

WHO Geographical Mobility Policy

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WHO Geographical Mobility Policy

I. Purpose

1. This Geographical Mobility Policy (hereinafter referred to as the “Policy”) sets out the provisions governing mobility of WHO staff members in the Professional and higher categories (hereinafter referred to as “International Professionals” or “IPs”).
2. Mobility in WHO is a condition of service for all staff as set out in Staff Regulation 1.2. It is also an opportunity for career development and is crucial in securing and increasing staff efficiency and competence for a high performing Organization. International Professionals have joined an international Organization which has offices based at multiple duty stations, at country, regional and headquarters levels. In order to understand, contribute, and be exposed to the realities of the work at all three levels of the Organization, staff members are expected to take the initiative for their own mobility, including geographical mobility, and to rotate to other positions in different duty stations in the course of their career with WHO.

II. Scope of application

3. This Policy is firmly rooted in the principles governing the recruitment and assignment of IPs, as set out in the Staff Regulations and Staff Rules. Of particular relevance is Staff Regulation 1.2, placing staff members under the authority of the Director-General and to assignments at his/her discretion in the interest of the Organization. The Director-General’s authority to also reassign IPs under Staff Regulation 1.2 outside the scope of this Policy remains.
4. Unless exempt from the Policy as stated in paragraph 5 below, this Policy applies to IPs serving on continuing and fixed-term appointments. The terms “staff members” and “staff” in this Policy refer to this category of staff members, unless otherwise stated.
5. While still being subject to executive decisions assigning them to any activities or offices of WHO, as stated in paragraph 3 above, the following categories of staff members, are exempt from this Policy:
 - a. Elected and/or Ungraded staff members;
 - b. Staff members on direct appointments (e.g. Directors of Programme Management, Senior or Special Advisers);
 - c. Staff Members encumbering the specific positions of Legal Counsel and Director, Internal Oversight Services;
 - d. Staff members on time-bound positions¹ (e.g. Ombudsman);
 - e. Staff members within three years of their retirement unless they volunteer to rotate;
 - f. Individuals on secondment to WHO;
 - g. Staff members with temporary appointments;
 - h. Staff members assigned to the Secretariat of the WHO Framework Convention on Tobacco Control (FCTC) and to WHO hosted formal partnerships, recruited solely for service in the partnership secretariat and who, as a result, have no right to be considered for reassignment or transfer to a WHO position outside of the partnership secretariat;
 - i. Staff members of IARC (International Agency for Research on Cancer), ICC (International Computing Centre), PAHO (Pan American Health Organization) and UNAIDS (Joint United Nations Programme on HIV/AIDS).

¹ See paragraph 59 for a definition of time-bound position.

III. Length of service in the same duty station

6. Mobility relies on two notions in the context of this Policy:
 - a. the standard duration of assignment (SDA) which represents the maximum period of time a staff member shall serve at a particular duty station before he/she is expected to be assigned to another duty station;
 - b. the time-in-post which is the minimum period of time that a staff member is required to stay in a position and corresponds to half of the SDA. The time-in-post requirement is meant to ensure organizational effectiveness, continuity and client focus.
7. With the exception of the staff members exempt from the Policy as set out in paragraph 5 above, all staff members are subject to geographical mobility and are therefore expected to move from one duty station to another in accordance with their SDA. Exceptional circumstances, as determined by Director, HRD, may require the movement of staff members earlier than the time-in-post. Such exceptional circumstances could include moves that are necessary for the staff member's health and/or safety or in the interests of the Organization. Staff members are expected to take the initiative for their own mobility before they reach the end of their SDA.
8. The SDA is determined by the hardship classification for that duty station, as established by the International Civil Service Commission (ICSC) according to prevailing living conditions. Under this classification, the SDA in WHO is guided by the following time frames:

ICSC Classification of Duty Stations	WHO SDA
H duty stations	6 years
A duty stations	5 years
B and C duty stations	4 years
D and E duty stations	3 years
Non-family duty stations	2 years

9. Whenever the classification of a duty station changes, the SDA will be changed accordingly. However, any adverse impact of that change will be addressed in the manner most favourable to the staff member.
10. The calculation of the SDA is based on the date on which a staff member has started his/her IP assignment on a continuing or fixed-term appointment in a particular duty station.
11. The period of time during which a staff member is on Special Leave or Leave Without Pay will not count towards the calculation of his/her SDA in the duty station where he/she is based. However, the time that the staff member has previously served in that duty station will be taken into account towards the calculation of the SDA.
12. Subject to paragraph 14 below, if a staff member is assigned in the same duty station from one position to another position through:
 - a. an assignment at the same grade as that of the previously occupied position, which is substantially different (i.e., at least a 50% difference in the duties as described in the position description, as determined by HRD) than the previously occupied position, he/she may stay in that duty station for a maximum of one extra half of the SDA;

