



FAQs: ARC PARTICIPATION & CRITERIA 2018



ASSESSMENT OF
RESULTS AND
COMPETENCIES



UNITED
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DEVELOPMENT
GROUP

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FREQUENTLY ASKED QUESTIONS ARC PARTICIPATION & ELIGIBILITY CRITERIA 2018

1. Why is the ARC participation list important? Why does ARC participation only include the RC and selected members of the UNCT?

Defining clearly who is eligible to participate in the ARC at the country level, and who is not, is key to the effectiveness and credibility of the ARC. This is also important to ensure that performance feedback is directed to the staff member who is actually accountable for leadership of their agency in country.

UNCT member eligibility in the ARC follows the principle of UN leadership and comparable accountability. To participate in the ARC, the UNCT member must be the Resident Coordinator or a UNCT member who meets specific eligibility criteria as defined in the 2017 ARC Interim Guidance. UNCT member eligibility must be confirmed in writing to the Resident Coordinator. Of particular importance amongst the criteria, is that the UNCT member be accountable to their organization both programmatically and financially with direct decision making authority. Consequently, in some countries this may mean that a selected number of UNCT members will participate in the ARC.

2. If agencies are not part of the UNSDG but participate in the UNCT should they be included in the ARC? What about project and RCO staff?

Not only do the participants in the ARC need their agency to be members of the UNSDG and the UNCT, but they also must have full delegated authority to represent their agency both financially and programmatically in decision making in country. As noted in the criteria they must also be members of the SMT, making decisions for the agency staff.

It is important to understand that the ARC is addressing the performance appraisal of the RC and UNCT, while also addressing the issue of mutual accountability of the UNCT members towards common UNCT goals. Therefore those that participate in the ARC need to be the actual decision makers and leadership of the UNCT in country. The participants in the ARC will also be providing feedback to one another, and thus need to be comparable peers having similar levels of authority and decision making in the country – and thus accountable for their agency in country. It is thus understandable that depending on who is included in the UNCT for a particular country, that the ARC participants can be a subset of that country's UNCT membership. Advisors, project and support staff, and partners to the UNCT are not currently part of the ARC. As a good practice the RC may want to consider providing input to staff performance appraisals who are not participating through the ARC platform, and can do so by email directly to their supervisor.

3. What is the criteria for UNCT members participating in the ARC?

Eligibility in the ARC follows the principle of UN leadership and comparable accountability. Participation is mandatory for the Resident Coordinator. For UNCT member participation in the ARC, the UNCT member must meet specific eligibility criteria.

i. Criteria for participation of Resident Agencies

- Criteria 1: Must be a full-time UN Staff member**
- Criteria 2: The agency of the staff member must be an agency of the UNSDG¹
- Criteria 3: Has been in their current role for a minimum of 6 months during the calendar year being appraised
- Criteria 4: Has full delegated authority from their agency on both the financial and programmatic decision making for their respective agency
- Criteria 5: Is a member of the Security Management Team and a decision maker on the security of their agency staff

ii. Criteria for participation of Non-Resident Agencies

- Criteria 1: Must be a full-time UN Staff member**
- Criteria 2: Staff member agency must be a member of the UNSDG
- Criteria 3: Has been in their current role for a minimum of 6 months during the calendar year being appraised
- Criteria 4: Has full delegated authority from their agency on both the financial and programmatic decision making for their respective agency
- Criteria 5: Staff member must be accredited or have formal representation to the country

**UN staff members that meet all the ARC criteria for more than one UNCT will need to choose one country that they are engaged in most for their participation in 2018. Please inform arc@undg.org should there be a change. The ARC is a performance management system, and thus a HR system where performance management is managed as a one to one relationship with a staff member – meaning that each staff member has one performance record per year. Therefore, currently the platform only allows for each staff member to have one performance record attached to their name for a performance year.

