



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

Distr.  
General

DP/1990/53  
11 April 1990

ORIGINAL: ENGLISH

Thirty-seventh session  
28 May - 22 June 1990, Geneva  
Item 6 of the provisional agenda  
UNFPA

S U P P O R T

**UNITED NATIONS POPULATION FUND**

Report of the Executive Director on the criteria and  
procedures for the establishment of temporary and regular  
posts in the field and at headquarters and proposal on  
the conversion of existing temporary local posts in the field

Summary

At its thirty-sixth session, in June 1989, the Governing Council requested the Executive Director in decision 89/49, paragraph 6, to present to the Council at its thirty-seventh session a proposal for the conversion of 57 existing temporary local posts (referred to in decision 88/36, paragraph 7) and 89 existing temporary local posts (referred to in decision 88/36, paragraph 9) into regularly established posts, together with the criteria and procedures for establishment of temporary and regular posts in the field and at headquarters. In this document, the Executive Director provides such a proposal and presents, for Council approval, the criteria and procedures that the Fund follows for establishing regular, and in defined cases temporary, posts at headquarters and in the field.

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## INTRODUCTION

1. At its thirty-sixth session, in June 1989, the Governing Council, in decision 89/49, paragraph 6, requested the Executive Director to present to the Governing Council at its thirty-seventh session in June 1990 a proposal for the conversion of 57 local posts (referred to in decision 88/36, paragraph 7) and 89 local posts (referred to in decision 88/36, paragraph 9) from their present status of temporary posts into regularly established posts, together with the criteria and procedures for establishment of temporary and regular posts in the field and at headquarters.

2. In this report, the Executive Director is requesting the Council's approval to convert the remaining existing temporary local posts into regular field posts in order to conclude the process of integrating international and local field staff into the administrative and programme support services (APSS) budget, which began in 1986. The Executive Director also presents for the Council's consideration and approval, UNFPA criteria and procedures for establishment of regular, administrative posts at headquarters and in the field.

### I. REGULARIZATION OF REMAINING LOCAL POSTS IN THE FIELD

3. It should be recalled that as part of the concluding phase of the process of integrating international field posts into the APSS budget, the Executive Director, in document DP/1987/41, proposed that a total of 289 locally-recruited administrative and programme staff posts be integrated into the APSS budget. This group of local staff comprised at the time, 49 national officers; 160 administrative and programme support assistants and secretaries; and 80 ancillary personnel (messengers, drivers, watchmen, guards and cleaners) providing a variety of office services. The Advisory Committee on Administrative and Budgetary Questions (ACABQ), in its report DP/1987/44, paragraph 18, recommended that the Council approve the Executive Director's request. However, in paragraph 5 of decision 87/31 of June 1987, the Governing Council accepted the establishment of the 289 local posts in the APSS budget only as temporary posts.

4. In document DP/1988/42, submitted to the thirty-fifth session in June 1988, as part of the Fund's review of staffing requirements to support a new programme planning and implementation strategy and its efforts to strengthen UNFPA's field presence in sub-Saharan Africa, the Executive Director again recommended to the Governing Council that the 289 existing temporary local posts be converted to

regular status, together with 57 new local posts necessitated by the setting up of new field offices and the strengthening of some existing field offices, as proposed in documents DP/1988/39 and DP/1988/42. The Executive Director further recommended the approval of four new Country Director (then called Deputy Representative and Senior Adviser on Population) posts and the redeployment of four international posts in the capacity of Country Directors from other duty stations in order to strengthen UNFPA's field presence in sub-Saharan Africa. The Governing Council, having considered document DP/1988/42, decided in decision 88/36 to establish 289 local posts as regular posts in the APSS budget, with up to 200 to be established effective for the current biennium (1988-1989) and the balance to be established in the framework of the forthcoming biennial budget (1990-1991). Furthermore, in paragraph 7 of the same decision, the Governing Council approved the establishment, in the APSS budget for the biennium 1988-1989, of 57 new local posts, but only as temporary posts.

