

**PROBATION POLICY and
POLICY/PROCEDURES FOR THE APPOINTMENT OF LOCAL/NATIONAL STAFF**

- Responses received from organizations to UNRWA's questionnaire -

Agency	Probation Policy	Staff member assigned to new post placed on probation (after initial appointment probation is complete)?	Differences between lateral appointments where new post is similar of different?	Differences between lateral moves and promotion?	Copy of probation policy
(1)	(2)	(3)	(4)	(5)	
UN Secretariat	No policy	No; that would also not comply with the terms of their appointments.	This question is not clear. A lateral appointment or assignment refers to the level of the post encumbered; which does not change in case of a lateral move. For some selection criteria under the UN's staff selection system, see reply to question 4 below.	<p>Yes, they have nothing in common. Lateral moves are at the same level, promotions would indicate a higher level post to be encumbered. Promotions as such would mean selection for a higher level post; normally through competitive selection only. Temporary assignments to a higher level function is not a promotion; but may be rewarded through a special post allowance, subject to certain conditions.</p> <p>For lateral moves for purposes of staff selection/eligibility criteria, the following definition applies:</p> <p>“(q) Lateral move: movement of a staff member to a different position at the same level for the duration of at least one year. The new position may be in the same or a different department or office, in the same or a different duty station and in the same or a different occupational group. Inter-agency loans or other movements to and from other organizations of the United Nations common system are recognized as "lateral moves". Within the same department or office, a lateral move will normally involve a change in functions with or without a change of supervisor. When the supervisor remains the same, there will be a lateral move if the responsibilities are substantially different, for example, if there is a different area of responsibilities or a change in the departments /offices serviced by the staff member. A change in supervisor without a change in functions does not represent a lateral move.</p> <p>Temporary assignments of at least three months but less than one year, with or without special post allowance, shall also qualify as a lateral move when the cumulative duration of such assignments reaches one year;”</p>	
IFAD		No.	No, there are no differences in terms of conditions and emoluments.	Yes. Lateral moves are exclusively effected to positions at the same grade.	Policy on probation is included in the chapter of IFAD's Implementing Procedures on Staff recruitment and appointment.
ILO		Officials newly appointed to a regular budget funded post other than of a temporary nature are placed on probation for the first two years following appointment.	Only the initial appointment is subject to probation.	Only the initial appointment is subject to probation.	Please see Chapter 5 of the ILO Staff Regulations regarding Probation (attached).

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FAO		The probation period covers the first fixed-term appointment only. However, if a staff member is subsequently successful in competing for a post at a grade higher than her/his own, upon the recommendation of the division director, or a head of office, s/he may be required to serve for a trial period not exceeding one year at one grade lower than the post to which appointment is to be made – this is known internally as a “trial period”	No.	Yes. A lateral move for FAO is a move from one post to another, where both are at the same grade-level. A promotion is the movement from one grade-level to a higher grade-level. In the latter case, a trial period as described above may be applied and the selection is normally subject to a competitive selection process which includes a vacancy announcement and review by joint selection committees. A lateral transfer, on the other hand, may be processed without a vacancy and subsequent competitive selection provided the Director of OHR is satisfied that the candidate meets the requirements of the vacant position and that the positions are technically analogous.	Please see attached an extract from the FAO Administrative manual that deals with probation (manual section 305.5.2)
IAEA		For initial appointment of at least two years, there is a probationary period of one year.	There is no probationary period in these cases.	No.	
ITC	N/A				
UNHCR	In case of assignment/conversion to a different category, i.e. General Service (GS) to National Professional Officer (NPO) and NPO to Int. Professional Officer (IPO), a probationary period of 12 to 18 months will be served.	No. No probationary period is served upon initial appointment, or on appointment to a higher level within the same category.			
UNDP		No.	Where the post competencies are similar and posts are within the same business unit/country office. The process is governed by a LATERAL MOVE POLICY.	Yes. Lateral Moves don't include grade changes. UNDP does not have PROMOTIONS anymore and subscribes to the Rank-in-Post Policy.	
UNICEF	No policy				

