



Entering 2018 UNCT Goals, UNCT Success Criteria and RC Indicators



ASSESSMENT OF
RESULTS AND
COMPETENCIES



UNITED
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DEVELOPMENT
GROUP

TOGETHER FOR DEVELOPMENT

FOR UNCT ARC ADMINISTRATORS

Entering 2018 UNCT Goals, UNCT Success Criteria and RC Indicators - Reference Guide -

Introduction

This training guide will show the UNCT ARC Administrator how to enter the UNCT Goals, UNCT Success Criteria and RC Indicators which will be approved by the Regional UNSDG Chair.

RC participation

The RC must provide indicators against all five ARC Goal categories. These indicators identify the RC's specific leadership contributions towards achieving each ARC Goal.

The RCs' indicators should be shared with UNCT members participating in the ARC and will enable a transparent and mutually accountable ARC peer feedback process, at the end of the year. The RCs' indicators will also be visible to UNCT members on the ARC platform.

UNCT Member participation

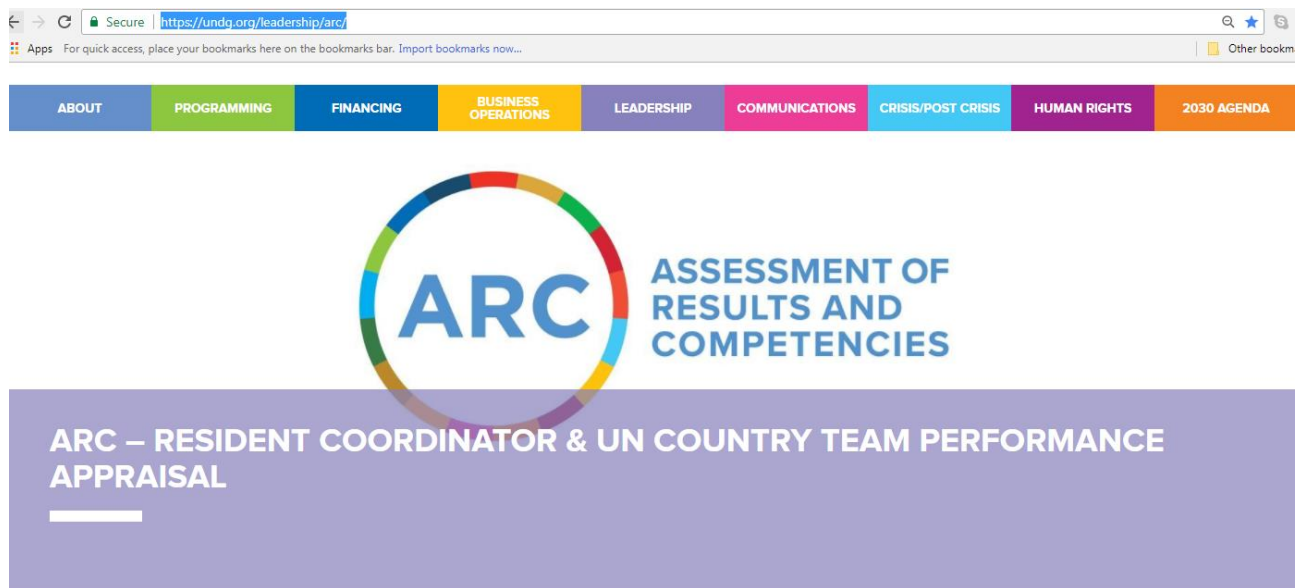
ARC participating UNCT members will have the choice to define their own indicators for a minimum of two (and up to all five) ARC UNCT Goal categories.

For UNCT members, the decision on what indicators to include would not be arbitrary but be used to demonstrate specific individual leadership contributions towards achieving the UNCT Goals and reflect the specific role that a given UNCT member plays. For example, some agencies will not have a role to play in the Humanitarian work in the country therefore their inclusion of an indicator(s) in this regard would not apply.

