



United Nations Industrial Development Organization

Distr.: General
11 October 2006

Original: English

Industrial Development Board

Thirty-second session

Vienna, 29 November-1 December 2006

Item 5 of the provisional agenda

Personnel matters

Personnel matters

Report by the Director-General

Provides information on personnel-related matters in the Secretariat, amendments to the staff rules and to appendices thereto.

Contents

	<i>Paragraphs</i>	<i>Page</i>
I. Developments on personnel-related matters	1-6	2
II. Matters related to the staff rules.	7-11	2
III. Representation of the UNIDO governing body on the UNIDO Staff Pension Committee	12-13	3
IV. Action required of the Board	14	4

Annexes

I. Appendix A—Salary scales for staff in the General Service category showing annual gross, gross pensionable and net salary after application of staff assessment.		5
II. Appendix C—Scale of pensionable remuneration for the Professional and higher categories		6
III. Staff rule 103.12, Appointment and Promotion Board		7
IV. Staff rule 108.04, Maternity leave/Paternity leave		11

For reasons of economy, this document has been printed in a limited number. Delegates are kindly requested to bring their copies of documents to meetings.

* Reissued for technical reasons.

V.06-57648 (E)



I. Developments on personnel-related matters

1. Since February 2006, the Secretariat has focused on recruiting qualified staff to strengthen its field offices as well as priority areas at Headquarters. To this end, it implemented the field mobility policy promulgated in Director-General's Bulletin UNIDO/DGB/(M).97 of 21 April 2006 (IDB.31/CRP.6, chapter IV refers) and conducted the recruitment for technical positions to support technical cooperation delivery.

2. The field mobility policy supports, from a human resource management perspective, the Organization's goal to respond in an effective and timely manner to clients' needs and emerging challenges at the field level. It is the first comprehensive human resource management policy document issued specifically for field service; it defines the applicable conditions for staff selection and assignment, provides for a managed succession planning and predictability in tenure. The policy foresees a comprehensive induction programme, which has been implemented for the first group of staff assigned to field duty stations and identifies modalities for interaction with Headquarters. These elements were identified, through an extensive consultation process and based upon past experience, as crucial in enabling and facilitating service in field duty stations with diverse working and living conditions. Staff selections are implemented on a competitive basis; in addition, the policy has provided the framework within which staff members may actively pursue their career and professional aspirations through exposure to new assignments and varied conditions.

3. Between 28 February and 30 September 2006, the Director-General made appointments and placements for 24 positions. These included appointments for the following 15 posts in the field: The positions of UNIDO Representatives and Heads of the Regional Offices in Egypt, India, Nigeria, Thailand and South Africa; the UNIDO Representatives in Ghana, Kenya, Morocco and the United Republic of Tanzania; the positions of Senior Industrial Development Officers in Ethiopia and South Africa and the positions of Industrial Development Officers in China, Egypt, Lebanon and Thailand. Nine appointments in Headquarters strengthened the areas of multilateral environmental agreements, private sector development, research and statistics, information and communication technology.

4. Since June 2006, a total of 31 positions in the Professional and higher categories in the Secretariat have been advertised including 16 positions in the Programme Development and Technical Cooperation Division, 10 positions in the Programme Coordination and Field Operations Division, 2 positions in the Programme Support and General Management Division, 2 in the Bureau for Organizational Strategy and Learning and 1 in the Bureau for Organizational Governance.

5. At the time of writing, recruitment for these posts is ongoing and the results will be reflected in a separate document.

6. The Secretariat also implemented an improved method of assessment of candidates in order to secure the services of the best-qualified candidates for posts in the Secretariat. To this end, improved methods for assessing candidates' competencies against post requirements have been developed and implemented. In addition to the structured panel interviews, these include telephone interviews, written assignments under supervised conditions and the preparation and delivery of technical presentations to peers. The distinguishing feature of the new assessment techniques is the opportunity to observe behaviour under conditions designed to simulate real life situations and demands. In other words, they are an addition to the assessment made by more traditional methods; therefore they provide a more solid

basis for evaluating a candidate's capacity and potential to perform the functions required and as a result a more solid basis for selection. This approach enabled the Secretariat to assess the candidates' technical and functional knowledge, expertise and experience as well as other competencies such as analytical and problem solving abilities; written and oral communication skills; team membership/leadership; planning, organizing and interpersonal skills.

