

**COLLECTIVE AGREEMENT ON A PROCEDURE FOR
RECRUITMENT AND SELECTION**
between
the International Labour Office
(hereinafter referred to as "the Office")
and the ILO Staff Union
(hereinafter referred to as "the Union")

WHEREAS the Office and the Union signed on 6 October 2000 a Collective Agreement on a procedure for recruitment and selection;

WHEREAS the Parties recognize the need to revise recruitment and selection procedures in the Office;

WHEREAS article 14, paragraph 2, of the 2000 Agreement, provides any renegotiation, cancellation, modification, suspension or amendment shall be effected by means of a written agreement signed by the Parties;

THEREFORE, the Parties have agreed to conclude a new Collective Agreement on a procedure for recruitment and selection as follows:

Article 1

The purpose of this Agreement is to adopt a comprehensive procedure for recruitment and selection, based on principles of transparency, due process, fairness and equity, having regard to the Office's need to ensure the highest standards of competence, efficiency and integrity, and of relevant international law, including international labour standards and other ILO instruments, and aiming at ensuring timeliness, efficiency and objectivity. The procedure is contained in the Annex, which is an integral part of this Agreement.

This procedure has been developed in the context of a mobility and career development approach applying throughout the ILO as a means to promote greater motivation and job satisfaction of its staff, and to match abilities and aspirations of staff members with the workforce needs of the Office. Career counselling and coaching of ILO officials will be pursued as an essential part of the recruitment and selection process.

Article 2

Competition in accordance with this Agreement shall be the normal method of filling vacancies in the General Service, National Professional Officer and Professional categories Office-wide.



The Parties agree to review the scope of the procedure for recruitment and selection, in particular as regards recruitment by direct selection under article 4.2.(e) of the Staff Regulations in conjunction with the review of the contracts policy.

Pending the review of the contracts policy, the Parties further agree to maintain the special consideration for shortlisting purposes given to staff with more than five years of continuous service in the ILO who are not considered internal candidates.

The Parties recognize the value of provision of information to officials and their encouragement to present their candidatures for positions in the Director category.

The Parties agree to continue negotiations in order to urgently supplement the features of the Recruitment and Selection procedures contained in the Annex in support to the geographical mobility of the Staff through a review of the ILO's Mobility Policy (circular Series 6, no. 658, dated 9 November 2005) and the introduction of other supportive measures.

Measures shall be agreed to enable the largest possible national and cultural diversity amongst the staff, including attracting candidates whose mother tongue is not one of the three working languages of the Office.

In the interest of transparency, the Human Resources Development Department will make information on all staff movements available in an accessible manner at least three times a year.

Article 3

This Agreement shall be implemented by means of the agreed amendments to the Staff Regulations appended to it in accordance with Article 8, paragraph 4 of the Recognition and Procedural Agreement, as amended on 6 November 2003. The Office shall submit to the Governing Body these proposed amendments to the Staff Regulations necessary to give effect to this Agreement.

This agreement replaces the Agreement on a procedure for recruitment and selection of 6 October 2000 as well as all interim arrangements adopted since then, namely the interim changes concerning assessment centres provided for in Circular Series 6, No. 652 dated 12 January 2005 and Office Procedure IGDS no. 278 of 11 April 2012.

This Agreement shall come into operation progressively during 2014 and no later than 1st January 2015, on dates and in a manner to be determined by the Parties.

The current arrangements will be maintained for the filling of vacancies during the transitional period. Any transitional issue arising from the implementation of this Agreement shall be negotiated as a matter of urgency.

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No terms of this Agreement or its annex shall be suspended, modified or otherwise amended except by means of a written agreement signed by the Parties. Either Party may terminate this agreement by giving six months' notice in writing to the other Party.

In the event of a difference of opinion in the interpretation or application of this agreement, the matter shall be submitted to the Review Panel, as per Article 7 of the Recognition and procedural Agreement signed between the Parties on 27 March 2000.

A copy of this Agreement shall be posted on the HRD website.

Signed in Geneva, this thirteenth March 2014, in two copies, in the English language, by the representatives of the Parties duly authorized to that effect.

