

STAFF UNION BULLETIN BULLETIN DU SYNDICAT BOLETIN DEL SINDICATO



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TOWARDS A TRANSPARENT AND EQUITABLE PROCEDURE FOR JOB EVALUATIONS

REFORM OF THE REPORTS BOARD

“The important issue of individual performance management will be handled as an on-going managerial responsibility within the context of the performance management systems of the Office as a whole. Performance management will therefore become a day-to-day issue rather than an event occurring once every two years and at times disassociated from the measurement of achievement against Office, department, team and individual objectives” Governing Body, March 2000.

Has this statement been followed up by action?

No. Against the record of the past four years, the performance appraisal system remains obsolete. Moreover, the *“transitional measures”* established *“until further notice”*, namely the *“simplified performance appraisal report”* remain in place, with the Reports Board as the final adjudicator.

What is the Reports Board and what purpose does it serve?

The Reports Board is the last stage in the job performance appraisal process. In addition to its functions established by the Staff Regulations, the Board is responsible for the general quality of evaluations and can reject any evaluation it views as not in conformity with the standards of the Office. All reports are reviewed by the Board; consult your last standard appraisal form at Section 30 and you will see the space reserved for Reports Board comments. Be attentive, even if you think your Chief’s evaluation was generally positive, because the Board can, on its own initiative, substitute its views for those of your direct managers.

Who is on the Reports Board?

The Staff Rules allow for four members (with substitutes) at the level of D1. or above and nominated by the Director-General. It is thus not a joint Board (comprised of representatives of both Staff and the Administration) of review and appeal. Additionally, the composition of the Reports Board remains secret.

In summary, the Reports Board:

1. is comprised of a secret membership;
2. has procedures that are secret;
3. has discussions that are secret;
4. and its deliberations can lead to summary, and unwarranted, dismissal.

Furthermore, the Reports Board:

1. refuses to confirm the positive recommendations made by the responsible Chief (for example on career development, possibilities for training to improve performance, consideration of mobility prospects, etc.);
2. does not verify that correct procedures have been followed prior to its review of an appraisal;
3. conducts itself, without mandate, as a source instruction, often creating difficulties where none existed before; and
4. continues to function without staff representation.

What does the Staff Union demand?

1. that a transparent system of job appraisal be established;
2. that the Reports Board be a joint committee comprised of representatives of both the Staff and the Administration;
3. that the Reports Board avoids intervening arbitrarily in cases where no action is required on its part.

**We have informed the Joint Negotiating Committee of this urgent issue to resolve
and we will keep you informed of its follow-up**

BE PREPARED TO ACT WITH YOUR STAFF UNION