- b. a competitive process resulting in an assignment at the same grade as that of the previously occupied position or at a higher grade (promotion), he/she may stay in that duty station for an additional full SDA.
13. Subject to paragraph 19, the maximum length of time a staff member who is required to be mobile can stay in the same duty station is 10 years, including the up to two-year waivers mentioned in paragraphs 20 and 34 below, except for those staff members who are in C, D, E and non-family duty stations where the maximum length of time in those duty stations is twice the SDA. At the end of the maximum 10-year period, staff members will be required to change duty station.
 14. Extensions, if any, of the fixed-term appointment of a staff member subject to this Policy who has served less than 10 years in the Organization on fixed-term appointments, will coincide with the end of their SDA in accordance with paragraph 40 below.
 15. It is expected that during their career within WHO, IPs will serve in different types of duty stations, e.g. in country offices, regional offices and HQ, and will share, so far as practicable, the burden of more hardship duty stations (categorized as C, D, E and non-family).
 16. Length of service in E hardship and non-family duty stations will be fully considered and taken into account when planning assignments, with priority given to staff members who are serving or have served in an E hardship or non-family duty station for two or more consecutive years. Efforts will be made to reassign staff members between family and non-family duty stations to ensure equitable work-life balance.
 17. More than two consecutive postings to category D and E duty stations should be avoided as much as feasible. There will be no fourth consecutive posting to category D and E duty station. Consecutive postings in non-family duty stations will be limited to two.
 18. After five geographical moves during the course of their service with WHO a staff member will no longer be expected to be geographically mobile except if he/she chooses to. Without prejudice to Staff Regulation 1.2, he/she may remain in the last duty station.
 19. Staff members, in some specific situations, may have their assignments deferred for a limited period of time, normally not exceeding two years for the same position (see below paragraphs 20-23 for the management waiver and paragraphs 34-37 for the personal waiver). At the end of the waiver period, the staff member is expected to be assigned to a new duty station. It is intended that waivers will be exceptional and few in numbers in any annual mobility exercise.

IV. Management waivers

20. Supervisors, with the approval of Assistant Directors-General (for staff members at HQ) or Regional Directors (for staff members in regions and country offices), may request in writing a management waiver to delay mobility for a staff member. For succession planning purposes, this request will normally be submitted and decided one year before the staff member completes his/her SDA and in advance of the annual mobility exercise so that his/her position is not listed in the compendium of positions to be vacated the following year. However, unexpected circumstances may require the waiver to be submitted after the publication of the annual compendium, in which case, if granted, the position will be removed from the compendium.

21. A management waiver may be granted on the grounds of organizational needs for up to a maximum of two years, in particular:
 - a. if the staff member is performing critical functions, within a highly specialized field, and the delivery of the programmes would be seriously undermined as a result of his/her departure at the end of the SDA; or
 - b. in cases where the simultaneous departures of staff from the same office/department/programme, as a result of the end of their SDA, would seriously impede the operations of the office.
22. The requests will be submitted to the Director-General, through the Assistant Director-General, or to the Regional Director, through the Director of Administration and Finance (DAF) for their decision. A written approval of the Director-General or Regional Director is needed in order to grant a management waiver. Beyond the two years of management waiver, the Director-General may exceptionally defer and stagger the implementation of the rotation of staff members who have reached their SDA or their maximum 10-years of service in the same duty station, if succession planning based on SDA or retirement shows there is no position to place them to, or if the strict application of this Policy would result in the rotation of several staff members in a department at or near the same time.
23. For accountability purposes, the requests for management waivers must document in writing why granting a waiver would be in the best interests of the Organization. The Global Mobility Committee will be advised of approved management waivers.

V. Support to mobility

Career progression

24. With mobility increasing staff efficiency and competence within the Organization, experience acquired in different positions, in different locations and at the different levels of the Organization will be made an essential or desirable requirement for *ad hoc* vacancies, thus supporting career progression of staff who have been mobile.

Financial support

25. WHO applies the UN common system compensation package and pays the applicable entitlements to staff who move in the course of their career. Subject to the eligibility criteria, these entitlements may include: travel and relocation entitlements, mobility allowance, assignment grant, rental subsidy, dependent spouse allowance, specific entitlements related to designated hardship duty stations.
26. In order for staff members to make informed decisions when expressing their interest in up to three positions in the annual compendium, a focal point will be available to provide them with salary calculations and information on their entitlements.

Staff development and learning support

27. Support measures in the form of language training and staff development activities, including induction/orientation programme, may be offered to staff members prior to and during their new assignment in a different duty station.

Spouse support programme

28. To support staff members and their families, WHO will participate in the UN System Dual Career and Staff Mobility Programme. This programme coordinates the work of the Local Expatriate Spouse Associations (UN/LESAs) which offer information, job search advice and practical on-site support in field and Headquarters duty stations in order to facilitate arriving UN staff and their families in settling into new duty stations (for information click on <http://www.unglobalmobility.org>).
29. The recognized spouse of a staff member may be appointed provided that he/she is fully qualified for the position and there is no supervisory responsibility/reporting line between the two spouses (Staff Rules 410.3.2.1 and 410.3.2.2). As a support measure to spouse employment, hiring spouses of staff members who are rotating to another duty station will be encouraged. Contacts with other UN agencies to address this will be made and all agencies in the same duty station will be encouraged to share their vacancy notices to facilitate the recruitment of spouses.
30. If both spouses are WHO staff members, the Organization will endeavour to assist them in securing assignments in the same duty station subject to the availability of positions compatible with the staff members' qualifications.