For the Office:



Greg Vines
Deputy Director-General
for Management and Reform

For the Staff Union:



Catherine Comte-Tiberghien
Chairperson

DRAFT AMENDMENTS TO THE STAFF REGULATIONS

**Chapter IV
Recruitment and appointment¹**

ARTICLE 4.2

Filling of vacancies

(a) (i) The paramount consideration in the filling of any vacancy shall be the necessity to obtain a staff of the highest standards of competence, efficiency and integrity. Due regard shall be paid to the importance of maintaining a staff selected on a wide geographical basis, recognizing also the need to take into account considerations of gender and age.

(ii) Every official shall be required to possess a fully satisfactory knowledge of one of the working languages of the Organization.

(iii) Officials in the Professional category and officials in the Director and Principal Officer category shall be required to possess a degree awarded by a recognized university, or its equivalent in experience.

(iv) In the filling of any vacancy, service in the Office, including service in the field where relevant, shall be taken into account.

~~(ii)~~ (v) Without prejudice to the foregoing, officials shall be selected without discrimination on the basis of age, race, gender, religion, colour, national extraction, social origin, marital status, pregnancy, family responsibilities, sexual preference **orientation**, disability, union membership or political conviction.

(b) Appointments to vacancies of Deputy Director-General, Assistant Director-General and Treasurer and Financial Comptroller shall be made by the Director-General after consultation with the Officers of the Governing Body.

(c) The Director-General may designate a Principal Deputy Director-General, in which event such designation shall be made after consultation with the Officers of the Governing Body and with the agreement of the Governing Body.

(d) Vacancies in the Director and Principal Officer category shall be filled by the Director-General by transfer in the same grade, promotion or appointment. Such promotions or appointments, other than to vacancies in technical cooperation projects, shall be reported to the Governing Body with a short statement of the qualifications of the persons so promoted or appointed. The position of Chief Internal Auditor shall be filled by the Director-General after consultation with the Governing Body.

(e) Transfer in the same grade, promotion or appointment by direct selection by the Director-General shall be the normal method of filling vacancies:

- of Chiefs of Branch and Directors of offices in the field;
- in technical cooperation projects;

¹ See also Annex I: Recruitment **and selection** procedure.



- in the Office of the Director-General;
- of principal secretary to a Deputy Director-General;
- of a purely temporary nature, up to two years, of a specialist nature, not expected to lead to a career in the ILO, any extension beyond two years being subject to article 4.2(f);
- ~~– in the National Professional Officers category in external offices;~~
- ~~– in the General Service category in external offices.~~

The Director-General may in such cases, at his or her discretion and after consulting the **Recruitment, Assignment and Mobility Committee mentioned in article 10.6** ~~Staff Union representatives mentioned in Annex I,~~ decide on the use of one or other of the methods of filling vacancies referred to in article 4.2(f).

~~(f) In accordance with the provisions of the Collective Agreement on a Procedure for Recruitment and Selection, competition shall be the normal method of filling vacancies between grades G.1 and P.5 inclusive. The methods to be employed **to fill vacancies in the General Service, National Professional Officer and Professional categories** shall comprise transfer in the same grade, promotion or appointment, normally by competition **in accordance with the procedure set out in Annex I or, in the case of local staff in external offices, other existing mechanisms. New mechanisms or changes to existing mechanisms for recruitment and selection of local staff in external offices shall be endorsed by the Joint Negotiating Committee.** However,~~ promotion or appointment without competition may be employed only in:

- filling vacancies requiring specialized qualifications;
- filling vacancies caused by upgrading of a job by one grade or in the case of a job upgraded from the General Service to the National Professional Officers category or to the Professional category or in the case of a job upgraded from the National Professional Officers to the Professional category by one grade or more;
- filling vacancies in urgency;
- filling other vacancies where it is impossible to satisfy the provisions of article 4.2(a) above by the employment of any other method.

~~The Staff Union representatives mentioned in Annex I~~ **Recruitment, Assignment and Mobility Committee** shall be **consulted** ~~informed~~ on any **transfer in the same grade**, promotions or appointments made without competition.

(g) In filling any vacancy account shall be taken, in the following order, of –

- (1) applications from former officials whose appointments were terminated in accordance with the provisions of article 11.5 (Termination on reduction of staff);
- (2) applications for transfer;
- (3) claims to promotion;
- (4) if the Director-General and the Staff Union agree, applications from former officials other than those who have been discharged or summarily dismissed;

(5) on a reciprocal basis, applications from officials of the United Nations, specialized agencies, or the Registry of the International Court of Justice.

