



United Nations  
Educational, Scientific and  
Cultural Organization

## Administrative Circular AC/HR/28

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In English, French version to follow up

### Redeployment Group

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#### Background

1. At the most recent sessions of the Executive Board, key strategic objectives for the Organization were set out. The achievement of these objectives has human resource implications: they require a better alignment of the organizational structures on the programmes, they necessitate a realignment of staff resources towards programme delivery and involve a reinforcement of the field staffing structure.
2. Since the beginning of this biennium, ADGs of Programme Sectors have started to review their staffing structures and shift resources to priority areas, including to the field. In the short to medium-term, the need to increasingly sharpen programme focus, to reduce and streamline administrative structures, as well as to implement the field reform, may necessitate further measures of abolition, redesign or reprofiling of jobs; such measures may lead to the redeployment of staff.
3. The Director-General retains the authority to abolish or approve the redesign/reprofiling of posts on the basis of proposals submitted by Sector ADGs/Directors of Bureaux/Heads of Field Offices. These proposals are submitted to, and reviewed by HRM, BFM and BSP for recommendation to the Director-General. In all cases, clear, objective, programmatic and/or budgetary reasons must support the proposals and there should be a clear linkage between the abolition or redeployment of a post or unit and the reduction or reorientation of activities and programmes, particularly when the post is occupied. The abolition of occupied posts should be an exceptional measure applied in strict conformity with the targets set in the Roadmap, and with the core principles set out in the Roadmap.
4. As announced by the Director-General, a process to facilitate the redeployment of staff is now being put in place. This process will be equitable, transparent, and will ensure that redeployments are in full compliance with the established procedures and with the applicable Staff Rules and Regulations and Human Resource Manual provisions.
5. This Administrative Circular sets out the process that will facilitate the redeployment of staff in the case of abolition of a number of occupied posts, occurring as a result of significant restructuring or redesign of work units and services. This process will govern all such cases of redeployments, where a search for possible solutions is required.

## Redeployment Process

6. The redeployment of staff is distinct from any geographical mobility requirement or review and should not be confused as one replacing the other. The Redeployment Group reviews and identifies redeployment opportunities for staff occupying posts identified for abolition; General Service posts at Headquarters and Professional posts (NO and int. P) at Headquarters and in the Field (excluding Heads of Field Office).
7. Where proposals submitted by Sectors/Bureaux include the abolition of occupied posts, these will be referred by HRM to the Redeployment Group for its review against vacant posts in the Organization, and for its recommendation to the Director-General for a possible redeployment of staff considering their competencies and those of the vacant post.
8. For locally recruited staff (General Service/National Officers), redeployment opportunities are explored within the duty station. For internationally recruited staff, redeployment opportunities are explored globally within the Organization.
9. The Group is chaired by the DDG and consists of Director HRM, Director BFC and the Chief of the Executive Office of each Sector (or another Representative at senior level designated by the ADG); the Group will also include, as members, the President of each representative Staff Association or a designated representative. HRM provides the Secretariat. The composition of the Redeployment Group is shown in [Annex 1](#); its detailed membership will be announced in an Information Circular.
10. No individual may serve in the Redeployment Group if he/she is impacted by a Redeployment exercise or if he/she is a staff member of the affected Sector/Bureau.
11. The process followed by the Redeployment Group will be in full compliance with the established procedure in case of abolition of posts or reduction of staff set out in item 10.5 of the HR Manual ([Termination for abolition or reduction of staff](#)).
12. The redeployment period is set at 4 months starting from the date of the notification to the staff member, by Director HRM, of the abolition of the post he/she occupies. During this 4 month period, the Redeployment Group must review all redeployment possibilities.
13. An updated CV should be provided by each affected staff, as well as a competency/skills self assessment. Redeployment solutions must take into account the profile and the skills/competencies of the staff concerned.
14. The Redeployment Group reviews all vacant funded posts, first at same grade and then at a lower grade, in accordance with the established procedure.
15. The Redeployment Group will strive to make at least 2 offers of redeployment to the staff concerned within the 4 months period. However, the Group is under no obligation to make an offer, if such offer is not available.
16. The Secretariat of the Redeployment Group will ensure that there is a written record of individual cases discussed. Proceedings of the Group are strictly confidential. The Group will meet as and when required, on convocation by the DDG, with a view to identifying that a suitable solution is identified for each case, if available.

