

# Factsheet on ClearCheck

## What is ClearCheck?

- ClearCheck is a highly secure online platform of a centralized database. It permits to share information amongst UN entities, system-wide, on individuals (subjects) with a record of serious misconduct that warranted - - and, when applicable, would or could have warranted - - the end of the working relationship with a UN System organization.
- The UN Secretariat (DMSPC/OHR/ALD) is the 'business owner' of ClearCheck.
- **ClearCheck 1.0** has been operational since 28 June 2018.  
[for Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) matters]
- **ClearCheck 2.0** has been operational since 1 March 2025.  
[adding Racism/Racial Discrimination (R/RD) and Other types of misconduct (O) matter]

## What is recorded in the ClearCheck database?

- Individuals against whom allegations of serious misconduct were reported (while in service or after having left a UN system organization) and substantiated after an investigation and a disciplinary process and had (or would have) been separated from service therefor.
- Individuals who resigned or separated from a UN entity, while being the subject of a pending investigation and/or disciplinary process for SEA or SH matters.

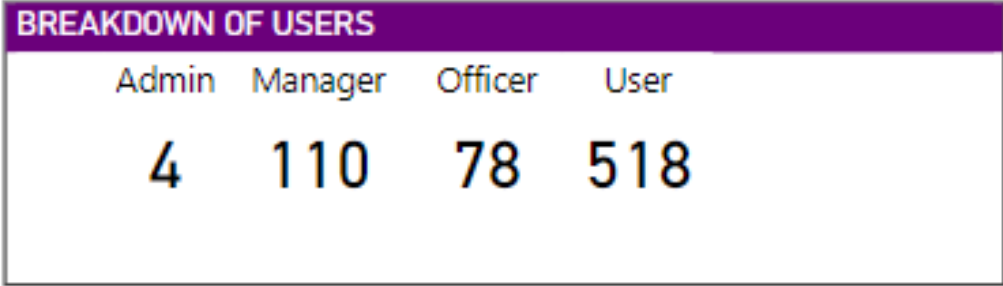
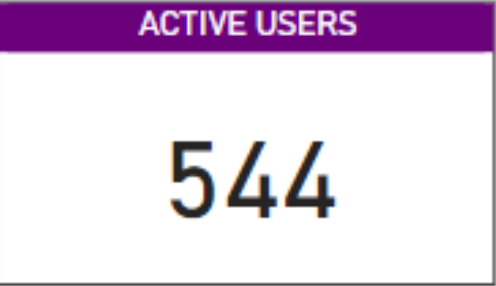
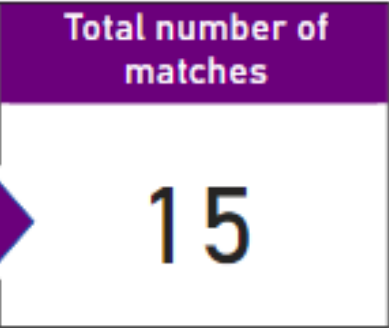
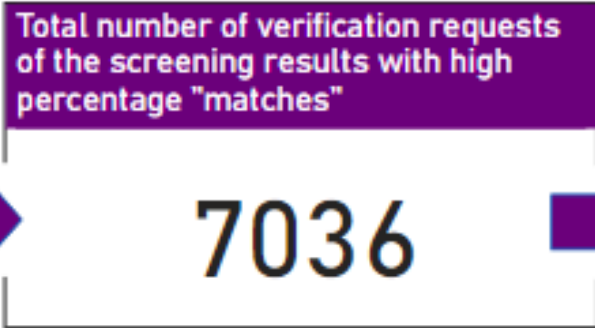
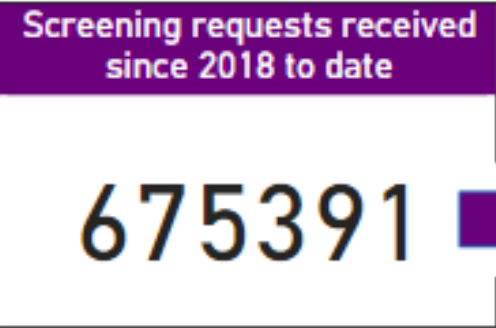
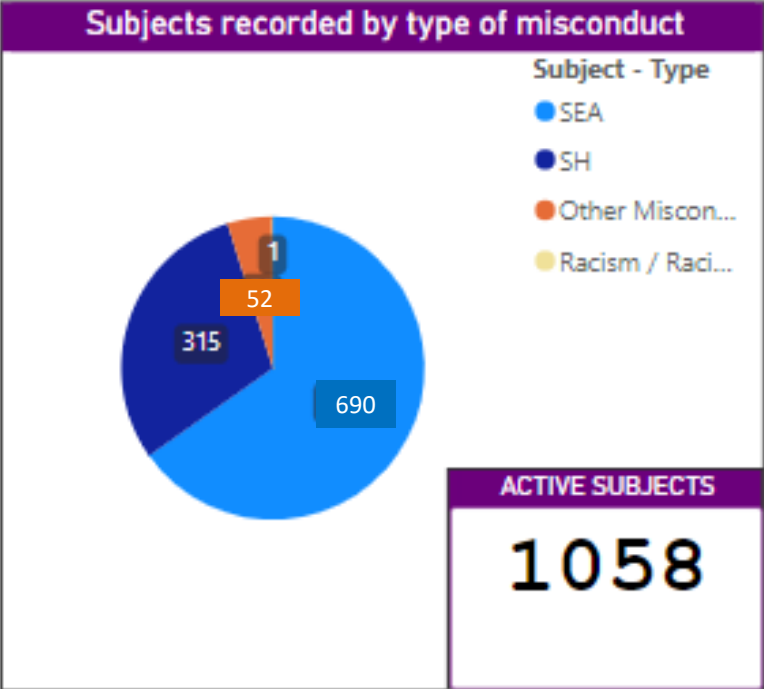
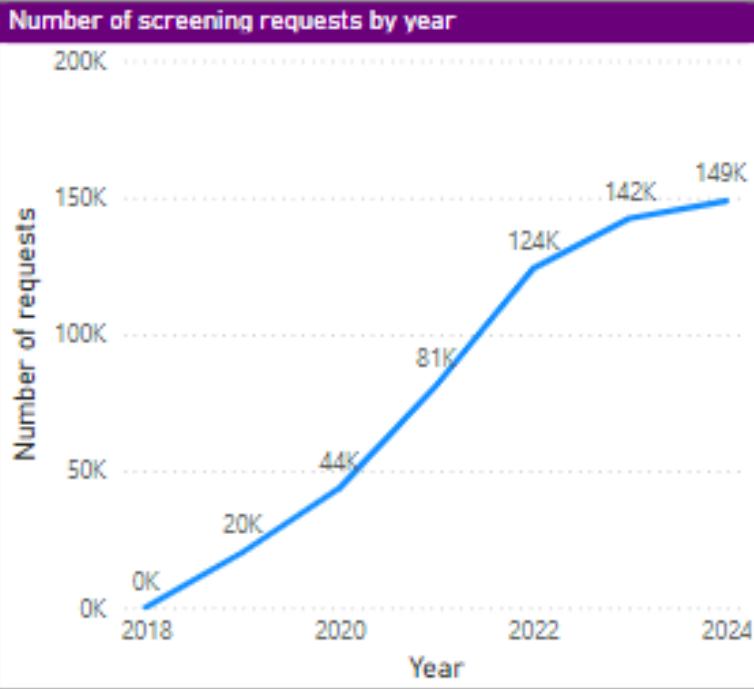
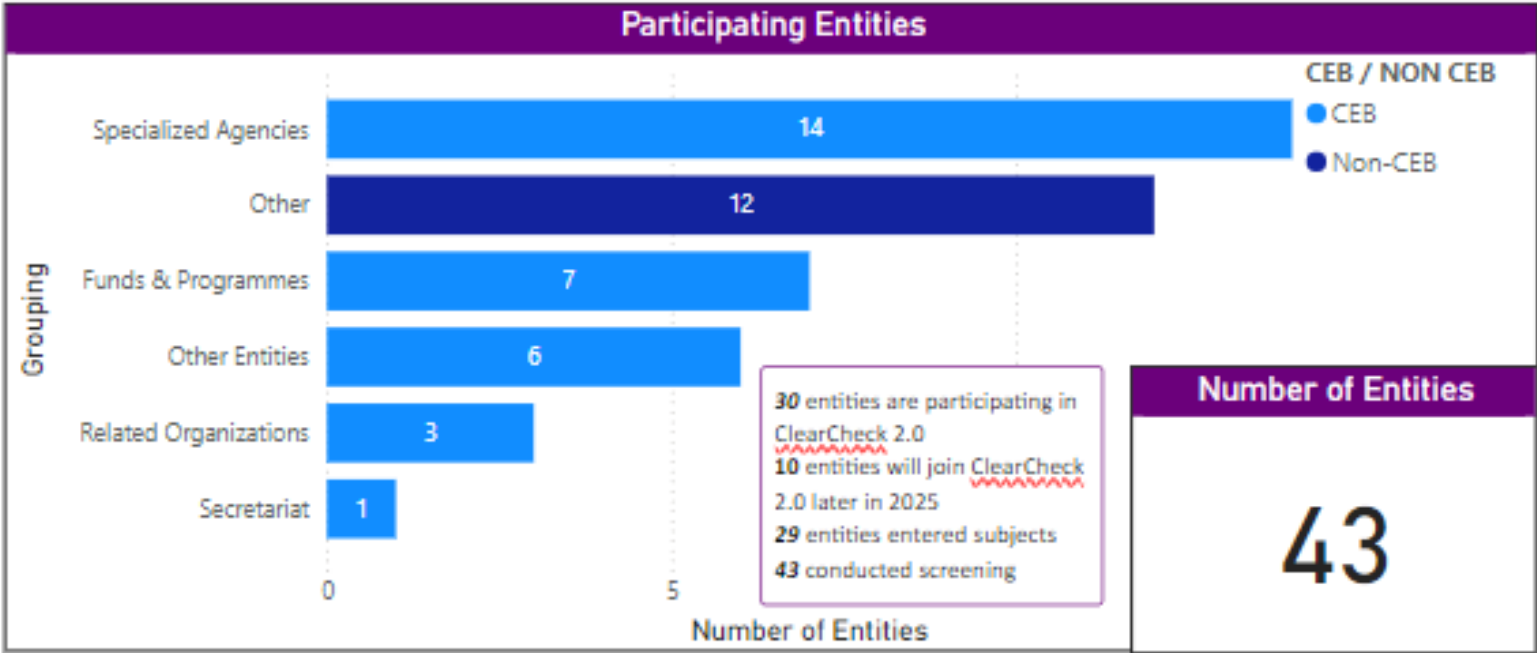
## What is the ClearCheck Community?