(h) When a job has been upgraded it shall be regarded, for the purpose of this article, as a vacancy.

(i) This article shall be applied in accordance with the provisions of Annex I.

Chapter X Staff relations and administrative bodies

ARTICLE 10.6

~~Selection Board~~

~~(Deleted)~~

Recruitment, Assignment and Mobility Committee

1. A Recruitment, Assignment and Mobility Committee shall be established to assist the Director-General with workforce planning and mobility and to monitor recruitment and selection procedures in line with these Regulations or other applicable rules. The Recruitment, Assignment and Mobility Committee shall, in particular:

- review information regarding workforce planning and mobility and make recommendations on the type and level of recruitment;
- facilitate geographical and functional mobility;
- review proposed vacancies and job descriptions;
- make recommendations for transfers in the same grade without competition;
- advise the Director-General on recommendations arising from competitions.

2. The Recruitment, Assignment and Mobility Committee is composed of: the Director of the Human Resources Development Department, two officials appointed by the Director-General and one official appointed by the Staff Union accompanied by an advisor. The Committee shall be assisted by a Secretary from the Human Resources Development Department. The Committee may invite other officials to assist it in the discharge of its functions. Each member of the Committee, the Secretary and any other person assisting or attending the Committee must observe the full confidentiality of the proceedings, and strictly avoid conflict of interest or perception of conflict of interest.

3. The Recruitment, Assignment and Mobility Committee holds an annual meeting and at least three other meetings during the year.

4. The Recruitment, Assignment and Mobility Committee shall discuss all issues before it, in good faith, with a view to reaching agreement. Where agreement is not reached, the Director-General will be informed of any divergent views. The Committee establishes its own procedure.

ARTICLE 10.7

Assessment Centre

(a) An Assessment Centre shall be established to assess the suitability of officials, or candidates for recruitment, to undertake the duties and responsibilities at various grade levels, for such purposes as the filling of vacancies and promotion. These levels correspond to the following groups of grades: G.1–G.4, G.5–G.7, P.1–P.3 and P.4–P.5.

(b) The Assessment Centre shall be managed by the Human Resources Development Department. The assessors shall be selected jointly by the Human Resources Development Department and the Staff Union from officials who have successfully completed an appropriate training course in the International Labour Office.

Chapter XI Cessation of service

ARTICLE 11.5

Termination on reduction of staff

(a) The Director-General, after consulting the Joint Negotiating Committee, may terminate the appointment of an established official if the necessities of the service require a reduction of staff involving a reduction in the number of posts. An established official whose appointment is terminated under this paragraph shall, during the two years after the date on which its termination becomes effective, be offered appointment to any vacancy for which the Director-General, after consulting the ~~Joint Negotiating Committee~~ **Recruitment, Assignment and Mobility Committee**, considers that the official possesses the necessary qualifications.

Chapter XIII Conflict resolution

ARTICLE 13.2

Grievances

1. An official¹ who wishes to file a grievance on the grounds that s/he has been treated in a manner incompatible with her/his terms and conditions of employment shall, except as may be otherwise provided in these Regulations or other relevant rules,² request the Human Resources Development Department to review the matter within six months of the treatment complained of. The procedure for the examination of general grievances related to the terms and conditions of employment is governed by article 13.3.

¹ For the purpose of Chapter XIII, the term "official" does not comprise **the Director-General, Deputy Directors-General and Assistant Directors-General** officials in the executive directorate level.

² Special procedures apply to compensation claims (Annex II) and the review of performance appraisals (Chapter 6) as well as for appeals in respect of selection and recruitment (Annex I, paragraph ~~1434~~), discipline (Chapter 12), job grading (relevant administrative circular), termination for unsatisfactory services (articles 11.4 and 11.8), termination on reduction of staff (article 11.5), and withholding of increment (article 6.4) and transfer to a lower grade (article 6.11).

