



Secretary-General's bulletin

Global Central Review Board

The Secretary-General, for the purposes of implementing staff rule 4.15 and the new staff selection and managed mobility system, promulgates the following:

Section 1

Scope

The new staff selection and managed mobility system shall be implemented in a phased manner by job network, as defined in paragraph 6 of Secretary-General's bulletin [ST/SGB/2016/2](#) on the introduction of the new staff selection and managed mobility system. The present bulletin shall apply to the filling of vacant positions in the Professional category up to and including the P-5 level and in the Field Service category in the job networks that have transitioned to the new system. The staff selection system governed by administrative instruction [ST/AI/2010/3](#) will continue to apply to those job networks that have not yet transitioned to the new system.

Section 2

Establishment

A Global Central Review Board is established to review and endorse suitable candidates under consideration to fill vacant positions in the Professional category up to and including the P-5 level and in the Field Service category in the Secretariat.

Section 3

Composition

3.1 The Global Central Review Board shall be composed of staff members in the Professional and higher categories and in the Field Service category who hold an appointment, other than a temporary appointment, under the Staff Regulations and Rules and who have been recruited following a competitive process which included a review by a review body, as follows:

(a) Staff members nominated by management from New York, Geneva, Vienna, Nairobi, the regional commissions and other field duty stations. The decision to appoint staff members nominated by management shall be taken by the Secretary-General;



(b) An equal number of staff members selected by the Staff Union of the Economic Commission for Africa, the Staff Association of the Economic Commission for Latin America and the Caribbean, the Staff Council of the Economic and Social Commission for Asia and the Pacific, the Staff Council of the Economic and Social Commission for Western Asia, the Field Staff Union, the United Nations Office in Geneva Staff Coordinating Council, the United Nations Staff Union (New York), the Staff Union of the United Nations Office at Nairobi and the Staff Council of the United Nations Office at Vienna. The decision to appoint staff members nominated by staff representative bodies shall be taken by the Secretary-General.

3.2 The Assistant Secretary-General for Human Resources Management shall request the staff representative bodies mentioned in section 3.1 (b) above to nominate in writing members for the Global Central Review Board. Should no nomination be made by the staff representative bodies within one calendar month of the written request from the Assistant Secretary-General, or should the members nominated by the staff representative bodies not participate, the Global Central Review Board may nevertheless be constituted and discharge its functions in accordance with the provisions of the present bulletin.

3.3 All nominations for the Global Central Review Board shall be cleared by the Administrative Law Section in the Office of Human Resources Management in order to ensure that the nominees are not subject to disciplinary proceedings and have not been the subject of a disciplinary measure. Any nominated staff member who is confirmed to be subject to disciplinary proceedings or to have been the subject of a disciplinary measure shall not be appointed by the Secretary-General to serve as a member of the Board.

3.4 In nominating the members of the Global Central Review Board, every effort shall be made to ensure a balanced representation with respect to geography, gender, the official working languages of the Organization and a proportionate representation of the departments and offices of the Secretariat.

3.5 The members of the Global Central Review Board shall elect a member among themselves to serve as Chair of the Board and two members, one from among the members nominated by the staff representative bodies and another from among the members nominated by management, to serve as alternate Chairs of the Board.

3.6 Since multiple meetings of the Global Central Review Board may be held simultaneously, members present at a meeting shall designate a Chair from among themselves for that specific meeting.

3.7 The meetings of the Global Central Review Board shall be conducted through virtual means, permitting the participation of staff members located at all duty stations.

3.8 The members of the Global Central Review Board shall designate one of its members to serve as a focal point for women. The focal point for women shall be a voting member.

3.9 Members of the Global Central Review Board shall be appointed for a period of two years and shall serve for a maximum of four consecutive years. The Secretary-General may, at his or her discretion, replace a member of the Board at any time.

3.10 Staff members appointed to serve on the Global Central Review Board shall be required to attend and participate in the meetings of the Board as part of their official duties and responsibilities. Heads of departments and offices shall therefore release such staff members when required to attend and participate in the meetings of the Board.

Section 4 Functions

Review and approval of evaluation criteria

4.1 In instances in which a 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 Global Central Review Board for approval.

Review and endorsement of lists of suitable candidates

4.2 The Global Central Review Board shall review the lists of suitable candidates prepared by the Office of Human Resources Management for the filling of vacant positions in the Professional category and the Field Service category or for placement on a roster.

4.3 The Global Central Review Board shall ensure that the integrity of the process of identifying suitable candidates to fill vacant positions through job openings was upheld, that the candidates were evaluated on the basis of the pre-approved evaluation criteria specified in the job opening and that the applicable procedures were followed. In so doing, the Global Central Review Board shall consider whether:

(a) The list of suitable 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 prejudice, improper motive or mistake of fact or of procedure 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 have been evaluated for all candidates during the competency-based interview or other assessment methodologies.

4.4 When the Global Central Review Board has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall endorse the suitable candidates and submit a list of the endorsed candidates to the respective job network boards.

4.5 When the Global Central Review Board has questions regarding the proper application of the evaluation criteria or the applicable procedures, it shall request the necessary information from the Office of Human Resources Management.

4.6 In the event that the Global Central Review Board finds that the evaluation criteria were improperly applied or that the applicable procedures were not followed, the Board shall transmit its findings and recommendations to the Assistant Secretary-General for Human Resources Management for decision.

Review for termination of permanent appointments

4.7 The Global Central Review Board shall review proposals for the termination of permanent appointments of staff members in the Professional category and in the Field Service category for unsatisfactory service under staff regulation 9.3 (a) (ii) and staff rule 9.6 (c) (ii) and advise the Secretary-General as to whether the conditions for such termination are met.

4.8 The Office of Human Resources Management shall provide the rules of procedure of the Global Central Review Board to the Board members.

Section 5

Final provisions

The present bulletin shall enter into force on 1 January 2016. The staff selection system governed by [ST/AI/2010/3](#) will no longer apply to those job networks that have transitioned to the new staff selection and managed mobility system.

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