Special leave with full pay in relation to relocation

31. To assist staff upon their departure from a duty station and their arrival to a new duty station, 5 (five) working days' special leave with full pay will be granted.

Timing of placements

32. Following the notification of a new placement, the date of transfer(s) is agreed upon between the releasing and receiving managers, and in consultation with the staff member(s) concerned. The transfer will take place within a maximum of six months of the notification.
33. To the extent possible, assignment to a different duty station shall take place at a time so as to minimize disruption to the duties involved and to facilitate linkage with leave and school calendar requirements or other personal requirements. Pregnancy of the staff member or a staff member's recognized spouse may delay the assignment.

Personal waivers

34. A staff member may request in writing to the Director, HRD (if based at HQ) or to the Regional Director (if based in a regional or country office) to be granted a personal waiver to delay an assignment to another duty station. The request should be supported by valid and documented reasons that temporarily prevent the staff member from being mobile.
35. A personal waiver can be granted for one year and extended for one additional year in the following situations:
 - a. if a staff member or his/her recognized spouse or dependant child has a medical condition which requires immediate and/or periodic treatment at the current duty station and that the appropriate medical services are not available at the duty station identified for the new assignment;

- b. if a staff member has a dependent spouse with a disability, or a child with a disability and in receipt of a special education grant under Staff Rule 355;
 - c. if a staff member has other compelling family/personal circumstances (e.g. having a child in a critical period of his/her education).
36. Personal waivers must be submitted before the year in which the staff member is required to be assigned to a different duty station or as soon as the compelling reasons, justifying the request for such waivers, are known.
37. The granting of a personal waiver for medical conditions and/or disability by the Director, HRD or the Regional Director will be based upon the recommendations received by the Director, Staff Health and Wellbeing Services (SHW) at HQ.

VI. Non-placement at the end of the standard duration of assignment

38. Unless they have been granted a management or personal waiver, staff members subject to this Policy are expected to apply for positions advertised in the annual compendium and accept the assignment decided by the Director-General following recommendations from the Global Mobility Committee (GMC) in accordance with Staff Regulation 1.2. If they are on continuing or fixed-term appointments and would be eligible for reassignment under Staff Rule 1050 in the event their positions were abolished, they will continue to serve in their position for an additional year, if they have not been placed in the annual mobility exercise and unless the position they encumber was planned to be abolished. During that additional year, they will be considered for positions for which they are qualified and are expected to proactively apply for other suitable positions.
39. Unless during that year they have secured a new position, they will automatically be included in the following year's global pool and will be given priority consideration. As an alternative to a long-term placement, they may be assigned to any activity or office for terms shorter than the regular SDA if such short-term assignment is in the interest of WHO.
40. Pursuant to paragraph 14 above, staff members with fixed-term appointments who have less than 10 years of service and would not be eligible for reassignment under Staff Rule 1050 in the event their positions were abolished, will have their last contract extension coincide with the end of their SDA or the end of any subsequent waiver. They are encouraged to apply for positions advertised in the annual compendium and apply for *ad hoc* vacancies. If they secure a new position, their fixed-term appointment will be extended for the purpose of the new position secured. If at the end of their SDA, or at the end of any subsequent waiver, they have not secured a new position with WHO, their fixed-term appointments will end upon the expiry date without further extension and they will be separated pursuant to Staff Rule 1040 (completion of appointment). If eligible, they will receive an end-of-service grant based on the years of service (Staff Rules 375 and 1050.10).

VII. Consequences of refusing an assignment

41. Staff members are expected to apply for positions advertised in the annual compendium and accept the assignment decided by the Director-General following recommendations from the Global Mobility Committee (GMC) in accordance with Staff Regulation 1.2. If staff members on continuing or fixed-term appointments who would be eligible for reassignment under Staff Rule 1050, in the event their positions were abolished, consider that they have compelling reasons for refusing the assignment identified for them (e.g. personal situation, medical, legal, security-related), they will be required to provide those reasons in writing with supporting documentation to Director, HRD within the prescribed deadline upon notification of their assignment. This written justification will be

reviewed by the GMC. If the reason is found acceptable, and if no alternative assignment for that year can be identified, the options listed in paragraphs 38 and 39 above will apply. If the reason is not found acceptable by the GMC, the staff members will be notified that unless they accept the assignment identified for them, they will be separated from the Organization and their appointments terminated in accordance with Staff Rule 1072.

42. If staff members on fixed-term appointments with less than 10 years of service and who would not be eligible for reassignment under Staff Rule 1050, in the event their positions were abolished, refuse or fail to take up the reasonable assignment identified for them at the end of their SDA, contrary to the terms of appointment and their obligations under Staff Regulation 1.2, their fixed-term appointment will come to an end upon the expiry date without further extension and they will be separated pursuant to Staff Rule 1040 (completion of appointment).