II. Matters related to the staff rules

Salary scales for staff in the General Service category

7. Appendix A to the staff rules. In accordance with the Flemming principle, General Service staff shall have pay and other conditions of employment that are among the best on offer at the duty station. The principle was first stated in 1949 by a body of experts on pay established by the United Nations General Assembly. It is the cornerstone of the methodology followed by the International Civil Service Commission (ICSC) for the conduct of local salary surveys. Based on the Flemming principle, staff regulation 6.5 (a) provides that "the Director-General shall fix the salary scales for staff in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality, taking into account the recommendations of the International Civil Service Commission". According to the approved ICSC methodology, which takes account of changes in the consumer price and wages indices over a period of 12 months, and in consultation with other Vienna-based organizations, the Director-General implemented effective 1 April 2006 an interim adjustment of the salary scale for General Service staff of 1.79 per cent. The revised salary scale is contained in annex I to the present document.

Scale of pensionable remuneration for the Professional and higher categories

8. Appendix C to the staff rules. In accordance with Article 54 (b) of the regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration for the Professional and higher categories should be adjusted on the same date as the net remuneration of officials in the Professional and higher categories serving in New York. With effect from 1 September 2006, the post adjustment multiplier for New York was revised from 63.7 to 67.2. In accordance with this provision, ICSC promulgated revised scales of pensionable remuneration effective 1 September 2006. These are contained in Annex II of the present document.

Financial implications

9. The financial implications of the revised pensionable remuneration for the Professional and higher categories amount to €31,000 for the four remaining months of 2006 and €94,000 for 2007. The financial implications of the interim adjustment of General Service salaries amount to €193,600 for the period April to December 2006 and €258,100 for 2007. The additional costs have been foreseen in the respective budgets and hence are being absorbed within the budgetary levels approved by Member States.

10. Staff rule 103.12, Appointment and Promotion Board. The staff rule was revised to update it as well as include the introduction of the Field Service Selection Panel. The latter was established as one of four Panels of the Appointment and Promotion Board to advise the Director-General on appointments to field duty stations in

implementation of the field mobility policy referred to in paragraph one above. The amendments introduced in staff rule 103.12 are contained in annex III to the present document. The changes are underlined and deletions are shown in square brackets.

11. Staff rule 108.04, maternity leave and paternity leave. The staff rule was revised to introduce paternity leave for eligible staff members, in line with the recommendation of the ICSC and approved by the General Assembly at its seventy-sixth plenary meeting. The amendments introduced in staff rule 108.04 are contained in annex IV. The changes are underlined and deletions are shown in square brackets.

III. Representation of the UNIDO governing body on the UNIDO Staff Pension Committee

12. The UNIDO Staff Pension Committee established by the General Conference (GC.1/Dec.37) held three meetings in 2005 and three meetings during the period January to August 2006.

13. The General Conference at its eleventh session elected the following two members and two alternate members of the Staff Pension Committee for the biennium 2006-2007 (GC.11/Dec.19):

Members: Mr. Khaled El Mekwad (Egypt)
Mr. David Best (Switzerland)

Alternate members: Mr. Iván Fernando Garcés Burbano (Ecuador)
Mr. I. Himato Zhimomi (India)

IV. Actions required by the Board

14. The Board may wish to consider the adoption of the following draft decision:

“The Industrial Development Board:

“(a) Takes note of the information contained in document IDB.32/10;

“(b) Notes the amendments to staff rules 103.12, 108.04 and to appendices A and C to the staff rules.”

