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INTEROFFICE MEMORANDUM — MEMORANDUM INTERIEUR

OHRLLS — DSG

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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

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

DATE: 02 September, 2010

REFERENCE: 189-09/2010/UN-OHRLLS/GM

FROM: Mr. Cheick Sidi Diarra, Under-Secretary-General and High Representative
DE:

SUBJECT: **Assessment of Senior Manager's Compact for 2009**
OBJET:

Thank you very much for your memo of 8 June 2010 regarding the outcome of the meeting of the Management Performance Board that reviewed the performance of Senior Managers against the targets included in the 2009 Senior Managers' Compacts, Human Resources Action Plans and the Programme Performance Report for the biennium 2008-2009. I would like to commend the Management Performance Board for including the 2008-2009 Programme Performance Report into the review because it clearly links my assessment with the performance of the programme.

I thank you for the recognition that you have given to the accomplishments that I made in 2009, and would like to assure you that I will continue to strive for excellence in my managerial performance so as to exceed the current achievements.

I also fully acknowledge the managerial areas requiring improvement by my office. I highly value your advice and would like to inform you that corrective measures have already been taken that are already showing results. I hereby attach a detailed plan on the actions that my Office has already undertaken and is going to undertake to address the areas that need to be improved.

My best regards.

OHRLLS Plan of Action

1. The efficient management of non-post financial resources

The non-post resources will be fully utilized for this biennium in view of the activities related to the 4th United Nations Conference for the Least Developed countries and its follow-up. I will closely monitor management of the resources on a quarterly basis.

2. Compliance of mandatory training by staff

I am going to make sure that all staff members have undertaken mandatory training. Compliance on mandatory training will be considered as one of the items in the e-pas of the staff members. Accordingly the supervisors and senior managers will review the compliance during midpoint and end of cycle reviews of e-pas.

3. The timely submission of documents to Conference Management

I have already implemented a plan which involves the officers responsible including the timeliness of submitting the Reports of the Secretary General in their e-pas. As a result this year the Office has been able to achieve 100% timely submission of the documents to Conference management.

4. The setting of targets for implementation of oversight body recommendations.

OHRLLS has updated the matrices from OIOS' Internal Audit Division and Inspection and Evaluation Division reflecting the target dates of the recommendations. The updated Status of Performance for OHRLLS as of 2 September 2010 using the indicators used in the OIOS Programme Performance Documentation Status for 17 August 2010 report, is 80.3%.

Human Resources Action Plan

1. Female staff representation in the professional and above categories

I have made plans to improve the female proportion of the staff members. As of today the table below shows the proportion of female staff members that were recruited:

OHRLLS: Gender Balance as of 1 September 2010

	Regular Staff			Temporary Staff		
Grade	Number of Male	Number of Female	Female-Male Ratio	Number of Male	Number of Female	Female-Male Ratio
USG	1	0				
D-2	0	1				
D-1	1	0				
All Management	**2**	**1**	**0.33**			
P-5	2	1	0.33			
P-4	1	2	0.67	1	1	0.50
P-3	1	1	0.50	1	1	0.50
P-2			N/A		1	N/A
All Professional	**4**	**4**	**0.50**	**2**	**3**	**0.60**

As a result, the proportion of female staff is already at parity. I will strive to continue to ensure that gender parity is maintained.

Selection times

During the reporting period I managed to substantially reduce staff selection time and as a result all vacancies have been filled within a short time.

Performance management

All staff completed e-PAS for 2008-09 cycle. I will also make sure that each staff member has completed their e-PAS plan for 2010-2011 by 1 November 2010.