



**Governing Council  
of the  
United Nations  
Development Programme**

Distr.  
GENERAL

DP/1985/39/Add.1  
17 May 1985

ORIGINAL: ENGLISH

Thirty-second session  
June 1985, New York  
Item 6 of the provisional agenda  
UNFPA

P O L I C Y

UNITED NATIONS FUND FOR POPULATION ACTIVITIES

Biennial budget estimates for the administrative and programme  
support services for the biennium 1986-1987

Addendum

Supplementary note on  
job classification results and financial implications for the 1986-1987  
UNFPA biennial budget for administrative and programme support services

1. The Governing Council at its twenty-sixth session (decision 79/44) requested the UNDP Administrator to initiate, in consultation with the International Civil Service Commission (ICSC), the introduction of job classification for both Professional and General Service posts. The scheme of job classification has also been extended to include UNFPA Professional and General Service posts.
2. The Executive Director's biennial budget estimates for 1986-1987 submitted to the Council in document DP/1985/39 reflect in the staffing proposals the results of the job classification exercise undertaken by the UNDP/UNFPA General Service Classification Panel for the General Service category at headquarters. The results of the classification of the UNFPA General Service staff into the new seven-level structure would be implemented by the Executive Director effective 1 January 1985.

3. The results of the job classification exercise for the Professional category were under way but not completed when document DP/1985/39 went to press. As preliminary results of the classification exercise for the Professional categories at headquarters and in the field are now available, the Executive Director proposes the implementation of these results effective 1 January 1986. The job classification results for both General Service and Professional categories would be implemented in conjunction with the implementation of the results for the UNDP staff by the Administrator after obtaining concurrence from the Advisory Committee on Administrative and Budgetary Questions (ACABQ), as well as approval of the new scheme by the Governing Council.

4. As the job classification exercise entails a recourse procedure, and the UNDP/UNFPA Classification Panel will be completing the examination of a few remaining cases for the General Service by June 1985 and for the Professional staff by September 1985, the Executive Director will report to the Governing Council on the results of these pending classifications at its thirty-third session.

#### Financial Implications

5. The summary of the job classification results for the General Service is shown in table 1. For the General Service categories at headquarters the results were not significant enough to impact on the 1985 salary estimates. It is estimated that \$52,500 would be required to cover increases in salary costs in 1985. The Executive Director does not propose to request at this time additional funds for the 1984-1985 biennial budget but would implement the results by endeavouring to absorb the incremental cost within the approved budget appropriations. The year-end accounts for 1984 show that expenditures for administrative and programme support costs for the first part of the biennium are in line with the estimates and that the funds budgeted for 1985 would cover the foreseen requirements within the approved appropriations.

6. The summary of the job classification results for the Professional categories is shown in table 2. It is estimated that \$0.4 million would be required annually for the biennium 1986-1987 to implement the results recommended by the UNDP/UNFPA Classification Panel for the Professional categories. Since it is the intention of the Executive Director to insure implementation of the results in accordance with the guidelines established by UNDP/UNFPA for promotion of staff in the Professional categories, it is expected that the actual impact on the salary estimates would be lower and absorbable within the provisions included in the 1986-1987 biennial budget. The Executive Director does not wish to request additional appropriations to cover this increase but will strive to accommodate the additional costs within the proposed appropriations for 1986-1987. Table 3 shows the results of reclassification of budgetary posts by organizational unit.

Draft decision for the implementation of the results of the job classification

7. It is recommended that the Governing Council approve the implementation of the results of the job classification as recommended by the UNDP/UNFPA Classification Panels and record such approval by inclusion of the following text as sub-paragraph (c) of the draft decision contained in document DP/1985/39, page 13:

"The Governing Council,

"Agrees that the Executive Director shall be authorized to implement the reclassification results recommended by the UNDP/UNFPA Classification Panels effective 1 January 1985 for the General Service categories at headquarters and 1 January 1986 for the Professional staff at headquarters and in the field."

Table 1. Summary of reclassification of budgetary posts  
(General Service - headquarters)

	G-7	G-6	G-5	G-4/ G-1	TC/M	Total
<u>Headquarters</u>						
Before reclassification	-	-	27	84	-	111
After reclassification	11	21	22	53	4	111
Net change	11	21	(5)	(31)	4	-

Table 2. Summary of reclassification of budgetary posts  
(Professional - headquarters and field)

	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-1/ P-2	Total
<u>Headquarters</u>									
Before reclassification	1	2	2	12	19	24	21	18	99
After reclassification	1	2	3	11	27	26	23	6	99
Net change	-	-	1	(1)	8	2	2	(12)	-
<u>Field Offices</u>									
Before reclassification	-	-	1	3	24	15	5	8	56
After reclassification	-	-	-	16	27	-	13	-	56
Net change	-	-	(1)	13	3	(15)	8	(8)	-
<u>Total (HQs and Field)</u>									
Before reclassification	1	2	3	15	43	39	26	26	155
After reclassification	1	2	3	27	54	26	36	6	155
Net change	-	-	-	12	11	(13)	10	(20)	-

Table 3. Reclassification of budgetary posts by programme and organizational unit

