



Approved: 3 April 2019 (Decision Ref. SMB/M13/DP10)

Consent Agenda: System Organization Personnel Policy Manual - Part A amendments

Purpose: This document presents amendments to Part A of the System Organization Personnel Policy Manual, to reflect that staff travel policy elements are more appropriately situated in a separate System Organization staff policy.

Distribution notice:

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Prepared by: System Management Office

Background

The Personnel Policy Manual ('PPM') of the CGIAR System Organization sets out the conditions of service and basic rights, duties and obligations of staff members of the System Organization.

The PPM is presented in two tiers as follows:

Part A

- The **core policies** of the System Organization
- Defines the **main rights and obligations** of staff.
- The contents are subject to **System Management Board approval** and may be amended with System Management Board approval from time to time.
- Supported by implementation guidelines in Part B.
- Currently, the PPM Part A (click here to link to current version) includes provisions that are very important for staffing (recruitment, retention, performance etc.); **an anomaly in terms of level of oversight is that it also includes the concept of setting out the organization's travel policy.**

Part B

- Each section **expands on** the corresponding core policy and related people management and development processes, and the management of the entitlements of staff.
- **Approved by the Executive Director** (including amendments), with the System Management Board informed.

Edit to Part A proposed and Rationale

The view of the management of the System Organization is that SMB oversight of policy matters pertaining to the System Organization should be retained at the appropriate level.

While policies and procedures about staff conditions should continue to be broadly consulted on by staff, operational policies (travel, procurement, anti-money-laundering etc.) should be approved through documented policy approval procedures, and typically without engagement of the SMB.

The SMB is therefore requested to approve the decision point ~~strikeout~~ of Section 8 of Part A of the PPM set out on the following slide.

It is not proposed that anything be inserted in its place; instead, an updated staff travel policy, approved by the Executive Director, will cover provisions related to staff travel.

Decision Point

The System Management Board amends paragraph 8 of Part A of the Personnel Policy Manual as set out in the line-marked paragraph below:

~~8: Travel~~

~~**8.1 General provisions**~~

~~Travel will be approved at the most direct and economical routing, with class of travel determined by the length and nature of travel. Details are provided in Part B8.~~

~~**8.2 Medical evacuation travel**~~

~~Special provisions apply for medical evacuation travel where a staff member or authorized dependent becomes critically ill or injured while on authorized travel, or at a duty station where medical facilities are inadequate or not available~~