia, We had already received this long ago 25/04/2012 09:31:15 AM

From: Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC  
To: CRBodies Secretariat NY/NY/UNO@UNHQ@UN-MAILHUB  
Cc: Noel REYNADO/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB, Aicha Abdoulhazis/NY/UNO@UNHQ, Katia T. Tabourian/NY/UNO@UNHQ, Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC  
Date: 25/04/2012 09:31 AM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Mexico

Dear Katia,  
We had already received this long ago.  
Now we are only waiting for the other EOSG approval of CRP- ECLAC Port-of-Spain.  
Thank you,  
Juliana

CRBodies Secretariat NY Dear Noel, Please see below approval fr... 26-03-2012 11:52:17 AM

From: CRBodies Secretariat NY/NY/UNO@UNHQ  
To: Noel REYNADO/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB  
Cc: Aicha Abdoulhazis/NY/UNO@UNHQ, Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC, Katia T. Tabourian/NY/UNO@UNHQ, Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC  
Date: 26-03-12 11:52 AM  
Subject: Re: Request for SG's endorsement of CRP- ECLAC Mexico

Dear Noel,

Please see below approval from EOSG.

[attachment "Approval membership CRP ECLAC mexico 1 Jan 2012 through 31 Dec 2013.pdf" deleted by Juliana MARTINEZ/SGO/ECLAC/UNO]

Best regards,

Katia Tabourian  
Chief, CRB Secretariat

Secretary, Central Review Board  
Strategic Planning & Staffing Division  
Department of Management  
Tel: +1 212 963 2334

Noel REYNADO

Dear Katia, Sorry, we overlooked that detail. Th...

29/02/2012 09:46:15 PM

Katia T. Tabourian

----- Original Message -----

**From:** Katia T. Tabourian

**Sent:** 02/28/2012 05:51 PM EDT

**To:** Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC@UN-MAILHUB

**Cc:** Aicha Abdoulhanzis/NY/UNO@UNHQ; CRBodies Secretariat NY/NY/UNO@UNHQ;  
Juliana MARTINEZ; Noel REYNADO

**Subject:** Re: Request for SG's endorsement of CRP- ECLAC Mexico

Dear Ruth

Can you please specify the exact term you are seeking (give the month). Thanks

Best regards

Katia Tabourian  
Chief, CRB Secretariat  
Secretary, Central Review Board  
Strategic Planning & Staffing Division  
Department of Management  
Tel: +1 212 963 2334

Ruth BOTTINELLI

Dear Sirs/Mesdames, Please find attached Inter...

28/02/2012 04:26:33 PM

**From:** Ruth BOTTINELLI/SGO/ECLAC/UNO@ECLAC

**To:** Katia T. Tabourian/NY/UNO@UNHQ, Aicha Abdoulhanzis/NY/UNO@UNHQ, CRBodies  
Secretariat NY/NY/UNO@UNHQ

**Cc:** Juliana MARTINEZ/SGO/ECLAC/UNO@ECLAC, Noel REYNADO/SGO/ECLAC/UNO@ECLAC

**Date:** 28/02/2012 04:26 PM

**Subject:** Request for SG's endorsement of CRP- ECLAC Mexico

Dear Sirs/Mesdames,

Please find attached Internal Memorandum of Mr. Noel Reynado requesting Ms. Pollard to obtain the SG's endorsement of membership of the Central Review Panel at ECLAC Mexico, for the period 2012 through 2013.

[attachment "Request for SG's endorsement of ECLAC MX CRP.pdf" deleted by Noel REYNADO/SGO/ECLAC/UNO]

[attachment "Inspira roles registration CRP members Mexico.pdf" deleted by Noel REYNADO/SGO/ECLAC/UNO]

Best regards,



**Ruth Bottinelli**  
**Asistente de Reclutamiento / Recruitment Assistant**  
**Sección de Recursos Humanos / Human Resources Section**  
**CEPAL / ECLAC Santiago, Chile**  
**(56-2) 210 2037 / 471 2037**  
**[ruth.bottinelli@cepal.org](mailto:ruth.bottinelli@cepal.org)**



**Central Review Panel, ECLAC: Port of Spain**

EOSG-Senior Appointments to: Catherine Pollard

Sent by: John Kamea

25/05/2012 04:02 PM

Susana Malcorra, Adnan Issa, John Kamea, Marianne Haugaard, Coumba Santana, Katia T. Tabourian

