



Industrial Development Board

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Item 17 of the provisional agenda

Personnel matters

Personnel matters

Report by the Director General

The present document provides information on personnel-related matters in the Secretariat, common system developments and amendments made to the staff rules and the schedules to the staff regulations, in line with staff regulations 13.3 and 13.4. The report complements the information provided in the *Annual Report of UNIDO 2019* (IDB.48/2, chapter 8 and appendices (f), (i) and (j)). For cost saving purposes, annexes to the present report are included in a conference room paper (IDB.48/CRP.10), which is issued at the same time as the present document.

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For reasons of economy, this document has not been printed. Delegates are kindly requested to bring their copies of documents to meetings.



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I. Developments on personnel-related matters

Recruitment

1. Since April 2019, 39 positions have been advertised (21 externally and 18 internally) for recruitment under the 100 Series of staff rules. Of 21 external positions (12 in the General Service category and nine in the Professional category), seven positions have already been staffed and four are in the final stage of recruitment. Of 18 internal positions (one at the D-1 level, 10 in the Professional and seven in the General Service category), 10 positions have already been staffed and two are in the final stage of recruitment.
2. Since April 2019, five new Partner Experts (three female and two male) sponsored by institutes from three countries (three from China, one from Japan and one from the United Kingdom of Great Britain and Northern Ireland) joined UNIDO. Since then, four new Partner Expert Agreements have been signed with institutes in China, Japan and the United Kingdom of Great Britain and Northern Ireland. In addition, letters of agreement concerning the UNIDO Internship Programme have been concluded with three universities.
3. Since May 2019, three new Junior Professional Officers (JPOs) joined UNIDO while two separated. Currently there are seven (six female and one male) JPOs on board sponsored by five countries (China, Germany, Italy, Japan and Kuwait). In the coming months, six more JPOs (four female and two male) sponsored by China, Finland and Italy are expected to report for duty.

Implementation of the UNIDO Gender Parity Action Plan (2018–2023)

4. UNIDO continues its efforts to improve gender balance and to accelerate progress in gender parity among its staff, including through the recruitment process, training and development.

Addressing sexual harassment and protection against sexual exploitation and abuse within the organizations of the United Nations system

5. UNIDO continues to be an active member in the United Nations System Chief Executives Board for Coordination (CEB) Task Force on Sexual Harassment with the mandate to coordinate activities and share best practices. UNIDO participates in the ClearCheck Screening Database, a critical system-wide tool to avoid the hiring and re-hiring of individuals whose working relationship with a United Nations organization ended because of sexual harassment.
6. Since 2018, UNIDO has followed the initiative of the Secretary-General to certify annually in a management letter that the Organization reported all credible allegations of sexual exploitation and abuse in the Organization. Accordingly, the Director General sent a letter to all Permanent Representatives to UNIDO on 23 March 2020 informing them of his commitment to zero tolerance and to reporting credible allegations of sexual exploitation and abuse, should such cases arise.

Other developments

7. As per the Human Resources Management Framework, UNIDO carried out a Merit Promotions exercise in 2019, which resulted in 23 staff members (14 female and nine male) being promoted, (14 in the General Service category, one National Officer and eight in the Professional category), in recognition of their outstanding contributions and excellent results in 2018 and 2019.
8. In July 2020, prior to the 67th session of the United Nations Joint Staff Pension Board, the Staff Pension Committees of UNIDO, the International Telecommunication Union (ITU) and the World Intellectual Property Organization (WIPO) wrote to the Pension Board and the United Nations Joint Staff Pension Fund concerning the reallocation of seats on the Pension board, requesting the maintenance

of the status quo established before the 66th session of the Pension Board. The UNIDO Staff Pension Committee noted with concern that a unilateral amendment of the Rules of Procedure had resulted, without consultation with UNIDO, in the removal of half a seat from UNIDO and the ITU. At the 67th session, the Pension Board requested the Governance Working Group to reconsider the matter of the allocation of the Pension Board seats with voting rights when reviewing the report of the external expert entity on the governance of the Pension Board. The Secretariat intends to pursue the matter further with the Pension Fund in the near future.

II. Common system developments affecting UNIDO staff regulations and rules

Conditions of service applicable to the Professional and higher category

Salary scale for Professional and higher categories (schedule I to the staff regulations)

9. The concept of the base salary scale was introduced by the General Assembly in resolution [44/198](#) of 21 December 1989. The scale is set by reference to the salary scale of the federal civil service of the United States of America in Washington, D.C. Periodic adjustments are made on the basis of a comparison of net base salaries of United Nations officials with the corresponding salaries of their counterparts in the United States federal civil service, excluding any locality pay. The adjustments are implemented by means of the standard method of consolidating post adjustment points into the base salary, i.e. increasing the base salary while commensurately reducing post adjustment.

10. In its resolution [74/255B](#) of 27 December 2019, the General Assembly approved, effective 1 January 2020, the new salary scale for staff in the Professional and higher categories and the revised scale of common staff assessment rates for pensionable remuneration purposes for all categories of staff. The unified salary scale for staff in the Professional and higher categories reflects a 1.21 per cent increase (Annex IV).

