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UNITED NATIONS FUND FOR POPULATION ACTIVITIES

REPORT ON IMPLEMENTATION OF PERSONNEL DECISIONS OF THE GOVERNING COUNCIL AS REQUESTED IN DECISION 85/20 I, PARAGRAPH 12

Summary

By decision 85/20 I, adopted at its thirty-second session in June 1985, the Governing Council, requested the Executive Director, inter alia, to report to it at its thirty-third session on the implementation of the decisions outlined in paragraphs 6 to 11 of decision 85/20 I. In this document, the Executive Director reports on the filling of the newly established posts at headquarters and in the field and the abolition of the project posts at headquarters, both Professional and General Service. In a separate document (DP/1986/74), the Executive Director sets forth his recommendations concerning the inclusion of a number of posts into the revised administrative and programme support services budget for the biennium 1986/1987.

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CONTENTS

		<u>Paragraphs</u>	Page
In	troduction	1	3
1.	IMPLEMENTATION OF DECISIONS	2-27	4
	A. Posts of deputy representatives and senior advisers on population (DRSAPs) and international programme	3	
	officers (IPOs)	2-14	4
	B. Professional posts at headquarters	15-17	10
	C. Project-funded posts at headquarters	18-27	11
ı.	CONCLUSIONS	28-32	13

INTRODUCTION

1. At its thirty-second session in June 1985, the Governing Council, in decision 85/20 I, paragraph 12, requested the Executive Director to report to the Council at its thirty-third session on the implementation of the various personnel decisions set forth in paragraphs 6 to 11 of Council decision 85/20 I. These paragraphs read as follows:

"The Governing Council,

"...

- "6. <u>Decides</u> to establish in the regular administrative and programme support services budget for the biennium 1986-1987 the following new posts:
- (a) Thirty-three deputy representatives and senior advisers on population posts, of which 17 could be filled in 1986;
- (b) Nine international programme officer posts in those countries in which no post under (a) above exists;
- (c) Ten Professional posts at headquarters, namely a programme officer for the Asia and Pacific Branch, a Chief, Budget and Management Analysis Section, a senior management specialist, a senior family planning specialist, an evaluation officer, a programme officer for the Africa Branch, two procurement officers, a policy officer and a technical officer, with all corresponding posts currently financed by project funds to be abolished;
- '7. Also decides that all new posts established within the budget under paragraph 6 above shall be filled in accordance with established criteria governing appointments as stipulated in the United Nations Staff Rules and United Nations Development Programme personnel policies and practices;
- "8. <u>Decides</u> that no further project-funded posts shall be established at headquarters without prior approval of the Council, pending the approval of the guidelines called for in paragraph 5 above;
- "9. <u>Decides</u> that the project-funded Professional posts at headquarters shall be abolished upon the expiration of the contracts of the current incumbents, with the exception of the minimum number of posts absolutely necessary for the operations of the Fund, for which contracts may be extended until the end of 1986:
- "10. Further decides that headquarters project-funded General Service posts that are vacant, and those which, upon the expiration of the contracts of the current incumbents, are, in the judgement of the Executive Director, not essential for the operation of the Fund, shall be abolished, and that consideration of the remaining project-funded General Service posts be deferred until the thirty-third session of the Governing Council;

"11. <u>Decides</u> that, in principle, the new posts for Deputy Representatives and Senior Advisors on Population (DRSAPs), mentioned in paragraph 6 above, shall be established up to the P-5 level; and any further upgrading of such posts to the D-1 level shall be submitted to and approved by the Governing Council...".

Finally, in paragraph 12 of decision 85/20 I, the Council requested the Executive Director to report to the Governing Council, at its thirty-third session on the implementation of the decisions outlined in paragraphs 6 to 11 above, particularly paragraph 6 (a), including justification for any remaining project-funded posts at headquarters.