VIII. Placement process

43. The GMC will meet once a year to match the vacancies in the annual compendium with the staff members in the pool of staff who have to be placed and with staff members who have reached at least half of their SDA and have applied for positions in the compendium. The GMC will make recommendations on placements after consultation with category networks. The final decision on the assignment of staff members will be taken by the Director-General in consultation with the Assistant Directors-General and Regional Directors. Annex I details the composition of the GMC, its terms of reference, its functioning and its ethical obligations.

44. There will be a **global pool of staff members** who need to be placed in the coming year because:

- a. they will complete their SDA the following year;
- b. they were not placed during the previous year's mobility exercise and as a result remained in the same position for an additional year;
- c. they are under reassignment following their positions being abolished;
- d. they will reach the end of their time-bound positions the following year and they have continuing or fixed-term appointments of 10 years or more.

45. There will be a **centralized annual compendium of positions that are expected to be filled** the following year. The compendium will be composed of:

- a. positions to be vacated by staff members reaching the end of their SDA the following year, who have not been granted a management nor a personal waiver, and for which a decision has been made that the positions will be filled with the same or with different terms of reference;
- b. positions to be vacated by staff members who retire the following year and for which a decision has been made that the positions will be filled with the same or with different terms of reference;
- c. positions that will be established the following year as per the HR planning, the staffing of which can wait the completion of the annual mobility exercise;
- d. positions vacated by staff members who have resigned prior to the issuance of the compendium.

46. As an alternative to placing a position in the annual compendium as a result of the end of the SDA of its incumbent, the Director-General (for HQ positions) or the Regional Director (for positions in their regions) may decide to transfer that position with its incumbent to another duty station. To the extent possible, the identification of the other location should aim to foster cross-fertilization between regions or between HQ and regions. Such action would allow the incumbent to contribute to the Organization in a different environment while meeting the staff member's mobility requirement.

47. Staff members may express their interest in being assigned to a new position advertised in the compendium, when they have reached at least half of their SDA. They can express their interest in a new position as early as one year before reaching the time-in-post. However, they will be requested to complete their time-in-post before they can be assigned to a new position as part of the global mobility exercise unless the releasing and receiving units agree to an earlier starting date.
48. Priority in placement will be given to staff members on continuing or fixed-term appointments who would be eligible for reassignment under Staff Rule 1050 in the event their positions were abolished and who, at the end of their SDA, in spite of expressing interest in the positions advertised in the compendium, have not been placed and stayed in their position for an additional year.
49. The Organization will make a staff member a reasonable offer of assignment, when available. A reasonable offer of assignment is defined as an offer of a position at the same grade as the grade of the position currently occupied by the staff member (lateral moves) or at a grade lower and for which he/she meets the minimum requirements as stated in the position description and has the demonstrated competencies.
50. Subject to paragraph 51 below, if a staff member is placed in a position at a grade lower than the grade of the position he/she currently occupies, he/she will be able to retain the current grade on a personal basis. Upon completion of the assignment, the staff member will be placed on the list of staff members due for mobility for a future assignment at his/her personal grade.
51. If a staff member expresses an interest in and is placed in a different position at a lower grade in accordance with Staff Rule 570.1.1, the net base salary of the staff member will be fixed at that step in the lower grade that corresponds to his/her current net base salary, or at the step nearest above if there is no exactly corresponding step.
52. An assignment to a position at a grade above the grade of the position which the staff member currently occupies (i.e., a promotion) will only take place following a competitive selection and recruitment process (*ad hoc* vacancies) which will also be open to external candidates. Staff members who have been assigned to a same grade position in another duty station will be allowed to apply for *ad hoc* vacancies even without meeting the time-in-post requirement. If selected to the higher level position the releasing and receiving units will agree on the starting date in the new functions, which should not normally be less than one year on the current position.
53. Positions vacated by staff members who, as a result of their rotation, have been assigned to another position and/or another duty station will not be kept for the staff members to return to. If the positions are meant to be filled, they will be part of the compendium and offered to qualified candidates who will be expected to keep the position for the SDA. However, staff members will have the possibility to return to their previous duty station if they apply and are selected to an *ad hoc* vacancy in that duty station or if they are assigned to a position, even to their previous position if available, in that duty station through a subsequent annual mobility exercise.
54. Depending on the hardship classification of the duty station where they will be assigned, staff members may be required to undergo a medical examination to determine their fitness for that duty station.
55. The Organization is fully committed to avoiding any of its staff members being put at risk as a result of discrimination, homophobia or transphobia in the countries of assignment. When making placement decisions, the staff members' concerns in relation to their personal situations, as long as they disclose this information to HRD, will be taken into account.

56. A staff member's disability will be taken into account in determining placement decisions in appropriate duty stations.