- ClearCheck is available to all **31** member organizations of the UN CEB. It is also available to the other entities of the UN system.
- Currently, there are **43** UN entities [**30 CEB members and 13 non-CEB members**] that participate in ClearCheck.
- When UN entities agree to join the ClearCheck community, they agree to abide by the ClearCheck guidelines:  
**ClearCheck 1.0:**
  - ClearCheck Guidelines for matters related to SEA;
  - ClearCheck Guidelines for matters related to SH; and**ClearCheck 2.0 in addition of the two sets above:**
  - ClearCheck Guidelines for matters related to R/RD and OM.
- These guidelines instruct entities to enter their subjects in the database (if they have any), and to screen the candidates they consider hiring.

## Annexes

**Annex 1: ClearCheck - Participation and Usage**

**Annex 2: ClearCheck - Operation and Guidance**



## Annex 2: ClearCheck - Operation and Guidance

### The use of ClearCheck follows three sets of guidelines:

**1. ClearCheck Guidelines for matters related to SEA:**

The updated version of the SEA guidelines was endorsed by the Secretary-General's High-Level Steering Group (HLSG) on 27 July 2018. It broadens the scope to include all uniformed personnel.

**2. ClearCheck Guidelines for matters related SH:**

The expanded version of the SH guidelines was endorsed by the Working Group (WG) of the CEB Task Force on SH on 18 December 2018.

**3. ClearCheck Guidelines for matters related to R/RD and OM:**

The guidelines were developed by the UN Secretariat (DMSPC/OHR/ALD), as the business owner of ClearCheck, following instructions from the General Assembly resolutions 77/278 and 78/253.

### The UN Secretariat (DMSPC/OHR/ALD) is the 'business owner' of ClearCheck. OHR, in collaboration with all ClearCheck Focal Points, is responsible for:

- a) Monitoring entry of data to populate ClearCheck; and liaising with Data Administrators and Focal Points to ensure regular updating and utilization of the database.
- b) Monitoring and reporting on adoption of the expanded guidelines to include pending allegations; and promoting adoption of the expanded scope of the database.
- c) Reporting on the status of data entry and system-wide utilization of ClearCheck.
- d) Outreach to non-participating entities to achieve successful expansion of ClearCheck to all CEB members, and to non-CEB organizations.