The UNCT members' indicators in the ARC should be shared between the UNCT members participating in the ARC to enable a transparent and mutually accountable ARC peer feedback process. The indicators of each UNCT member will also be visible on the ARC platform. Every UNCT member participating in the ARC should know what commitments the RC and other UNCT members have indicated towards achieving the UNCT Goals.

Accessing the ARC

1. To access the ARC go to www.undg.org/leadership/arc/. **Please utilize Chrome or Firefox internet browsers to access the ARC platform. The new internet browser Edge is currently incompatible with the ARC platform.**

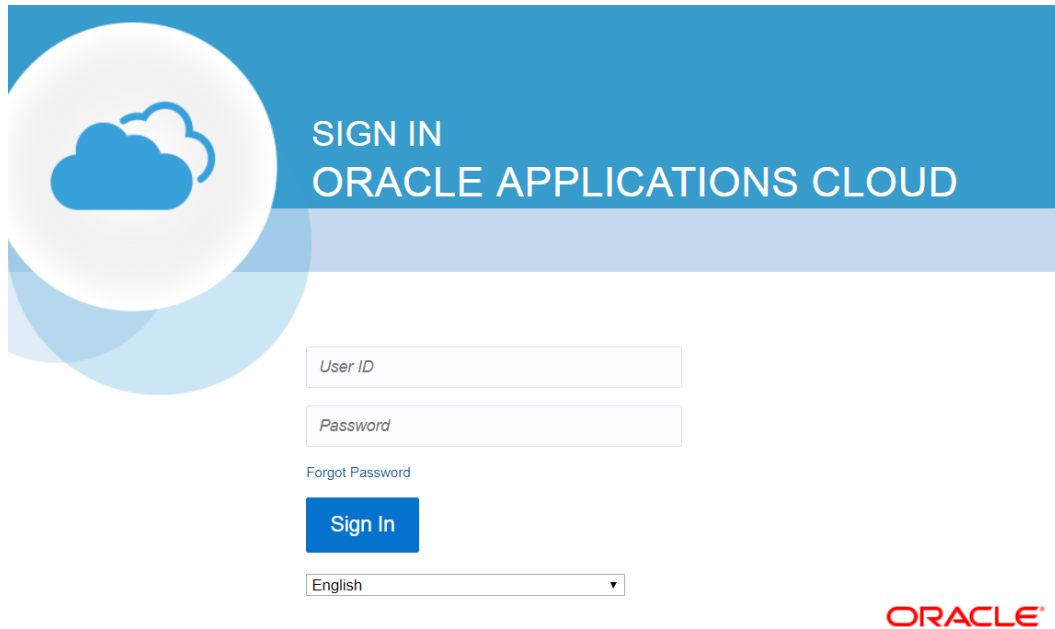


HOME » LEADERSHIP » ARC – Resident Coordinator & UN Country Team Performance Appraisal

The ARC webpage will link you to the ARC login page:



2. Enter your username and password (in this case the UNCT ARC Administrator) for the ARC.

The image shows the Oracle Applications Cloud sign-in interface. It features a blue header with a white cloud icon in a circle on the left and the text "SIGN IN ORACLE APPLICATIONS CLOUD" on the right. Below the header, there are two input fields labeled "User ID" and "Password". A link for "Forgot Password" is positioned below the password field. A blue "Sign In" button is located below the "Forgot Password" link. At the bottom left, there is a language dropdown menu currently set to "English". The Oracle logo is visible in the bottom right corner.

SIGN IN
ORACLE APPLICATIONS CLOUD

User ID

Password

[Forgot Password](#)