I. IMPLEMENTATION OF DECISIONS

A. Posts of deputy representatives and senior advisers on population (DRSAPs) and international programme officers (IPOs)

- 2. In his report on the inclusion of DRSAP and other field and headquarters posts into the regular manning table and on the basic manpower requirements of the United Nations Fund for Population Activities (UNFPA) (DP/1985/38), the Executive Director suggested that the total number of DRSAP posts be increased from 33 to 42, the number that had been provided for in the field co-ordinators' budget for 1981 but which the Executive Director subsequently decided not to establish owing to financial constraints. In view of the present financial situation, the Executive Director does not intend to pursue the matter further at this time. While maintaining the total number of DRSAP posts at the authorized level of 33 and the number of IPO posts in countries where no DRSAP post has been established at 9, the Executive Director has reviewed the UNFPA field establishment in order to determine those countries where the UNFPA programme delivery service most needs the presence of a full-time internationally recruited officer. As set forth in document DP/1985/38, paragraph 53, the following criteria have been applied in determining the countries where the 33 DRSAP or 9 IPO posts would be established:
- (a) Priority status, also taking into account such factors as female illiteracy rates;
- (b) Degree of commitment to the objectives of the population programme on the part of the Government concerned;
- (c) Adequacy of indigenous institutional infrastructure and managerial capacity in relation to the programme;
- (d) Amount of technical backstopping required either from executing agencies or from UNFPA itself;

- (e) Long-term need for assistance, sufficient to justify the establishment of a full-time DRSAP office, or strategic location, in the event that the DRSAP's responsibilities are extended to cover a number of contiguous countries;
- (f) "Break-through" situations, i.e., special opportunities, for instance, in a country in the initial stages of recognition of the importance of population issues.
- 3. The Executive Director has reviewed the programme environment and taken into account the above-mentioned criteria in selecting the countries where the 33 newly established DRSAP posts will be located. The table below depicts the location of these posts in relation to the posts, now abolished, that had been established under the 200 series of Staff Rules.

DRSAP posts

Region	<u>Deletion</u>	Addition	Unchanged
Africa (sub-Saharan)	-		
		Côte d'Ivoire	Burkina Faso Cameroon Ethiopia Kenya Madagascar Mozambique Nigeria Senegal United Republic of Tanzania Zambia Zimbabwe

Asia and the Pacific

Malaysia	Bangladesh
•	China
	Fiji
	India
	Indonesia
	Nepal
	Pakistan
	Philippines
	0 ' 7 ' 1

Philippines Sri Lanka Thailand Viet Nam

Latin America and the Caribbean

Ecuador Brazil Jamaica Mexico

Peru

Middle East and Mediterranean

Somalia Syrian Egypt Sudan Arab Morocco Tunisia Republic Yemen Turkey

The Executive Director was also authorized by the Governing Council to establish IPO posts for the biennium 1986/1987 in nine countries where no DRSAP post exists. The table below depicts the location of those posts in relation to the now-abolished IPO posts that had been established under the 200 series of Staff Rules.

IPO posts

Region	Deletion	Addition	Unchanged
Africa (sub-Saharan)	Uganda	Congo	Botswana Burundi Ghana Togo Zaire

Asia and the Pacific

Samoa Malaysia Afghanistan

Middle East and Mediterranean

> Democratic Yemen

The offices in which the DRSAP or IPO posts have been abolished and not replaced by an established post will continue to have the services of the local support staff required to carry out UNFPA programmes as a part of the integrated field office of the United Nations Development Programme (UNDP).

6. Based on the criteria outlined in paragraph 2 above the Executive Director has selected 17 DRSAP posts of the 33 established, as authorized by the Council's decision 85/20 I, paragraph 6, to be filled in 1986 and 16 to be filled in the course of 1987, as follows:

1986

Africa (sub-Saharan)	Asia and the Pacific	Latin America and the Caribbean	Middle East and Mediterranean
Ethiopia Kenya Madagascar Nigeria Senegal Zambia Zimbabwe	China India Nepal Thailand	Brazil Jamaica Peru	Egypt Somalia Turkey
	1987		
Burkina Faso Cameroon Cöte d'Ivoire Mozambique United Republic of Tanzania	Bangladesh Fiji Indonesia Pakistan Philippines Sri Lanka	Mexico	Morocco Sudan Tunisia

7. In implementing decision 85/20 I, paragraph 7, the Executive Director has given full consideration to the concerns of the Governing Council with regard to the recruitment process by strictly adhering to the provisions of United Nations Staff Regulations and Rules as well as to those of the personnel policies and practices of UNDP, particularly staff regulations 4.2, 4.3 and 4.4, which stipulate:

Viet Nam

- "4.2. The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible".
- "4.3. In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis".