Annex I

Appendix A

Salary scales for staff in the General Service category showing annual gross, gross pensionable and net salary after application of staff assessment
(Euros)

Effective 1 April 2006

S T E P S

	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
G-1 Gross	25 549	26 392	27 235	28 078	28 921	29 764	30 606	31 449	32 292	33 149	34 026	34 903
Gross pens.	25 095	25 899	26 702	27 504	28 306	29 110	29 912	30 714	31 516	32 319	33 121	33 924
Net	20 329	20 978	21 627	22 276	22 925	23 574	24 223	24 872	25 521	26 170	26 819	27 468
G-2 Gross	29 694	30 669	31 644	32 619	33 627	34 642	35 657	36 672	37 686	38 701	39 716	40 731
Gross pens.	29 036	29 966	30 893	31 823	32 752	33 680	34 609	35 575	36 554	37 530	38 508	39 484
Net	23 520	24 271	25 022	25 773	26 524	27 275	28 026	28 777	29 528	30 279	31 030	31 781
G-3 Gross	34 555	35 732	36 909	38 086	39 264	40 441	41 618	42 795	43 972	45 149	46 236	47 503
Gross pens.	33 595	34 669	35 795	36 924	38 053	39 186	40 317	41 449	42 579	43 711	44 842	45 973
Net	27 211	28 082	28 953	29 824	30 695	31 566	32 437	33 308	34 179	35 050	35 921	36 792
G-4 Gross	40 330	41 692	43 054	44 416	45 778	47 141	48 503	49 913	51 374	52 835	54 296	55 757
Gross pens.	39 080	40 388	41 699	43 006	44 316	45 624	46 934	48 242	49 551	50 860	52 169	53 477
Net	31 484	32 492	33 500	34 508	35 516	36 524	37 532	38 540	39 548	40 556	41 564	42 572
G-5 Gross	47 009	48 584	50 228	51 916	53 604	55 293	56 981	58 670	60 358	62 046	63 735	65 423
Gross pens.	45 498	47 012	48 525	50 038	51 552	53 065	54 578	56 091	57 605	59 120	60 632	62 146
Net	36 427	37 592	38 757	39 922	41 087	42 252	43 417	44 582	45 747	46 912	48 077	49 242
G-6 Gross	55 139	57 093	59 046	61 000	62 954	64 907	66 861	68 814	70 768	72 722	74 675	76 629
Gross pens.	52 926	54 676	56 428	58 179	59 931	61 683	63 432	65 184	66 936	68 687	70 472	72 294
Net	42 146	43 494	44 842	46 190	47 538	48 886	50 234	51 582	52 930	54 278	55 626	56 974
G-7 Gross	64 728	66 991	69 255	71 519	73 783	76 046	78 310	80 574	82 838	85 101	87 365	89 629
Gross pens.	61 520	63 546	65 574	67 602	69 628	71 737	73 846	75 955	78 066	80 174	82 284	84 394
Net	48 762	50 324	51 886	53 448	55 010	56 572	58 134	59 696	61 258	62 820	64 382	65 944

* Long-service step.

Annex II

Appendix C (100 series)

Scales of pensionable remuneration for the Professional and higher categories

(For purposes of pension benefits and pension contributions)

(United States dollars)

LEVEL	S T E P S														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
D-2	201 224	205 799	210 371	214 939	219 512	224 083									
D-1	182 899	186 650	190 400	194 143	197 894	201 831	205 850	209 868	213 880						
P-5	152 193	155 383	158 571	161 764	164 953	168 142	171 330	174 524	177 711	180 901	184 092	187 289	190 708		
P-4	124 231	127 306	130 373	133 443	136 520	139 587	142 658	145 733	148 802	151 870	154 939	158 021	161 087	164 158	167 232
P-3	102 103	104 712	107 317	109 919	112 529	115 134	117 739	120 349	123 077	125 928	128 776	131 623	134 474	137 322	140 172
P-2	83 765	86 101	88 428	90 760	93 091	95 421	97 752	100 079	102 414	104 745	107 073	109 406			
P-1	65 227	67 473	69 711	71 950	74 191	76 429	78 673	80 910	83 151	85 390					

