

UNFPA

Policy Title	Human Resources Policy in UNFPA
Document identifier	PPM/HR/2024/1
Previous title (if any)	
Policy objective	The purpose of this policy is to establish a regulatory framework for UNFPA while addressing the hierarchy for human resources policy application.
Target audience	All staff members
Risk control matrix	N/A
Checklist	N/A
Effective date	15 March 2024
Revision History	Issued: 15 February 2007 Revision 1: 15 March 2024
Mandatory review date	15 March 2027
Policy owner unit	Division for Human Resources
Approval	N/A

Human Resources policy in UNFPA**I. Purpose**

1. Following General Assembly [decision 58/555](#), the Secretary-General delegated authority concerning human resources (HR) matters to the Executive Director of UNFPA (U.N. Doc. [ST/SGB/2004/10](#) of 28 May 2004, effective 1 June 2004). This authority heretofore was with the Administrator of UNDP.

II. Policy

2. The delegation of authority referred to above, which was made explicitly subject to the United Nations Staff Regulations and Rules, did not change the UNFPA framework regarding HR policy application previously in force. Therefore, subject to the principles governing the administrative law of international organizations, this HR policy framework includes HR related rules, administrative policy and administrative practice in the following order:
 - a. Charter of the United Nations;
 - b. United Nations Staff Regulations;
 - c. United Nations Staff Rules;
 - d. **HR policies issued¹ or past practice established by UNFPA;**
 - e. HR policies issued or past practice established by UNDP, *mutatis mutandis*, in cases where a HR matter is not regulated by a policy issued or past practice established by UNFPA and UNFPA has decided to apply the UNDP policy or practice;
 - f. HR policies issued or past practice established by the United Nations Secretariat, *mutatis mutandis*, in cases where a HR matter is not regulated by a policy issued or past practice established by either UNFPA or UNDP and UNFPA has decided to apply the United Nations Secretariat policy or practice.

III. Procedures

Not applicable

IV. Other**Practical issues:**

3. UNFPA increasingly issues its own HR policy, either on the basis of inter-agency collaboration in policy development (for example the development of “framework policies”)

¹ UNFPA human resources policies are included in the UNFPA PPM. Some older UNFPA human resources policies may be contained in UNFPA Circulars or Guidelines.

or, where necessary, by developing its own HR policies. The question may arise, what policy or practice applies to a given HR-related issue. The case is simple where UNFPA has issued its own policy or has established (unwritten) practice regarding the HR issue in question: In such case, the UNFPA policy or practice applies.

4. However, the question may arise what policy or practice applies if UNFPA has not issued its own policy on a HR matter or developed a practice in the past regarding how to address or resolve the matter. The user should then refer to the above hierarchy: If there is no UNFPA policy and UNFPA has not established any past practice on the issue, UNDP HR policy or practice should be referred to in order to fill this gap. If, in turn, the UNDP HR policy regime fails to address the issue, the relevant policy or practice of the United Nations Secretariat should apply.
5. Accordingly, DHR has introduced a [policy inventory tool](#) which aims to bring greater clarity by listing the UNFPA, UNDP and United Nations Secretariat policies applicable to UNFPA personnel, and includes tools available in the [UNFPA Policies and Procedures Manual](#).
6. This system has no impact on unrelated and established HR policy application mechanisms. For example, a UNFPA staff member who is on secondment through an Inter-Organization exchange² is subject to the regulations of the receiving Organization and cannot invoke UNFPA, UNDP or Secretariat policy within the context of this hierarchy. Rather, on the basis of the terms of the Inter-Organization Agreement, they must refer to the policy framework of the receiving Organization.
7. The Secretary General has reserved the right to make selected Secretary-General's Bulletins (SGB) applicable to separately administered Funds and Programmes, such as UNFPA. Such SGB must expressly indicate that they are applicable to separately administered organs and programmes of the United Nations³. If an SGB so indicates, it is applicable to UNFPA staff without further action by UNFPA.

V. Process Overview Flowchart

No overview flowchart applicable

VI. Risk Control Matrix

No risk control matrix available

² See the Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff of January 2012 and the UNFPA policy for Inter-organization Mobility.

³ See UN Doc. ST/SGB/1997/1 of 27 May 1997, section 3.4

Annex I

[Link](#) to the Policy Inventory tool