



# Record Series Table - Cover Page. - - See also detail report for Process & Workflow

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ExtRef: Local Series Year-# <i>Expanded Number</i>	Record Series Title	Record Series Description	Record Series physical stored	Comment for these records?
UNICEF-OPG-DHR-CMS-001 CF/RA/SR/USAA/DB01/2004-01152	<b>Appointment and Placement Committee Files</b>	Agenda files for Group 'A', 'B' and 'NYGS';APC Minutes for Group 'A', 'B' and 'NYGS';Partial Personnel Action files;Rotation Files		
UNICEF-OPG-DHR-CMS-001 CF/RA/SR/USAA/DB01/2004-01337	<b>Career Development Section Memorandum of Understanding Files</b>	Correspondence files;Memorandum of Understanding (MOU) files		
UNICEF-OPG-DHR-CMS-002 CF/RA/SR/USAA/DB01/2004-01199	<b>SSA files</b>	SSA chrono files;SSA general files		
UNICEF-OPG-DHR-CMS-003 CF/RA/SR/USAA/DB01/2004-01279	<b>Junior Professional Officers (JPO) files</b>	JPO correspondence;JPO country files;		
UNICEF-OPG-DHR-CMS-004 CF/RA/SR/USAA/DB01/2004-01316	<b>Career Development Section Recruitment Files</b>	Closed Senior Staff Review (Recruitment) Files and Binders		
UNICEF-OPG-DHR-CMS-005 CF/RA/SR/USAA/DB01/2004-01309	<b>Candidates' Roster</b>	General files		
UNICEF-OPG-DHR-CMS-006 CF/RA/SR/USAA/DB01/2004-01326	<b>Vacancy Notices/Bulletin Files</b>	Vacancy files		
UNICEF-OPG-DHR-CMS-007 CF/RA/SR/USAA/DB01/2004-01360	<b>Career Development Section General Files</b>	Correspondence;Subject Files;Workshop Files;Attendance Files;Telephone Files; and Chronological Files Interview files		
UNICEF-OPG-DHR-HRSS-001 CF/RA/SR/USAA/DB01/2004-00913	<b>Security</b>	All related matters		
UNICEF-OPG-DHR-HRSS-002 CF/RA/SR/USAA/DB01/2004-00962	<b>Rental Advances - Field Offices</b>	Requests and Approvals filed by duty station		
UNICEF-OPG-DHR-HRSS-003 CF/RA/SR/USAA/DB01/2004-00966	<b>Rental Subsidy - Field Offices</b>	Applications, etc filed alphabetically by staff member's name		
UNICEF-OPG-DHR-HRSS-004 CF/RA/SR/USAA/DB01/2004-00965	<b>Rental Subsidy - HQ Offices</b>	Applications, etc filed alphabetically by staff member's name		



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UNICEF-OPG-DHR-HRSS-005  CF/RA/SR/USAA/DB01/2004-01057	HR Planning	Budget etc.		
UNICEF-OPG-DHR-HRSS-006  CF/RA/SR/USAA/DB01/2004-01137	Payroll Issues			
UNICEF-OPG-DHR-HRSS-007  CF/RA/SR/USAA/DB01/2004-01174	Attendance Records			
UNICEF-OPG-DHR-HRSS-008  CF/RA/SR/USAA/DB01/2004-01175	Pension	All related issues; Monthly Reports etc.		
UNICEF-OPG-DHR-HRSS-009  CF/RA/SR/USAA/DB01/2004-01179	Salary Surveys	Comparators review (for the sake of comparison with other agencies and outside companies to determine salaries), correspondence between UNDP and UNICEF		
UNICEF-OPG-DHR-HRSS-010  CF/RA/SR/USAA/DB01/2004-01178	Salary Scales - Country files	Filed alphabetically by Country Office		
UNICEF-OPG-DHR-HRSS-011  CF/RA/SR/USAA/DB01/2004-01236	Official Status Files (Active staff)	Personnel files of active staff members, which contain PERs, personnel action forms, financial and travel documents, leave records etc. Some files were entered into TRIM as part of 1989 record series.		
UNICEF-OPG-DHR-HRSS-012  CF/RA/SR/USAA/DB01/2004-01304	DHR Archive shipments	Mostly contain official status files of inactive staff members. Sometimes contain field files of former field staff that have transferred to NYHQ or VN (recruitment) files.		
UNICEF-OPG-DHR-HRSS-013  CF/RA/SR/USAA/DB01/2004-01300	Job Classification	Requests for classification from the field, APC, and Divisions. Review of post requirements. Vacancy monitoring		
UNICEF-OPG-DHR-HRSS-014  CF/RA/SR/USAA/DB01/2004-01299	Job Descriptions	Requests for classification from the field, APC, and Divisions. Review of post requirements. Vacancy monitoring		
UNICEF-OPG-DHR-HRSS-015  CF/RA/SR/USAA/DB01/2004-01303	Staff Changes	Monthly Issue		