- "4.4. Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply on a reciprocal basis to the specialized agencies brought into relationship with the United Nations".
- 8. In accordance with Staff Regulation 4.4 and the personnel practices of UNDP, the Executive Director has given full consideration to qualified staff members who are presently serving and who are available to fill the 17 of the 33 newly established DRSAP posts authorized to be filled in 1986. Vacancies have been advertised (up to the P-5 level) for external recruitment in accordance with the provisions of UNDP personnel policies and practices. Staff holding 200 series appointments (project appointments) who applied for the 17 established posts were subject to the same standards of efficiency, competence and integrity as were external candidates. All appointments were made in full accordance with UNDP appointment and promotion guidelines and all candidates were reviewed, selected by and recommended to the Executive Director by the joint UNDP/UNFPA Appointment and Promotion Board. As of March 1986, the following 13 of the 17 posts had been filled (all at the P-5 level except for Zambia which has been filled at the P-3 level and Somalia which has been filled at the P-4 level) and the corresponding project posts have been abolished:

<u>Africa</u>	Asia and	Latin America and	Middle East and
	the Pacific	the Caribbean	Mediterranean
Kenya	China	Jamaica	Egypt
Madagascar	India		Somalia
Nigeria	Thailand		Turkey
Senegal			•
Zambia			
Zimbabwe			

9. The post of DRSAP in Somalia was filled by a staff member who had previously served as a DRSAP in another country. The other 12 posts have been filled by the staff members who had previously been assigned to the DRSAP posts in those countries under the 200 series of Staff Rules. Three of the four remaining vacant posts have been re-advertised with a view to attracting more qualified candidates. The Executive Director intends to fill these vacant posts in mid-1986. The fourth post which still remains vacant at the time of writing, is planned to be filled by reassignment of a staff member at the L-6 level under the 200 series appointment pending a resolution of a classification issue.

In decision 85/20, I, paragraph 11, the Council decided that, in principle, the new posts for DRSAPs should be established up to the P-5 level, and any further upgrading of such posts to the D-1 level should be submitted to and approved by the Governing Council. To date, the Executive Director has filled 13 of the 17 DRSAP posts authorized to be filled in 1986 at or below The Executive Director has also taken measures to implement the P-5 level. the reclassification results for Professional posts at headquarters, effective 1 January 1986, as authorized by the Council in June 1985. The Executive Director plans to seek clarification and confirmation from the UNDP/UNFPA Classification Panel for Professional Posts with respect to selected DRSAP posts which correspond to the International Civil Service Commission criteria for classification of posts for Technical Co-operation Administrators and corresponding UNDP staff above the P-5 level. This could, inter alia, include DRSAP posts in Bangladesh, China, Egypt, Ethiopia, India, Nigeria and posts in countries where the UNDP resident representatives are at the D-2 level and would appear to justify the classification of the DRSAP posts at the D-1 level. The Executive Director will report to the Council on this matter at the thirty-fourth session in 1987.

11. On the basis of the criteria indicated in paragraph 2 above, the nine IPO posts authorized by the Council have been selected to be located in the following countries in which no DRSAP post exists:

Africa (sub-Saharan)	Asia and the Pacific	Middle East and		
		Mediterranean		
Botswana	Afghanistan	Democratic Yemen		
Burundi	Malaysia			
Ghana				
Togo				

Congo Zaire

12. As indicated in paragraphs 6 and 7 above, the Executive Director has adhered to all United Nations Staff Regulations and Rules as well as UNDP personnel policies and practices in filling the nine IPO posts as authorized by the Council. As recommended by the joint UNDP/UNFPA Appointment and Promotion Board, the Executive Director has appointed the candidates selected to fill posts in the following countries at the grade levels indicated:

Africa (sub-Saharan)	Asia and the Pacific	Middle East and Mediterranean
Botswana (P-2)	Afghanistan (P-4)	Democratic Yemen (P-3)
Burundi (P-4) Congo (P-3)		, ,
Ghana (P-5) Togo (P-4)		

With the exception of the IPO post in the Congo, to which a staff member previously assigned to another country was selected, all other IPO posts mentioned above have been filled by the staff members previously assigned to the corresponding posts under the 200 series of Staff Rules.