Annex I
Recruitment and selection procedure
(New text)

GENERAL CONSIDERATIONS

1. In the filling of any vacancy account shall be taken of linguistic knowledge. Officials in the Professional category whose mother tongue is one of the working languages shall normally be required to have a good working knowledge of a second working language and may be required to acquire a knowledge of a third working language. Officials in the Professional category whose mother tongue is not one of the working languages shall be required to possess a fully satisfactory working knowledge of one of the working languages of the Office, as prescribed in article 4.2(a) (Filling of vacancies) and may be required to acquire a knowledge of a second working language. Officials in the Professional category who undertake duties as translator or such other duties as may be designated as similar by the Director-General shall be required to have a thorough knowledge of two working languages as well as the main language into which they translate.

PROCEDURAL STAGES IN THE FILLING OF VACANCIES

2. Selection procedures shall comprise three stages:

- (1) Request for the opening of vacancies and review of vacancy announcements;
- (2) Identification of opportunities for filling vacancies by transfers in the same grade or through geographical mobility;
- (3) Where no suitable opportunity is identified for selection by transfers in the same grade or through geographical mobility, other candidates will be screened, and eligible candidates will be subject to competency assessment and technical evaluation.

FIRST STAGE: REQUEST FOR THE OPENING OF VACANCIES AND REVIEW OF VACANCY ANNOUNCEMENT

3. Proposals to fill a vacancy will be made by the responsible chief who will identify the relevant generic job description, job family and suggested grade, and will prepare a description of the responsibilities, objectives and minimum requirements that are specific to the job. The proposal will be reviewed by the Human Resources Development Department.

4. Confirmed vacancies and the corresponding proposed job descriptions are submitted to the Recruitment, Assignment and Mobility Committee mentioned in article 10.6, along with information concerning:

- (a) Proposals to transfer an official without competition due to: pressing humanitarian or certified medical reasons; a legal obligation of the Office, including vis-à-vis officials whose position has been abolished, or the duty to protect the interests of a staff member or group of staff or to preserve a smooth and productive working environment;
- (b) officials who have expressed potential interest in functional or geographical mobility;
- (c) officials on special leave without pay or secondment due to return to the Office;
- (d) gender and diversity indicators;
- (e) variations to generic job descriptions;
- (f) proposals to assign officials to temporary vacancies.

5. The Recruitment, Assignment and Mobility Committee submits a report to the Director-General with recommendations, including any divergent views, on:

- (a) Vacancies proposed to be filled without competition for any of the reasons stated in paragraph 3 (a) above;

- (b) Proposals to address geographical diversity within the Office;
- (c) Proposals to limit eligibility in specific vacancies to internal candidates or to other categories of serving officials or groups of serving officials;
- (d) the contents of vacancy announcements.

6. The Recruitment, Assignment and Mobility Committee is informed of the decisions of the Director-General arising from its report.

7. All vacancies open to competition shall be advertised for a minimum period of 30 days, unless otherwise agreed within the Recruitment, Assignment and Mobility Committee. The Human Resources Development Department will disseminate all vacancies among serving staff through internal electronic media and will announce them by other media as appropriate.

SECOND STAGE: IDENTIFICATION OF OPPORTUNITIES FOR FILLING VACANCIES BY TRANSFERS IN THE SAME GRADE OR THROUGH MOBILITY

8. The Human Resources Development Department will prepare a list of internal candidates who have applied for a vacancy in the same grade and identify those who meet the minimum requirements.

9. The responsible chief shall review the list prepared by the Human Resources Development Department and prepare an evaluation regarding the suitability of candidates.

10. The Recruitment, Assignment and Mobility Committee shall review the list of suitable internal candidates together with the evaluations of the Human Resources Development Department and the responsible chief and shall prepare a report for the Director-General including advice and recommendations for filling vacancies taking into consideration the applications of officials subject to geographical mobility first, having regard to the hardship and duration of a field assignment.

11. Candidates will be informed of the Director-General's decision to fill a vacancy by transfer in the same grade or through geographical mobility.

THIRD STAGE: EVALUATION OF OTHER APPLICATIONS

Screening of candidates

12. Where no suitable opportunity is identified for selection by transfers in the same grade or through mobility, other candidates will be screened.

13. Prior to the screening process the responsible chief and the Human Resources Development Department will determine: the weight that will be accorded to the various elements to be taken into consideration during the evaluation of eligible candidates (personal resumé, written tests, interview, etc.) .

14. The Human Resources Development Department shall provide the responsible chief with a list of candidates who meet the minimum requirements specified in the vacancy announcement.

