



Annex 1

Terms of Reference for Conduct and Discipline Focal Points

1. In close cooperation with the Conduct and Discipline Service (CDS), in the Administrative Law Division (ALD), Office of Human Resources (OHR) in the Department of Management Strategy, Policy and Compliance, the Conduct and Discipline Focal Point:
 - a) provides advice and assistance to the Responsible Official on conduct and discipline related matters with respect to all categories of UN personnel in the entity;
 - b) facilitates the implementation of policies and procedures related to conduct and discipline and monitors compliance with such policies and procedures;
 - c) assists the Responsible Official in receiving and assessing complaints/reports of alleged misconduct and processes such complaints in accordance with established policies and procedures; and
 - d) maintains up to date case files of all allegations/complaints received.
2. In close coordination with the entity's training capability, the Conduct and Discipline Focal Point:
 - a) monitors compliance by UN personnel with mandatory conduct and discipline training;
 - b) ensures that training data is forwarded to the CDS; and
 - c) conducts briefings on conduct and discipline as appropriate.
3. In consultation with the entity's leadership and CDS, the Conduct and Discipline Focal Point assists in the development of the entity's strategy to prevent, identify, and respond to misconduct.
4. The Conduct and Discipline Focal Point shall participate in all training sessions for Conduct and Discipline Focal Points including attendance at the annual continuous learning programme.

4 September 2019