From: EOSG-Senior Appointments/NY/UNO

To: Catherine Pollard/NY/UNO@UNHQ

CC: Susana Malcorra/NY/UNO@UNHQ, Adnan Issa/NY/UNO@UNHQ, John Kamea/NY/UNO@UNHQ, Marianne Haugaard/NY/UNO@UNHQ, Coumba Santana/NY/UNO@UNHQ, Katia T. Tabourian/NY/UNO@UNHQ

Dear Ms. Pollard,

1. Reference is made to your memorandum of 9 April 2012, proposing members nominated by the Administration of ECLAC for membership in the Central Review Panel, Port of Spain, for the period 1 January 2012 through 31 December 2013.
2. On behalf of the EOSG, this is to convey that the Secretary-General has approved the recommendation, as proposed.
3. Accordingly, based on this confirmation, you are kindly requested to take the necessary action.

Thank you,  
John

John R. Kamea | Executive Office of the Secretary-General | United Nations, New York | NL-2053-A | + 1 917 367 3083 | kamea@un.org

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12-03604





**ECLAC/POS CRP**

John Kamea to: Katia T. Tabourian  
Marianne Haugaard

27/04/2012 02:49 PM

Dear Katia,

Just checking to see if the recent request from Ms. Pollard for the above is the first submission from ECLAC for Port of Spain CRP (I cannot locate anything in our archives for a previous submission).  
Thanks, John

**\_John R. Kamea** | Executive Office of the Secretary-General | United Nations Headquarters, New York | NL-2053-A |  
+ 1 917 367 3083 | kamea@un.org

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DATE: 9 April 2012

TO: Ms. Asha Rose Migiro  
A: Deputy Secretary-General

THROUGH: Warren Sach, Officer-in-Charge  
S/C DE: Department of Management

FROM: Catherine Pollard, Assistant Secretary-General  
DE: for Human Resources Management

ACTION JK

COPY DSG  
CLC

SUBJECT: Membership of the Central Review Panel in ECLAC / POS  
OBJET: for the period 1 January 2012 through 31 December 2013

1. Pursuant to the provisions of Staff Rule 4.15 and ST/SGB/2011/7 of 29 September 2011 on the Central Review bodies, the Economic Commission for Latin America and the Caribbean (ECLAC) is submitting for the Secretary-General's approval, a proposed list of members nominated by the Administration of ECLAC for membership in their Central Review Panel in Port of Spain.
2. Under the current staff selection system, members of the Central Review bodies are selected by the Secretary-General and by the staff representative bodies. As provided by General Assembly resolution 55/258 and the Secretary-General's bulletin ST/SGB/2003/1, members representing the staff are directly selected by the staff representative body and are not subject to approval by the Secretary-General.
- ✓ 3. Attached is the list of the CRP membership in ECLAC/POS. None of the staff members on the list has any disciplinary or other cases with the Administrative Law Section.
- ✓ 4. I would be grateful for the Secretary-General's approval of the list as proposed by ECLAC.

Cc: Ms. Marta Helena Lopez  
Mr. Victor Kisob

HRM/07/006

## INTERNAL MEMORANDUM

DATE: 5 April 2012

To: Ms. Catherine Pollard  
Assistant Secretary-General  
for Human Resources Management

From: Noel Reynado, Chief  
Human Resources Section

Subject: Membership of the Central Review Panel in ECLAC/POS  
for the period 2012 through 2013

1. On behalf of the Executive Secretary, I would appreciate your assistance in obtaining the Secretary-General's endorsement of the membership of the Central Review Panel (CRP) at ECLAC Port of Spain for the period 2012 through 2013, as follows:

