

**Personnel of UNFPA****Glossary**

This document contains a glossary of terms and definitions used in the [Policy on Personnel](#). The terms are arranged in alphabetical order.

- Applicant:** A person submitting an application for an advertised UNFPA post; or a UNFPA staff member who is added to a shortlist by UNFPA (e.g. in some cases of staff members encumbering abolished posts).
- Appointment:** Art. 101, para. 1 [United Nations Charter](#) provides: “The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.”
- There are three types of appointment: Fixed Term Appointments Continuing Appointments and Temporary Appointments (see explanations further below in this Glossary). An appointment is initiated through the issuance of a letter of appointment by/on behalf of the Executive Director to a person for service with UNFPA. On the effective date of appointment, the person becomes a staff member of UNFPA. As per [Staff Rule](#) 4.1, “All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.”
- Compliance Review Board:** UNFPA Compliance Review Boards (“CRBs”) review the selection process for compliance with pre-approved selection criteria, applicable staff regulations and rules, and UNFPA’s corporate staffing policies. CRBs exist at UNFPA Headquarters and at field duty stations. At some field duty stations, Appointment and Promotion Panels (“APPs”) may still be in use. (The term “CRB” shall be understood to mean Appointment and Promotion Board (“APB”) or APP in the case of staff members who were reviewed by such a board or panel.)
- Continuing Appointment:** An open-ended appointment (see [Staff Rule](#) 4.14). This type of appointment is not currently in effect in UNFPA.
- External applicant:** A person submitting an application for an advertised UNFPA post who is not considered an internal applicant. For a definition of “internal applicant”, see below.
- Field duty station:** “UNFPA field duty stations” within the meaning of this policy are UNFPA duty stations other than New York Headquarters,

including UNFPA country offices, liaison offices, regional offices or sub-regional offices. The term also includes duty stations that are referred to as “headquarters duty stations other than New York” in the context of United Nations hardship classification, such as Geneva, Vienna, Bonn, Brussels, Bratislava, Copenhagen, Tokyo and Washington. The term does not refer to outposted places of assignment, for example under projects, which report to a country office or a national government entity (for example, a project office outside the capital city in country X, which reports to the UNFPA country office in X, is not referred to as a field duty station within the meaning of this policy. Rather, in this case, the country office in X is referred to as the field duty station).

**Fixed Term Appointment:**

In accordance with [Staff Rule 4.13](#), this is an appointment that may be granted for a period of one up to five years to persons recruited for service of a prescribed duration, including persons temporarily seconded by national governments or institutions for service with UNFPA, having an expiration date specified in the letter of appointment. It may be renewed for any period of time up to five years at a time. It does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of length of service ([Staff Rule 4.13](#) and para. 21 of General Assembly resolution 63/250 of 24 December 2008).

**Inter-Organization Exchange:**

Inter-organization exchange can be undertaken as transfers, secondments or loans as described in the [Inter Organization Agreement concerning Transfer, Secondment or Loan](#).

**Internal applicant:**

In accordance with [Staff Regulation 4.4 and Rule 4.10](#), an internal applicant is:

- A staff member serving with UNFPA who has been competitively recruited for one year or longer and has been reviewed by a CRB;
- A staff member who is returning to UNFPA from an inter-organization exchange (or “secondment” or “loan”, as applicable), and who was competitively recruited by UNFPA for one year or longer and was reviewed by a CRB;
- A staff member of an organization, agency or subsidiary organ applying the United Nations common system of salaries and allowances, with which UNFPA has entered into an agreement on the basis of reciprocity for the consideration of their respective staff members as internal applicants.

	<p>JPOs, United Nations Volunteers and UNFPA staff members on temporary appointments are not considered internal applicants because they have not been subject to review by a CRB.</p>
<b>Lien:</b>	<p>A “lien” within the meaning of this policy is a right of return. It can be either a general right of return to UNFPA, subject to the competitive process for filling vacant posts as established in relevant policies (sometimes referred to as a “general lien”) or a right of return to a specific, identifiable post (sometimes referred to as a “specific lien”).</p>
<b>Line manager:</b>	<p>A UNFPA staff member who is authorized to direct or supervise the work of others and is responsible for the accomplishment of an organizational unit mandate.</p>
<b>Manager of UNFPA field duty station:</b>	<p>This term comprises the UNFPA representative; the UNFPA chief of operations; the director of a UNFPA regional office; or a director of a UNFPA subregional office.</p>
<b>Post:</b>	<p>A post reflects the need to appoint a person under the United Nations Staff Regulations to perform a set of assigned functions within a given managerial unit and organizational context towards the achievement of the mandate of the managerial unit. See the <a href="#">UNFPA Organizational Structuring Policy</a> for further information.</p>
<b>Promotion:</b>	<p>Promotion is the advancement of a staff member to the next grade level within the applicable salary scale.</p>
<b>Reassignment:</b>	<p>This term refers to the administrative process by which a staff member is moved from one post to another post under the authority of the Executive Director (i.e. within UNFPA).</p>
<b>Receiving organization:</b>	<p>An organization that agrees to receive a staff member from another organization under one of the inter-organization mobility arrangements described in the <a href="#">Inter Organization Agreement concerning Transfer, Secondment or Loan</a>.</p>
<b>Recruitment:</b>	<p>This term refers to an applicant’s hiring process from outside of UNFPA. Staff members can be internationally or locally recruited.</p>

- Releasing organization:** An organization that agrees to release a staff member to another organization under one of the inter-organization mobility arrangements described in the [Inter Organization Agreement concerning Transfer, Secondment or Loan](#).
- Rotation:** Rotation is the managed reassignment of UNFPA staff members, who fall within the scope of application of rotation, according to specific tours of duty from one UNFPA duty station to another as per the [Selection and Reassignment Process for International Rotational Posts](#).
- Staff member of UNFPA:** Article 101, para. 1, [United Nations Charter](#) provides: “The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.”
- A UNFPA staff member is a person who is appointed by or on behalf of the Executive Director of UNFPA pursuant to the United Nations Staff Regulations under appointment authority delegated to the Executive Director by the Secretary-General (see [ST/SGB/2004/10 of 28 May 2004](#), effective 1 June 2004, and General Assembly decision 58/555 on personnel matters relating to UNFPA).
- Temporary Appointment:** In accordance with [Staff Rule](#) 4.12, an appointment that is granted for less than one year to meet seasonal or peak workloads and specific short-term requirements, having an expiration date specified in the letter of appointment. It may be renewed for a period not exceeding twelve months when warranted by surge requirements and operational needs related to field operations and special projects with finite mandates, under circumstances and conditions as further established in this Policy on Personnel. A temporary appointment does not carry any expectancy, legal or otherwise, of renewal. It shall not be converted to any other type of appointment.