



Briefing Note

Clear Check

The United Nations' efforts to combat Sexual Exploitation and Abuse

Background

Clear Check is a highly secure online platform of a centralized database. It permits to share information amongst UN entities, system-wide, on individuals (former UN staff and UN related personnel) who have established allegations related to sexual harassment (SH), sexual exploitation and sexual abuse (SEA) with the aim to prevent re-employing them within the UN system.

DMSPC / OHR is the 'business owner' of Clear Check. OHR, in collaboration with all ClearCheck Focal Points, is responsible for:

- a) Monitoring ongoing entry of data to populate ClearCheck, and liaising with Data Administrators and Focal Points to ensure regular updating and utilization of database;
- b) Monitoring and reporting on adoption by UN entities of Expanded Guidelines for ClearCheck to include Pending Allegations, and promoting adoption of expanded scope of database;
- c) Reporting on status of data entry and system-wide utilization of ClearCheck; and
- d) Exploring opportunities for expansion of screening tool to external partners and stakeholders.

Clear Check contains records of:

- a) former UN staff or UN personnel against whom allegations of SEA were substantiated following an investigation and/or disciplinary process;
- b) former UN staff or UN personnel who resigned or separated while the subject of a pending investigation and/or disciplinary process for **SEA**;
- c) Individuals against whom allegations of **SH**, while in service of an entity, were substantiated by a final determination of **SH** and whose working relationship was terminated by that entity as a result (i.e. final determination of **SH**);

"Opt-in" Option

- d) Individuals against whom allegations of **SH**, while in service of an entity and pending at separation from that same entity, and for which it has been decided to initiate or continue an investigation against a subject - - and in considering whether the allegations of **SH**, if confirmed, would have warranted the termination of the working relationship with the individual.

The use of Clear Check follows two sets of guidelines:

- SH component of Clear Check:
The 'Expanded' Guidelines was endorsed by the Working Group (WG) of the CEB Task Force on SH on **18 December 2018**;
- SEA component of Clear Check:
The second Guidelines edition was endorsed by the Secretary-General's High-Level Steering Group (HLSG) on **27 July 2018**. This version, from the first edition, broadens the scope to include all uniformed personnel.

Status

- Clear Check is operational (since 28 June 2018);
- There are currently **25 UN Entities that have committed participation with Clear Check:**
 - 1 UN Secretariat:
 - UNHQ [23 Departments & Offices]
 - OAH (*Offices-away-from HQ*) [7 Offices]
 - Economic Commissions [5 Offices]
 - 12 UN Funds and UN Programmes (*including Research & Training Offices / Other Bodies*)
 - 12 UN Specialised and Related Agencies (12 out of 18)
- There are currently **9 UN Entities/Offices that have entered subjects in Clear Check;** (see table below)
- There are currently **9 UN Entities that are conducting screening via Clear Check;** (see table below)
- There are currently **208** subjects in Clear Check: **52** related to SH and **156** related to SEA: (see table below)

Un Entities	SH	SEA	Total	Screening
IOM	1	3	4	Yes
UN Women	1	1	2	Yes
UNDP	0	3	3	Yes
UNFPA	3	2	5	Yes
UNHCR	11	7	18	Yes
UNICEF	5	2	7	Yes
UNOPS	1	1	2	Yes
UN Secretariat	21	29	50	Yes
UN Secretariat PKOs & SPMs	0	104	104	Yes
WFP	9	4	13	Yes
Total	52	156	208	

- There are currently **103** users recorded in Clear Check (some have more than one role):
 - 82 Role: “User” i.e. Hiring Manager handling screening
 - 57 Role: “Manager” i.e. Data Administrator entering data [subjects]
 - 17 Role: “Officer”; i.e. Verification Request viewing and handling VRs
 - 8 Role: “Administrator” i.e. System Administrator maintaining / monitoring

Note:

[those who are Officers are also (automatically) Managers (but not necessarily true the other way around)]
[all 103 ‘users’, no matter roles they have, submitted a signed “Confidentiality Undertaking” form (CU)]

- The systems integration between Clear Check and Inspira is operational (since 29 July 2019). The integration permits to automatically initiate the screening process of selected candidates via the reference verification module of Inspira.
- There are currently **248** Secretariat HR Practitioners who have the “Approver”, “Endorser” and “Processor” access to the reference verification module in Inspira. These 248 colleagues have also clearance to handle SH & SEA screening via that Inspira module.
[Note: all 248 colleagues submitted a signed special “Confidentiality Undertaking” that is tailored to their role]

DMSPC/OHR has been exploring the feasibility of further developments and expansion of ClearCheck to include other types of misconduct. However, as we are still at the early stage of the system’s usage, it is critical that we have first have a good understanding of its performance on SEA/SH over a period of time before committing to expansions.

DMSPC/OHR has also explored opportunities for expansion to include external partners. Discussions are ongoing, for example with DFID/UK about similar / complementary systems and mechanisms they are working on with a variety of aid agencies and Interpol. However, there are some key legal challenges around confidentiality and unanswered questions about how agencies can appropriately share information outside their organisation that will need to be resolved.

Guidance to Users

- There are three Quick Reference Guides [prepared by OICT]:
 - Clear Check – Quick Reference Guide for Data Administrators;
 - Clear Check – Quick Reference Guide for Hiring Managers;
 - Clear Check – Quick Reference Guide for Verification Request Management.
- There is a SOP for Clear Check [intended for Secretariat only]; the second edition was issued on 12 July 2019.
 - **The other participating UN entities have been encouraged to issue their own SOP. The reason there is no ‘one’ SOP for all the participating UN entities is that recruitment practices / policy framework are often distinct and usually quite different between them and to lay out procedures across the UN system would therefore be impractical.**
- A practical clinic to provide technical and operational guidance on the system and to further establish a community among the Clear Check users, has been offered by the Office of Human Resources in collaboration with the Office of the Special Coordinator (OSC) on improving UN response to sexual exploitation and abuse, and the Office of Information and Communications Technology (OICT) on 23 October, 2019 from 9:30 to 11:30 am (EST).