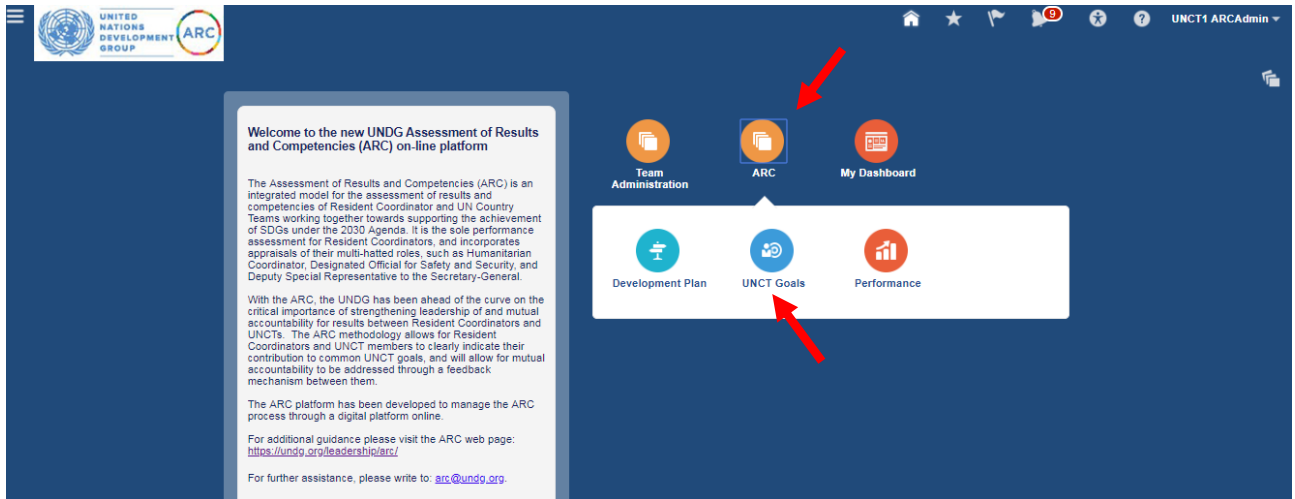
Sign In

English

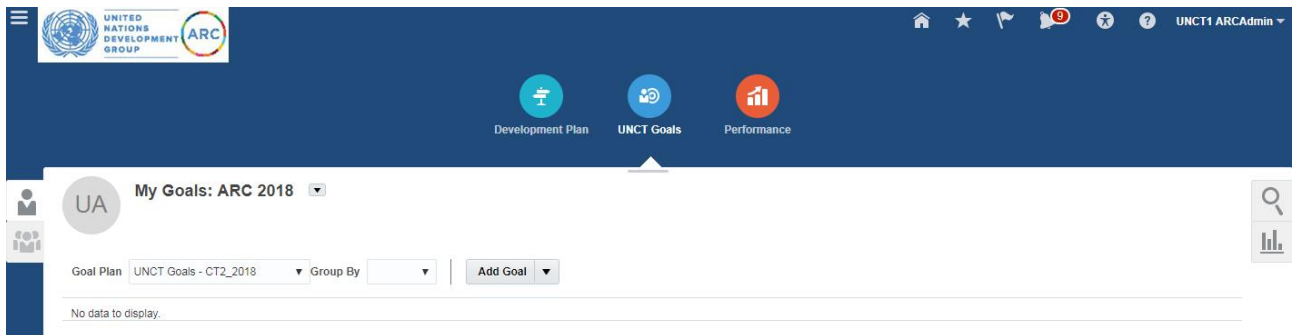
ORACLE

3. Then, click **Sign In**.
 - This action opens the ARC home page unique to the UNCT ARC Administrator.
 - The page contains information and links that are specific to your privileges in the ARC system.
 - The privileges in the ARC depend on your job function.

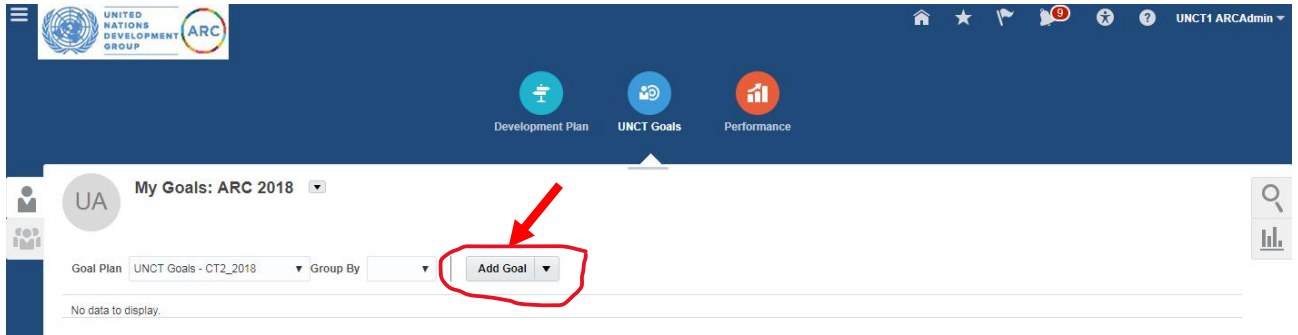
4. Click on **ARC icon**
5. From the sub menu click on **UNCT Goals icon as shown below**



