Annex IV - Redeployment Process

Purpose

1. Annex IV, in line with FAWA and the Staff Regulations, and with reference to Annexes I[1] and II, sets out the provisions governing the Redeployment Process, which forms Phase 5 of the internal Workforce Adjustment process arising from the ILO reform and contingency measures adopted in response to the income shortfall.

2. Following completion of the Mapping and Matching exercises (Phases 2 and 3), and further to Individual Consultation and Communication with staff (Phase 4) the purpose of the Redeployment Process is to undertake all reasonable efforts for the redeployment of officials included within the personal scope of this Annex, to avert or minimize terminations or unforeseen non-renewal of contract of staff required by the necessities of service arising from the ILO reform or possible contingency measures.

3. Unless stipulated otherwise in this Annex, during the redeployment phase, the Office shall not fill a vacancy subject to the material scope of this Annex through external recruitment.

4. The Office recognizes that precarious work arrangements should not be used in place of filling a vacancy.

Scope

Personal scope

5. This Annex applies to all Regular Budget officials in the GS, NO and P categories who occupy core positions other than of purely temporary nature, hold without limit of time (WLT) or fixed-term (FT) appointments, who have not been mapped or matched to a position in the revised organizational structure, and who have not opted for a targeted agreed termination under IGDS 741 v1 on Exceptional measures concerning targeted agreed terminations for staff as part of a voluntary separation initiative, in the context of the ILO's contingency measures.

Material scope

6. Redeployment opportunities shall comprise all Regular Budget (RB) positions that are currently vacant, or expected to become vacant prior to 2 January 2027 through retirement, agreed termination, or natural attrition and that are subject to the provisions of article 4.2 f) of the Staff Regulations.[2]
   In addition, RB positions subject to the provisions of article 4.2 f) of the Staff Regulations, which become vacant later in 2027, may be included as redeployment opportunities, provided that bridging funding is available to provide for continuous employment in the interim.

7. For officials in the Professional (P) category, the suitable positions are considered globally. For locally recruited officials (GS and NO), suitable positions within the applicable duty station are considered, unless provided otherwise in this Annex.

[1] See, in particular, article 5 of Annex I of the FAWA.
[2] Vacancies in the Bureau for Employers' Activities (ACT/EMP) and the Bureau for Workers' Activities (ACTRAV) will be considered as redeployment opportunities on a case-by-case basis.

Redeployment Obligation

8. The Office shall make genuine, active and documented redeployment efforts for all staff members under the personal scope of this Annex with a view to identifying and transferring them to a suitable position. The nature and extent of those efforts shall take account of performance, conduct, ILO service, prospective needs and contract type, as well as factors pertaining to diversity, as outlined below and if applicable.

9. No staff member shall be disadvantaged because of illness or disability.

10. Redeployment provides for: (i) genuine consideration of affected officials for suitable alternative employment, taking account of the nature and extent of the Office's obligations towards them; (ii) identification of the affected officials who meet the requirements of, and are capable of performing competently, a given job; and (iii) where more than one affected official is suitable, an objective and fair mechanism for determining which official should be proposed for transfer.

Redeployment Process

Identification of redeployment opportunities

11. HRD shall coordinate the identification of suitable redeployment opportunities across the Office and establish and communicate both a list of global redeployment opportunities (for P category), as well as a list of local redeployment opportunities (for GS and NO categories).

12. HRD shall establish a list of all officials eligible for redeployment.

Preparation of job descriptions

13. The responsible chief shall prepare the applicable job description (JD), with the guidance of HRD, for each redeployment opportunity. The JD shall reflect the duties, minimum requirements and competencies required for the position.

14. The JD for each redeployment opportunity shall be shared with the Staff Union for their review. The Staff Union shall review it within 2 working days.

Communication of proposed redeployment opportunities and expression of interest

15. HRD shall share in writing with each official under the personal scope as defined above, the list of redeployment opportunities at their grade and/or one grade lower, together with the corresponding job description, and indicate the deadline and the way in which officials can express interest.

16. Staff shall be given appropriate guidance and sufficient time, not exceeding 5 working days, to update their ILO People profile. They may express interest in any number of redeployment opportunities they wish on the list shared by HRD for which they consider that they meet the minimum requirements.

17. Should an official fail to express their interest in any redeployment opportunity, HRD will contact them in order to ensure that they are aware of the available opportunities and the implications of not expressing interest.

    In the context of this exercise, officials should ensure that HRD has up-to-date contact information enabling HRD to reach them during periods of absence.

18. Staff shall express interest through a hyperlink specific to each redeployment opportunity and they may also provide additional information by attaching a dedicated administrative form shared by HRD. The additional information may clarify:

    - how their skills and experience in previous jobs could be relevant to the position concerned
    - what reasonable training would be needed to assume the relevant position
    - why they are interested in a particular technical area of expertise relevant to the job if it is different from their existing ones

19. The affected official will confirm to HRD in writing that that they have completed their ILO People profile and include as well as the list of redeployment opportunities where they have expressed interest, together with an indicative order of preference[3] and, if needed, additional personal information they wish to bring for the attention of the RAMC or ad-hoc Regional Review Committee.