11. The revised salary scale was implemented on a “no-loss/no-gain” basis, including a corresponding reduction in the post adjustment multipliers for all duty stations. The cost of implementing the General Assembly’s resolution is negligible and is covered by corresponding provisions in the UNIDO Programme and Budgets 2020–2021 ([IDB.47/5](#)).

Managing after-service health insurance in the common system

12. In resolution [68/244](#), the General Assembly requested the Secretary-General to undertake a survey of current health-care plans for active and retired staff within the United Nations system, and explore all options to increase efficiency in the management of health insurance, i.e. an acquired right of international civil servants. A working group of agencies of the United Nations system analysed 23 health insurance plans and developed a set of recommendations for cost containment, most of which have been implemented by UNIDO. The Secretary-General’s report based on the working group’s findings ([A/73/662](#)) was to a large extent endorsed by the General Assembly, which in resolution [73/279](#) requested the Secretary-General to continue exploring funding options for the after-service health insurance liability. The Secretariat briefed Member States in July 2020 regarding recent developments in the General Assembly.

III. Matters related to the staff rules

Scale of pensionable remuneration for the Professional and higher categories (Appendix C to the staff rules)

13. In accordance with article 51 (b) of the Regulations of the United Nations Joint Staff Pension Fund, the scale of pensionable remuneration should be adjusted on the same date as the net remuneration amounts (base salary plus post adjustment) of officials in the Professional and higher categories in New York are adjusted.

14. With effect from 1 February 2020, the post adjustment multiplier for New York was revised from 65.5 to 70.3. Accordingly, the International Civil Service Commission (ICSC) promulgated the revised scales of pensionable remuneration effective 1 February 2020, which is shown in Annex VIII to the present document. Sufficient financial coverage was included in the UNIDO Programme and Budgets 2020–2021 (IDB.47/5).

Other human resources management policies, rules and administrative instructions

15. UNIDO's revised Competency Framework was promulgated through Director General's bulletin DGB/2019/10 on 21 May 2019. The updated framework incorporates the United Nations System Leadership Framework, published in 2017, into the UNIDO Managerial and Leadership Competencies to reinforce distinct managerial and leadership behaviours.

16. A revised organizational policy on the prohibition, prevention and resolution of harassment, including sexual harassment, discrimination and abuse of authority was issued on 4 June 2019 through Director General's bulletin DGB/2019/12. This revision includes a short guide for managers on the prevention of, and response to, sexual harassment in the workplace.

17. On 18 September 2019, a revised Policy on Gender Equality and the Empowerment of Women was promulgated through Director General's bulletin DGB/2019/16. This policy contains an explicit commitment to promote an inclusive and an enabling environment by demonstrating zero tolerance for sex and gender-based discrimination, bias and harassment, as well as to implement good practices such as flexible working arrangements and family-friendly policies.

18. Procedures related to the declaration of confidentiality and conflicts of interest for UNIDO personnel involved in recruitment have been updated and are found in Administrative Instruction AI/2020/04, promulgated on 24 August 2020. Staff Rule 103.12 on the Appointment and Promotion Board (Annex I) has been amended to reflect due regard to gender balance and geographical distribution as well as the issuance of a new Appendix P to the staff rules on Composition and Rules of Procedure of the Appointment and Promotion Board (Annex II). The composition of the Appointment and Promotion Board was amended (Annex VII), effective 23 May 2020.

19. In accordance with General Assembly resolution 74/255B of 27 December 2019, the annual amounts of the hardship allowance (Table 1) and the mobility incentive (Table 3) of Appendix N to the staff rules (Annex V) have been amended effective 1 January 2020.

20. Premiums and procedures related to medical claims under the UNIDO Group Health Insurance Plans have been updated, based on the performance of the Plans in 2019.

IV. Representation of the UNIDO governing bodies on the UNIDO Staff Pension Committee

21. By decision GC.1/Dec.37, the General Conference accepted the Regulations of the United Nations Joint Staff Pension Fund and established the UNIDO Staff Pension Committee. In decision GC.18/Dec.16, the Conference elected the two members and one alternate member of the UNIDO Staff Pension Committee for the biennium 2020–2021, while one post of alternate member remained vacant. Furthermore, the Conference authorized the Industrial Development Board to proceed with the election for any of the posts on the UNIDO Staff Pension Committee that might become vacant before the General Conference holds its nineteenth session. Following the departure of one member of the Committee and with a view to filling the vacant alternate member post, the Board is requested to take action regarding the election of two candidates to the UNIDO Staff Pension Committee for the remainder of the biennium 2020–2021.

V. Action required by the Board

22. 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.48/26;

(b) Decides, in accordance with paragraph (c) of General Conference decision GC.18/Dec.16, to elect the following member and alternate member of UNIDO Staff the Pension Committee for the remainder of the biennium 2020-2021:

Member: (country)

Alternate: (country)”
