

Additional Guidelines for Completion of e-PAS

- Work plan must focus on targeted goals, key related actions, success criteria or performance expectations to be accomplished in the specified performance period. For detailed information, please refer to the following documents:
 - e-PAS User Guide
<http://iseek.un.org/LibraryDocuments/553-200609221140184201827.pdf>
- Work plan must also include participation in Divisional and Departmental initiatives which may be of ad-hoc nature, and other assignments which are not typically part of the regular work of the staff member. Such events include the servicing of the Committee of Experts on Public Administration (CEPA), the Public Service Day/Awards and other major activities of the Division and the Department. Specific assignments and tasks rendered by the staff member must be detailed in the work plan.
- Project coordinators for such events/initiatives will prepare a report evaluating the contributions of each of the staff member. The report will be submitted to the Director and disseminated to the Chiefs/OICs.
- In the event that participation in these Divisional activities happens after the finalization of the work plan, this work can also be reported when the staff member initiates the end-of-cycle appraisal. The accomplishments must be indicated in the Self Appraisal section which is an optional field.
- Work plan must also include contribution of staff member to UNPAN portal in line with the Division's priority of strengthening knowledge management and building knowledge repositories. This will include contribution to the following:
 - Library documents
 - Announcements
 - News
 - Events
 - Contact directory
 - Resources
- Contribution to the UNPAN portal will be reported in the monthly UNPAN progress reports disseminated by the Office of the Director. Staff members are strongly encouraged to go through this document every month to monitor individual contribution to UNPAN.
 - UNPAN Progress Reports:
<http://www.unpan.org/DPADM/Intranet/Activities/UNPANProgressReportsSurveyResults/tabid/715/language/en-US/Default.aspx>