

ERT Selection

Standard Operating Procedures for processing
ERT applications and selection of candidates

Geneva, Switzerland
2020 update

Emergency Preparedness, Deployments and Partnerships Section
Emergency Services
UNHCR Headquarters

Introduction

This paper documents the standard operating procedures for conducting the selection of the Emergency Response Team (ERT) roster members, selected to take part in the Workshop on Emergency Management (WEM). It describes the process from sending applications, recording functional assessments, pre-selection, selection of future ERT roster members.

Process steps and timeline

<i>Call for applications</i>	- 12 weeks
<i>Deadline for applications and obtaining supervisors approvals</i>	-10 weeks
<i>Processing applications</i>	-10 to -6 weeks
<i>Downloading applications, verifying approvals and sending requests for clarification</i>	
<i>Completing missing data, including approvals received by email</i>	
<i>Designating functional profiles</i>	
<i>Dispatching lists and fact sheets to functional assessment focal points</i>	
<i>Receiving functional assessments from the various focal points</i>	
<i>Recording all recommendations from managers to ES on the list under ES comments</i>	
<i>Consolidating input into one sheet and sharing with selection committee</i>	
<i>Selection committee selects the ERT</i>	
<i>Informing selected internal applicants, their supervisors and reviewing officers</i>	-6 weeks
<i>Informing selected external applicants</i>	
<i>Informing GLC for issuance of visa attestations and travel authorization</i>	
<i>Informing travel unit for issuance of LP for staff</i>	
<i>Informing Medical Service to obtain medical clearance for ERT + roster period</i>	
<i>Issuance of invitations to external partners</i>	

Methodology

SENDING THE INVITATION

- The Broadcast call for applications to the ERT should be sent 12 weeks before the WEM start date.
- Eligibility criteria:
 - G6 and above
 - Contract valid for the duration of the ERT roster period i.e. 9 months (starting after the WEM)

- Approval of supervisor and reviewing officer
- Manual approvals received by emails or phone calls recorded by ES.

FUNCTIONAL RANKING

- Applications are sorted by functional profile and sent simultaneously to technical focal points for an assessment of functional capacity and ranking.
- Members of the emergency stand-by team will undertake the ranking for the protection profiles. The Field, Programme and Reporting profiles are assessed by Emergency Preparedness, Deployments and Partnerships Section, while Admin/Finance and programme profiles are reviewed by RMU colleagues.
- Specialized functions are sent to focal points in technical divisions (may change according to rotation):

Education	R.Telford / J. Roberts
Environment	J. Mwangi
HR	F. Emami cc. L. Radlovic
Public Health	M. Woodman / A. Gidraf
Shelter	B. Moore/J.Wain
WASH	E. Kearney R. Schweitzer
ICT	N. Zeidan
IM	S. Gueye
PI	A. Mahejic
REG & ODM	J. Faciann
Supply	S. Akebeh

- Technical focal points are expected to come up with the ranking based on technical expertise, including level of responsibility that the candidate can be expected to assume in an emergency operation, field experience and overall performance. This means that if there are 20 candidates in protection, the technical focal points will be ranking them from 1-20 based on the above criteria. In addition to the ranking, for those profiles where there are more than 20 candidates, technical focal points may then wish to qualify them in 3/4 groups in a separate column regarding a potential emergency deployment:
 - A – Excellent candidate
 - B – Good candidate
 - C – Adequate candidate
 - D – Inadequate candidate
- Inputs from all technical units is consolidated in one sheet and the selection criteria established.

ESTABLISHING CRITERIA

- The current active roster is reviewed to identify functional areas where there are gaps.

- Analysis is made to identify shortage in ERT profiles by functional areas and a summary of available roster profiles and professional grade is made in the format below:

	FS	G6	G7	UNV	NA	NB	P2	P3	TOT
ADM/FIN									
FLD									
ICT									
PRG									
PRT									
REG									
SUP									
EX.REL									

- For highly specialized technical areas, slots are assigned based on demand over the past few years but also taking into account the existence as well as effectiveness of a functional roster. As minimum, these technical areas should represent:

FS	3%
SUP	6%
SHELTER	3%
WASH	3%
HR	6%

- Before every selection cycle a trend analysis on deployments by ERT cycle is to be updated to validate the greatest need for “generalists” profile (protection, field, etc)
- Selection is made in two steps:
 - i) pre-selection, undertaken by the Deployments Unit, involving the confirmation of the following:
 - Supervisor and reviewer approvals
 - Contract valid for the roster period
 - Graded G6 and above
 - ii) selection and prioritization, undertaken by the Selection Committee.

SELECTION AND PRIORITISATION

- Selection and prioritization of ERT roster members is carried out by a Selection Committee composed of at least 3 staff members of DESS, including at least one member of the ES standby team, the Senior Resource Manager and a colleague from the Field Safety and Security Section (FSS). The number of colleagues selected will depend on the existing capacity on the roster.
- **The selection and prioritization of ERT roster members** should take into account the following

considerations:

- Functional ranking
 - Countries in emergencies not prioritized, except where highly recommended and justified by operations managers
 - Duty station- not too many applicants from one duty station
 - Geographic diversity
 - Gender diversity
 - Language skills
 - Multi-functional profiles
 - Recommendations from managers in the field and DESS stand-by team members
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- The final list of selected ERT roster members may include a varying number of ERTs (depending on the number of applications received, the number of members when the call is launched, etc).
 - At least 20 % of the total number of applicants selected should be added on the ERT Reserve list, in order to replace those who may not be granted medical clearance in line with the procedure outlined below.

VETTING CHECKS

- In order to join the ERT roster, all the candidates need to be vetted on integrity by the Assignment Management Section in DHR.

INFORMING TRAVEL UNIT AND MEDICAL SERVICE

- In order to join the ERT roster, all the candidates need to receive medical clearance by the Medical Unit and be issued a UNLP by the HQ Travel Unit. The Deployment Unit initiates this process, which is facilitated by the Medical Unit and the HQ Travel Unit. This process is most urgent for ERT roster members who are participating in the WEM, which has to be prioritized.