Effective 1 April 2006

Annex III

Rule 103.12

Appointment and Promotion Board

[The following definitions will apply to the terminology used in this Staff Rule:

Appointment: Contractual agreement to enter and remain in service with the organization following the selection procedure;

Placement: Redeployment of a staff member assigned to an abolished post, to a similar position at the same grade, or lateral transfer of staff members, at the same grade, to non-analogous positions;

Lateral transfers of staff at the same grade, between analogous positions within the same division, falls within the authority of Managing Directors;

Analogous posts: Posts identical in grade, description and requirements;

Promotion: Change in grade level within or between categories of posts following selection to a vacant post or reclassification of a post, according to the procedures set up in this Staff Rule;

Review of staff: Five-year review of permanent appointments.]

- (a) (i) [The] An Appointment and Promotion Board shall be established by the Director-General to give advice on the appointment[, placement,] and promotion [and review] of staff in the [Director,] Professional and General Service categories, and at the D-2 and D-1 levels, except for [posts] staff in the [immediate] Office of the Director-General, [Advisors in the Office of the Director-General, UNIDO Representatives] heads of the Bureaux reporting to the Director-General, and entry grades G-1/G-2 in the General Service category;

(ii) The Appointment and Promotion Board shall also review permanent appointments and, subject to the provisions of staff regulation 4.1, be competent to give advice on the assignment of staff to field duty stations;

[(ii)] (iii) Subject to the criteria of article 11, paragraph 5, of the Constitution and to the provisions of staff regulations 3.2 and 4.2, the appointment and promotion bodies shall, in filling vacancies through recruitment, [assignment or placement,] normally give preference, where qualifications are equal, to staff members already in the service of the Organization and staff members in other organizations participating in the United Nations common system. Gender balance and geographic representation should also be duly considered.

(b) The Appointment and Promotion Board shall consist of [three selection] four panels, which shall be composed and function [Their composition shall be] as follows:

- (i) The [Director (and Principal Officers)] D-2 and D-1 Selection Panel

[This] The [Selection] Panel shall consist of [one Chairperson appointed for each session by the Director-General and composed of the Managing Directors,] the Managing Directors, the Chief of Cabinet and any person that the Director-General may appoint. The Chairperson shall be

appointed for each session by the Director-General from among the members of the Panel. The [secretary] Secretary of the [panel] Panel [will] shall be the Director, Human Resource Management Branch. The quorum of the Panel shall consist of three members, including the Chairperson.

(ii) The Professional Selection Panel

This [panel] Panel shall consist of:

- one Chairperson and one alternate Chairperson appointed by the Director-General [for two years];
- one member and one alternate member from each division, appointed by the Director-General [for two years] from a list proposed by each Managing Director comprising at least two designated staff members for each seat of member and alternate member, i.e., at least four nominees;
- two members and two alternate members, appointed by the Director-General [for two years] from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and alternate member, i.e., at least eight nominees;
- the Director, Human Resource Management Branch, or an authorized representative shall serve as a non-voting member of the Panel;
- the Secretary of the Panel shall be provided by the Human Resource Management Branch.

[The quorum shall consist of three members or alternate members.

The Secretary of the Panel shall be provided by the Human Resource Management Branch.]

(iii) The General Service Selection Panel

This [panel] Panel shall consist of:

- one Chairperson and one alternate Chairperson appointed by the Director-General [for two years];
- one member and one alternate member from each division, appointed by the Director-General [for two years] from a list proposed by each Managing Director comprising at least two designated staff members for each seat of member and each seat of alternate member, i.e., at least four nominees;
- two members and two alternate members, appointed by the Director-General [for two years] from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and each seat of alternate member, i.e., at least eight nominees;
- the Director, Human Resource Management Branch, or an authorized representative shall serve as a non-voting member of the Panel;
- the Secretary of the Panel shall be provided by the Human Resource Management Branch.

[The quorum shall consist of three members or alternate members.

