

## The role of the Staff Committee representative on the Recruitment Panel

- The present Staff Committee wishes for their representative to be appointed to recruitment procedures in the capacity of an **Observer**, as it had place in the past. Therefore, Staff Committee, will **not** act as a voting member of the recruitment panel. The main reasons are to ensure **independence** and **transparency** of our activities, and to allow enough **flexibility** in appointing of the Staff Committee representative.
- In its role as the Observer, the Staff Committee will:
  - Review the files;
  - Observe the interview;
  - Not ask questions in the interview;
  - Provide comments to the panel.
- The Staff Committee's role is to ensure that the recruitment process is conducted respecting the principles of **equal treatment** and **fairness**.
- The appointment of the Staff Committee representative should not be used to ensure balance between gender, nationality or department involved. As the representative is a **non-voting** member, the balance has to be respected when selecting the **voting** members of the recruitment panel.
- Staff Committee can be represented in the recruitment panels by its full members, alternate members, as well as any member of Staff appointed by the Staff Committee to act on its behalf.
- The appointment of the Staff Committee representative will be done on basis of **rotation**, respecting individual workload and preventing conflict of interest.
- The Staff Committee will do its utmost best to appoint a representative from the department other than the one for which the recruitment is under way.
- In case the representative has concerns about **fairness** or **equal treatment** in the selection procedure, he or she will, apart from having it written in the **minutes**, report to the other members of the Staff Committee, **respecting the principles of confidentiality**. The Staff Committee will then address the **members of the panel, the head of HRP and the director** as soon as possible via email and, depending on the gravity of the concern, will request a meeting to discuss the issue.

- The Staff Committee will wait for a response from HRP and/or the Director for **15 calendar days**. After that time the Staff Committee will **inform the staff about the concerns raised during the recruitment procedure**, including the response from the management if available, either through the **intranet** or via **email**, depending on the gravity of the situation, and respecting again the principles of confidentiality.

Vienna, 04/May/2010  
The Staff Committee

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