

OHR Policy Guideline

Mandatory learning programmes

OHR/PG/2025/1 – 02 January 2025

I. Introduction

1. This OHR Policy Guideline informs staff members and affiliate personnel of the United Nations Secretariat about the current mandatory learning programmes.
2. This guideline does not replace the applicable Staff Regulations and Rules and relevant administrative issuances, which prevail in case of conflict with the provisions in this Guideline. It will remain under continuous review and be revised as necessary.

II. General provisions and purpose

3. In accordance with Article 101 of the Charter of the United Nations, the paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence, and integrity. The purpose of mandatory learning programmes is to build a common foundation of knowledge and promote a shared organizational culture among personnel.
4. The Office of Human Resources will periodically review and update the mandatory learning programmes.

III. Applicability of mandatory learning programmes

5. Mandatory learning programmes are applicable to the following categories of personnel in the United Nations Secretariat (together known as, "Personnel"):
 - a. staff members;
 - b. affiliate personnel: consultants, individual contractors, United Nations Volunteers, interns, fellows, Type I Gratis Personnel, Type II Gratis Personnel, United Nations individual uniformed personnel (individual police officers, military staff officers, military observers) and Government-Provided Personnel employed by the United Nations in Department of Peace Operations (DPO)-led or Department of Political and Peacebuilding Affairs (DPPA)-led missions¹.
6. For personnel under When Actually Employed (WAE) contracts, their supervisor determines whether the WAE contract holder needs to take all or

¹ Not including military members of national contingents or members of formed police units when deployed with their contingent.

any part of the applicable mandatory learning programmes. In doing so, the supervisor takes into account the feasibility of the WAE contract holder completing the course(s), the expected benefits of completing the course(s), and the nature, location, and duration of the tasks to be performed under the WAE contract.

IV. Implementation

7. The Office of Human Resources publishes the mandatory learning programmes on the [Human Resources Portal](#). Personnel, regardless of the length of engagement with the Organization, are to complete the mandatory learning programmes within six months of the issuance of present guideline or within six months of joining the Organization or assuming a role for which additional learning is mandatory.

V. Compliance

8. Personnel are responsible for ensuring their compliance with mandatory learning requirements. Compliance with mandatory learning is part of the Senior Managers' compact. Supervisors and heads of entity are responsible for ensuring compliance with mandatory learning requirements and allocating sufficient time during working hours for personnel to complete them as part of their official duties.
9. The completion of mandatory learning courses should be prioritized as they are viewed as exigencies of service that may be factored in during work plan discussion and the approval of annual leave. Completion of mandatory learning may be assessed in performance evaluations and taken into consideration by supervisors when authorizing participation in other learning activities.

VI. Recognition of completion of United Nations common system learning programmes

10. The Office of Human Resources determines the list of equivalent mandatory learning programmes of other United Nations common system organizations. This list can be accessed [here](#). If personnel have certified completion of an equivalent learning programme while in the service of another United Nations common system organization before their engagement with the United Nations Secretariat, the certifications remain valid for the purposes of this guideline. Personnel must provide proof of completion to validate and transfer their records of learning. Instructions on how to submit a proof of completion can be found on the [Human Resources Portal](#).

VII. Period of validity of completion of mandatory learning programmes

11. The completion of a mandatory learning programme by personnel remains valid for an indefinite period, unless:
 - a. it has been replaced by a new programme or otherwise removed from the mandatory learning portfolio, or
 - b. it has been deemed necessary to be re-taken periodically.

VIII. List of mandatory learning programmes

12. The current list of mandatory learning programmes can be found on the [Human Resources Portal](#).