



# ARC REBUTTAL PROCESS for RCs & UNCTs 2018 Performance Cycle



ASSESSMENT OF  
RESULTS AND  
COMPETENCIES



UNITED  
NATIONS  
DEVELOPMENT  
GROUP  
TOGETHER FOR DEVELOPMENT

## POST APPRAISAL – THE REBUTTAL PROCESS

### THE RESIDENT COORDINATOR

Once the outcome of the appraisal is shared with the RC, there is the option for rebuttal should the RC disagree with the final Regional UNSDG Performance Management Team (Regional UNSDG PMT) assessment and/or rating(s). The rebuttal will follow a two stage process:

1. **Regional Recourse Stage:** the RC may submit a written request for re-consideration of the Regional UNSDG PMT appraisal to the Chair of his/her respective Regional UNSDG PMT. Requests should be made by the concerned RC within 20 working days following receipt of the Regional UNSDG PMT final assessment and rating(s). Requests of re-consideration that are not submitted within the deadline will not be considered receivable unless there are valid reasons for the delay. Formats to facilitate the submission and recording of the RC rebuttal process at the regional recourse stage are provided in Annex 1. The Regional UNSDG PMT Chair will share within 5 working days following receipt of the RC request with the relevant Regional UNSDG PMT members, who will review the case and decide on the options:
  - i. Revise the final rating(s) and/or assessment, explaining the reasons for this change; or
  - ii. Keep the rating(s) and assessment unchanged and provide additional explanations / justification for the Regional UNSDG PMT final rating(s) and assessment.

The Regional UNSDG PMT decision should be shared with the RC within 25 working days of receiving the written request. The RC informs the Regional UNSDG PMT whether s/he agrees or disagrees with the decision within 5 working days of the receipt of the Regional UNSDG PMT decision. If the RC agrees with the Regional UNSDG PMT decision then the assessment will be changed in the ARC to the new narrative(s) and rating(s) as applicable.

2. **Final Rebuttal Stage:** If the RC is not satisfied with the outcome after reconsideration by the UNSDG Regional PMT, he/she has the option to file a rebuttal within 20 working days of receipt of the UNSDG Regional PMT decision to the UNDCO Director. Rebuttal requests that are not submitted within the deadline will not be considered receivable unless there are valid reasons for the delay. Formats to facilitate the submission and recording of the RC rebuttal process at the final rebuttal stage are provided in Annex 1.

The UNSDG Vice Chair will call upon UNSDG agencies to nominate staff at the D2 or ASG level to be part of the UNSDG Rebuttal Roster for RCs. The term for these staff will be three years, and as rebuttal cases are identified the UNDCO Director will determine two individuals from the Roster who would be best suited to work with him/her on the rebuttal case (ensuring no conflict of interest and ability to serve). The two selected RC Rebuttal Roster members will prepare the recommendation to the UNSDG Vice Chair for final decision.. The UNSDG Vice Chair undertakes final review of recommendation and makes final decision on the performance appraisal.

Rebuttal reviews are expected to be completed within 60 days of the constitution of the RC Rebuttal Panel and assignment of case to the panel. ; and once endorsed it is final and cannot be subject to further appeal, except for decisions that may result in administrative actions. The UNDCO Director transmits a copy of the final report within 10 working days to the Regional UNSDG PMT Chair with copy to the Resident Coordinator and all appropriate personnel with a request that the final recommendations, as decided by the UNSDG Vice Chair, be implemented accordingly by updating the relevant RC performance appraisal in the ARC, where applicable or maintaining as is.

## THE UNCT

Once the outcome of the appraisal is shared with the UNCT, there is only one option which is the first step through the regional recourse stage with the Regional UNSDG PMT. This is the final consideration of any revision. The decision of the Regional UNSDG PMT is final and no further rebuttal can be pursued. If there is agreement to make a change to the UNCT appraisal, then like above, the UNCT appraisal record will be updated in the ARC, where applicable or maintaining as is.

## ANNEX 1

### FORMATS FOR THE RC REBUTTAL PROCESS

#### A. THE REGIONAL RECOURSE STAGE –RC SUBMISSION

If the RC is not satisfied with the Regional UNSDG Performance Management Team (Regional UNSDG PMT) appraisal, s/he may submit a written request for re-consideration of the Regional UNSDG PMT appraisal to the Chair of his/her respective Regional UNSDG PMT. Requests are to be made by the concerned RC within 20 working days following receipt of the Regional UNSDG PMT assessment and rating(s).

**Date the RC received his/her Regional UNSDG PMT appraisal:**

In the section below, the RC should explain in a concise manner why s/he disagrees with the Regional UNSDG PMT appraisal.

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<b>Name and Signature of RC:</b>	<b>Date:</b>

**B. THE REGIONAL RECOURSE STAGE – THE REGIONAL UNSDG PMT DECISION**

In the section below, the process of reconsideration of the RC performance appraisal by the Regional UNSDG PMT is registered and final decision recorded.