15. The responsible chief and Human Resources Development Department shall establish a shortlist of candidates in consultation with the technical panel, including where appropriate through eliminatory tests.

Competency assessment

16. Any external candidate or any internal candidate applying to a higher category shall be assessed against core competencies and values agreed within the Joint Negotiating Committee for each of the following grade ranges: G.1-G.4, G.5-G.7, P.1-P.3 and P.4-P.5.

17. The competency assessment shall be managed by the Human Resources Development Department. The assessors shall be selected jointly by the Human Resources Development Department and the Staff Union.

18. Only candidates who are successful in the competency assessment will progress to the next selection stage.

19. Any candidate who has undergone a competency assessment may request feedback, including on possible areas of development.

20. Serving staff who are not successful in the competency assessment will be encouraged to avail themselves of staff development and counselling opportunities provided by the Office and may undertake a competency assessment after a period of six months. As far as practicable, opportunities shall be given to serving staff to undertake a competency assessment outside of a specific competition as a development activity.

Technical evaluation

21. A technical panel shall be established to evaluate shortlisted candidates who have been successful in the competency assessment.

22. The technical panel will comprise the manager responsible for the vacant position or his/her representative, a representative of the Human Resources Development Department and a third independent member selected from a list of serving staff established in agreement with the Staff Union. Technical experts may also be appointed to assist the technical panel in its evaluation of candidates. Technical panel members and technical experts are required to act impartially, and should not have any conflict of interest or perceived conflict of interest related to any candidates for the position.

23. The technical panel will undertake a rigorous technical evaluation of the candidates in accordance with pre-established criteria through an interview and any other test decided by the responsible chief in consultation with the Human Resources Development Department. The marking of written tests will be blind.

24. The technical panel shall prepare a report with recommendations, including the ranking from the technical evaluation, and relevant comments, on candidates recommended for appointment. The technical panel may also recommend that the competition be declared unsuccessful or that it be cancelled.

25. Any internal candidate and any candidate who is a serving staff member has the right to request feedback on his/her performance in the context of the technical evaluation as well as on areas of possible development. Such feedback may be provided in oral or written form by the responsible chief or a representative of the Human Resources Development Department, as appropriate.

REVIEW OF PROPOSED APPOINTMENTS AND STAFF MOVEMENTS AND DECISION BY THE DIRECTOR-GENERAL.

26. Reports from the technical panels shall be reviewed by the Recruitment, Assignment and Mobility Committee, which shall submit the reports, together with its advice and recommendations on other relevant issues for selection, to the Director-General for decision.

UNSUCCESSFUL COMPETITIONS

27. A selection process shall not be declared unsuccessful if, following the competency assessment and technical evaluation, there are candidates suitable for appointment.

28. Before recommending that a competition process be declared unsuccessful, the technical panel may choose to invite any eligible candidate who was not initially short-listed to competency assessment and technical evaluation.

29. In the event of the process being unsuccessful, the Recruitment, Assignment and Mobility Committee shall provide advice on the means to fill the vacancy.

PUBLICATION OF RESULTS

30. The Human Resources Development Department will publish all the Director-General's decisions on appointments, transfers and promotions made in accordance with the provisions of this Annex as soon as possible on the ILO Intranet. The Human Resources Development Department will also individually notify all candidates of the outcome of competitions.

INTERNAL CANDIDATES

31. An official may not apply in a competition as an internal candidate before the successful completion of his/her probationary period.

32. Officials serving on technical cooperation projects, except those detached from another job within the Office, as well as officials appointed under the Rules Governing Conditions of Service of Short-Term Officials, will not normally be eligible to participate as internal candidates. The Recruitment, Assignment and Mobility Committee may agree to extend eligibility to these officials, but may establish special requirements.

CONFIDENTIALITY

33. All persons involved in recruitment and selection processes and decisions shall respect their duty to maintain strict confidentiality in all matters related to those processes and decisions.

GRIEVANCES CONCERNING RECRUITMENT AND SELECTION DECISIONS

34. Any individual grievance arising from the recruitment and selection process will be dealt with in accordance with Chapter XIII of the Staff Regulations. The deadline for the submission under article 13.2.1. of a grievance related to recruitment and selection decisions will be one month from the publication of the decision.

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