

## **RULES OF PROCEDURE**

### **Central Review Bodies Operation**

#### **A. Establishment and functions of the Central Review Bodies**

- 1) Staff Rule 4.15 (i) and sections 2 and 4 of ST/SGB/2011/7/Rev.2 regulate the establishment and functions of the Central Review Bodies including Local Review Panels. Guidelines on the work of the Local Review Panels are issued by HRSD/OSO/DOS.

#### **B. Membership**

##### Composition of the Central Review Bodies

- 2) The Central Review Bodies shall be composed as set out in Section 3 of ST/SGB/2011/7/Rev.2. In line with 3.2(d), additional members may be selected by the Secretary-General and staff representative bodies, for example to increase the pool of active members.
- 3) A reserve list of approved names may be maintained to facilitate replacement of members as and when required.
- 4) Members who are nominated must not be due to retire during the term.
- 5) Whether selected by the Secretary-General or by the relevant staff representative body, members shall serve in their individual capacity. Once appointed, they shall carry out their mandate in accordance with ST/SGB/2011/7/Rev.2 and shall not be subject to instructions from any external source.

##### Level

- 6) All members shall be at the same level as, or at a higher level than the level of the case which the CRB is considering.

##### Term length

- 7) Members are appointed for a term of two years and may serve for a maximum of four consecutive years. If a member joins the review body at any time within the two-year period to replace an existing member, at the end of the period of membership they will be considered to have served for the entire duration of the term, unless a waiver is granted by the Central Review Bodies Secretariat in exceptional circumstances.
- 8) After completing four consecutive years of membership, a break of one year will normally be required before re-appointment. However, if entities find it hard to obtain new nominations, they may re-nominate members who have served for four consecutive years, if they provide evidence to demonstrate that they have made comprehensive efforts to reach out to a wider pool of possible candidates.

##### Replacement

- 9) Members who are no longer able to participate in the review of cases due to other exigencies must inform the Secretary via email and will be removed from membership.
- 10) If a member needs to be replaced for any reason, the CRB Secretariat can either draw from the

reserve list or request further nominations from either staff or management as required.

- 11) A replacement member will serve for the duration of the term of their predecessor. As with any other member, they may be extended to serve up to four consecutive years.

#### Quorum

- 12) A quorum for a review shall be four CRB members.
- 13) A review starts once the Secretary assigns it to a quorum of the CRB members.
- 14) The CRB Secretariat may request the CRB members to confirm their availability for a specific period in advance. (see para 19a).
- 15) One of the Members is designated as Chair by the CRB Secretariat for each review. As the CRBs conduct deliberations virtually in inspira, the Chair's role is usually no different from that of the other members. However, if an in-person meeting is required, they are responsible for chairing that meeting.
- 16) In cases where the CRBs find that the evaluation criteria were improperly applied or the applicable procedures were not followed, and a solution cannot be found with the Hiring Manager and / or the relevant Human Resources Office, the Secretariat will coordinate with the members to facilitate the presentation of the members' findings and their recommendation to the USG DMSPC or ASG OHR for as per section 4.8 of ST/SGB/2011/7/Rev.2.

#### Ex officio

- 17) The ASG OHR will designate an authorized representative to serve as an ex officio of the CRBs based on nominations from relevant CRB secretariats. The ex-officios are non-voting advisory experts.
- 18) The ex officio shall provide advice and clarifications as requested on any HR questions arising during the consideration of the case.

#### Members

- 19) The duties of Members vis-a-vis the Secretariat include:
  - a) Indicating to the Secretariat their availability to participate in virtual reviews, if/when requested.
  - b) Informing the Secretariat as soon as possible in advance of their unavailability or inability to participate in a review.
- 20) Each member must be available to participate regularly in the review of cases. If a member refuses to participate in reviews during a period in which they previously indicated their availability more than three times in three months, the Secretariat may remove them from membership.

#### Potential conflicts of interest

- 21) Any member who is also a head of department, division or other organizational unit, shall be excused from participation in any deliberations of the CRB concerning cases from his or her department, division or organizational unit. He/she shall not discuss the case or attempt in any way to influence any member of the CRB with respect to the consideration or review of such proposals.

- 22) If no alternative is available, Members may participate in the CRB's deliberations originating in their department (but not in their organizational unit). However, this should be avoided where possible to avoid conflict of interest.
- 23) Members shall recuse themselves and not participate in the consideration of cases when there is a conflict of interest, for instance when they would be directly affected by the outcome of the deliberations, such as when they are part of the case e.g. applicants, Hiring Managers, interview panel members, when they have a family relationship with the candidate or any other instance where they would not have or be perceived to have the required impartiality. Any member who is found not to have recused themselves in such circumstances may be removed from the CRB membership.