	USG	ASG	D-2	D-1	P-5	P-4	P-3	P-1/ P-2	Total P's	G-7	G-6	G-5	G-4/ G-1	TC/M	Total GS
<b>I. Programme I</b>															
<b>(1) <u>Office of the Executive Director</u></b>															
Before reclassification	1	2	-	1	2	2	2	1	11	-	-	3	8	-	11
After reclassification	1	2	-	1	2	1	2	2	11	-	2	1	8	-	11
Net change	-	-	-	-	-	(1)	-	1	-	-	2	(2)	-	-	-
<b>(2) <u>Geneva Office</u></b>															
Before reclassification	-	-	-	1	1	-	-	-	2	-	-	-	2	-	-
After reclassification	-	-	-	1	1	-	-	-	2	-	-	-	2	-	-
Net change	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>II. Programme II</b>															
<b>(1) <u>Administration and Finance Division</u></b>															
Before reclassification	-	-	-	1	2	4	4	3	14	-	-	9	26	-	35
After reclassification	-	-	-	1	4	3	3	3	14	2	14	5	10	4	35
Net change	-	-	-	-	2	(1)	(1)	-	-	2	14	(4)	(16)	4	-
<b>(2) <u>Info. and Ext. Relations Division</u></b>															
Before reclassification	-	-	-	1	3	1	3	-	8	-	-	2	6	-	8
After reclassification	-	-	1	-	1	3	3	-	8	2	-	3	3	-	8
Net change	-	-	1	(1)	(2)	2	-	-	-	2	-	1	(3)	-	-
<b>III. Programme III</b>															
<b>(1) <u>Programme Division</u></b>															
Before reclassification	-	-	1	5	6	8	8	10	38	-	-	7	25	-	32
After reclassification	-	-	1	5	9	13	10	-	38	4	3	6	19	-	32
Net change	-	-	-	-	3	5	2	(10)	-	4	3	(1)	(6)	-	-
<b>(2) <u>Policy and Evaluation Division</u></b>															
Before reclassification	-	-	1	1	1	5	3	2	13	-	-	2	9	-	11
After reclassification	-	-	1	2	3	5	2	-	13	1	1	3	6	-	11
Net change	-	-	-	1	2	-	(1)	(2)	-	1	1	1	(3)	-	-
<b>(3) <u>Technical and Planning Division</u></b>															
Before reclassification	-	-	-	2	4	4	1	2	13	-	-	3	9	-	12
After reclassification	-	-	-	1	7	1	3	1	13	2	1	4	5	-	12
Net change	-	-	-	(1)	3	(3)	2	(1)	-	2	1	1	(4)	-	-
<b>IV. Programme IV</b>															
<b><u>Field Programme Support</u></b>															
Before reclassification	-	-	1	3	24	15	5	8	56	-	-	-	-	-	-
After reclassification	-	-	-	16	27	-	13	-	56	-	-	-	-	-	-
Net change	-	-	(1)	13	3	(15)	8	(8)	-	-	-	-	-	-	-

### Background Information

#### Reclassification of General Service Posts

8. For the General Service posts, classification standards were jointly developed by the three New York based organizations (United Nations, UNDP, UNICEF) in consultation with ICSC. The classification of General Service posts as recommended by these three organizations involved the restructuring of the existing system through a change from a five-level to a seven-level structure. This recommendation was approved by ICSC in July 1982. The Governing Council decided at its thirty-first session (decision 84/32), that the effective date for implementation of the results of job classification should be the same as that applied by the Secretary-General for the United Nations Headquarters General Service staff and authorized UNDP/UNFPA to implement the results based on the prior concurrence of ACABQ. Given preliminary agreement on the implementation date of the classification results between the United Nations Administration and its staff, the UNDP Administrator and the Executive Director would implement the results with effect from 1 January 1985. It should be mentioned that to achieve the introduction of job classification guidelines for the UNDP/UNFPA staff, Job Classification Panels were established in conformity to the ICSC standards for a joint review which formed the basis for determining grade levels of the General Service staff categories.

9. Criteria for integration of General Service staff into the new seven-level structure have been developed by UNDP/UNFPA in consultation with ICSC. Integration into the new seven-level structure will be effected through the established review process of the UNDP/UNFPA appointment and promotion bodies and in compliance with the instructions for integration of General Service staff issued by the UNDP Assistant Administrator in circular UNDP/ADM/HQRTS/486/Add.6 of 1 November 1984.

10. For the locally-recruited staff at field duty stations, UNFPA and UNDP are co-operating with CCAQ and ICSC in developing common classification standards. The Executive Director will report on the results at the thirty-third session of the Governing Council.

#### Reclassification of international Professional posts

11. For the international Professional posts, ICSC has developed a master standard of general applicability, as well as grade description standards for specific fields of work. In accordance with the guidelines of the UNDP/UNFPA Classification Panels, the joint UNFPA/UNDP panel for Professional posts reviewed regular and project posts and (a) classified them according to occupational groups; (b) allocated them a grade level, and (c) determined their generalist or specialist nature. The classification panel determined grade levels of Professional posts at headquarters through the review of classification recommended by UNDP Division of Personnel which, in turn, determined the grade levels through the application of ICSC Master Standard (point factor Tier I) and of its grade description standards (Tier II). The grade level of Professional posts in the field were established on the basis of a grading formula developed by the Technical Co-operation Administrator (TCA) Working Group. This grading formula is an extension of the ICSC classification methodology (Tiers I, II, III) and takes into account specific quantifiable criteria relevant to UNFPA field jobs.

- - - - -