The Resident Coordinator is responsible for ensuring UNCT ARC members are in adherence to the criteria for participation of Resident and Non-Resident Agencies

¹ List of UNSDG agencies can be found here: <https://undg.org/about/undg-global/undg/>

4. Can UNCT members from Non-Resident Agencies (NRAs) participate in the ARC?

NRAs can participate in the ARC if they meet the following criteria:

- Criteria 1: Must be a full-time UN Staff member**
- Criteria 2: Staff member must be accredited or have formal representation to the country
- Criteria 3: Staff member agency must be a member of the UNSDG
- Criteria 4: Has been in their current role for a minimum of 6 months during the calendar year being appraised
- Criteria 5: Has full delegated authority from their agency on both the financial and programmatic decision making for their respective agency

**UN staff members that meet all the ARC criteria for more than one UNCT will need to choose one country that they are engaged in most for their participation in 2018. Please inform arc@undg.org should there be a change. The ARC is a performance management system, and thus a HR system where performance management is managed as a one to one relationship with a staff member – meaning that each staff member has one performance record per year. Therefore, currently the platform only allows for each staff member to have one performance record attached to their name for a performance year.

5. What happens if the Resident Coordinator is acting interim?

Those UNCT members that are also performing the Resident Coordinator ad interim role (RC a.i.) are not assessed as part of the ARC performance appraisal process in their role as RC a.i. However, their individual contributions to the UNCT Goals should be included and shared with their agency as a UNCT member participating in the ARC, as well as with the other ARC participants to allow for peer feedback at year end.

6. Does the UNDP Resident Representative participate in the ARC?

It is the UN Resident Coordinator function that is assessed in the ARC, and not the UNDP Resident Representative function. The UNDP Country Director (CD) or UNDP Deputy Resident Representative (DRR) represent UNDP in the UNCT Country Team, and would participate in the ARC.

7. Should DSS and OCHA Advisors be part of the ARC?

No, advisors from UNDSS or OCHA do not participate in the ARC at the country level. For the DO function, UNDSS in HQ will be providing their assessment and for the HC role OCHA in HQ will be providing the feedback of the ERC.

8. Can a Regional Director participate in the ARC as a Regional UNSDG Performance Management Team member and as a UNCT member?

Only one role per staff member in the ARC process is permissible. If a Regional Director participates in the Regional UNSDG Performance Management Team (at the D2 level and above) and also meets the eligibility criteria as UNCT member participating in the ARC for a particular country, then the Regional Director must recuse themselves from the Regional UNSDG PMT discussion for that specific country.

9. Why is it mandatory to have a UN Index Number to access the ARC?

The UN Index number is being utilized as a unique identifier for each staff member to ensure security of information and accountability. Since this is a performance appraisal platform for RC/UNCTs it needs to maintain a high level of security and confidentiality. The UN Index number also demonstrates that the individual is a full-time UN staff person and not a consultant or project specific staff.

10. What is the Entry on Duty field information that needs to be submitted to gain access to the ARC?

The date submitted should be when the individual started his/her position in their current capacity and not based on how long they have been in the country. This is utilized to verify eligibility as the staff member must have been in their function for at least 6 months of the calendar year being assessed to participate in the ARC for a specific country.

11. Why is the ARC participation list for 2017 different from what we initially submitted?

The 2017 UNCT ARC member lists that were provided by RCs went through a vetting process at HQ. Those that are not on the platform were removed either because they did not meet the eligibility criteria to participate in the ARC or the contact information of the UN staff member provided was incomplete.

Defining clearly who is eligible to participate in the ARC at the country level, and who is not, is key to the effectiveness and credibility of the ARC. This is also important to ensure that performance feedback is directed to the staff member who is actually accountable for leadership of their agency in country. UNCT member eligibility in the ARC follows the principle of UN leadership and comparable accountability.

To participate in the ARC, the UNCT member must be the Resident Coordinator or a UNCT member who meets specific eligibility criteria as defined in the 2018 ARC Guidance. UNCT member eligibility must be confirmed in writing to the Resident Coordinator. Of particular importance amongst the criteria, is that the UNCT member be accountable to their organization both programmatically and financially with direct decision making authority. Consequently, in some countries this may mean that only a select number of UNCT members will participate in the ARC. For more details on ARC participation we encourage you to read the 2018 ARC Guidance.

12. Which are the UN agencies that are members of the UNSDG and have operational presence at the country level?

The current members of the UNSDG for 2018 purposes can be found here:
<https://undg.org/about/undg-global/undg/>.

13. If I have additional questions on the UNCT member participation of the ARC where do I go?

First check the relevant section in the 2018 ARC Guidance. For any further questions email arc@undg.org and you will receive a response within 5 business days.