### CRP Membership:

Name	Gender	Functional Title	Grade	Nationality
Rossano Thompson	M	Computer Information Systems Assistant	G6	Port of Spain
Willard Phillips	M	Economic Affairs Officer	P3	Port of Spain
Elizabeth Thorne	F	Research Assistant	G6	United Kingdom
Lize Denner	F	Information Management Officer	P2	South Africa
Peter Nicholls	M	Chief of Unit	P3	Australia
Candice Gonzales	F	Research Assistant	G6	Port of Spain
Sita Inglefield	F	Personal Assistant	G6	Port of Spain
Dale Alexander	M	Computer Information Systems Assistant	G7	Port of Spain
Dillon Alleyne	M	Economic Affairs Officer	P4	Guyana
Johann Brathwaite	M	Programme Officer	P2	Guyana
Nia Cherrett	F	Environmental Affairs Officer	P2	Honduras
Kai Moenkedieck	M	Programme Office	P3	Germany
Tricia Diaz	F	Library Assistant	G7	Port of Spain
Wendy Jorjes	F	Library Assistant	G6	Port of Spain
Kohel Yoshida	M	Economic Affairs Officer	P2	Japan
Sheila Stuart	F	Social Affairs Officer	P3	Barbados



2. Please note that none of the staff members on the list has any disciplinary or other cases with the Administrative Law Section. We also wish to confirm that every effort has been made to ensure a balanced representation with regard to geography, gender and offices.
3. The Secretary of the Panel is Ms. Joanne D'Abadie.



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## **Secretary-General's bulletin**

### **Central review bodies**

The Secretary-General, for the purposes of implementing staff rule 4.15 on central review bodies, promulgates the following:

#### **Section 1**

##### **Definition**

The following definition applies for the purpose of the present bulletin:

Central review bodies: unless otherwise specified, the central review bodies shall encompass the Central Review Boards, the Field Central Review Boards, the Central Review Committees, the Field Central Review Committees, the Central Review Panels and the Field Central Review Panels.

#### **Section 2**

##### **Establishment**

2.1 Central Review Boards are established in New York, Geneva, Vienna and Nairobi to review and provide advice on the recommendations for selection of staff to the P-5 and D-1 levels in the Secretariat. A Central Review Board for the regional commissions composed of staff members from the five regional commissions (Economic Commission for Europe, Economic Commission for Africa, Economic Commission for Latin America and the Caribbean, Economic and Social Commission for Asia and the Pacific, and Economic and Social Commission for Western Asia) is established to review and provide advice on the recommendations for selection of staff at the P-5 and D-1 levels for those commissions.

2.2 Field Central Review Boards are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters at the P-5 and D-1 levels for job openings published by peacekeeping operations and special political missions supported by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Boards will also review and provide advice on the recommendations for selection of staff to position-specific job openings at the P-5 and D-1 levels in peacekeeping operations and special political missions, as and when required.

2.3 Central Review Committees are established in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago to review and provide advice



on the recommendations for selection of staff in the Professional category up to the P-4 level in the Secretariat.

2.4 Field Central Review Committees are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters in the Professional category for positions up to and including the P-4 level, as well as positions in the Field Service category at the FS-6 and FS-7 levels, in peacekeeping operations and special political missions supported by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Committees will also review and provide advice on the recommendations for selection of staff to position-specific job openings up to and including at the P-4 level, as well as positions at the FS-6 and FS-7 levels in peacekeeping operations and special political missions, as and when required.

2.5 Central Review Panels are established in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago to review and provide advice on the recommendations for selection of staff in the General Service and related categories to the G-5, TC-4 and S-3 levels and above, in the Secretariat.

2.6 Field Central Review Panels are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters in the Field Service category, up to and including the FS-5 level in peacekeeping operations and special political missions administered by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Panels will also provide advice on the recommendations for selection of staff to position-specific job openings up to and including the FS-5 level in peacekeeping operations and special political missions, as and when required.

2.7 Heads of departments/offices who have been delegated authority to appoint, select and promote staff up to the D-1 level for service limited to the entity concerned may establish a special joint body to advise them in the exercise of their authority. The composition and functions of such a body shall, to the greatest possible extent, be governed by the provisions contained in sections 3 to 6 of the present bulletin. Alternatively, heads of departments/offices who have been delegated authority to appoint, select and promote staff up to the D-1 level for service limited to the entity concerned may opt for the full application of the system for upcoming job openings, in which case the appointment of the individual selected as a result would not, or would no longer be limited to service with the entity concerned. Should the head of department/office exercise this option, the case would be considered by the relevant central review body established pursuant to sections 2.1 to 2.6, but would be referred back to the head of department/office if that body found that the evaluation criteria had not been properly applied and/or that the applicable procedures had not been followed, in accordance with section 4.9 below. If, in these instances, the head of department/office does not agree with the advice or recommendation of the central review body, the appointment of the individual selected will be limited to the entity concerned.