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UPU		<p>For Fixed-Term appointment (core): The contract duration will be for 3 years. The first year of a first fixed-term contract shall be considered to be a trial period. The Director General may extend this period by three months. For non-core staff: Non-core staff members shall be appointed for a period of less than one year or for a fixed term of at least 1 year and no more than 3 years</p> <ul style="list-style-type: none"> -Non-core Fixed-term appointments of 3 years, the first phase of the first contract shall be considered to be a trial period. -Non-core contract of less than 2 years is subject to a trial period of 3 months. -Non-core contract of at least 2 years but less than 3 years is subject to a trial period of 6 months. 	<p>Yes, there are differences, depending on the type of posts involved in the lateral appointment, such as core to non-core or vice versa. Note: a review is being undertaken with regard to lateral moves between posts of core vs. non-core, in order to determine the impact on staff entitlements & UPU's staffing and budget. UPU is an international organization with a yearly "zero" growth in staffing.</p>	<p>Yes. Lateral move is a reassignment from an old post to a new one and both posts are with the same grade. Promotion is a reassignment from an old post to a new one of a higher grade than the old post.</p>	

Agency	Does your organization have any policies or procedures for the appointment (and promotion) of local/national staff to posts designated "international" either in their home country where the AFP is operating or in their operations in other countries? E.g. do locals have to serve outside their home country to gain an international post?	Are any conditions included in the vacancy announcements with respect to local/national staff being considered?	Does your organization have definitions of particular conditions that may determine what constitutes an international post as opposed to a local/national post? If so, what are they?
	(6)	(7)	(8)
UN Secretariat	There are some restrictions for nationals to apply to posts subject to international recruitment in their country of nationality. There is no written policy as this is a matter of substantive, political, cultural and security concerns. It is not applied to all locations; for example no such restriction exists for HQ or H duty stations; but subject to greater scrutiny in field/peacekeeping contexts. There are also normally no international professional staff members and National Officers in the same office from the same country.	Posts are classified according to the respective category; which determine their status as being subject to local or international recruitment. As per the reply under question 6 above, there is no written policy prohibiting generally nationals of a country to apply to posts subject to international recruitment. However, the UN Secretariat also applies restrictions on recruitment from the General Service to the Professional category, and for changes in status as locally or internationally recruited; which may require separation from service and re-employment; or the passing of a competitive recruitment exam to be eligible.	Job descriptions are adjusted to local and international skills required; i.e., the job profiles determines the classification, including whether for example a National Officer post is suitable (e.g., particular expertise in local language, custom, national context etc.), in line with applicable standards and ICSC guidelines. Further, for example, lower level field service category posts are also only permitted where local labour markets does not provide sufficient resources for the functions; which changes as capacity in a country may grow. Recent ICSC documents on NOs are attached for ease of reference.
IFAD	Appointment to a new position, local or international, is done as per established recruitment procedures and all IFAD staff are eligible to apply. Staff hired on a local post serve only in their home country and cannot be assigned to countries other than that one in the context of the same conditions	Yes, it is stated that the position is a local recruitment. In the case of General Service positions eligible candidates are either nationals of the country, or hold legal/residency status that allows them to work. Positions for National Professional Officers are open only to nationals of the country.	Yes. Local posts are relevant to the national office only. In addition, all National Professional Officer and General Service positions are locally recruited.
ILO	<i>All officials in the Professional and higher category are considered internationally recruited. However, eligibility to certain expatriate benefits and salary related entitlements are conditional upon service at a duty station outside of the home country. Jobs in the General service category shall, as far as possible, be filled by locally recruited officials. (please see article 4.3 of the Staff Regulations for further details, incl. a definition of when GS staff are considered as locally recruited). Jobs in the National Professional Officers (NO) category shall be filled by locally recruited officials, in accordance with art. 4.3bis of the Staff Regulations. Officials of the NO category shall normally be assigned to the country of which they are nationals and shall not be transferred to other duty stations. They may, however apply to positions of the Professional (and higher) category, subject to eligibility criteria being met, as per normal recruitment procedures.</i>	Post category (GS; NO-; P or D) and grade are defined in the vacancy announcement. ILO does not normally restrict eligibility criteria to certain nationalities.	Please see information provided under question 6 and ILO Staff Regulations (Chapters 3 and 4).
FAO	FAO does not have a specific policy covering such appointments or promotions and individuals are free to apply for posts, including "international" posts within their own country. However, in the past the Director-General's approval was required for any appointment of a national to an international post in his or her country of nationality. This requirement has been reviewed in June 2012, and now such clearance is only required for international positions at the P-4 level or higher.	No.	The only applicable definition found in our Staff Rules is as follows: "All staff members in the Professional and higher categories with the exception of national professional officers, are considered to be internationally-recruited." In that regard, FAO only has definitions of categories of staff, not posts.
IAEA	No.	No.	No.
ITC	In offices away from HQ – locals have to serve outside their home countries to gain international posts and entitlements.	No.	Very limited use in ITC as the majority of our posts are in HQ (Geneva). The field posts where international recruitment was possible are only a handful and a handful of local posts.
UNHCR	Yes. Staff in GS category may apply for externally advertised position in the IPO category. Staff in NPO category may apply for IPO positions after four years of service in the NPO category. GS staff appointed to externally advertised IPO positions are granted the grade of the post upon appointment. NPO staff appointed/converted to IPO positions are remunerated at the level of the post, and (maybe) confirmed to the level of the position at the end of the probation (12 to 18 months) upon positive recommendation of the manager. In addition UNHCR has Field Service assignments which allow for the temporary assignment of General Service staff to a country outside	Yes. The vacancy announcement must reflect the duties, years of experience and qualification requirements as reflected in the classified job description.	For NPO posts, UNHCR adheres to the criteria set out by the ICSC, in particular NPO positions require national knowledge and experience and must be the national of the country in which they serve. The majority of international posts are subject to rotation, whereas NPO posts are not.