- 13. It is the intention of the Executive Director to fill the remaining vacant IPO posts in Zaire and Malaysia in mid-1986.
- 14. In paragraph 22 of document DP/1985/38, the Executive Director informed the Council of nine internationally recruited Professional programme officers located in DRSAP offices in countries where there are programmes of considerable size and importance. Like the DRSAPs and nine international programme officers assigned to countries where no DRSAP post exists, these internationally recruited Professional programme officers form an integral part of the UNFPA field staffing pattern and are essential for UNFPA programme planning and management at the country level. While the Executive Director believes that this group of nine staff members as well as locally recruited staff in UNFPA field units should also be considered for inclusion in the administrative and programme support services budget, he intends to pursue such proposals at a later date.

B. Professional posts at headquarters

- 15. Of the 10 Professional posts at headquarters established by the Governing Council, the Executive Director has appointed personnel to fill the following seven posts in accordance with the policies and procedures outlined in paragraph 6 above: senior family planning specialist; senior procurement officer; Chief, Budget and Management Analysis Section; programme officer for the Africa Branch; programme officer for the Asia and the Pacific Branch; evaluation officer; procurement officer. Seven corresponding posts previously reported as project posts have been abolished.
- At present the substantive technical areas concerning women and youth 16. are the responsibility of an official who is responsible for the Planning and Statistic Branch. Recognizing that women and youth are major and distinctive recipients of the UNFPA programme delivery effort and in order to strengthen the Fund's capacity to respond to issues most directly concerning women and youth as they relate to UNFPA's mandate, the Executive Director has established a special unit for women and youth directly responsible to the Assistant Executive Director. The unit will be headed by a senior technical officer using the post of Senior Management Specialist established by the Council in decision 85/20 I, paragraph 6 (c). The Unit will be supported by a technical officer (women and development). The post of technical officer (women and development) was also established by the Council in 1985. positions have been filled through reassignment of staff from established posts. The unit will be organizationally located in the Technical and Planning Division but will report to the Assistant Executive Director.

17. The recruitment process for the remaining post of policy officer (population economist) is currently in progress.

C. Project-funded posts at headquarters

- 18. The Executive Director has submitted his report on draft guidelines for determining project-related and administrative-related expenditures (DP/1986/42) for the approval of the Council at its thirty-third session. Pending the approval of these draft guidelines, the Executive Director has conducted an extensive review of the remaining project funded-posts at headquarters taking into account specific requirements for this category of personnel, both Professional and General Service, during 1986 and 1987. Table 1 shows comparative staffing levels for regular administrative and programme support services and project-funded staff reported to the Council at its thirty-second session (document DP/1985/38) and the revised staffing for headquarters for 1986-1987. It will be noted from the table that the reductions in headquarters posts amount to 17 Professional project-funded posts and 14 General Service project-funded posts. These reductions are distributed throughout the main organizational units.
- 19. At the thirty-second session of the Governing Council, the Executive Director reported on the human resource situation at UNFPA headquarters. The imbalance of the staffing situation was reported and rectification thereof proposed. The Executive Director again proposes the regularization of the staffing situation in general and of the General Service support staff in particular.
- The Europe Branch, Programme Division, presently has a complement of 20. one Professional and two General Service staff under the administrative and programme support services budget. The Chief of the Europe Branch is responsible for overall programme direction and programme development in the European region. The Branch is responsible for all aspects of UNFPA programme activities in Albania, Bulgaria, Czechoslovakia, Greece, Hungary, Poland, Portugal, Romania and Yugoslavia. These responsibilities include assisting Governments in developing, formulating, implementing and monitoring population programmes and projects both substantively, administratively and financially, covering diverse areas of population activities. While the Chief of the Europe Branch is attached to New York headquarters, the Executive Director proposes to outpost an international programme officer at the level P-3 to Europe as a temporary post under the administrative and programme support services budget for the biennium 1986-1987. The post of programme officer previously funded on a project basis in the Europe Branch has been abolished.
- 21. The UNFPA liaison office at Geneva was created in 1975 within the European Office of UNDP. The UNDP Assistant Administrator and Director of the European Office is also the UNFPA Representative in countries directly covered by the office in which there is no UNDP resident representative. The activities of the UNFPA liaison office have expanded considerably since 1979, when the General Assembly, by resolution 34/104, invited the Secretary-General