2.8 The provisions of this bulletin are not applicable to the separately administered programmes, funds and subsidiary organs of the United Nations. The executive heads of these entities, to whom the Secretary-General has delegated appointment and promotion functions, may establish advisory bodies to advise them in the case of staff members recruited specifically for service with those programmes, funds or subsidiary



organs. The composition and functions of such advisory bodies should be generally similar to those of the central review bodies established by the Secretary-General.

### **Section 3**

#### **Composition of the central review bodies**

##### *Central Review Boards*

3.1 The Central Review Boards established under section 2.1 shall be composed of serving staff members holding appointments under the staff rules, other than temporary appointments, who have been recruited after a competitive process and whose rank is not below that of the level of the post for which appointment, selection or promotion is contemplated, as follows:

(a) Eight members selected by the Secretary-General for each Central Review Board, whether in New York, Geneva, Vienna, Nairobi or the one for the regional commissions;

(b) Eight members selected by the staff representative body for each Central Review Board, whether in New York, Geneva, Vienna, Nairobi or the one for the regional commissions;

(c) One of the members selected jointly by all the members of each Board shall serve as chairperson of the Board; two members, one from among the members nominated by the staff representative body and another one from among the members nominated by the Secretary-General selected jointly by all the members, shall serve as alternate chairpersons of the Board.

3.2 The Field Central Review Boards established under section 2.2 shall be composed of staff members holding appointments other than temporary appointments and whose rank is not below that of the level of the post for which appointment, selection or promotion is contemplated, as follows:

(a) Eight members selected by the Secretary-General for each Field Central Review Board;

(b) Eight members selected by the Field Staff Union for each Field Central Review Board;

(c) One of the members selected jointly by all the members of each Board shall serve as chairperson of the Board; two members, one from among the members nominated by the Field Staff Union and another one from among the members nominated by the Secretary-General selected jointly by all the members, shall serve as alternate chairpersons of each Board;

(d) Should the need arise, additional members may be selected by the Secretary-General and the Field Staff Union.

##### *Composition of Central Review Committees and Panels*

3.3 The provisions of section 3.1 of the present bulletin governing the composition of Central Review Boards shall also apply to the composition of Central Review Committees and Central Review Panels established pursuant to sections 2.3 and 2.5 of the present bulletin.

3.4 The provisions of section 3.2 of the present bulletin governing the composition of Field Central Review Boards shall also apply to the composition of Field Central Review Committees and Field Central Review Panels established pursuant to sections 2.4 and 2.6.

*General provisions*

3.5 In choosing whom to select to serve on the Boards, Committees and Panels every effort shall be made to ensure a balanced representation with respect to geography, gender and departments/offices and the peacekeeping operations and special political missions.

3.6 The Assistant Secretary-General for Human Resources Management or the head of the office concerned, as appropriate, shall request the staff representative body at the duty station concerned to nominate in writing members for the bodies pursuant to sections 3.1 (b) and 3.3 of the present bulletin. The Under-Secretary-General for Field Support shall request the Field Staff Union to nominate in writing members pursuant to sections 3.2 (b) and 3.4 of the present bulletin.

3.7 Should no final nomination be made in accordance with sections 3.5 and 3.6 above within two months of the written request, or should the members selected by the staff collectively not participate, the central review body concerned may nevertheless be constituted and discharge its functions when four members are available.

3.8 All nominations for the central review bodies shall be cleared by the Administrative Law Section in the Office of Human Resources Management to ensure that the nominees are not subject to disciplinary proceedings or have not been the subject of a disciplinary measure prior to the final approval by the Secretary-General. Nominees who are confirmed to have been the subject of a disciplinary measure shall not be included in the list to be submitted for the final approval by the Secretary-General.

3.9 Members of the central review bodies shall be appointed for a term of two years and may serve for a maximum of four consecutive years. If a member joins the review body at any time within the two-year period, he/she will be considered to have served for the entire duration of the term.