IX. Positions that will be filled through competitive recruitment and selection process

57. The following positions will be advertised internally and externally and filled through the normal competitive recruitment and selection process:
- a. positions remaining vacant after the annual global mobility exercise;
 - b. positions that become unexpectedly vacant and newly established positions for which the relevant Regional Director or Assistant Director-General considers that they should not wait for the next annual global mobility exercise to be filled.
58. Those positions that will be advertised and filled through a competitive recruitment and selection process will have the provision of geographical mobility and experience at the different levels of the Organization as an essential or desirable requirement. This provision aims at giving preference to those staff members who have experienced geographical mobility during the course of their careers.
59. Time-bound positions are positions with a maximum duration of service which must be vacated once their incumbents reach the maximum duration of service in that position. Their incumbents may participate in the annual mobility exercise a year before the end of their maximum duration of service on those positions, if they have continuing appointments or fixed-term appointments and would be eligible for reassignment under Staff Rule 1050 in the event their positions were abolished. However, if they are externally recruited and would not be eligible for reassignment under Staff Rule 1050 in the event their positions were abolished, the end date of their appointment will coincide with the duration of the time-bound position and they will be separated under Staff Rules 1040 (completion of appointment), unless they secure another position through a competitive process prior to the expiry of their appointment. Alternatively, they may express an interest to be part of the global pool of staff, a year before the end of their maximum duration of service on those positions and be assigned to another position through the global mobility exercise.

X. Entry into force and transitional measures for serving staff members

60. Together with Staff Regulations 4.1, 4.2, 4.3, 4.4 and 9.2 and Staff Rules 320.3, 410.4, 515 and 1072, this Policy enters into force on xx January 2016. It applies to all staff under its scope of application, including currently serving staff members, subject to the transitional measures below.
61. In order for staff members who have already reached their SDA at the time of the entry into force of this Policy or who will reach it before 31 December 2018, to prepare for their next career move, geographical mobility will apply on a voluntary basis from January 2016 to 31 December 2018, inclusive.
62. During these three years ("the voluntary phase") only new, vacant or about to be vacated positions (following staff members' resignations or retirements) will be published in the annual mobility compendium unless operational needs require the filling of these positions outside the time-frame of the mobility exercise. Staff members on continuing and fixed-term appointments, irrespective of the time they have served in the same duty station, will be invited to apply for up to three positions at the same level located outside their current duty stations, with the following consequences:
- a. if they are offered a position for which they applied, they will be required to accept the reassignment;

- b. if they are not matched to a position they will remain assigned to their current position² and will be invited to apply for positions included in future annual mobility exercises, and other vacancies;
 - c. if they are offered a position for which they did not apply, they will have 10 working days to decide whether to accept it. If they refuse, they will remain assigned to their current position, subject to footnote 3 and will be invited to apply for positions in future annual mobility exercises, and other vacancies.
63. During the voluntary phase, staff members on continuing and fixed-term appointments at the time of the entry into force of this Policy, may apply for *ad hoc* vacancies. While the recruitment process of *ad hoc* vacancies follows the Harmonized Selection Process for IP positions, the following additional provisions will apply when candidates are equally qualified for the position under consideration:
- a. internal candidates will be given priority consideration when they are based in a different duty station from where the advertised position is located;
 - b. staff members who have already served 10 or more continuous years in the duty station where the position for which they have applied is located will be given lower priority than staff members applying from another duty station as per paragraph a. above. Should they nonetheless be selected, the following applies:
 - i. if the position for which they have been selected is at the same level as their current grade, they will be able to stay in that position for an additional half SDA, at which point they will have to rotate to another duty station;
 - ii. if the position for which they have been selected is at a higher level than their current grade, they will be able to stay in that position for an additional full SDA, at which point they will have to rotate to another duty station.
 - c. if at the time of his/her selection to a position at the same level or at a higher level through competitive process, a staff member has not completed 10 years in that duty station, he/she will be able to complete the full SDA in that position, even if as a result the time spent in the same duty station exceeds 10 years.
64. If an encumbered international position is reclassified and upgraded by one grade and, as a result, the incumbent is promoted, the following rules will apply:
- a. if at the time of the reclassification the incumbent has not yet completed 10 years in the duty station, he/she will be able to complete an additional full SDA in that position even if as a result the time spent in the same duty station exceeds 10 years, and will have to rotate to another duty station afterwards;
 - b. if at the time of the reclassification request the incumbent has already served 10 or more continuous years in the same duty station, he/she will be able to complete an additional half SDA, at which point he/she will have to rotate to another duty station.
65. During the voluntary phase, paragraphs 14 and 40 will not apply to staff members under fixed-term appointments.
66. Staff members who, at the time the mobility scheme becomes mandatory in 2019, have three years or less left before retiring will not be obliged to rotate to another duty station.

² Unless reassigned outside the mobility exercise, or unless the staff member's appointment ends further to the Staff Regulations and Rules.

67. The Director-General may decide to defer and stagger the implementation of the rotation of staff members who have reached their SDA or their maximum 10-years of service in the same duty station, if the mandatory rotation of affected staff in 2019 results in the reassignment of several staff members in a department at or near the same time.
68. These transitional measures apply without prejudice to Staff Regulation 1.2.
69. This Policy will be evaluated annually during the voluntary phase. The lessons learnt from these evaluations will inform the Organization on how to effectively implement the Policy during the mandatory phase as from 1 January 2019.