The Secretary of the Panel shall be provided by the Human Resource Management Branch.]

(iv) The Field Service Selection Panel

This Panel shall consist of:

- one Chairperson and one alternate Chairperson appointed by the Director-General;
- the Managing Director, Programme Coordination and Field Operations Division (PCF);
- the Managing Director, Programme Development and Technical Cooperation Division (PTC);
- the Director, Regional and Field Coordination Branch, PCF;
- one member and one alternate member appointed by the Director-General from a list proposed by the Staff Council comprising at least two designated staff members for each seat of member and alternate member, i.e., at least four nominees;
- the Director, Human Resource Management Branch, or an authorized representative shall serve as a non-voting member of the Panel;
- the Secretary of the Panel shall be provided by the Human Resource Management Branch.

[In order to facilitate the constitution of the selection panels of the Appointment and Promotion Board, the parties involved in the submission of proposals for their membership are expected to do so within a reasonable time span.]

(v) Except for the D-2 and D-1 Selection Panel, the quorum for each Panel shall consist of three voting members or alternate members. The recommendations of each Panel shall wherever possible be reached without a vote. However, in cases where voting is necessary, the recommendations shall be adopted by a simple majority of the members of the panel concerned. In case of a tie, the Chairperson shall provide the casting vote.

(vi) The term of office of the panels shall be two years. The members [Members] and alternate members [of the Professional and General Service selection panels] can only be reappointed for one term of two years. They shall in any event remain in office until the new members and [alternates] alternate members are appointed.

(vii) For any particular review [in the Professional Selection Panel or the General Service Selection Panel] made by any of the four panels, where an appointment or promotion is contemplated, the panel concerned [, with a quorum of three, will] shall be composed of voting members and alternate members at a grade not below the grade to which [an] the appointment or promotion is contemplated. Members and alternate members on the[se] panels shall normally have at least three years of service in the Organization. Once appointed, members and alternate members shall serve in their personal capacity on the [Selection Panels] panels and shall discharge their function with only the interest of the Organization in view.

[It is desirable that recommendations to the Director-General be reached by consensus. However, in cases where voting is necessary, the chairperson will have the casting vote.]

Annex IV

Rule 108.04

Maternity leave/Paternity leave

- (a) A staff member shall be entitled to maternity leave in accordance with the following provisions:
- (i) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly recognized medical practitioner indicating the anticipated date of birth. However, at the staff member's request and upon production of a certificate from a duly recognized medical practitioner indicating that she is fit to continue to work, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth;
 - (ii) The leave shall extend for a total period of sixteen weeks from the time it is granted. The post-delivery leave shall therefore extend for a period equivalent to sixteen weeks less the period between the commencement of the maternity leave and the actual date of birth, subject to a minimum of ten weeks. However, the staff member, on her request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;
 - (iii) The staff member shall receive maternity leave with full pay for the entire duration of her absence in accordance with (i) and (ii) above. However, if due to a miscalculation on the part of the medical practitioner or midwife as to the date of birth the pre-delivery leave is more than six weeks, the staff member shall receive full pay to the actual date of birth and will be allowed the minimum of ten weeks of post-delivery leave as provided in (ii) above.
- (b) Sick leave shall not be granted for the duration of maternity leave except where serious complications arise.
- (c) Annual leave shall accrue during the period of maternity leave, provided that the staff member returns to service for at least six months after the completion of maternity leave.
- (d) A staff member shall be entitled to time off for two 30-minute periods daily in order to nurse her child for such periods as may be authorized.
- (e) [Where both husband and wife are staff members of UNIDO, an unused portion of maternity leave to which the mother would otherwise have been entitled under paragraph (a) above may be used as paternity leave by the father of the child, up to a maximum period of four weeks.] Male staff members shall be entitled to paternity leave within the limits and under terms and conditions established by the Director-General. A duration of up to four weeks paid leave for paternity purposes shall be granted to staff at Headquarters and family duty stations and up to eight weeks for staff at non-family duty stations.
-