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	<p>their duty station for up to two years to a position at an equivalent level, which has been designated "Field Service" for either of the following reasons: a) the experience and skills of the staff member on Field Service assignment are required to effect an appropriate skills transfer to locally recruited staff members in the country of assignment; b) due to prevailing political or other constraints at the duty station, the functions of a General Service position cannot be performed effectively by a locally recruited staff member. General Service staff members can only apply for a Field Service assignment after three continuous years of service with UNHCR. It is important to note, Field Service assignments entail a change in country of assignment.</p>		
UNDP	<p>No separate policy. Local staff cannot assume an international position in their home countries, especially when it is the first assignment. The exceptions are 'H' duty stations, UNDP Liaison Offices and Regional Centres.</p>	<p>Yes, conditions of service requiring residency, work permits, and possible pre-assessment tests.</p>	<p>May depend on several factors including but not limited to: the nature of work; who sponsors the work; who owns the product delivery; the nature of funding; extent to which the Government/NGO/CSO is involved; UNDP's role as an independent actor or executor of a 'home-grown' project etc.</p>
UNICEF	<p>There are several ways for locally-recruited staff to be appointed to an international post:</p> <ul style="list-style-type: none"> - apply to a specific vacancy for which they would be short listed if meeting the minimum requirements as set in the vacancy. - apply to a 'talent group' which is basically a roster composed of internal and external candidates who have undergone a competitive selection and assessment process and are thus deemed qualified in the field and level of the respective talent group. It is possible for local staff to become part of a talent group by applying to a specific post if they were recommended but not selected; or by applying to a generic vacancy announcement if recommended for inclusion in the talent group concerned. Once in the talent group, they can be appointed by direct selection without a vacancy announcement. - apply to the New and Emergency Talent Initiative (NETI) programme: a limited number of posts at P-2 and P-3 levels are advertised within the functional and geographical areas that expressed a need, it is opened to external and internal candidates. National Officers as well as G6 and G7 staff are eligible to apply if meeting the requirements (e.g. advanced university degree) and a competitive selection process takes place. If selected they get a two year programme as International Professional (no return rights to NO category). <p>NB. It is not possible for locally-recruited staff to be appointed as an International Professional in their own home country.</p>	<p>No specific mention is made in vacancy announcements on the fact that local staff may be considered. If they meet the eligibility requirements, they are short-listed.</p>	<p>UNICEF follows the UN designation of certain local posts functions as General Services posts functions. UNICEF follows the UN designation of certain local posts as national professional, and applies the UN criteria which state that "the fundamental criterion must be that national professionals should be employed only for functions at field offices which by their very nature required national knowledge and experience and so could not be carried out as effectively by international professionals". UNICEF uses the methodology established by ICSC for distinguishing between P and GS level work and posts are classified in accordance with common system job classification standards established by ICSC.</p>
UPU	<p>Only has a HQ so n/a.</p>	<p>n/a</p>	<p>n/a</p>