



ARC PEER FEEDBACK PROCESS AND POLICY NOTE (including 2017 DEADLINES)



ASSESSMENT OF
RESULTS AND
COMPETENCIES



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DEVELOPMENT
GROUP

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ARC PEER FEEDBACK PROCESS AND POLICY NOTE (including 2017 DEADLINES)

Peer Feedback Deadlines for 2017 ARC:

Deadlines for feedback to the RC (only) are staggered based on dates of the upcoming Regional UNDG Performance Management Team meetings in 2017. The deadline for peer feedback to UNCT ARC members by either the RC or other UNCT ARC members is not staggered, and has an **overall deadline of May 7th**.

- Deadline for feedback to **RCs** by Region:
 - **15th April** - For RCs in Asia
 - **18th April** - For RCs in Latin America and the Caribbean:
 - **22nd April** - For RCs in Arab States:
 - **22nd April** - For RCs in Europe and Central Asia:
 - **7th May** - For RCs in Western and Central Africa:
 - **7th May** - For RCs in Eastern and Southern Africa:
- Deadline for feedback to all **UNCT ARC members: 7th May**
- The regional distribution of countries that is followed is based on UNDP's country classifications. For any questions in this regard, kindly contact your respective Resident Coordinator's Office.

IMPORTANT:

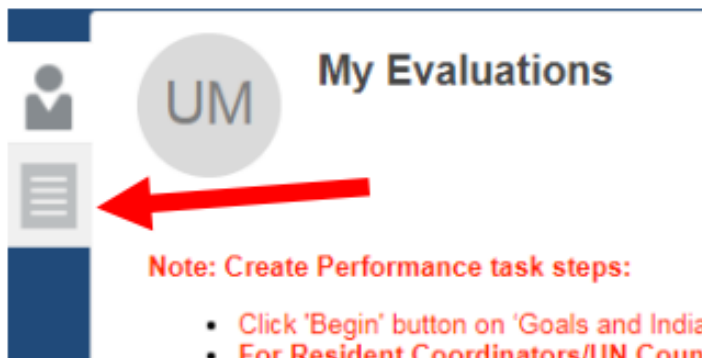
- UNCT ARC Members that have not created their performance documents in the ARC platform as required by **4th April 2018, cannot participate and will not be included in the peer feedback process and reports for 2017.** Agencies will be informed of completion status of UNCT ARC members in the 2017 ARC process.
- For the 2017 ARC process, access to individual peer feedback reports will be available after the conclusion of the Regional UNDG Performance Management Team performance appraisal process and assessments to RCs and UNCTs.

Accessing the Peer Feedback Module in the ARC platform:

A reference guide is available to assist you in navigating the peer feedback process in the ARC platform. The peer feedback reference guide is available on the UNDG website

(<https://undg.org/document/completing-peer-feedback-for-resident-coordinators-and-unct-members/>).

Please note that once in the ARC platform you need to click on a specific tab to access the peer feedback module – the reference guide directs you to this. Provided below is the specific tab that you will be looking for on the Evaluations page. Notice that it looks like a page with lines on it. The icon above it that looks like a person, takes you back to your performance document.



- See page 5 of the peer feedback reference guide for further instructions. This is a zoomed in view of the icon you are looking for to access the peer feedback process in the ARC platform.

Policy

The ARC peer feedback process is part of the mutual accountability principle in the ARC methodology, and allows for the RC and UNCT ARC members to provide feedback to one another. This peer feedback to one another focusses on individual results and competencies for the given performance year.

The peer feedback provided will NOT be anonymous:

- For the RC – the consolidated feedback report will be made available to the respective Regional UNDG Performance Management Team
- For individual UNCT ARC members – the peer feedback from the RC and other UNCT ARC members will be provided to their respective agencies as input to their agency performance appraisal processes.

Peer feedback approach:

- The RC is to provide peer feedback to all UNCT ARC members for the given performance year
- All UNCT ARC members to provide peer feedback to the RC, **except on the RC's Security Goal/DO role as this is the prerogative of the USG of UNDSS only.** (Please note: Any feedback provided on the DO role will not be included in the RC peer feedback report)
- UNCT ARC members are also to provide peer feedback to one another for the given performance year:
 - Where UNCT ARC members total **up to 5 UNCT ARC members**, then all UNCT ARC members should receive feedback from one another
 - Where UNCT ARC members total is **more than 5 UNCT ARC members**, then a minimum of 5 UNCT ARC members should be given feedback by each UNCT ARC member

Access to Peer feedback

The ARC Technical Team at DOCO will provide access to the peer feedback module on the ARC platform to those ARC participants that have completed their performance document.

Access provided will allow for the following:

- a. Feedback to RCs will be available to all UNCT ARC members
- b. UNCT ARC Members who have completed their performance document and indicators in the ARC platform as required, will be able to receive peer feedback

Inputs into the Peer Feedback module in the ARC:

Feedback Ratings:

- You will be requested to provide feedback ratings on the UNCT goals for each staff member you are providing feedback to, which should be based on the indicators they identified and committed to accomplish in 2017
- For RCs, feedback ratings should be against all the 4 UNCT Goals of: Development, Human Rights, Political, and Humanitarian (the Security Goal should receive no feedback rating)
- For UNCT ARC members, only those UNCT goals where they have included indicators should receive a feedback rating, as UNCT ARC members are not required to have indicators against every UNCT Goal
- Feedback ratings on competencies for RCs and UNCT ARC members is also requested
- Feedback ratings are not mandatory

Narrative Feedback

- You will have opportunity to provide narrative feedback to the RC or UNCT ARC member you are providing feedback to.
- Narrative feedback is not mandatory

Participants

- UNCT ARC members who did not create a performance document in the ARC platform as required by 4th April 2018, will not appear in your list of staff members you can give feedback to for the 2017 ARC

Questions or Technical Support – please contact the ARC help desk at: arc@undg.org