### CRB Secretaries

- 24) The duties of the CRB Secretariat include:
  - a) Notifying members of the reviews;
  - b) Communicating the agenda for cases to be reviewed;
  - c) Sending requests for members to indicate their availability to review cases during a specific period;
  - d) Assigning cases to members with the aim of achieving equivalent participation across the board.
  - e) Compiling members' recommendations;
  - f) Liaising with recruiters and hiring managers to ensure all member queries are fully addressed;
  - g) Drafting relevant correspondence on behalf of the members for termination cases in accordance with section 4.9 of ST/SGB/2011/7/Rev.2.
  - h) Recording recommendations of the CRBs and transmitting them to the recruiters and hiring managers of entities. Develop and circulate the annual departmental reports tailored to different entities – which can help the CRB Secretaries, Hiring Managers and Recruiters identify front end systemic issues and take corrective action.
  - i) Hold an annual meeting with OICT (inspira team) to review systemic inspira issues and prioritize actions to address them.

### **C. Reviews**

#### Virtual reviews

- 25) CRB reviews shall be conducted virtually. The schedule will be determined by the Secretariat.
- 26) Multiple reviews may take place at the same time if the volume of cases warrants it.
- 27) Five calendar days will normally be provided for the members' review of cases. However, if required, more or less time may be allocated for the review.
- 28) Members who have been assigned cases for consideration may transmit their approval for endorsement or requests for clarifications to the Secretary. The Secretary will transmit any requests for clarifications to the recruiters and hiring managers, requesting their comments normally within one working day.
- 29) For returned cases, the members who initially asked questions will review the clarifications received from the Recruiter or Hiring Manager, normally within one working day.
- 30) Cases must be assigned for review before the expiration of CRB members' mandate. However, if the review cannot be completed before the expiration of the members' mandate, the members

are allowed to complete their review of the cases.

#### Face-to-Face meetings, videoconferences or teleconferences

- 31) In cases where deliberations may require interaction beyond the facilities provided by the electronic tool, (e.g. members are unable to come to a consensus, strong issues about the case being reviewed, managers need to be called for clarification, etc.), deliberations may be conducted through face-to-face meetings, videoconferences or teleconferences.

#### Information submitted for review

- 32) CRB members shall not receive or consider any information from third parties that is not part of the official case submission. Such information, which could include, but is not limited to, assessments, suitability, or the veracity of claims related to an applicant's qualifications, is inadmissible. If such information is received, it must not be shared with other CRB members.
- 33) The CRB members may, however, ask the CRB Secretariat to provide additional information/clarifications if it determines that such information/clarifications are necessary. The CRB Secretariat may liaise with recruiters and/or ex-officio as required.

#### Recommendations

- 34) The CRB members shall attempt to make recommendations in a timely manner. Recommendations shall be endorsed by CRB Secretariat based on the endorsement of a majority of CRB members.
- 35) If the comments of one member are missing, all other members have endorsed, and the original deadline has passed, a one-day grace period will be given and the CRB secretariat will send an email to the member to indicate that in the event of a lack of a response by close of business on the following day the case will be endorsed by majority.

### **D. Confidentiality**

- 36) All proceedings and recommendations of the CRBs shall be strictly confidential and shall not be disclosed by any of the participants.
- 37) The sharing of confidential information gained from their involvement in the CRBs, whether orally, electronically or by any other means, or uses or attempts to use such information for any purpose other than the review of CRB cases will be considered a misconduct and may be subject to disciplinary measures. Members will be subject to immediate removal from the membership if there is reason to believe that they are engaged in such practices.

### **E. Amendments to the Rules of Procedure**

- 38) These rules of procedure may be amended by OHR as required.
- 39) Members may comment on any amendment to these rules of procedure either in person or virtually. Any proposed amendments should be submitted to OHR for review and approval.

## **Annex (NY CRB)**

1) Effective 12 June, NY CRB has implemented three (3) Pilot Projects below for NY CRB operations.

**a) Consolidation of the three CRB bodies (Board, Committee and Panel) into one**

NY CRB has consolidated the NY CRB, CRC and CRP into one seamless group named "NY Consolidated CRB". The members will continue to review recruitment cases, at or below their level. They will also continue to review the same parameters: checking for fairness and transparency, and that the recruitment process was in line with the recruitment procedures.


**b) Reducing of quorum from four (4) to three (3) members**

While section 12 of the Rules of Procedure Central Review Bodies states that a quorum shall be four CRB members excluding the ex officio, CRB NY has reduced a quorum from four (4) to three (3) as part of the pilot projects.

**c) Implementation of the Recruiter Checklist**

The Recruiter Checklist (see attached) was introduced to bring more efficiency and help standardize recruitment cases. The checklist recaps the key points that the NY CRB Secretariat has been vetting and provides a variety of tips/reminders which will ensure that the submission of cases from the Recruiters meets the basic standards expected. Recruiters will be asked to confirm pre-screening procedures and sign-off the checklist prior to the submission of cases to CRB.

2) A review of CRB operations is being conducted as part of the Staff Selection 2.0 (SS2) project, which aims to revamp the recruitment process. Recommendations from this review, along with insights from project results and pilot initiatives, will inform revisions to the Central Review Bodies' SGB. This SGB update is anticipated in 2027, following the promulgation of the new Staff Selection System policy.

  
Approved by ASG OHR:  
23 December 2024