

SENIOR REVIEW GROUP NEW YORK

The provisions of [ST/SGB/2011/8](#) governing the establishment, composition and functions of the Senior Review Group (SRG) are annexed to the present document.

Rules of Procedure

Functions of the Chairperson

1. The functions of the Chairperson include: convoking and conducting meetings, ensuring observance of established guidelines and procedures.
2. The Chairperson with the assistance of the Secretary to the SRG shall transmit the recommendation of the SRG to the Secretary-General. When and as required, the Chairperson will request clarification or additional information regarding the submission from the respective head of department/office.

Alternate and Acting Chairpersons

3. An Alternate Chairperson shall discharge the functions of the Chairperson in the absence of the latter. If neither the Chairperson nor the Alternate are able to attend a meeting, the members present at the meeting shall elect an Acting Chairperson from among themselves.

Service in individual capacity

4. The Chairperson and the members of the SRG shall serve in their individual capacity. Once appointed, they shall carry out their mandate in accordance with [ST/SGB/2011/8](#) and shall not be subject to instructions from any extraneous source.

Secretary to the SRG

5. The Assistant Secretary-General for Human Resources Management shall serve as the Secretary to the SRG. The duties of the Secretary shall include: notifying members of the time and place of meetings, communicating the agenda at least two working days prior to the meeting, notifying any official or applicant whose attendance is requested by the SRG, ensuring the availability of all documentation, and drafting recommendations and correspondence for approval by the Chairperson. The Secretary shall record the recommendations of the SRG and assist the Chairperson in transmitting them to the Secretary-General or the Head of Department/Office, as applicable.

Ex Officio to the SRG

6. The Special Advisor on Gender Issues and Advancement of Women shall serve as the ex officio to the SRG and be invited to all meetings.

Attendance and quorum

7. All members of SRG shall be invited to each meeting. For regular meetings, a quorum shall be four members, including the Chairperson and excluding the Secretary to the SRG and the ex Officio member.

8. For plenary meetings, the quorum shall be five members, including the Chairperson.

Level of review

9. All members of the SRG shall be at the level of Under-Secretary or Assistant Secretary-General.

Conflict of interest

10. When the Chairperson or other members of the SRG are also a Head of the Department or Office making the proposal, he or she shall be excused from participation in any deliberations of the SRG concerning cases from his or her department or office. He/she shall not discuss the case or attempt in any way to influence any member of the SRG with respect to the consideration or review of such submissions.

Decision-making

11. The SRG shall make its recommendations by consensus.

Regular Meetings

12. Regular SRG meetings shall normally be scheduled as directed by the Chairperson and with an objective to review incoming cases at the earliest possibility. Meetings may commence when a quorum of members is in attendance.

13. All SRG meetings shall be closed. The SRG may invite a representative from the Department, including the Executive Office, or OHRM to appear before it to provide clarifications or additional information.

Plenary meetings

14. Plenary SRG meetings shall be convened to discuss organizational matters of general importance, including amendments to the rules of procedure, in accordance with paragraph 17 of this document.

Confidentiality of meetings

15. All proceedings and recommendations of the SRG shall be strictly confidential and shall not be disclosed by the participants.

Information submitted for review

16. Applicants are required to submit, as part of their initial application, all relevant information pertaining to their qualifications and suitability for the post under review. Members of the SRG shall not entertain or receive information directly from applicants or other persons regarding an applicant's suitability for a certain post. If received, such additional information shall be disregarded by the recipient, be inadmissible before the SRG, and shall not be shared with other members. The SRG may, however, seek additional information if it determines that such information is necessary and appropriate.

Amendment of the Rules of Procedure

17. These rules of procedure may be amended by a decision of the SRG at a plenary meeting. The decision shall be taken by consensus or, if there is not consensus, by a majority of the members present.



3 October 2011

Secretary-General's bulletin

Senior Review Group

The Secretary-General, for the purposes of implementing staff rule [4.15](#) and the applicable procedures of the staff selection system, promulgates the following:

Section 1 Establishment

The Senior Review Group is a standing advisory body constituted to review and provide advice on recommendations to the Secretary-General for selections of staff to all positions at the D-2 level.

Section 2 Composition

2.1 The Senior Review Group shall be composed of senior United Nations officials at the Under-Secretary-General and the Assistant Secretary-General levels. The Senior Review Group shall consist of one chairperson and twelve members, including four representatives of field missions. The members shall be assisted by a secretary and an ex officio adviser for legal issues, who will not have the right to vote.

2.2 All members of the Senior Review Group, including the chairperson, are appointed by the Secretary-General. In choosing whom to invite to participate, every effort shall be made to ensure a balanced representation with respect to geography, gender and departments/offices and field missions.

2.3 One member shall be designated as focal point for gender issues.

2.4 The Assistant Secretary-General for Human Resources Management shall serve as the secretary of the Senior Review Group. In the absence of the Assistant Secretary-General, one of the directors of the Office of Human Resources Management shall act as secretary.

2.5 The Legal Counsel shall serve as the ex officio adviser on legal issues.

2.6 The Senior Review Group shall establish its own rules of procedure.

Section 3
Functions of the Senior Review Group

3.1 The Senior Review Group shall review the recommendation for filling of a vacancy made by the department/office concerned to ensure that the integrity of the process 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 doing so, the Senior Review Group shall consider whether:

(a) The recommendation of 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 mistake of fact or mistake of procedure, prejudice or improper motive that could have prevented a full and fair consideration of the candidates' requisite qualifications;

(c) The submission followed the procedure on the filling of job openings at the D-2 level as set out in the staff selection system.

3.2 When the Senior Review Group has questions regarding the proper application of the evaluation criteria or the applicable procedures, it shall request the necessary information from the Assistant Secretary-General for Human Resources Management or the head of department/office, as appropriate.

3.3 When the Senior Review Group has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall complete its review of the submission and provide advice on recommendations to the Secretary-General for a final decision.

Section 4
Final provisions

4.1 The present bulletin shall enter into force on the date of its issuance.

4.2 Secretary-General's bulletin ST/SGB/2009/2 of 1 January 2009 is hereby abolished.

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