3.10 Representatives of the Office of Human Resources Management who are not part of the review body secretariat shall serve as ex officio non-voting members of the Central Review Boards and Central Review Committees in New York. A representative of the local human resources office designated by the head of the regional commission holding the chairmanship of the Regional Commission Central Review Board shall serve as an ex officio non-voting member of the board. A representative of the local human resources office designated by the head of the office shall serve as an ex officio non-voting member of the central review bodies established at other duty stations. Representatives of the Field Personnel Division, Department of Field Support, designated by the Under-Secretary-General for Field Support outside the review body secretariat, shall serve as ex officio non-voting members of the Field Central Review Boards and Committees.

3.11 A focal point for women shall be designated to participate in the meetings of the central review bodies established in New York and at other duty stations in an advisory capacity. A focal point for women shall be designated in the Department of

Field Support to attend the meetings of the field central review bodies in an advisory capacity.

#### **Section 4**

##### **Functions of the central review bodies**

4.1 The rules of procedure for the central review bodies shall be provided by the Office of Human Resources Management together with an instructional manual for the members of the central review bodies.

4.2 The meetings of the central review bodies shall be conducted through virtual means, permitting the participation of staff members located at sub-offices, peacekeeping operations and special political missions. In cases where deliberations may require interaction beyond the facilities provided by the electronic tool, subsequent deliberations shall be initiated as warranted through telephone or videoconferences.

##### *Advising on recommendations*

4.3 The central review bodies shall advise the Secretary-General on all proposed appointments of one year or longer pursuant to the provisions of administrative instruction ST/AI/2010/3.<sup>1</sup>

4.4 In instances where the job opening has been established on the basis of an individually classified job description, the job opening and its associated evaluation criteria shall be submitted to the appropriate central review body for approval.

4.5 The central review bodies shall review the recommendation for filling a specific position or for placing candidates on the roster following a generic job opening, made by the department/office concerned, to ensure that the integrity of the process was upheld, that the applications and profiles of applicants were reviewed on the basis of the pre-approved evaluation criteria and that the applicable procedures were followed.

4.6 In so doing, the central review bodies shall consider whether:

(a) The recommendation of candidates is reasoned and objectively justifiable based on evidence that the pre-approved evaluation criteria set out in the job opening were properly applied;

(b) The record indicates that there was no mistake of fact or mistake of procedure, prejudice or improper motive that could have prevented a full and fair consideration of the candidates' requisite qualifications;

(c) The record contains a fully justified analysis of each of the competencies listed in the job opening, which must be evaluated during the competency-based interview and/or other assessment methodologies for all short-listed candidates.

4.7 When the central review body has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall so inform the head of department/office concerned or the Director of the Field Personnel Division in the case of the field central review bodies, through the review bodies'

<sup>1</sup> As may be amended or replaced by a new administrative issuance on the same subject.

secretariat, and recommend that the head of department/office approve the proposed candidate(s) for selection or placement on a roster.

4.8 When the central review body has questions or doubts regarding the proper application of the evaluation criteria and/or the applicable procedures, it shall request the necessary information from the head of department/office, the hiring manager or the ex officio member representing the Office of Human Resources Management, the local human resources office or the ex officio member representing the Department of Field Support, as appropriate. Once the questions are answered to the satisfaction of the central review body, that body shall proceed as provided in section 4.6 of the present bulletin.

4.9 If, after obtaining additional information, the central review body finds that the evaluation criteria were improperly applied and/or that the applicable procedures were not followed, it shall transmit its findings and recommendation to the official having authority to make the decision on behalf of the Secretary-General, as follows:

(a) The Under-Secretary-General for Management for posts at the P-5 and D-1 levels;

(b) The Assistant Secretary-General for Human Resources Management for all other posts.

4.10 Central review bodies shall review proposals for the termination of permanent appointments for unsatisfactory service under staff regulation 9.3 (a) (ii) and staff rule 13.1 (b) (i), and advise the Secretary-General as to whether the conditions for such termination are met.

## **Section 5**

### **Final provisions**

5.1 The present bulletin shall enter into force on the date of its issuance.

5.2 The Secretary-General's bulletins ST/SGB/2002/6 and Amend.1, entitled "Central review bodies", and ST/SGB/2009/5, entitled "Field Central Review bodies", are hereby abolished.

5.3 The provisions of the present bulletin shall prevail over any inconsistent provisions contained in other administrative issuances currently in force.

(Signed) **BAN Ki-moon**  
Secretary-General