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UNICEF-OPG-DHR-HRSS-016  CF/RA/SR/USAA/DB01/2004-01330	<b>Staff Affairs</b>	All correspondence on subject
UNICEF-OPG-DHR-HRSS-017  CF/RA/SR/USAA/DB01/2004-01470	<b>Chrono Correspondence files</b>	Annual files incoming and outgoing correspondences
UNICEF-OPG-DHR-HRSS-018  CF/RA/SR/USAA/DB01/2004-01676	<b>Systems</b>	HR Systems
UNICEF-OPG-DHR-HRSS-019  CF/RA/SR/USAA/DB01/2004-01693	<b>Telephone records</b>	By staff member for Section
UNICEF-OPG-DHR-HRSS-020  CF/RA/SR/USAA/DB01/2004-01715	<b>Contractual Arrangements</b>	All correspondence on subject
UNICEF-OPG-DHR-HRSS-021  CF/RA/SR/USAA/DB01/2004-01742	<b>Entitlements</b>	Education grants, DSA rates etc.
UNICEF-OPG-DHR-HRSS-022  CF/RA/SR/USAA/DB01/2004-01819	<b>Interagency Collaboration</b>	CCAQ, ICSC
UNICEF-OPG-DHR-HRSS-023  CF/RA/SR/USAA/DB01/2004-01948	<b>Policies</b>	All matters on policy establishment and interpretation as well as exceptions
UNICEF-OPG-DHR-HRSS-024  CF/RA/SR/USAA/DB01/2004-01959	<b>Administrative Instructions</b>	Filed according to number and date issued
UNICEF-OPG-DHR-OD-PPU-01  CF/RA/SR/USAA/DB01/2004-01443	<b>HR Policy Unit Chronological File</b>	Contains copies of all outgoing correspondence.
UNICEF-OPG-DHR-OD-PPU-01  CF/RA/SR/USAA/DB01/2004-01927	<b>HR Personnel Administration Manual</b>	Containing the following chapters: Chapter 1: Duties, Obligations and Privileges Chapter 3: Salaries and Allowances Chapter 4: Recruitment, Appointment and Placement Chapter 5: Types of Appointment and Conditions of Service Chapter 8: Staff Development an (field incomplete in Access database)
UNICEF-OPG-DHR-OD-PPU-01  CF/RA/SR/USAA/DB01/2004-01914	<b>HR Policy &amp; Procedure Manual</b>	Containing the following current chapters:Chapter 1: Duties, Obligations, Privileges and Conduct Chapter 2: Job Design and Classifications of Posts Chapter 4: Recruitment and Staff Deployment Chapter 5: Categories of Staff and Types of Appointment Chapte (field was incomplete in Access database)