ANNEXES

- I. The Governance Mechanism for a Global Mobility Exercise
- II. The placement Process, Criteria and Timelines for a Global Mobility Exercise

ANNEXES

ANNEX 1: The Governance Mechanism for a Global Mobility Exercise

Mandate of the Global Mobility Committee (GMC)

The Global Mobility Committee (GMC) is the advisory body which makes recommendations on placement of staff onto positions issued in the annual compendium.

Composition

The membership of each annual GMC will be drawn from a large pool of senior managers from across WHO as follows:

- Senior representatives from each region to be nominated by each Regional Director, except AMRO/PAHO;
- ADsG at Headquarters, representing HQ clusters;
- Senior managers of the Category Networks from both Headquarters and the Regions.

Depending on the numbers and locations of the posts published in the compendium for a specific year, the GMC will consist of seven to eight members appointed by the Director-General from the pool of GMC members, and will reflect, to the extent possible, appropriate gender and geographical balance.

Observers:

- A senior Representative of AMRO/PAHO to be nominated by the Regional Director (1);
- A staff association representative from each major office, except from AMRO/PAHO (6).

Observers will have access to the same documentation as members and their views will be recorded in the GMC report submitted to the Director-General.

Secretariat:

- Director HRD, or his/her representative supported by HRD staff as appropriate.

Chairing of the meeting

The membership of the GMC will elect a chair at the beginning of each annual meeting. The chair may change every year, alternating among each major office.

Meeting Modalities

An annual GMC meeting will take place just after the EB session in January, except during the voluntary phase when the GMC will meet no later than 31 March of each year. The meeting will be normally held at headquarters in Geneva. The quorum will be attained by having at least two thirds of the membership present.

Ethical Standards

All GMC members and observers represent the corporate interest of the Organization. They will sign an “Oath of Confidentiality”. They will treat information submitted to them, and subsequent deliberations and recommendations, as strictly confidential.

The GMC will ensure that its recommendations are not influenced by any authority/persons internal or external to WHO, or by any unsubstantiated information provided, orally or in writing. This includes solicitation by, or on behalf of, staff members whose cases are under review.

When a case under consideration by the GMC raises a conflict of interest for any of its members or observers, he/she will recuse himself/herself during the consideration of the case.

Rules of Procedure and Working Modalities

Prior to the GMC meeting, HRD with the support of the Regional HR Managers will review all the applications and check whether:

- the applicants are eligible to apply;
- the positions the eligible applicants have applied for are at the same grade;
- the applicants meet the requirements for the positions they have applied for.

HRD will send the applications of the candidates to the Programme Area Network (PAN) or the Functional Network, as appropriate, for their feedback. HRD may only consult the relevant Budget Centre Manager when several applicants from the PAN or the Functional Network have applied for a position and asking the PAN’s or Functional network’s feedback would raise an issue of conflict of interest.

The compilation of the qualified candidates and the feedback received will be submitted to the GMC.

The GMC will be provided by the secretariat with the following information:

- a list of positions advertised in the compendium;
- a list, by positions, of all applicants to a position with the indication of the candidate’s order of preference;
- a list, by positions, of the candidate(s) recommended by order of preference from the feedback received by HRD;
- a fully completed Personal History Form for each candidate;
- the PMDS for each candidate;
- the history of duty stations and their categorization for each candidate;
- the history of learning/training for each candidate, as available.

The placement exercise will take place in three rounds, as follows:

1. **Round 1** – Review of each position taking into account candidates’ preferences, fit, mobility history, PMDS and any other relevant information, and recommendations of Programme Area Networks/Functional Networks/Budget Centre Managers as appropriate, in order to make provisional placements by order of merit;
2. **Round 2** – at the end of round 1, review of all unfilled positions and unplaced candidates in order to make sure that the maximum number of candidates have been placed and to ensure that there is adequate gender balance;

3. **Round 3** – Review of the exercise in its entirety in order to make any adjustments, if necessary and firm up the recommendations. Agreement on the final report.

The GMC shall make every effort to make consensus recommendations.

Documentation of the outcome of the Meeting

The secretariat will be responsible for documenting the outcome of the deliberations of the GMC. The final report of the meeting, to be signed by the Chair, will include the following:

- Recommendation in order of preference for each position;
- Justification for the recommendations and the justification for non-recommendation of candidates recommended by Programme Area Networks/Functional Networks/ the Budget Centre Managers;
- Any dissenting views expressed for each recommendation;
- The impact on staff and positions if a given recommendation is not accepted.

Decision-making Process

The recommendations of the GMC will be submitted to the RDs for their individual review. The DDG will convene a meeting with the RDs where the review of the GMC's recommendations will be finalized for submission to the DG.

The DG will receive the report of the GMC, following review by the RDs and the DDG, and will consider the final recommendations for approval.

Once the DG has made the final decision, the report will be sent to HRD for implementation of the DG's decisions.

ANNEX II: The Placement Process, Criteria and Timelines for a Global Mobility Exercise

The mobility exercise is organized by HRD on an annual basis, in accordance with the process, criteria and timelines outlined below.