6. The My Goals: ARC 2018 page will open as shown below.



7. Click **Add Goal** button to add a new country team goal.



8. The Add Goal page will open as shown below

The screenshot shows the 'Add Goal' page in the UNCT1 ARCAAdmin interface. At the top, there are logos for the United Nations Development Group and ARC. Below the logos, there are three main navigation buttons: 'Development Plan', 'UNCT Goals', and 'Performance'. The 'UNCT Goals' button is currently selected. In the main content area, there is a section titled 'Add Goal'. Below this title, there are two buttons: 'Save and Close' and 'Cancel'. Below these buttons, there is a form for adding a new goal. The form includes the following fields: 'Goal Plan' (set to 'UNCT Goals - CT2_2018'), 'Goal Name' (a text input field), 'Start Date' (a date picker set to '1/1/18'), 'Target Completion Date' (a date picker set to '12/31/18'), 'Category' (a dropdown menu), 'Success Criteria' (a text area with a rich text editor toolbar), and 'Indicators' (a text area with a rich text editor toolbar). Red circles highlight the 'Goal Name' field, the 'Start Date' and 'Target Completion Date' fields, the 'Category' dropdown, the 'Success Criteria' text area, and the 'Indicators' text area.

9. Enter **Goal Name, Category, UNCT Success Criteria and RC Indicators**

Add Goal Save and Close Cancel

* Goal Plan UNCT Goals - CT2_2018 1/1/18 - 12/31/18

* Goal Name

Goal Details

Goal Details

* Start Date Target Completion Date

Category

Success Criteria

Arial B I

1. This is success criteria #1
2. This is success criteria #2
3. This is success criteria #3
.....

Indicators

Arial B I U

1. RC Indicator A
2. RC Indicator B
3. RC Indicator C
.....

10. Click **Save and Close** from the top right-hand corner of the window as shown in the diagram below.

Add Goal Save and Close Cancel

* Goal Plan UNCT Goals - CT2_2018 1/1/18 - 12/31/18

* Goal Name

Goal Details

Goal Details

* Start Date Target Completion Date

Category

Success Criteria

Arial B I U

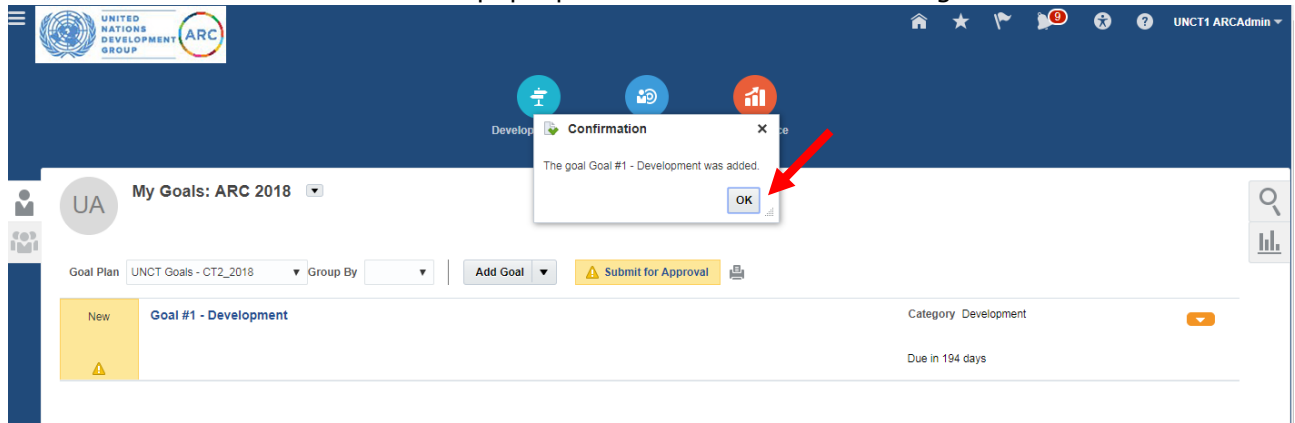
1. This is success criteria #1
2. This is success criteria #2
3. This is success criteria #3
.....

