

**Chief Executives Board  
for Coordination**CEB/2012/HLCM/HR/25/Rev.1\*  
28 June 2012**Meeting of the CEB HR Network**  
25<sup>th</sup> Session, 27-29 June 2012  
UNESCO, Paris**TERMS OF REFERENCE**  
**for**  
**THE HR NETWORK STANDING COMMITTEE**  
**ON FIELD DUTY STATIONS**  
**(The Field Group)****Background**

1. As outlined in its 2005 report, reference CEB/2005/HLCM/2 Rev.1, the HR Network formally established the Standing Committee on Field Duty Stations, also known as the “Field Group”, as the mechanism for managing, coordinating and overseeing the Rest & Recuperation (R & R) framework scheme and determining the locations that qualify for the Special Operations Approach (SOA).

2. The membership of the Field Group is voluntary and primarily includes all organizations that have staff deployed under the SOA approach and/or implement the R & R framework. The work of the Field Group is overseen by the HR Network through the submission of a report twice a year at each session of the HR Network. In addition, through the submission of this report, the Field Group also brings to the attention of the HR Network any issues of a policy nature related to the R&R framework as well as the SOA, that require approval. The decisions made by the Field Group related to the R & R scheme and SOA are governed by the framework and policy established by the HR Network and adopted by the High Level Committee on Management (HLCM)<sup>1</sup>. Hence, a consistent approach has been achieved for consultation and effective harmonization of HR practices regarding R&R and SOA. Since in the majority of duty stations UNDP is the coordinating agency under the auspices of the Resident Coordinator, it was decided that UNDP would assume the role of Chair and Secretariat of the Field Group.

**Evolving Role**

3. Over the years, the work of the Field Group has also been a useful forum for technical consultation on issues related to HR policies and business practices in field duty stations. The Field Group has been used as a rapid consultation mechanism to assist harmonized policy

<sup>1</sup> Reference CEB/2005/HLCM/2/Rev.1

\* Updated version as endorsed by the HR Network at its 25<sup>th</sup> Session.

interpretation when implementing special measures in crisis situations. The Field Group strengthens the ongoing efforts at harmonization and consistency among agencies.

4. Following the General Assembly's decisions on the harmonization of conditions of service for staff serving in non-family/restricted duty stations (GA resolution 63/248), the role of the ICSC in regulating the R & R framework, the Terms of Reference of the Standing Committee on Field Duty Stations (The Field Group) should be modified to support harmonized implementation and interpretation of entitlements, particularly related to service in locations classified D and E and non-family/restricted duty stations.

## **TERMS OF REFERENCE**

**for**

### **THE HR NETWORK STANDING COMMITTEE ON FIELD DUTY STATIONS**

#### **(The Field Group)**

#### **Primary Objective:**

- To provide the HR Network with a technical consultative mechanism for facilitating harmonization of policy implementation, administrative arrangements and practices for specific field-related issues.

#### **Reporting and Accountability:**

- The Field Group is constituted by and reports to the Human Resources Network, which decides on its program of work. It operates under the guidance of the three HR Network Chairs.
- The Chair of the Field Group reports to the HR Network twice per year with a detailed report.
- The Field Group makes recommendations on operational issues to the HR Network.
- The Chair of the Field Group consults periodically throughout the year on specific issues with all the Chairs of the HR Network.

#### **Specific Functions & Responsibilities:**

- Determines the frequencies and destinations for R & R on the basis of the ICSC Framework.
- Coordinates and ensures collaboration on the application of HR policies and measures in crisis situations.
- The Field Group has delegated authority from the HR Network to inform the ICSC Secretariat on specific technical issues concerning the application of the R& R Framework as well as the designation of non-family duty stations.
- Manages the application of SOA for eligible locations in accordance with the transition arrangements approved by the GA.
- The Chair of the Field Group ensures preparation and dissemination to all common system organizations of an updated global list of duty stations and applicable R&R cycles & designated locations.

**Membership:**

- UNDP is the Chair of the Field Group.
- Participation in meetings is open to all organizations, agencies, funds and programmes that are members of the HR Network. Members of the Field Group are typically HR policy experts with knowledge of UN Benefits and Entitlements;
- ICSC and CEB Secretariats as observers and any other observers may be invited, as needed.

**Meeting Frequency:**

- Regular meetings, as necessary.