20. HRD shall review all expressions of interest against the minimum requirements of each redeployment opportunity using the ILO People profile.

21. Officials who do not meet the minimum requirements shall not be considered for redeployment to that position, and the justification shall be recorded. Officials shall be informed of the fact that they have not fulfilled the minimum requirements, including which requirement is considered not to be met and the information relied upon, and that they can share their observations or request additional clarifications through HRD within 2 working days.

22. Officials who meet the minimum requirements shall be assessed based on the evaluation criteria stipulated in the section below. Each assessment shall be fully documented in an Individual Redeployment Assessment Form.

Detailed evaluation criteria and methodology

23. The assessment for each redeployment opportunity shall be based on the following criteria:

    1) Performance, defined as in Annex II of the FAWA: HRD shall confirm the average of the overall Performance Rating recorded in the Staff member's performance appraisals over the past 3 years (2023, 2024, 2025), excluding performance appraisals that are incomplete or subject to appeal.

    2) Conduct, defined as in Annex II of the FAWA: HRD shall confirm the existence of a final decision of disciplinary measure under article 12.4 as communicated to the official on or after 31 October 2023 under article 12.3 paragraph 9 of the Staff Regulations. In case of a JAAB appeal, the date of notification of the final decision will be taken into consideration.

    3) ILO Service up to a maximum of 25 completed years of service as defined in Annex II of the FAWA: HRD shall confirm continuous length of service of the official concerned, including successive contracts as defined in article 14.4 of the Staff Regulations, and prior service taking into account service under employment contracts not already accounted for under the continuous years of service.

    4) Prospective needs of the Office: HRD shall provide the review of the suitability of the officials for the duties and responsibilities, as conducted by the responsible chief, to inform the assessment by the RAMC and ad-hoc Regional Review Committees. The suitability review will

[3] The order of preference is indicative only and shall not give rise to expectation on the part of the affected official or create obligation on the Office to adhere to that order.

consider and justify whether the official can competently perform the duties of the position i) immediately, ii) with reasonable familiarization/ training or iii) not, in the case that the learning curve/skills gap is too large.

24. HRD shall consolidate the information related to each redeployment opportunity in a Global Redeployment Table for the RAMC and in Local Redeployment Tables for ad-hoc Regional Review Committees. The information will consist of:
    1) the outcome of the minimum-requirements review as outlined in paragraphs 20 and 21 of this Annex
    2) the result of the application of the evaluation criteria (performance, conduct, ILO service, prospective needs) as outlined in paragraph 23 of this Annex
    3) additional considerations raised by the official in the administrative form as outlined in paragraph 18 of this Annex
    4) if applicable, the additional personal information shared with HRD by the official in a separate e-mail as outlined in paragraph 19 of this Annex
    5) if applicable, an indicative order of preferences expressed by the official in a separate e-mail, as outlined in paragraph 19 of this Annex
    6) whether the official holds a WLT or an FT contract
    7) data on gender balance, geographic distribution (for Professional staff) and disability.
25. Before the Individual Redeployment Assessment Form is submitted to the RAMC or ad-hoc Regional Review Committee, HRD will send it to each staff member under redeployment the information related to performance, conduct and service that will be included in their form to allow them to verify the accuracy of the factual information. The concerned staff members will review the information and share their observations within two working days of receipt of the information. Where a correction is warranted, HRD will amend the Individual Redeployment Assessment Form accordingly. The staff member will be informed in writing.
26. This procedure is limited to the accuracy of the factual information on which the assessment is based. It does not constitute an appeal within the meaning of the Staff Regulations and is without prejudice to the rights of the staff member in respect of any subsequent decision taken under articles 11.4, 11.5 and 13.2.

Redeployment assessment

27. Redeployment for International positions globally and General Service positions at Headquarters shall be assessed by the Recruitment, Assignment and Mobility Committee (RAMC).
28. Redeployment for locally recruited positions outside Headquarters shall be assessed by the relevant ad-hoc Regional Review Committee as defined in Annex II of the FAWA.
29. The RAMC and ad-hoc Regional Review Committees will review and assess the suitability of each official for each redeployment opportunity for which they expressed their interest, using the Global Redeployment Table and Local Redeployment Tables and individual redeployment assessment forms. The RAMC and ad-hoc Regional Review committees might, on an exceptional basis, request the Secretary to seek additional clarification directly with the staff member or the responsible chief concerned.
30. Once all the individual redeployment assessments have been completed by the RAMC and the ad-hoc Regional Review Committees, they shall undertake an overall review of all positions and officials with a view to maximizing the number of affected officials who can be retained, while

respecting applicable contract protections, Office critical capabilities, diversity, and with consideration to staff preferences if possible.