Indicators

Arial B I U

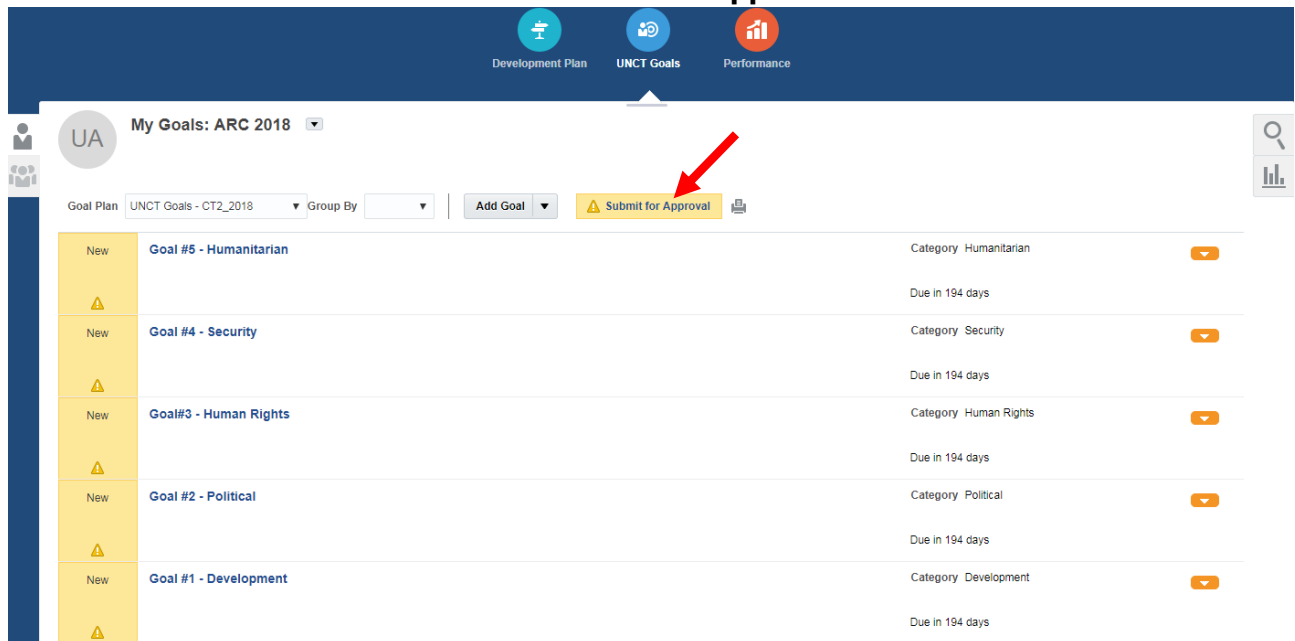
1. RC Indicator A
2. RC Indicator B
3. RC Indicator C
.....