### The roles for the users of ClearCheck :

- a) "User" role - i.e., Hiring Manager, handling screening;
- b) "Manager" role - i.e., Data Administrator, entering data (subjects);
- c) "Officer" role - i.e., Verification Request, viewing and handling requests; and
- d) "Administrator" role - i.e., System Administrator maintaining/monitoring.

All the users, regardless of their role, have signed the "Confidentiality Undertaking."

### There are three Quick Reference Guides for users:

- a) ClearCheck - Quick Reference Guide for Data Administrators
- b) ClearCheck - Quick Reference Guide for Hiring Managers
- c) ClearCheck - Quick Reference Guide for Verification Request Management

### SOP for ClearCheck:

Since recruitment practices, policy and legal frameworks vary among the entities, there is not one universal SOP for all. Therefore, participating UN entities are encouraged to issue their respective SOP. The UN Secretariat entities have a SOP.

## List of Participating UN Entities

| UN Entities        | UN Entities                                                                          | CEB / Non-CEB |
|--------------------|--------------------------------------------------------------------------------------|---------------|
| UN Secretariat     | United Nations Secretariat                                                           | CEB           |
| * UNEP             | United Nations Environment Programme                                                 | CEB           |
| * UN-Habitat       | United Nations Human Settlements Programme                                           | CEB           |
| * UNODC            | United Nations Office on Drugs and Crimes                                            | CEB           |
| * UNCTAD           | United Nations Conference on Trade and Development                                   | CEB           |
| FAO                | Food and Agriculture Organization                                                    | CEB           |
| IAEA               | International Atomic Energy Agency                                                   | CEB           |
| ICAO               | International Civil Aviation Organization                                            | CEB           |
| IFAD               | International Fund for Agricultural Development                                      | CEB           |
| ILO                | International Labour Organization                                                    | CEB           |
| IMO                | International Maritime Organization                                                  | CEB           |
| IOM                | International Organization for Migration                                             | CEB           |
| ITU                | International Telecommunication Union                                                | CEB           |
| UNDP               | United Nations Development Programme (United Nations Volunteers Programme)           | CEB           |
| UNESCO             | United Nations Educational, Scientific and Cultural Organization                     | CEB           |
| UNFPA              | United Nations Population Fund                                                       | CEB           |
| UNHCR              | United Nations High Commissioner for Refugees                                        | CEB           |
| UNICEF             | United Nations Children's Fund                                                       | CEB           |
| UNIDO              | United Nations Industrial Development Organization                                   | CEB           |
| UNOPS              | United Nations Office for Project Services                                           | CEB           |
| UNRWA              | United Nations Relief and Works Agency for Palestine Refugees in the Near East       | CEB           |
| UN Tourism (UNWTO) | United Nations Tourism (formerly known as United Nations World Tourism Organization) | CEB           |
| UN Women           | United Nations Entity for Gender Equality and the Empowerment of Women               | CEB           |
| UPU                | Universal Postal Union                                                               | CEB           |
| WBG                | World Bank Group                                                                     | CEB           |
| WFP                | World Food Programme                                                                 | CEB           |
| WHO                | World Health Organization                                                            | CEB           |
| WIPO               | World Intellectual Property Organization                                             | CEB           |
| WMO                | World Meteorological Organization                                                    | CEB           |
| WTO                | World Trade Organization                                                             | CEB           |
| ICC                | International Criminal Court                                                         | Non-CEB       |
| ISA                | International Seabed Authority                                                       | Non-CEB       |
| ITC                | International Trade Centre                                                           | Non-CEB       |
| ITC-ILO            | International Training Centre of the International Labour Organization               | Non-CEB       |
| OPCW               | Organization for the Prohibition of Chemical Weapons                                 | Non-CEB       |
| PAHO               | Pan American Health Organization                                                     | Non-CEB       |
| UNAIDS             | Joint United Nations Programme on HIV and AIDS                                       | Non-CEB       |
| UNFCCC             | United Nations Framework Convention on Climate Change                                | Non-CEB       |
| UNIDIR             | United Nations Institute for Disarmament Research                                    | Non-CEB       |
| UNSSC              | United Nations System Staff College                                                  | Non-CEB       |
| UNU                | United Nations University                                                            | Non-CEB       |
| UNV                | United Nations Volunteers                                                            | Non-CEB       |
| UNRISD             | United Nations Research Institute for Social Development                             | Non-CEB       |