31. The review will then be guided by the following considerations:
    - In case only one official is found suitable for a given redeployment opportunity, the official shall be recommended for this position.
    - Where an official is suitable for more than one redeployment opportunity, flexibility shall be used by the RAMC and ad-hoc Regional Review Committees, where possible, to avoid leaving another suitable affected official without a redeployment opportunity, taking also into account that WLT officials shall be given priority, to comply with the Office's redeployment duty towards WLT staff members under the Staff Regulations and in line with the case law of the ILOAT.
    - Affected officials who have expressed interest in a lower-graded position may be redeployed to that position only provided that no suitable official having expressed interest in the same grade could be redeployed to that position; in that case, they will be placed on a salary step at the lower grade that most closely corresponds to their current grade and step, provided their salary shall in no case be greater than the maximum salary of the lower grade. If transfer takes place on the official's incremental date, the new salary is determined after the award of the increment. Priority based on grade shall not be applied automatically where this may result in insufficient consideration being given to the WLT status of an otherwise suitable official who has expressed an interest.

32. In case a redeployment opportunity cannot be filled through a transfer of officials as described in the preceding paragraph, the RAMC or the relevant ad-hoc Regional Review Committee shall consider, in order to maximize suitable redeployment opportunities for staff under the personal scope of this Annex:

    i) whether the position could reasonably be reprofiled, consistent with operational requirements and the applicable rules.

    ii) Whether a GS staff could be considered exceptionally for redeployment in another duty station to a position corresponding to their skills and experience. The situations will be considered on a case-by-case basis, due consideration being taken of the financial implications. The official shall be fully informed and provide a written consent to the conditions of the redeployment. Should the staff member be a national of the country of the duty station or have the right to legally reside therein, the official will be locally recruited. The transition to the new duty station will be facilitated through support measures identified in Annex V of the FAWA. The salary step on redeployment applicable in the new duty station shall correspond to the salary step the official occupied immediately before redeployment[4], irrespective of grade. If there is no such step in the grade to which the official has been redeployed, the nearest lower step in the applicable grade shall be awarded.

    Where appropriate, the relevant committee may make a corresponding recommendation to the Director-General.

33. Upon completion of the review, the Secretary of the RAMC or the relevant ad-hoc Regional Review Committee shall prepare a reasoned report identifying all affected officials found suitable for redeployment, the proposed offer, alternatives considered, staff observations and any dissenting opinion. HRD may examine recommendations by the ad-hoc Regional Review Committees for consistency but shall not change a recommendation unilaterally; any proposed change shall be submitted to the relevant committee in writing.

[4] If transfer takes place on the official's incremental date, the new salary is determined after the award of the increment.

Decision and Outcome

34. The Director-General shall review the reasoned reports referenced in the preceding paragraph presenting the recommendations of the RAMC and relevant ad-hoc Regional Review Committee and communicate the outcome to HRD for implementation.

35. Once the suitable redeployment opportunity is validated by the Director-General, the Office shall make a written offer to the official setting out the position, grade, step and the duty station and as applicable, the effective date of the transfer. As appropriate, the offer may include any relevant specific conditions pertaining to reasonable accommodation and training. The official concerned shall normally have five calendar days to accept or reject the offer and may request relevant information to take a decision.

36. Redeployment for International Professional staff that involves relocation shall be subject to all the benefits that apply in case of geographical mobility.

37. Once accepted by the official, the redeployment shall be implemented in accordance with the applicable provisions of the Staff Regulations and administrative procedures.

38. Where a redeployment offer is declined, the official will be informed by HRD that they have the possibility of requesting an agreed termination in line with IGDS 741.

39. Where no suitable redeployment opportunity can be identified after all reasonable efforts have been made by the Office, HRD shall inform in writing the official accordingly and indicate that they have the possibility of requesting an agreed termination in line with IGDS 741.

40. Should the official decline the possibility of requesting an agreed termination, they will be considered for involuntary termination in accordance with Annex V of the FAWA and articles 11.4 or 11.5 of the Staff Regulations as applicable.

41. Redeployment efforts shall continue after notification of involuntary termination until the effective termination date of the official's contract, and shall trigger reconsideration and, where appropriate, withdrawal or suspension of notice.

Future Steps

42. More than one redeployment exercise may be conducted as needed. The timetable, minimum response periods, and sequencing shall be agreed in the JNC and communicated in advance.

43. In case a redeployment opportunity remains unfilled, the RAMC or the ad-hoc Regional Review Committee will recommend to the Director-General the filling of the position under the provisions of article 4.2.f) of the Staff regulations for advertisement before 15 December 2026, and to be opened only to serving staff, with special consideration to staff under the scope of this Annex and staff not covered by the scope of this Annex but affected by the reform and possible contingency measures.

44. If the RAMC or the relevant ad-hoc Regional Review Committee deems that there will be no potential candidates among this group, it may recommend to the Director-General that the position be opened to external candidates.

Final Provisions

45. The Parties reaffirm that this Annex does not apply and is without prejudice to possible future Regional Office moves or the possible set-up of a Global Service Centre.

For the Administration

Hao Bin

Date 23/10/2026

For the ILO Staff Union

Séverine Deboos

Date 23/10/2026