5. In June 1989, at the thirty-sixth session of the Governing Council, the Executive Director requested the regularization of the remaining 89 of the 289 local posts, as well as of the 57 temporary posts. She also requested the Council's approval of 49 additional local posts (document DP/1989/41). Following consideration of the 1990/1991 biennial budget request (DP/1989/41), the Governing Council, in decision 89/49, requested the Executive Director to present to the Council at its thirty-seventh session (1990) a proposal for the conversion of 89 existing temporary local posts and 57 existing temporary local posts into regularly established posts, together with the criteria and procedures for the establishment of temporary and regular posts in the field offices and at headquarters. This, in essence, postponed the regularization of the remaining 89 existing temporary posts, which had been foreseen in decision 88/36 to take place within the framework of the 1990-1991 APSS budget. The Council did decide, however, to approve outright, as regularly established local posts, the 49 new posts requested for the first time in document DP/1989/41 (decision 89/49, paragraph 5). In view of Council decision 88/36, which decided that the balance of the 89 existing temporary local posts be established within the framework of the 1990-1991 budget, and in view of the need to ensure equal status of all UNFPA field posts, the Executive Director recommends that the remaining 146 existing temporary local posts be regularized within the framework of the APSS budget.

## II. CRITERIA AND PROCEDURES FOR ESTABLISHING REGULAR POSTS

6. Following the thirty-second session of the Governing Council in June 1986, UNFPA's view and practice has been that, in principle, posts proposed by the Fund for establishment in the APSS budget are regularly established posts, submitted under the general guidelines set forth in document DP/1986/42. The Governing Council, in decision 86/35, paragraph 8, approved the guidelines with regard to administrative and programme support personnel but exclusive of project-funded services for which the Executive Director should report annually to the Council with detailed information on such headquarters-based activities. These criteria-establishing guidelines define UNFPA's regularly established posts as

those that are engaged in carrying out, on a continuing year-round basis within the headquarters establishment or in the UNFPA field offices, commonly accepted administrative and programme support services, comparable to those of other United Nations organizations. Such posts are proposed by UNFPA normally as regularly established posts in the field and/or at headquarters.

7. Temporary posts have been included in the UNFPA APSS budget for a limited period of time under two circumstances: (a) when the Executive Director expressly makes such a request to the Council to enable her, on a provisional basis, to cover, either in the field or at headquarters, expanded or new administrative or programme support functions for which a permanent level of staffing has yet to be determined or is deemed not required; or (b) when, in the exercise of its prerogatives, the Governing Council decides to approve posts as temporary, even if proposed by the Fund as regular posts, in order to enable the Council to review these posts at future sessions. For example, in decision 88/36, the Council approved as temporary posts two Professional posts in UNFPA's MIS Unit for the purpose of assisting and monitoring the development of the Fund's management information system (MIS). The following year, the Council regularized these two posts, effective January 1990, and approved as temporary posts two new MIS posts (decision 89/49). All four posts had been requested as regular posts. Under either of the circumstances noted above, however, the Fund is obliged to submit its proposals, through the ACABQ, to the Governing Council.

8. All UNFPA recruitment to established regular or temporary international or local posts are undertaken in line with United Nations Regulations and Rules. Initial employment contracts given under the 100 series against established post are normally for a fixed term of two years; in the case of established temporary posts, fixed-term contracts under the 100 series cover either a two-year period or the specified period of budgetary approval of the temporary posts, whichever is shorter. Staff on temporary posts cannot receive probationary contracts leading to permanent contracts and thus remain on fixed-term status until such time when the established temporary posts are converted to regular posts by the Governing Council. It has been possible for the Fund to consider, and carry out, as programme needs demand, transfer of professional international posts from headquarters to the field and from one geographical region to another. This managerial tool has not been applied in general terms to the local posts that may become vacant or, for programme reasons, are temporarily frozen.

### III. CONCLUSION

9. The Executive Director requests that the Council approve the regularization of the 146 established temporary local posts in the 1990/1991 biennium in order to bring to a close the process begun in 1986 of regularizing and systematizing UNFPA staffing in the field. Such a decision does not require an increase in the appropriation for the APSS budget for the biennium 1990-1991, nor for future biennia. The Executive Director further recommends that the Council approve the criteria and procedures for establishing posts at headquarters and in the field, as described in this report.

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