



**Notes from the sixth meeting of the Working Group of the Programme Coordinating Board (PCB) to strengthen the PCB's monitoring and evaluation role on zero tolerance against harassment, including sexual harassment, bullying and abuse of power at UNAIDS**

**DATE:** 23 April 2019

**VENUE:** "Virtual" meeting and Conference Room 5, UNAIDS Headquarters, Geneva

## 1. OPENING OF THE MEETING

1. The Chair opened the meeting and presented the proposed agenda. She said the meeting would focus on item 4 of the Working Group's terms of reference:  
"Recommend options for enhanced reporting on strategic human resources management issues to the Programme Coordinating Board including through strengthening the coherence of existing reporting systems (UBRAF performance and financial reporting and the update on strategic human resources management issues as well as internal and external auditor reports)."
2. The Chair asked the Working Group for feedback on information she had shared after the fourth meeting of the Working Group (held on April 17). She also asked for comments on the meeting notes for the fifth meeting of the Working Group and on the proposed agenda for the full-day meeting on April 25.

## 2. REPORTING ON STRATEGIC HUMAN RESOURCES MANAGEMENT ISSUES TO THE PROGRAMME COORDINATING BOARD

3. Referring to examples of current reporting on human resources management issue, the Chair said it tended to be high-level reporting that provided updates on strategic issues.
4. The Director of Human Resources Management (HRM) at the UNAIDS Secretariat said the UNAIDS Secretariat's human resources management report to the PCB's June session would differ somewhat from previous years. It would be more data-informed and graphics-based, and would cover a number of current HR initiatives (e.g. recruitments, outcomes of the Assessment Centre). The report would show how human resources management works to support and contribute to the wider change agenda at UNAIDS.
5. The Chair asked how information that resides elsewhere in the system (e.g. data on harassment cases) would be integrated into the report. She also asked whether the envisaged style of reporting would continue in the future.
6. The Director of UNAIDS HRM replied that some of the information was already available on the UNAIDS Intranet. This was an example of the steps being taken to achieve greater transparency regarding the administration of justice. A decision on whether to include that information in the report to the PCB was pending. On the Chair's second question, she said that the intention was to continue with such data-driven reporting, which would also facilitate greater use of trend analysis.
7. The Director, Planning, Finance and Accountability at the UNAIDS Secretariat, told the meeting that two finance reports go to the PCB annually—a financial report and an annual external auditor's report (which includes a section on investigations).
8. Members welcomed the proposed style of the report, saying it promised to present pertinent data in an easily digestible manner. The meeting also heard that a wealth of United Nations human resources statistics was available on the CEB Human Resources Statistics website, including UNAIDS data (though data for specific entities could be difficult to find in the larger mass of data).
9. One member expressed concern that current reporting to the PCB on issues of misconduct or harassment tended to be "tucked away"; it would be useful if this information could be reported in more obvious fashion in the future. Regarding

information on existing misconduct cases, there was a suggestion that the report include an explicit section on open investigations into allegations of harassment etc.

10. An update on "organizational health" in the human resources management report was also proposed. The Director of UNAIDS HRM was asked whether a synthesis of the 180-degree review process would be included in the report and whether an early draft of the report would be shared with the Working Group.
11. Noting that several routes for reporting misconduct were available, a member asked whether guidelines were available to staff indicating which channels were best-suited for reporting the various types of misconduct or harassment that may occur.
12. In reply, the Director of UNAIDS HRM said she would share a draft or overview of the content of the report with the Working Group as quickly as possible. The report could include initial information on the 180-degree feedback exercise, which was still at pilot phase. It could also include information regarding "organizational health", she said, though the next staff survey would likely not be done before at least the second half of the year.
13. Turning to reporting on administration of justice and concluded or ongoing investigations, the Director of UNAIDS HRM told the meeting that two relevant reports were available on the intranet; one summarised administrative requests for review received in 2018 and the second summarised concluded cases and described the disciplinary measures taken. While the Secretariat aims to be as transparent as possible, she said, it cannot publicize information that may compromise ongoing investigations. She said more work would be done to advise on the most appropriate channels for reporting harassment; the Staff Association was also communicating with staff on this matter.
14. Summarizing the discussion, the Chair said it would be difficult for the Working Group to draft its own report to the next PCB session without seeing the human resources management report. Asked whether a draft could be shared early enough for that purpose, the Director of UNAIDS HRM said she could share the core information informally prior to preparing the narrative version of the report.
15. Regarding the suggestion that specific information be provided in an annex of the human resources management report, the Director of UNAIDS HRM agreed that this might be possible.
16. A member suggested that the Working Group, given its terms of reference, ideally should have some input into the human resources management report. While the legal concerns regarding publicizing information about ongoing cases were understandable, the Secretariat should, at the same time, avoid any appearance of adopting a "business as usual" attitude towards issues of misconduct and harassment, the member said. It had to demonstrate to the PCB the necessary urgency on these issues. For example, until possible new systems of investigations come on stream, existing systems and processes would continue, but some interim strengthening of those systems was perhaps necessary.
17. The member also asked where the human resources management report's "docking" or "entry" point was with the PCB. This year the Working Group would act as interlocutor, but it was not clear what would happen in the future.

18. In reply, the Director of UNAIDS HRM said that the Secretariat replicates WHO's administration of justice structures – for example, with the use of a Global Advisory Committee, among other things - and could not make unilateral decisions with relation to such structures and processes. Referring to the reporting on ongoing cases, she said this also raised the question of which issues should be dealt with in the human resources management report and which fit better in the Working Group's – or other - reports. Since the scope of the former extends beyond issues of harassment and abuse of authority, it may not be appropriate for it to make those issues its central thrust; it may be that the Management Action Plan is better suited to report on these issues in greater detail. She said she held no specific view on the matter and would be happy to discuss further internally and revert.
19. The Chair remarked that some of the issues raised in the discussion could be fruitfully discussed at the April 25 Working Group meeting. In reply to a suggestion that the meeting may also be an opportunity to discuss an appropriate structure or sequencing of the June PCB session, the Chair reminded that that agenda was the purview of the PCB Bureau, though the Working Group could engage with the Governance team on that issue.

### OTHER BUSINESS

20. A member noted that the presence of the UNAIDS Secretariat Staff Association at the April 25 meeting would be an important opportunity to hear the perspectives of staff on how investigations were being conducted currently.
21. The Director of Evaluation at UNAIDS, suggested that if the Working Group deliberations focused too much on reporting of cases it might risk losing sight of important related issues. For example, measures implemented to facilitate the lodging of complaints or preventing and addressing misconduct were also important. He reminded the meeting that several other sources of relevant data exist, all of which should be reflected in reporting to the PCB, for example, from the Ethics Office, WHO Staff Counsellor and Health Service, the Ombudsman's Office, and others. In addition to written reports, oral updates or Q&As at PCB sessions were useful opportunities to complement other forms of reporting to the Board.

### WRAP UP

22. In closing, the Chair said the purpose of meeting had been to establish common ground regarding human resources update practice to the PCB and how the Working Group could engage with that process. She would communicate with the Director of UNAIDS HRM to determine when a version of the human resources management report could be shared ahead of drafting the Working Group's report to the PCB June 2019 session.
23. The Chair reminded members to review the notes from the fifth meeting of the Working Group and said formal meeting notes from the fourth meeting would be available soon.
24. The Chair closed the meeting.

*[Document ends]*