

TO: All Members of the Senior Management Group
A: (see Distribution List)

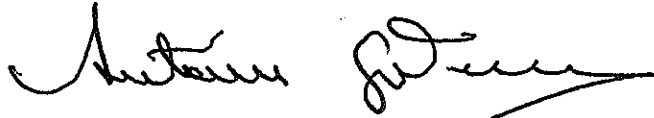
DATE: 11 February 2019

REFERENCE:

THROUGH:

S/C DE:

FROM: António Guterres
DE: Secretary-General



SUBJECT: **Implementation of ST/AI/1999/9: “Special Measures for the Achievement of Gender Equality”**
OBJET: **Gender Equality”**

1. On 12 September 2017, I launched the System-wide Strategy on Gender Parity in line with my commitment to achieving gender parity across the United Nations system.
2. As we work to implement the recommendations of the Strategy, I would like to remind you of some of the salient features in the the set of special measures still fully relevant under administrative instruction ST/AI/1999/9, entitled “Special Measures for the Achievement of Gender Equality” (as annexed), and to clarify the procedures required for their implementation and how they relate to the recently issued ST/SGB/2019/2 on delegation of authority. This ST/AI is intended to support the recruitment and selection of female candidates, as we move forward on efforts to also address retention.
3. The following procedures for implementing the provisions of ST/AI/1999/9, shall be followed until an updated instruction comes into effect:
 - a. In accordance with Sections 1.8 (a) and (d) of ST/AI/1999/9, vacancies in the Professional category and above shall be filled, when there are one or more women candidates, by one of those candidates provided that: (i) her qualifications meet the requirements for the vacant post; and (ii) her qualifications are substantially equal or superior to those of competing male candidates.
 - b. When the qualifications of one or more women candidates match the requirements for the vacant post and the entity recommends a male candidate, the department or office shall submit:
 - i. a written analysis, with appropriate supporting documentation, indicating how the qualifications and experience of the recommended candidate, when compared to the core requirements of the post, are clearly superior to those of the female candidates who were not recommended.

- ii. While the Secretary-General has delegated selection decisions up to and including the D-1 level to heads of entity as per ST/SGB/2019/2, this written analysis and supporting documentation shall be submitted as a note to the Executive Office of the Secretary-General for his review and discussion prior to the head of entity making the selection in Inspira.
 - c. This provision applies to the selection of staff for posts throughout the Secretariat and irrespective of the source of funding, where women are under-represented.
 - d. Heads of entities carry the primary responsibility and are accountable for the implementation of the special measures set out in ST/AI/1999/9, including during periods of retrenchment, when a recruitment freeze is in effect or when an entity is reorganized. In accordance with ST/AI/1999/9 Section 4.1, heads of entities are required to report on progress achieved under their department implementation plans for achieving gender parity. Reports shall be submitted quarterly to the Secretary-General, through the Office of Human Resources and the Senior Adviser on Policy.
4. The implementation of ST/AI/1999/9 by relevant departments and the Office of Human Resources shall be monitored by my Senior Adviser on Policy.
5. I want to stress that achieving gender parity in the Organization is a priority to which we should all commit. I am counting on your support to make gender parity our shared reality.

cc: Deputy Secretary-General
Chef de Cabinet
Ms. Menéndez
Mr. Hochschild

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