Flowchart of the Organizational Unit Restructuring Policy

ORGANIZATIONAL UNIT RESTRUCTURING PROCESSES

1. Initiation of the Restructuring Process
   - Head of Unit prepares the Proposal (OURP)
   - Preliminary endorsement of the OURP by the Bureau Director or Associate Administrator (AA)

2. Clearance, Approval of the Restructuring Proposal (OURP)
   - Consulting with BMS OHU/OFM to assess human resources implications: Confirm availability of funding, provide clearance
   - Final clearance by BMS Director
   - Final approval by Bureau Director / AA

3. Implementation of the Restructuring
   - Initiation of the implementation
   - Use applicable process for position design, classification and reclassification
   - Establishes the Advisory Panel for PCPP and CSE
     - May establish same panel for both PCPP and CSE, or different one for CSE
     - May engage additional panel member for particular vacancy under CSE
   - Makes decisions based on the recommendations of the Advisory Panel

   CRB may apply under CSE

   Panel makes recommendation to Head of Unit for PC
   - Recommends the incumbent to be confirmed in the position if it is not substantively changed
   - Recommends the incumbent for promotion and placement on the higher-level post if applicable

   Makes recommendation to the Head of Unit for PP
   - Recommends any staff member for potential lateral reassignments
   - Recommends candidates through CSE for other positions still available after PCPP

SA/SC will participate as an active observer on the advisory panel for Position Confirmation

HR Facilitator or advising consultants if applicable are responsible for supporting and facilitating the whole restructuring process

Staff Association / Council concerned should be regularly informed throughout the restructuring process and staff representatives should support outreach and communication with affected personnel.

UNIT, BUREAU

STAKEHOLDER

BMS

OHU/OFM

BMS Director

HR Director

Advisory Panel

SA/SC

YEAR

OHR, 2022