to arrange for UNFPA to participate in all aspects of the work of the Administrative Committee on Co-ordination. Since then UNFPA has also participated fully in the general meetings of all United Nations specialized agencies based at Geneva whose work relates to the mandate of UNFPA. In line with the UNFPA mandate to promote awareness, in both developed and developing countries of the social, economic and environmental implications of national and international population problems, the Geneva liaison office provides a wide variety of information services, publications and materials to European parliamentarians, permanent missions to the United Nations in Geneva, United Nations agencies and organizations, international non-governmental organizations and other institutions, individuals and media in Europe.

- 22. As in the case of the Geneva liaison offices of nine other United Nations agencies and organizations, the UNFPA Geneva liaison office represents UNFPA with the 109 accredited permanent missions to the United Nations in Geneva and the 14 United Nations agencies and organizations based there. The office also provides liaison with government focal points, international, regional and national organizations and institutions and academic bodies in Europe and other regions, and with 108 non-governmental organizations engaged in population-related international development activities. The office participates in, or initiates discussion on UNFPA activities and population issues, assists in fund-raising and collaborates and strengthens UNFPA relations with the various groups and bodies mentioned above.
- 23. The UNFPA senior liaison officer, under the general supervision of the Assistant Secretary General responsible for the UNDP European Office, and in close co-ordination with UNFPA headquarters, serves as adviser both to UNFPA headquarters and the UNDP European Office on population activities in the European region. The UNFPA senior liaison officer assumes responsibilities for co-ordinating UNFPA activities in Greece, Romania and Yugoslavia with the UNFPA representatives in those countries as well as for coordinating regional and interregional projects executed by the Economic Commission for Europe, the United Nations and the specialized agencies based in Geneva.
- 24. In order to maintain the continuity of the activities mentioned above which are distinct in approach and substance, the Executive Director proposed to include in the administrative and programme support services budget for the biennium 1986-1987 two regular Professional posts (one D-1 and one P-5, subject to confirmation of level by the UNDP/UNFPA Classification Panel for Professional Posts) and two General Service posts for the Geneva liaison office. It should be noted that this office has been in existence since 1975 and should now be included in the regular budget.
- 25. In document DP/1985/38, the Executive Director advanced his argument on the need for General Service Staff in the administrative and programme support services budget. The Executive Director has again reviewed the situation concerning General Service staff and is convinced that the Fund has a continuing need for staff to serve UNFPA on a regular basis in support of its operations. The Executive Director therefore, proposes to include 17 regular

- and 24 temporary 1/ General Service posts in the administrative and programme support services budget for the biennium 1986-1987, distributed throughout all organizational units of the Fund. Correspondingly, 41 General Service posts previously funded on a project basis will be abolished. Detailed justification for these posts is provided in document DP/1986/74. No additional costs are involved. The Executive Director proposes to review further the General Service staffing situation and to report to the Council at its thirty-fourth session as to the continuing need for the temporary posts which are now being proposed.
- 26. The Executive Director's decisions and proposals on staffing reported in paragraphs 8 to 25 above are reflected in the revised budget estimates for the biennium 1986-1987 (DP/1986/74).
- 27. The Executive Director will review the total resource situation and will report to the Council at its thirty-fourth session in June 1987 as to his recommendations concerning temporary posts.

