

Factsheet on ClearCheck

What is ClearCheck?

- ClearCheck is a highly secure online platform of a centralized database. It permits to share information amongst UN entities, system-wide, on individuals (subjects) who have established allegations related to sexual harassment (SH), sexual exploitation and sexual abuse (SEA) with the aim to prevent re-employing them within the UN system.
- The UN Secretariat (DMSPC/OHR/ALD) is the 'business owner' of ClearCheck.
- ClearCheck has been operational since 28 June 2018.

What is recorded in the ClearCheck database?

- Individuals against whom allegations of SEA, while in service of an UN entity, were substantiated following an investigation and a disciplinary process.
- Individuals who resigned or separated from a UN entity, while being the subject of a pending investigation and/or disciplinary process for SEA.
- Individuals against whom allegations of SH, while in service of an entity, were substantiated following an investigation and a disciplinary process.
- Individuals who resigned or separated from a UN entity, while being the subject of a pending investigation and/or disciplinary process for SH.

What is the ClearCheck Community?

- ClearCheck is available to all **31** member organizations of the UN CEB. It is also available to the other entities of the UN system.
- Currently, there are **34** UN entities [**29 CEB members and 5 non-CEB members**] that participate in ClearCheck.
- When UN entities agree to join the ClearCheck community, they agree to abide by the two sets of the ClearCheck guidelines:
 1. Guidelines for the SEA component; and
 2. Guidelines for the SH component
- These guidelines instruct entities to enter their subjects of SEA & SH cases in the database (if they have any), and to screen the candidates they consider hiring.

Annexes

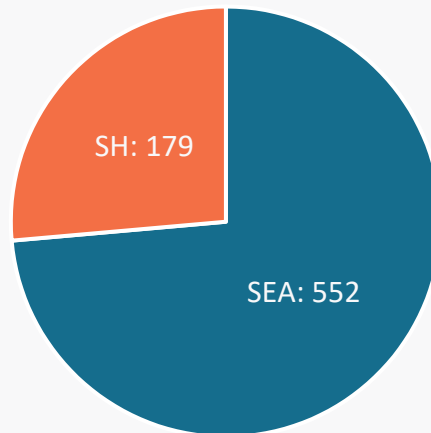
Annex 1: ClearCheck – Participation and Usage

Annex 2: ClearCheck – Operation and Guidance

Annex 1: ClearCheck - Participation and Usage

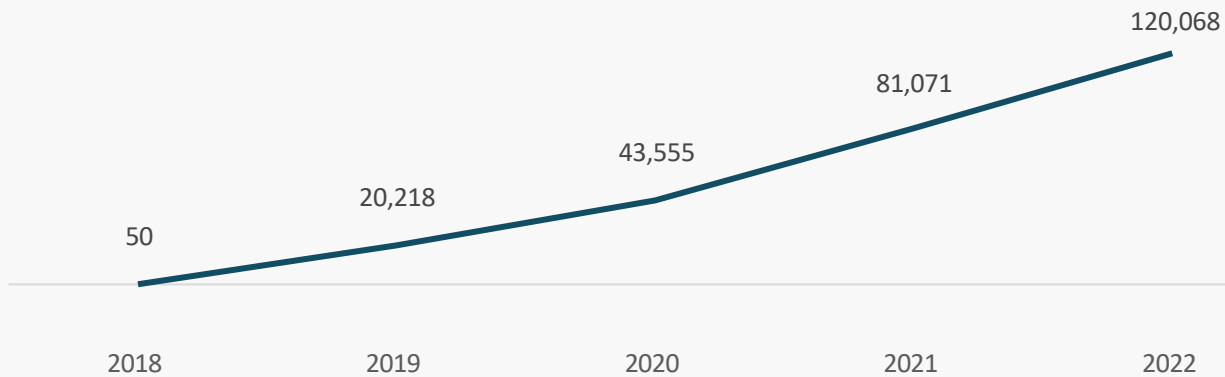
34 participating entities

731 subjects recorded



20 entities entered subjects; 31 conducted screening

330,621 Screening requests received



4 exact matches have been found

Total number of screening requests

330,621

Total number of verification requests of the screening results with high percentage "matches"

5,784

Total number of exact matches

4

Annex 2: ClearCheck – Operation and Guidance

The use of ClearCheck follows two sets of guidelines:

1. **Guidelines for the SEA component of ClearCheck:**

The updated version of the SEA guidelines was endorsed by the Secretary-General’s High-Level Steering Group (HLSG) on 27 July 2018. It broadens the scope to include all uniformed personnel.

2. **Guidelines for the SH component of ClearCheck:**

The expanded version of the SH guidelines was endorsed by the Working Group (WG) of the CEB Task Force on SH on 18 December 2018.

The UN Secretariat (DMSPC/OHR/ALD) is the ‘business owner’ of ClearCheck. OHR, in collaboration with all ClearCheck Focal Points, is responsible for:

- a) Monitoring entry of data to populate ClearCheck; and liaising with Data Administrators and Focal Points to ensure regular updating and utilization of the database.
- b) Monitoring and reporting on adoption of the expanded guidelines to include pending allegations; and promoting adoption of the expanded scope of the database.
- c) Reporting on the status of data entry and system-wide utilization of ClearCheck.
- d) Outreach to non-participating entities to achieve successful expansion of ClearCheck to all CEB members, and to non-CEB organizations.

There are currently 389 active users of ClearCheck (some have more than one role):

- a) 379 “User” role - i.e., Hiring Manager, handling screening;
- b) 79 “Manager” role - i.e., Data Administrator, entering data (subjects);
- c) 54 “Officer” role - i.e., Verification Request, viewing and handling requests; and
- d) 7 “Administrator” role - i.e., System Administrator maintaining/monitoring.

Those with “Officer” role automatically act as “Manager,” but not necessarily the other way around. All 389 users, regardless of their role, have signed the “Confidentiality Undertaking.”

There are three Quick Reference Guides for users:

- a) ClearCheck – Quick Reference Guide for Data Administrators
- b) ClearCheck – Quick Reference Guide for Hiring Managers
- c) ClearCheck – Quick Reference Guide for Verification Request Management

SOP for ClearCheck (intended for the UN Secretariat only):

Since recruitment practices/policy frameworks may vary among the entities, there is not one universal SOP for all. Therefore, participating UN entities are encouraged to issue their respective SOP.