**Date the Regional UNSDG Chair shared the RC written request of reconsideration with the Regional UNSDG PMT appraisal for their review and final decision:**

In the section below, the Regional UNSDG Chair documents the process of review upon written request of reconsideration by the RC (i.e. teleconference among Regional UNSDG PMT members, electronic review, etc) and justifies their final decision.

<b>Name and Signature of Regional UNSDG Chair:</b>	<b>Date:</b>

**C. THE REGIONAL RECOURSE STAGE – RC ACKNOWLEDGMENT AND DECISION**

In the section below, the RC acknowledges receipt of the Regional UNSDG PMT outcome of reconsideration of his/her performance appraisal and informs the Regional UNSDG Chair of whether s/he agrees or disagrees with the decision of the Regional UNSDG PMT within five working days.

Name and Signature of RC:	Date:

**D. THE FINAL REBUTTAL STAGE – RC SUBMISSION**

If the RC is not satisfied with the outcome after reconsideration by the UNSDG Regional PMT, he/she has the option to file a rebuttal within 20 working days of receipt of the UNSDG Regional PMT decision to the UNDCO Director.

**Date the RC received the Regional UNSDG PMT appraisal outcome of reconsideration of his/her performance appraisal:**

In the section below, the RC should explain in a concise manner why s/he disagrees with the outcome of reconsideration of the Regional UNSDG PMT appraisal.

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<b>Name and Signature of RC:</b>	<b>Date:</b>

## FORMATS FOR THE UNCT REBUTTAL PROCESS

### A. REGIONAL RECOURSE STAGE – UNCT SUBMISSION

#### Regional Recourse Stage – UNCT Submission

If the UNCT is not satisfied with the Regional UNSDG Performance Management Team (Regional UNSDG PMT) appraisal, they may submit a written request for re-consideration of the Regional UNSDG PMT appraisal to the Chair of the respective Regional UNSDG PMT. Requests are to be made by the concerned UNCT within 20 working days following receipt of the Regional UNSDG PMT assessment and rating(s).

**Date the UNCT received his/her Regional UNSDG PMT appraisal:**

In the section below, the UNCT should explain in a concise manner why s/he disagrees with the Regional UNSDG PMT appraisal.

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<b>Name and Signature of RC, on behalf of the UNCT:</b>	<b>Date:</b>



## ANNEX 2

### TIMELINES

2018 ARC Rebuttal Process	Within 20 working days following receipt of Regional UNSDG PMT appraisal.	RC	<ul style="list-style-type: none"> <li>- Submits a written request using the ARC rebuttal section for re-consideration of the Regional UNSDG PMT appraisal to the Regional UNSDG PMT Chair.</li> </ul>
	Within 5 working days of receiving the written request	Regional UNSDG PMT Chair	<ul style="list-style-type: none"> <li>- Shares the request for re-consideration with the relevant Regional UNSDG PMT members, who will review the case and decide on the options: (i) Revise the final rating and/or assessment, explaining the reasons for this change; or (ii) Keep the rating and assessment unchanged and provide additional explanations/ justification for the Regional UNSDG PMT final rating and assessment.</li> </ul>
	Within 25 working days of receiving the written request	Regional UNSDG PMT	<ul style="list-style-type: none"> <li>- Reviews the case and decides on the option and informs the RC through the Regional UNSDG PMT Chair of their decision.</li> </ul>
	Within 5 working days of receiving the communication from the Regional UNSDG PMT Chair	RC	<ul style="list-style-type: none"> <li>- Informs the Regional UNSDG PMT whether s/he agrees/disagrees with the decision.</li> </ul>
	Within 20 working days of receipt of the UNSDG Regional PMT decision	RC	<ul style="list-style-type: none"> <li>- If not satisfied with the outcome after reconsideration by the Regional UNSDG PMT, files for a rebuttal to UNDCO Director</li> </ul>
	Within 2 months once the case has been assigned to a subset of the UNSDG (i.e. RC Rebuttal Panel).	UNSDG Vice-Chair and UNDCO Director	<ul style="list-style-type: none"> <li>- Establish a Rebuttal Roster for RCs. The two selected Rebuttal Roster members prepares the recommendation to the UNSDG Vice-Chair for final decision.</li> </ul>

	<p>Within 10 working days of RC Rebuttal Panel submission to the UNSDG Vice Chair</p>	<p>UNSDG Vice Chair</p>	<ul style="list-style-type: none"> <li>- Undertakes final review of recommendation and makes final decision on the performance appraisal. Once endorsed, the decision is final and cannot be subject to further appeal except decisions that may result in administrative actions.</li> </ul>
	<p>Within 10 working days of UNSDG Vice Chair endorsement</p>	<p>UNSDG Vice Chair</p>	<ul style="list-style-type: none"> <li>- Transmits a copy of the final report to the Regional UNSDG PMT Chair with copy to the Resident Coordinator and all appropriate personnel with a request that the final recommendations, as endorsed by the UNSDG Vice Chair, be implemented accordingly by updating the relevant RC performance appraisal, as applicable.</li> </ul>