II. CONCLUSIONS

- 28. The Executive Director believes that the implementation of the Council's decision on recruitment of candidates to fill the newly established posts has been carried out in strict accordance with the Council's wishes as well as United Nations Staff Rules and UNDP personnel policies and procedures. Thirteen of the 17 DRSAP posts established have been filled and the remaining 4 are in the process of being filled. Likewise, seven of the nine IPO posts established have been filled and the remaining two posts are under recruitment. All UNFPA posts in the field are pending classification advice from the UNDP/UNFPA Classification Panel for Professional Posts.
- 29. The Executive Director has taken necessary measures to abolish project posts at headquarters, in accordance with Council decision 85/20 I. As of June 1986, 15 Professional posts previously funded on a project basis have been abolished and an additional 2 Professional project posts will be abolished upon expiration of contracts of the incumbents prior to the end of 1986. Eight posts, replacing posts previously financed on a project basis have been established in accordance with Council decision 85/20 I. Two Professional posts and two General Service posts in Geneva are considered essential and the Executive Director proposes to continue these posts beyond 1986. Justifications for the establishment, in the administrative and programme support services budget for the biennium 1986-1987 of the new posts in Geneva and one temporary Professional post (P-3) in the Europe Branch, are provided in paragraphs 20 to 24 above.
- 30. As requested by the Council in June 1985, 14 General Service posts previously funded on a project basis have been also abolished at headquarters.
- 31. The Executive Director proposes to establish 17 regular and 24 temporary General Service posts under the administrative and programme support

DP/1986/43 English Page 14

services budget for the biennium 1986-1987, details of which are provided in document DP/1986/74.

32. Should the Council approve the above proposals, the overall ratio of Professional to General Service staff at headquarters, including Geneva, will be 1:1.29 which is considerably below the average ratio of agencies and organizations in the United Nations system. The Executive Director wishes in this connection to draw to the attention of the Council that, as noted in the third report of the Joint Inspection Unit on evaluation in the United Nations system: integration and use (JIU/REP/85/11, Annex I), the ratio of UNFPA Professional staff to the total expenditures is 1:\$1.77 million, which is one of the most favorable staff/expenditure ratios among the organizations of the United Nations system.

Table 1. UNFPA headquarters staff levels for the bienniem 1986-1987: previous and proposed

	Previous a/		Proposed b/		<u>Changes between</u> DP 1985/39 and DP 1986/74	
		s Administered	Headquarters Administered		Headquarters Administered	
	Professional	General Service	<u>Professional</u>	General Service	<u>Professional</u>	General Service
Administrative a programme suppor services Regular		83 <u>a</u> /	95 <u>c</u> /	100	+2	+17
Temporary	-	-	1	24	+1	+24
Project	20 <u>d/g</u> /	55 <u>g</u> /	-	-	-20	-55
Total	113	138	96 <u>c</u> /	124	-17 <u>e</u> /	-14 <u>f</u> /

a/ As approved by the Council in June 1985.

b/ As proposed in document DP/1986/74.

c/ Includes 2 Professional posts at the UNFPA Geneva liaison office established since 1975.

 $[\]overline{d}$ / Includes 8 posts which have now been replaced by established posts approved by the Council, namely: a programme officer for the Asia and Pacific Branch, a Chief, Budget and Management Analysis Section, a senior management specialist, a senior family planning specialist, an evaluation officer, a programme officer for the Africa Branch, two procurement officers.

e/ 2 posts in Office of Executive Director; 5 posts in Administration and Finance Division; 4 posts in Information and External Relations Division; 2 in Technical and Planning Division; 1 post in Policy and Evaluation Division; 3 posts in Programme Division have been abolished.

f/ 1 post in Office of the Executive Director; 3 posts in Information and External Relations Division; 2 posts in Programme Division; 1 post in Technical and Planning Division; 7 posts in Administration and Finance Division have been abolished.

g/ As reported to the Council in June 1985.

DP/1986/43 English Page 16

<u>Notes</u>

1/ UNDP defines temporary post as "posts requiring the approval of UNDP Governing Council but which are deemed to cover either a function viewed as temporary to the life of the organization or for which the Administrator has not yet determined the permanent level of staffing required. (See DP/1985/56, I paragraph 29.)