The ultimate goal of the mobility placement process is to identify the most suitable candidates for positions advertised in the compendium against the requirements of the position descriptions. The mobility placement process and the matching criteria described in the paragraphs below provide guidance in the mobility exercise.

Mobility placement process and timelines

The mobility placement process shall be undertaken as follows:

During the last quarter of the year:

1. HR (HRD in collaboration with HR Managers in the Regions) will compile the list of staff due for mobility and contact those staff members who are reaching the end of the SDA the following year to inform them that their position will be placed in the upcoming compendium and that they would be expected to apply for the advertised positions. HR will assist them with information on the procedures for seeking personal waivers. Budget Centre Managers will be informed of their staff who are due to rotate and HR will assist them with procedures for seeking managerial waivers.
2. HRD receives staff members' requests for personal waivers and managers' requests for managerial waivers.
3. The decisions of the Director-General/Regional Directors for managerial waivers and of the Director, HRD for personal waivers are communicated to staff members concerned as well as the concerned managers by HRD.
4. HRD will receive the updated position descriptions from hiring managers and issue the compendium of positions to be filled through the mobility exercise. These positions will be:
 - a. positions to be vacated by staff members reaching the end of their SDA the following year, who have not been granted a management nor a personal waiver, and for which a decision has been made that the positions will be filled with the same or with different terms of reference;
 - b. positions to be vacated by staff members who retire the following year and for which a decision has been made that the positions will be filled with the same or with different terms of reference;
 - c. positions that will be established the following year as per the HR planning, the staffing of which can wait the completion of the annual mobility exercise;
 - d. positions vacated by staff members who have resigned prior to the issuance of the compendium.
5. A general announcement to be sent to all staff will include:
 - a. the compendium of mobility positions (including title, grade, duty station and SDA);
 - b. information on the procedures to be followed to apply for a maximum of three positions in order of preference; and,
 - c. the deadline for the submission of the applications.

Staff members eligible to participate in this mobility exercise are those identified in paragraph 1 above, those participating in a reassignment process and those staff members who have completed at least half of their SDA.

6. HRD will compile the full list of applications by position/grade and noting the preferences expressed by candidates for each position advertised in the compendium. Candidates who do not match the essential requirements for the position will not be considered further.
7. The Mobility team, HRD/GTM/GSP, will provide HR Managers in the regions and the HR Manager in HRD/HSP with a matrix containing information on staff who expressed interest for positions in the compendium indicating their preferences. A first screening by HR will remove candidates who do not meet the essential requirements for positions for which they have expressed interest. The HR Managers in the regions and the HR Business Partner for each Cluster in HQ will liaise with the respective Category Network/Programme Area Network to provide them with the matrix of candidates who expressed interest in their positions. These networks shall give their views in respect of the candidates' suitability for their positions in writing no later than 15 days after having received the matrix. In doing so, they will:
 - a. review the qualifications, experience, duration of assignments outside the current duty station, intra-regional service, performance and preferences of each applicant in relation to the requirements of each position;
 - b. consult with the relevant regional office/cluster;
 - c. identify up to a maximum of three applicants per position, whom they wish to recommend in order of preference, accompanied by a written justification; and,
 - d. submit their inputs to HRD, through the respective HR Regional Manager/HR Business Partner.
8. Prior to the GMC meeting, HR Managers in the regions and the HR Business Partner for each Cluster in HQ will provide the Mobility team with the compiled recommendations of the respective Category Network/Programme Area Network on each position in the matrix.

During the first quarter of the year:

9. The information received by each Category Network/Programme Area Network will be consolidated by the Mobility team by grade/position. In analysing the overall situation, the Mobility team will identify possible areas of concern and highlight them to the GMC.
10. The GMC will be provided by the Secretariat with the information listed in Annex I.
11. The placement exercise will take place in three rounds, as follows:

Round 1 – Review of each position taking into account candidates' preferences, fit, mobility history, PMDS and any other relevant information, and recommendations of budget centre managers in order to make provisional placements by order of merit;

Round 2 – at the end of round 1, review of all unfilled positions and unplaced candidates in order to make sure that the maximum number of candidates have been placed and to ensure that there is adequate gender balance;

Round 3 – Review of the exercise in its entirety in order to make any adjustments, if necessary and firm up the recommendations. Agreement on the final report.
12. The GMC will propose suggested placements in accordance with the matching criteria outlined below.

During the second quarter of the year:

The decisions of the Director-General are notified by HR to each staff member who expressed an interest in a position listed in the compendium, and a general announcement is sent out to all staff members.

After being informed of a placement decision, staff members can express their interest in a new position as early as one year before reaching the time-in-post. However, they will be requested to complete their time-in-post before they can be assigned to a new position as part of the global mobility exercise unless the releasing and receiving units agree to an earlier starting date. However, staff members will be eligible to apply for advertised *ad hoc* vacancies and to participate in a normal selection process at any time, without restriction.

Eligible staff members subject to mobility are expected to accept a reassignment decision made by the Director-General.

