

Annex 2.A Role and Procedures for the Classification Review Standing Committees¹

1 July 2020

HEADQUARTERS

The Role of the Classification Review Standing Committees

A Classification Review Standing Committee (CRSC) is established to review the reclassification decision on the position grade where the incumbent or the first level supervisor contests the reclassification decision. A CRSC does not have the mandate to review administrative and managerial human resources matters, which are outside the scope of the reclassification exercise, such as the retroactive date of promotion or acting pay.

Three types of committees are established:

1. Professional positions up to and including P.5 at Headquarters;
2. Professional positions at P.6 and above at Headquarters and for D.2 in Regions;
3. General service positions at Headquarters.

As to the composition of the respective CRSC, reference is made to the latest Information Note on the composition of the CRSC.

The procedures before the CRSC

1. Within sixty (60) calendar days after receipt of a reclassification decision, the incumbent, copying the first level supervisor, or the first level supervisor may address to Director, Human Resources and Talent Management (“HRT”) a request for review of the position grade of the reclassification decision by electronic means to the following email address: CRSC@who.int. The request must be accompanied by an explanation of the reasons supporting such request.
2. The CRSC is composed of a chair or alternate chair, one management representative and one staff committee representative. Due care will be taken in the selection of panel members to ensure that members do not come from the same division(s) as the incumbent(s). CRSC members will be completely independent in the discharge of their functions and shall not accept instructions or be unduly influenced in their review. In this regard, CRSC members must declare any possible conflict of interest to HRT using the email address above without delay.
3. The incumbent or the first level supervisor may object in writing to Director, HRT and for any perceived conflict of interest to no more than one (1) member of the Committee within seven (7) calendar days from the date of notification of the proposed composition of the CRSC. If no objection is received, the incumbent shall be deemed to have accepted the proposed composition of the CRSC. Should the composition of the CRSC be changed as a result of the objection, the incumbent or the first level supervisor shall not be allowed to object to its new composition.
4. The CRSC will conduct its review in camera, based upon written documentation only. The proceedings are confidential and any contact by staff members or supervisors with any member of the CRSC on a pending case is strictly prohibited.

¹ This description of the role and the procedures of the CRSC supersede any previous description of the role and procedures of the CRSC.

5. A designated representative from HRT will organize a meeting of the relevant CRSC normally within one (1) month of receipt of the request for the examination of the decision, subject to the availability of the panel members. The designated representative will compile and provide to the CRSC all material related to the challenged reclassification decision. The designated representative will not participate in the meeting and deliberations of the CRSC.
6. The CRSC will review the material to ascertain whether the procedures were correctly followed, whether the position evaluation took all relevant facts into account within the organizational context from the desk audit and/or all other documents provided by the supervisor and incumbent.
7. The CRSC may request the Classification Specialist to provide further information or clarification on the reclassification decision.
8. The report of the CRSC will normally be adopted by consensus, but if consensus cannot be reached, it will be adopted by a majority of the panel. If one (1) panel member disagrees with the position of the majority, the dissenting opinion(s) shall be included in the report to the Director-General.
9. The CRSC will make an independent recommendation to the Director-General for his decision within sixty (60) calendar days of the date of receipt of the complete request for review. The deadline may be extended by Director, HRT. The period of extension should normally not exceed thirty (30) calendar days. The incumbent shall be informed in writing of any such extension.
10. The Director-General through HRT shall notify his decision in writing and provide a copy of the CRSC report to the incumbent and the first level supervisor normally within sixty (60) calendar days upon receipt of the report and recommendation.
11. The incumbent may appeal before the Global Board of Appeal against the decision of the Director-General in accordance with Section 12 of the Staff Rules.

Timelines	
Incumbent and/or first level supervisor	Within sixty (60) calendar days after receipt of a reclassification decision, the incumbent, copying the first level supervisor, or the first level supervisor may address a request to Director, HRT for review of the reclassification decision.
HRT	<p>Normally, within one (1) month of receipt of the request for CRSC to review the case, HRT will organize a meeting, subject to the availability of CRSC members.</p> <p>The CRSC will normally make a recommendation to the Director-General within sixty (60) calendar days of the date of receipt of the complete request for review. The period of extension should normally not exceed thirty (30) calendar days.</p>

Director-General	The Director-General through HRT shall notify his decision in writing and provide a copy of the CRSC report to the incumbent and first level supervisor normally within sixty (60) calendar days upon receipt of the report and recommendation.
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REGIONAL OFFICES

Regional Classification Review Standing Committees shall be established by the Regional Director, following the same general format but adjusted as necessary to reflect regional needs, to review the position grading of reclassification decisions for general service and National Professional Officer positions and for positions up to and including P.6/D.1.