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UNICEF-OPG-DHR-OD-PPU-01  CF/RA/SR/USAA/DB01/2004-02313	<b>HR Policy Unit Working / Reference Files</b>	Filed by subject, these files contain policy-related documents such as letters, faxes, memoranda, and e-mail exchanges. Other documents include printed material, such as booklets, manuals, on HR issues.		
UNICEF-OPG-DHR-OLDS-001  CF/RA/SR/USAA/DB01/2004-00767	<b>Section internal operations</b>	Workplan; staffing; office space; office move; computers; video; RAMP; training package production; Consultants CV's in alphabetical order; memberships/subscriptions to magazines, etc; Audit of training; ordering of learning materials by supplier; budget		
UNICEF-OPG-DHR-OLDS-002  CF/RA/SR/USAA/DB01/2004-01274	<b>Human Resources</b>	Human resources; Women Task Force		
UNICEF-OPG-DHR-OLDS-003  CF/RA/SR/USAA/DB01/2004-01359	<b>Supporting the training component of the country programme</b>	Supporting the training component of the country programme		
UNICEF-OPG-DHR-OLDS-004  CF/RA/SR/USAA/DB01/2004-01358	<b>Programme sectors training</b>	Programme sectors; Acute Respiratory Infections; Basic Services and Comm. Participation; Breastfeeding and Weaning; Diarrhoeal Disease Control; Child in Especially Difficult Circumstances; Child Survival issues; Early Childhood growth and development; Edu		
UNICEF-OPG-DHR-OLDS-005  CF/RA/SR/USAA/DB01/2004-01357	<b>External relations training</b>	Advocacy; Convention of the Rights of the Child; Child Rights; Fundraising; Public information		
UNICEF-OPG-DHR-OLDS-006  CF/RA/SR/USAA/DB01/2004-01356	<b>Operations training and computerization</b>	Operations/Management; PAF/supply/budget training; Budget, finance, accounting; Getting it Done training package; Job classification; Local survey training; Personnel, Administration and Finance (PAF); Personnel, Policies and Procedures training; Personne		
UNICEF-OPG-DHR-OLDS-007  CF/RA/SR/USAA/DB01/2004-01355	<b>Personal skills development</b>	Personal skills development; Effective presentation; Data presentation; Interviewing skills; Language training; Management workshop; Management framework; Management Regional Resources; Women as Leaders; Management Project Teams and Management training; M		



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UNICEF-OPG-DHR-OLDS-008  CF/RA/SR/USAA/DB01/2004-01354	<b>Section Operations with HQ and Field offices</b>	Regional and HQ Training Committees; Training of Trainers workshops; Training Coach Newsletter; Evaluation of Staff training; Monitoring and Evaluation system; Internships; Visualisation in Participatory Planning (VIPP); Study Leave; Directory of External		
UNICEF-OPG-DHR-OLDS-009  CF/RA/SR/USAA/DB01/2004-01353	<b>Section operations: policies, procedures and guidelines</b>	Training policies; Staff training policy; Planning for training; Staff development policy; How to Organize and Run training workshops booklet; Training Planning and Monitoring System (TPMS)		
UNICEF-OPG-DHR-OLDS-010  CF/RA/SR/USAA/DB01/2004-01804	<b>UNICEF goals and new trends</b>	Innocenty Global Seminars; Global seminars; Participatory development workshops; Food for Thought presentations		
UNICEF-OPG-DHR-OLDS-011  CF/RA/SR/USAA/DB01/2004-01811	<b>Cooperation with UN and other Agencies/Institutions</b>	United Nations; UN training programme; CCAQ Sub-Committee on Staff training; Alliance for Development training; UN Staff College feasibility study; UN Development Assistance Framework (UNDAF); UNDP; Management of Field coordination for UN system Represent		
UNICEF-OPG-DHR-OLDS-012  CF/RA/SR/USAA/DB01/2004-02104	<b>Programme Processes, strategies and operations training</b>	Programme process; Programme management/CPMP; TAD/SIMS and coding; Adjustment with a human face; Bamako initiative; Cost Analysis; Costs and financing; Emergency; Security training; Post Traumatic Stress briefing; Stress Management; Emergency Core Teams;		
UNICEF-OPG-DHR-SR?-001  CF/RA/SR/USAA/DB01/2004-01332	<b>Staff Relations Section Files</b>	These contain files relating to staff welfare and staff management issues.		
UNICEF-OPG-DHR-SR?-002  CF/RA/SR/USAA/DB01/2004-01448	<b>Chronological File: Blue Binders filed chronologically by date.</b>	These contain copies of correspondence emanating from the section relating to request for administrative reviews, appeals, and disciplinary cases. Also correspondence relating to staff welfare issues and human resources issues handled by the section are		



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UNICEF-OPG-DHR-SR?-003  CF/RA/SR/USAA/DB01/2004-02323	<b>Working Files: Internal Appeals and Disciplinary files.</b>	<b>These are case files containing documents related to request for administrative review, appeals, and disciplinary cases. The files will contain letters, drafts, email, charts, memoranda, photos, sound recordings, and faxes. The files will also contain</b> A		