While the effective date of reassignment shall be determined in consultation with the respective supervisors, staff members are normally expected to relocate to a new duty station within six months from the date of receipt of notification of the reassignment decision.

Overview of matching criteria

1. In the placement process, the matching criteria outlined below will apply. The criteria will not be applied in any order of priority, with the exception of grade of applicant, competencies, technical skills and performance, which are essential requirements. The essential requirements for a position, as stated in the position description, must be satisfied in order for a staff member to be reassigned.
2. The criteria for matching shall be applied in a non-arbitrary and non-discriminatory manner (see guiding principles for selection in Annex 6 of the Mobility Implementation Plan).
3. In promoting the international nature of WHO, due regard will be given to geographical diversity.
4. Due consideration shall be given to qualified female candidates, particularly for positions at P4 and above grade in order to improve gender balance.
5. WHO is committed to provide equality of access to employment and maintain diverse and skilled staff, which includes persons with disabilities.
6. Contractual status will not be taken into account except where the candidates are found to be equally qualified, based on the matching criteria, in which case the holder of a continuing appointment will be given preference.
7. Candidates will be given priority in the following order: **a)** those staff members under a reassignment process; **b)** those staff members who have not been placed during the mobility exercise which took place the previous year; **c)** those staff members who have reached the end of their SDA or will be reaching it the following year.
8. If a staff member is shortlisted for several positions due consideration will be given to the staff member's as well as the future supervisor's expressed preferences.
9. WHO will endeavour to assist dual career spouses, employed in the United Nations System and recognized by the administration, to secure assignments in the same or nearby duty station, subject to the availability of positions commensurate with the staff members' qualifications,

experience and skills and adhering to the principle of no direct hierarchical or supervisory lines between the spouses.

Summary of detailed matching criteria	
Grade of applicant	<p>Preference will be given to staff members at the grade of the position to be filled.</p> <p>Filling the position with a staff member with a higher grade may be exceptionally possible if one or two of the following criteria are met:</p> <ul style="list-style-type: none"> • To encourage rotation to hardship duty stations (C, D, E and Non-family categories); • When the analysis shows that there are no suitable applicants at the grade of the position and when HR can demonstrate that efforts have been made to contact eligible non applicants at the grade of the position and encourage them to apply and where such interest was not expressed.
Competencies	For this criterion, core, management and leadership competencies will be taken into account as required ³ . This will be evidenced through work experience relevant to the position, acquired both inside and outside WHO.
Technical skills and experience (functional requirements)	Proven required (essential) technical skills and experience as well required (essential) knowledge.
Performance	Particular reference will be given to the assessments of performance during the last three assignments, of which at least two should be from different managers ⁴ . Successful applicants should present at least two performance evaluations with satisfactory ratings ⁵ .
Languages	<p>Where one or more of the six official UN languages are essential, proficiency is evidenced by mother tongue, language of recruitment or having passed the UNLPE.</p> <p>Where a particular language is desirable, the confirmed knowledge of this language will be a preferential factor.</p>
Educational background (formal tertiary education)	This criterion will have particular relevance where the position requires specific qualifications, accreditation or expertise.
Internal or external training	Assessed training, taking particular note of mandatory trainings/learning, will be given more credit than unevaluated learning. The length of the course and its relevance to the position will be taken into account.
Mobility history (burden-sharing principle)	<p>In relation to other applicants, staff members having served for extended periods of time in C, D and E and Non-Family duty stations should be given special consideration for H, A and B assignments during the matching exercise.</p> <p>Conversely, staff members, who have served for extended periods of time in H, A and B duty stations, should be given special consideration for C, D and E duty stations.</p>

³ Enhanced WHO Global Competency Model

⁴ Generally and particularly for those cases where this is not applicable, comments from the second level supervisor shall be thoroughly assessed and taken into account. For those staff members who have recently joined WHO, previous completed performance appraisal reviews will be taken into account including those from other organizations.

⁵ ePMDS: "Exceeding expectations", "Meet all expectations", "Meets most expectations" and ePMDS+: "Outstanding", "Fully satisfactory", "Satisfactory".

	This criterion should not disadvantage staff members who have less years of service in the Organization, who have had less of an opportunity to rotate, or staff members serving on positions which are exempt from the Geographical Mobility Policy but who nevertheless wish to be mobile.
Organizational context	The organizational context related to the particular position should be taken into account. Security and political imperatives will be taken into consideration.
Diversity	WHO will strive to achieve diversity in the application of the Geographical Mobility Policy, including by: <ul style="list-style-type: none"> • Promoting gender and diversity; • Ensuring that, ideally, a staff member serves in different regions during his or her career; • All regions should benefit from having staff from other regions. Applications for regions other than one's own will receive special consideration; • Assigning staff members to senior managerial positions who have demonstrated functional diversity; • Allowing staff to acquire broader functional diversity and competencies.
Medical constraints/disability	Medical constraints and disability will be taken into account as documented by SHW.
For HWO positions	Only those staff members who are already in the HWO Roster will be considered for positions of HWOs advertised in the compendium.