



RESULTS AND COMPETENCY ASSESSMENT (RCA) GUIDELINES – 2006 BUSINESS PROCESS SERIES

2: THE NEW RCA CYCLE

TABLE OF CONTENTS

Purpose	1
# 2: The NEW RCA Cycle	2
Annual RCA Cycle Deadlines and Deliverables	2
RCA Sites	3

Document Properties	
Title	RCA Guidelines Business Process Series #2: The New RCA Cycle
Document Language	English
Responsible Unit	OHR/BOM
Creator (individual)	S. Erdal Esin, Manager, ODBU, OHR/BOM
Contributor	OHR
Subject (Taxonomy)	RCA, Workforce Management, Performance Management
Date approved	TBD
Audience	UNDP staff
Applicability	This document has been produced to capture and record the basic information needed to correctly implement the RCA system.
Replaces	N/A
Conforms to	
Related documents	RCA Guidelines
Document Type	

Revision History			
Ver.	Date	Author	Summary of Changes
V1.0			FIRST ISSUE

Purpose

The Purpose of this document is to inform UNDP staff on the new RCA cycle, which has been formulated in [the new RCA Guidelines](#) launched on 31 May 2006. Considering that the 2005 CRG processes have not been completed, this document also provides a comparison of the new RCA cycle with the 2005 RCA cycle.

2: The NEW RCA Cycle

Annual RCA Cycle Deadlines and Deliverables

STAGE NAME	DEADLINE FOR COMPLETION	DELIVERABLES	Deadline for 2006 -07 Cycle (example) ¹	2005 RCA CYCLE
Annual Planning for Development and Results	No later than 15 February	Approved Results Scorecard Approved Learning Plan	No later than 15 February 2006	
Mid-term Review	No later than 31 July	Completed mid-term review discussions Completed mid-term review section of the RCA	No later than 31 July 2006	
Year-end Discussion, Assessment and Rating	No later than 15 February	Staff member's self-assessment Performance and staff development discussions with the manager Manager's written assessment Performance ratings for the Results Scorecard Assessment for competencies Final performance rating by the manager	No later than 15 February 2007	
CRG's Year-end deliberations (Performance Management and Oversight) ² Local Recourse Panel Other CRG Functions ³	No later than 15 March No later than 1 April Throughout the year	Final RCA ratings Local Recourse Panel Reports (as required) As required and as related to CRG's strategic human resources management mandate and functions	No later than 15 March 2007 No later than 1 April 2007	CRG CYCLE All CRGs to be completed and entered into the old RCA site by 31 August 2006

¹ **2006 deadlines are INDICATIVE, not mandatory.**

² As a general rule, the Performance Oversight and Management Group functions of the CRG coincide with the year-end segment of the RCA.

³ As good practice, the Career Review Group functions of the CRG should spread throughout the year, depending on the schedule/routine of the unit, including the year-end segment for the preceding RCA cycle. The only requirement of the Guidelines in this regard is the need for the CRG to meet regularly (not once a year) to perform its functions, because, these functions enable the units to focus on human resources issues on a regular basis, while regular review by the CRG provides a valid input to the ongoing assessment made by the senior management of the organization's existing human resources capacity .

RCA Sites

New RCA Tool:

NEW RCA GUIDELINES: <http://content.undp.org/go/userguide/HR/workforcemngt/performancemngt/rca.en>

OnDemand Training Site for the RCA: <http://ondemandweb.undp.org/hr.htm>

Old RCA Tool: <http://rca.undp.org/>

Messages from Brian Gleeson, Director, OHR/BOM on the new RCA Guidelines:

--Launch of the new RCA Guidelines:

http://bulletin.undp.org/articles/en/20060531_updates_new_rca_guidelines.shtml