17. The DDG will submit the recommendations of the Redeployment Group to the Director-General for review and approval.

### **Separation procedures**

18. If no suitable post is identified at the same or lower grade within the 4 months period, or if the staff declines the offer of redeployment, he/she may opt for an agreed separation arrangement under Staff Regulation 9.1.2., within the termination schedule set out in Staff Rule 109.7.
19. Should the staff member concerned reject the proposal for an agreed separation, within one month of the date of the offer, the procedure for termination of his/her appointment as a result of the abolition of a post will be initiated under Staff Rule 109.5. Director/HRM, on behalf of the Director-General submits the recommendation to terminate the staff member to the Advisory Board on Individual Personnel Matters (PAB) for advice. The PAB reviews the case and submits its advice to the Director-General, for her decision, via DIR/HRM. Staff members are notified, in writing, by HRM/SBL of the termination of their appointment, as well as the date at which such termination takes effect. Details of the procedure are set out in item 10.5 of the HR Manual ([Termination for abolition or reduction of staff](#)).
20. A staff member whose appointment is terminated for abolition of post is entitled to a notice period of 3 months (if on indeterminate/fixed-term appointment, and having completed probation); and a notice period of 1 month if on fixed-term appointment and having not yet completed probation). Details of the entitlements on separation are set out in [Annex 2](#). Special Leave Without Pay for Pension purposes will be available upon request to enable staff to reach the threshold of 25 or 30 years of service for the UNJSPF, or to reach the age of 55. Details of these bridging arrangements will be communicated separately.

### **Contact with other UN Agencies**

21. In the case of locally recruited staff, contact will be made at country level with the UNCT, to advocate/identify possible solutions of re-employment in other UN Agencies, locally.

### **Applications for subsequent vacancies**

22. For a period of two years, former staff members with a least one year of completed fixed-term service, separated owing to abolition of posts shall be given priority consideration for vacant posts advertized externally (as per Staff Regulation 4.4 and Staff Rule 104.2 bis (d)). In cases involving an agreed separation arrangement, a period of time before the staff member is re-hired, must have elapsed equivalent, at a minimum, to the months of salary paid in the separation package, or as otherwise specified in the arrangement.

### **Contact persons in HRM**

23. HRM will provide advice to staff on all the above issues. A list of contact persons in the Staffing, Benefits and Learning Section will be made available to staff.

### **Entry into Force**

24. This Administrative Circular enters into force on the date of issuance of this Circular.

Ana Luiza Thompson-Flores  
Director, Bureau of Human Resource Management

**Composition of the Redeployment Group**

Chair: DDG

Members:

1. Director HRM
2. Director BFC
3. ED/EO (or Representative at senior level designated by the ADG)
4. SC/EO (or Representative at senior level designated by the ADG)
5. CLT/EO (or Representative at senior level designated by the ADG)
6. SHS/EO (or Representative at senior level designated by the ADG)
7. CI/EO (or Representative at senior level designated by the ADG)
8. MSS/EO (or Representative at senior level designated by the ADG)
9. ERI/EO (or Representative at senior level designated by the ADG)
10. STU President or a designated Representative
11. AIPU President or a designated Representative

Secretariat : HRM/SBL (Staffing, Benefits and Learning Section)

### Termination Indemnity Payments (Staff Rule 109.7)

(in months of pay)

Years <sup>1</sup> of Service	Staff Rule 109.7
Less than 6 years	<b>one week</b> of pay for each unexpired month of service, subject to a minimum of <b>6 weeks of pay</b> and a maximum of <b>3 months of pay</b>
6	3 Months
	<i> Holders of indeterminate appointment: 6 months</i>
7	5 Months
	<i> Holders of indeterminate appointment: 7 months</i>
8	7 Months
	<i> Holders of indeterminate appointment: 8 months</i>
9	9 Months
10	9.5 Months
11	10 Months
12	10.5 Months
13	11 Months
14	11.5 Months
15 or more	12 Months

In addition staff members may be entitled to the following payments, under the conditions set out for each payment:

- Repatriation grant (*for internationally recruited staff*)
- Repatriation travel (*for internationally recruited staff*)
- Removal of household goods or shipment of personal effects (*for internationally recruited staff*)
- Payment of accrued annual leave
- Payment in lieu of notice (if statutory notice cannot be given).

<sup>1</sup> Partial years (completed months) are calculated on a prorated basis.