11. A Confirmation window will pop-up. Click **OK** to confirm adding Goal.



12. Repeat steps # 7 to #11 to add the four remaining UNCT Goals, UNCT Success Criteria & RC Indicators.

13. Once all 5 Goals are added click **Submit for Approval**.



- Note the yellow shaded boxes on the left hand side of each of the goals. This shows that the UNCT Goals, UNCT Success Criteria and RC Indicators need to be submitted to the Regional UNSDG Chair for approval

14. A confirmation page will open stating that after submission the Regional UNSDG will approve the UNCT Goals, UNCT Success Criteria and RC Indicators. Click **Submit**

My Goals: UNCT Goals - CT2_2018

After submission, the Regional UNSDG will approve the UNCT Goals, UNCT Success Criteria and RC Indicators

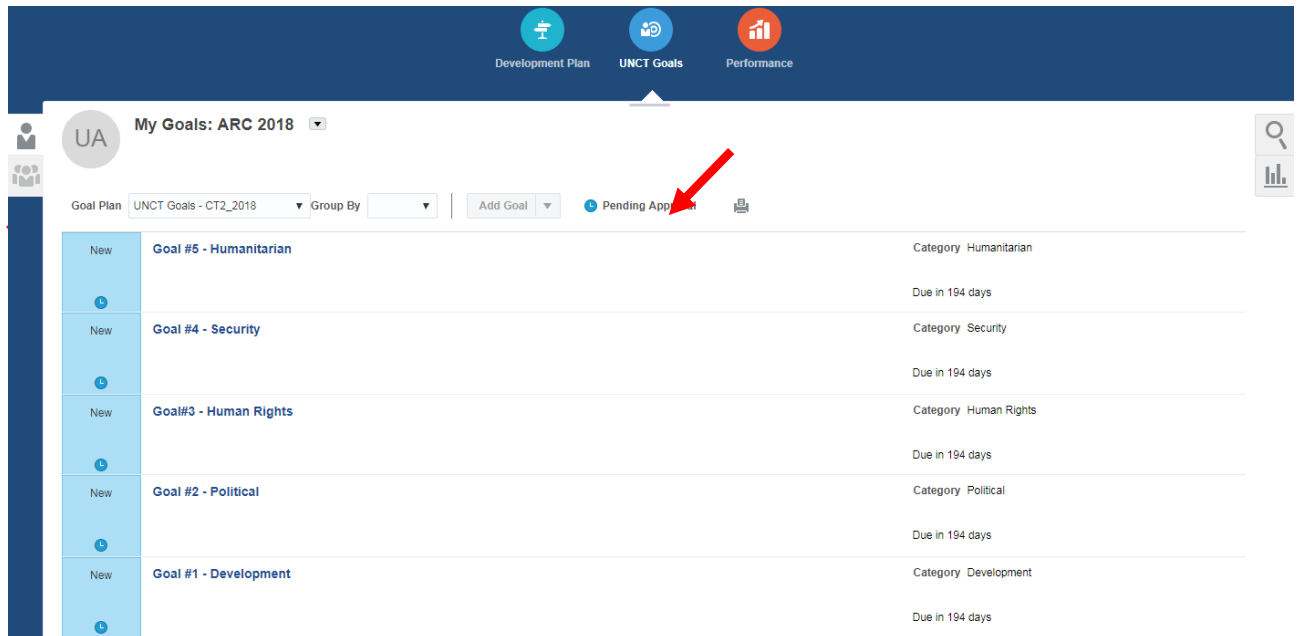
After you submit these changes for approval, the goal plan will be read-only until the approval request is completed

Submit

Cancel

New ⚠	Goal #5 - Humanitarian	Category Humanitarian Due in 194 days
New ⚠	Goal #4 - Security	Category Security Due in 194 days
New ⚠	Goal#3 - Human Rights	Category Human Rights Due in 194 days
New ⚠	Goal #2 - Political	Category Political Due in 194 days
New ⚠	Goal #1 - Development	Category Development Due in 194 days

15. Once the UNCT Goals, UNCT Success Criteria & RC Indicators are submitted for approval the boxes on the left hand side will show up in blue and the notification bar will show 'Pending Approval'. The UNCT Goals, UNCT Success Criteria and RC Indicators have now been submitted to the Regional UNSDG Chair for approval in the ARC.



16. When you are ready to exit ARC, click on the **down arrow** next to your name in the top-right corner of the screen.

17. Click **Sign Out**.
- You have now completed the process and exited the ARC system.

