

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) with a record of serious misconduct that warranted - - and, when applicable, would or could have warranted - - the end of the working relationship with a UN System organization.
- The UN Secretariat (DMSPC/OHR/ALD) is the 'business owner' of ClearCheck.
- **ClearCheck 1.0** has been operational since 28 June 2018.
[for Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) matters]
- **ClearCheck 2.0** has been operational since 1 March 2025.
[adding Racism/Racial Discrimination (R/RD) and Other types of Misconduct (OM) matters]

What is recorded in the ClearCheck database?

- Individuals against whom allegations of serious misconduct were reported (while in service or after having left a UN system organization) and substantiated after an investigation and a disciplinary process and had (or would have) been separated from service therefor.
- Individuals who resigned or separated from a UN entity, while being the subject of a pending investigation and/or disciplinary process for SEA or SH matters.

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 **43** UN entities [**30 CEB members and 13 non-CEB members**] that participate in ClearCheck.
- When UN entities agree to join the ClearCheck community, they agree to abide by the ClearCheck guidelines:

ClearCheck 1.0:

- ClearCheck Guidelines for matters related to SEA;
- ClearCheck Guidelines for matters related to SH; and

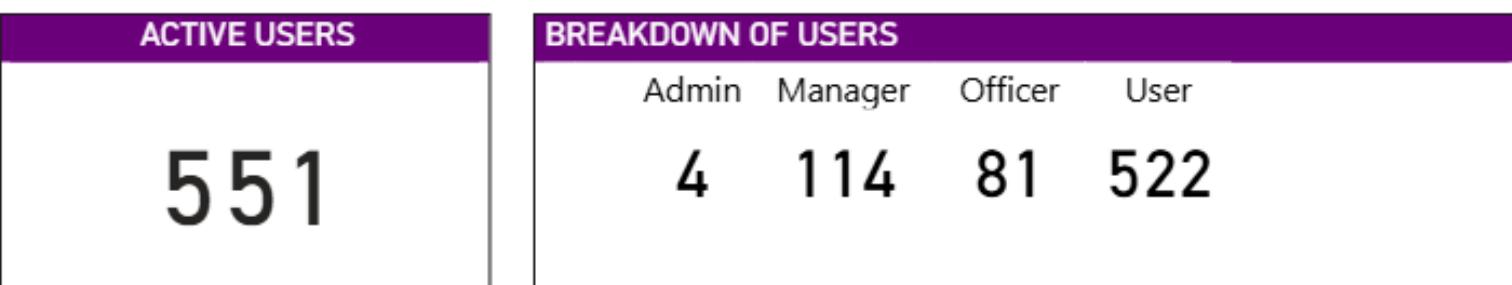
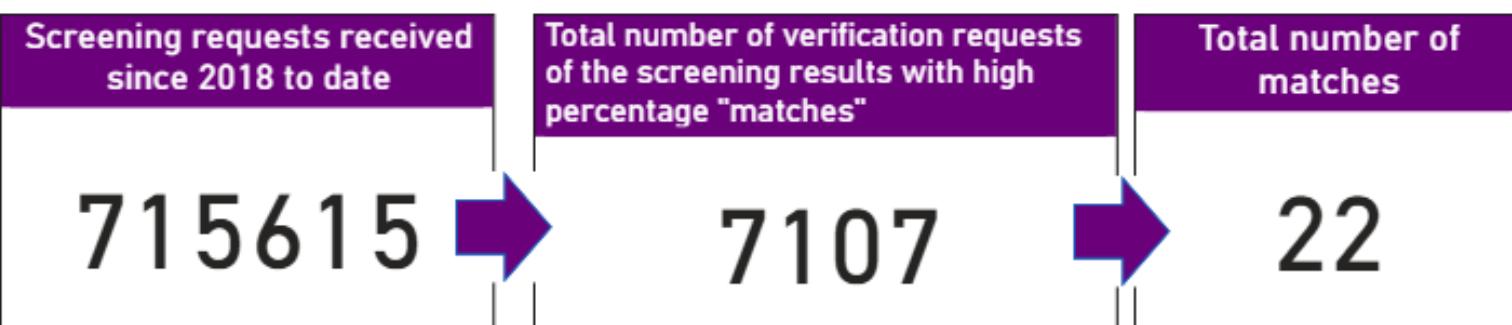
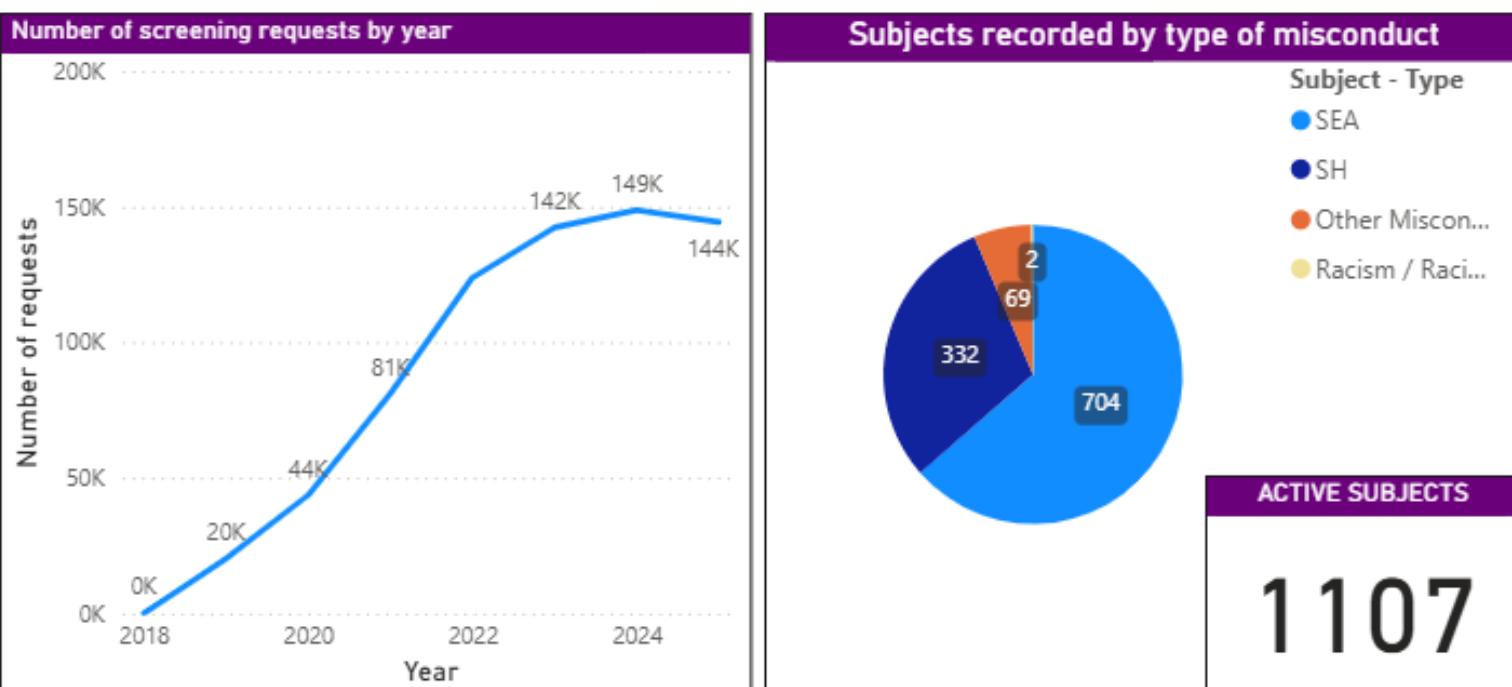
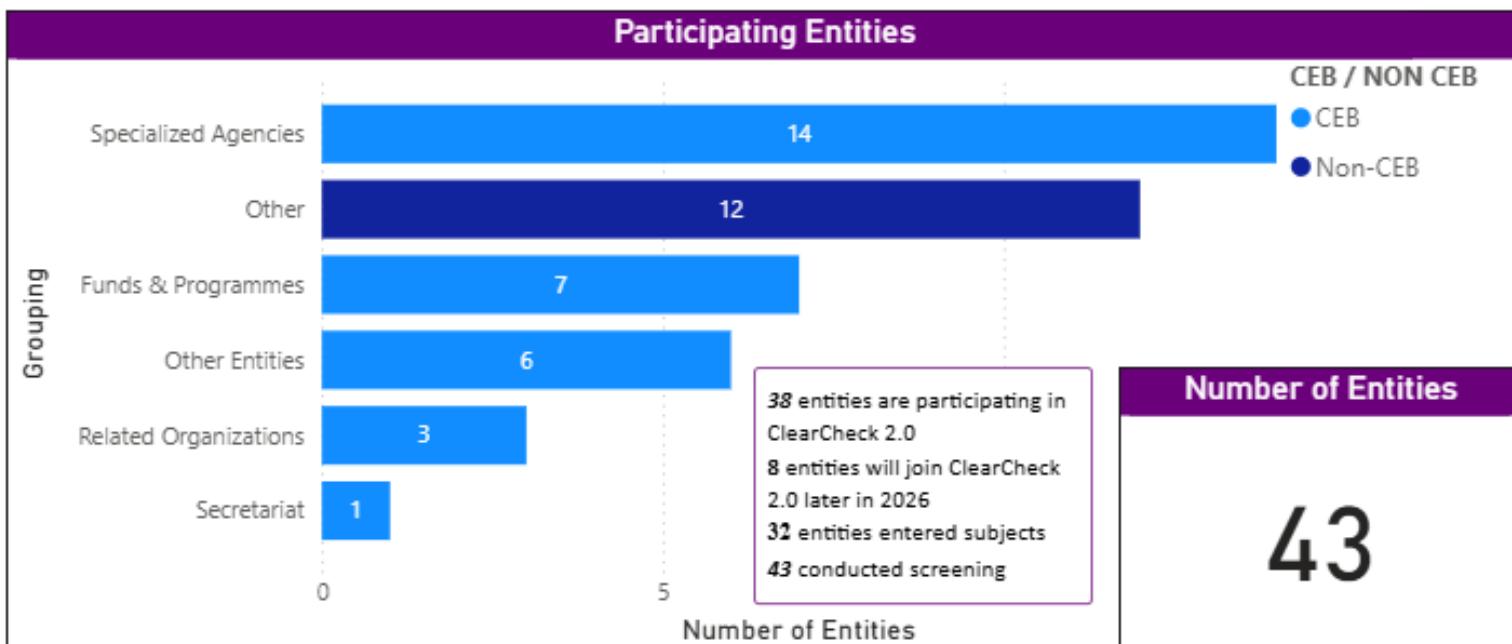
ClearCheck 2.0 in addition of the two sets above:

- ClearCheck Guidelines for matters related to R/RD and OM.
- These guidelines instruct entities to enter their subjects 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 2: ClearCheck - Operation and Guidance

The use of ClearCheck follows three sets of guidelines:

1. ClearCheck Guidelines for matters related to SEA:

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. ClearCheck Guidelines for matters related SH:

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.

3. ClearCheck Guidelines for matters related to R/RD and OM:

The guidelines were developed by the UN Secretariat (DMSPC/OHR/ALD), as the business owner of ClearCheck, following instructions from the General Assembly resolutions 77/278 and 78/253.

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.

The roles for the users of ClearCheck :

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

All the 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:

Since recruitment practices, policy and legal frameworks vary among the entities, there is not one universal SOP for all. Therefore, participating UN entities are encouraged to issue their respective SOP. The UN Secretariat entities have a SOP.

List of Participating UN Entities

UN Entities	UN Entities	CEB / Non-CEB
UN Secretariat	United Nations Secretariat	CEB
* UNEP	United Nations Environment Programme	CEB
* UN-Habitat	United Nations Human Settlements Programme	CEB
* UNODC	United Nations Office on Drugs and Crimes	CEB
* UNCTAD	United Nations Conference on Trade and Development	CEB
FAO	Food and Agriculture Organization	CEB
IAEA	International Atomic Energy Agency	CEB
ICAO	International Civil Aviation Organization	CEB
IFAD	International Fund for Agricultural Development	CEB
ILO	International Labour Organization	CEB
IMO	International Maritime Organization	CEB
IOM	International Organization for Migration	CEB
ITU	International Telecommunication Union	CEB
UNDP	United Nations Development Programme (United Nations Volunteers Programme)	CEB
UNESCO	United Nations Educational, Scientific and Cultural Organization	CEB
UNFPA	United Nations Population Fund	CEB
UNHCR	United Nations High Commissioner for Refugees	CEB
UNICEF	United Nations Children's Fund	CEB
UNIDO	United Nations Industrial Development Organization	CEB
UNOPS	United Nations Office for Project Services	CEB
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East	CEB
UN Tourism (UNWTO)	United Nations Tourism (formerly known as United Nations World Tourism Organization)	CEB
UN Women	United Nations Entity for Gender Equality and the Empowerment of Women	CEB
UPU	Universal Postal Union	CEB
WBG	World Bank Group	CEB
WFP	World Food Programme	CEB
WHO	World Health Organization	CEB
WIPO	World Intellectual Property Organization	CEB
WMO	World Meteorological Organization	CEB
WTO	World Trade Organization	CEB
ICC	International Criminal Court	Non-CEB
ISA	International Seabed Authority	Non-CEB
ITC	International Trade Centre	Non-CEB
ITC-ILO	International Training Centre of the International Labour Organization	Non-CEB
OPCW	Organization for the Prohibition of Chemical Weapons	Non-CEB
PAHO	Pan American Health Organization	Non-CEB
UNAIDS	Joint United Nations Programme on HIV and AIDS	Non-CEB
UNFCCC	United Nations Framework Convention on Climate Change	Non-CEB
UNIDIR	United Nations Institute for Disarmament Research	Non-CEB
UNSSC	United Nations System Staff College	Non-CEB
UNU	United Nations University	Non-CEB
UNV	United Nations Volunteers	Non-CEB
UNRISD	United Nations Research Institute for Social Development	Non-CEB