**Security Clearance**

1. It is mandatory for United Nations system personnel and eligible family members to obtain security clearance for all official travel, regardless of location, and they cannot commence official travel without obtaining it except in compelling cases, where insufficient time is available such as during periods requiring immediate medical evacuation or other life-threatening situation.

1. For the purpose of this policy, official travel includes official home leave or other entitlement travel where the cost of travel is borne by organizations of the United Nations system. This applies regardless of whether official travel is undertaken by air, sea, land, or any combination thereof.

1. In accordance with the United Nations Security Management System (UNSMS) Framework of Accountability, the Secretary General delegates to the Designated Official, the requisite authority to take security related decisions.
2. The Designated Official has the delegated authority and responsibility to grant security clearances for official travel and is responsible and accountable for their decision when providing security clearance for official travel to, through and within the respective area of responsibility, including when security clearances are issued automatically.
3. The Designated Official has the authority to grant, deny or ask for more information on a security clearance request where delegation exists. The Designated Official may further delegate their authority to grant security clearance to the most senior security professional, or an Area Security Coordinator. This delegation must be in writing as the Designated Official remains ultimately accountable for all security clearances provided.

1. The purpose of this policy is to ensure that all UNDP personnel and related individuals on official

travel on behalf of the Organization obtain security clearance before travelling.

1. A security clearance is required to register the traveller in the records maintained by the UN Designated Official at the duty station and thus include the traveller in local security arrangements.

1. Security clearance procedures are required so that the Designated Official, and other officials of the United Nations Security Management System in-country, can:
	1. Effectively monitor the location and number of United Nations system personnel and eligible family members and include them in the country security plan;
	2. Provide important security information to United Nations system personnel and eligible family members on official travel, including locating all registered individuals to provide them with security information in the event of a crisis or emergency;
	3. Control the number of United Nations system personnel and eligible family members where the security plan requires it.
2. The records may be used for emergency contact, security/emergency planning including relocation and evacuation, and Malicious Acts Insurance Policy Claims.

**Who?**

1. This policy and procedure applies to all Individuals covered by the United Nations Security Management System, as defined in Chapter III of the UNSMS Security Policy Manual - who are required to travel on official business to any location.

1. Individuals covered by the provisions of this policy are herein referred to as “personnel” and “traveller” interchangeably.

1. When justified by a Security Risk Assessment, Designated Officials can designate an Operational Radius, in which personnel routinely reside and operate and in which they can travel without obtaining further security clearance. Personnel moving throughout this Operational Radius must be able to communicate with the UN Security Operations Center, or other source of assistance.

# Exceptional measures

1. In exceptional and compelling cases, where insufficient time is available to comply with this policy, such as during periods requiring immediate medical evacuation or other life-threatening situations, the traveller must inform the Designated Official or delegate, by the fastest means available, and complete the TRP clearance process as soon as possible.

1. For the purpose of a “no notice” inspection or investigation, the USG for Safety and Security may grant security clearances that are not submitted through TRIP in advance. The Department of Safety and Security will normally inform the Designated Official and others concerned individuals of such official travel and upon arrival in the country, the TRIP clearance will be processed.

1. If the security situation worsens, the Designated Official must advise, through TRIP, all individuals with security clearance (and their employing organization via the Security Focal Point) whether the security clearance will be rescinded or if travel can take place as initially authorized.

# Personal Travel

16. Personal travel, including for annual leave, is not official travel and does not require security clearance. However, all United Nations system personnel and/or eligible family members going on personal travel are strongly encouraged to register personal travel in TRIP, designating travel as such. Travellers completing a TRIP entry for personal travel will receive an acknowledgement along with essential security information. In the event of a crisis or emergency and subject to the capacity of the UNSMS at the time, it may also be possible for the local UNSMS to provide security support to United Nations system personnel and eligible family members who have registered personal travel in TRIP.

# Compliance

1. It is critical to understand that personnel have a responsibility for their own safety and security and that obtaining a security clearance or processing a travel notification is a mandatory step before embarking on official mission.

1. Personnel who refuse to comply with the security-related instructions of the Designated Official may be informed in writing, with a copy to the UNDP Security Office in HQ, that their security clearance has been revoked. The Designated Official will provide UNDSS with a copy to the UNDP Security office, the information and names of personnel refusing to comply with security clearance procedures and instructions.

# Malicious Acts Insurance Policy Claims

1. To satisfy the requirements of the underwriter of the MAIP following an incident affecting an eligible personnel, UNDSS will certify that the affected individual complied with all security instructions including obtaining Security Clearance to be in the location where the incident occurred, at the time the incident occurred. The underwriter may request to see the Security Clearance.

**Security Clearance Procedures**

1. The individual must submit a security clearance request in a web-based system called “Travel Request Information Process” (TRIP) to the Designated Official at the duty station to be visited. If the mission consists of more than one person, it is the responsibility of the mission team leader to request security clearance. For all official travel with his/her eligible family members, a staff member is considered the “mission team leader”. UNDP may request security clearance on behalf of an individual, including consultants, experts on mission or other related personnel or eligible family members.

1. The request for security clearance made in TRIP will include, at a minimum, the following information:
	1. Name
	2. Nationality
	3. UNLP or national passport number, issue and expiry date
	4. Agency/organization
	5. Mission/Travel purpose
	6. Specific dates of the mission
	7. Where the individual is staying while at the duty station

1. A prerequisite for official travel by UNDP personnel, with the exception of appointment travel, is successful completion of the BSAFE training, including “Safe and Security Approaches to Field Environments” (SSAFE) training applicable in certain field locations[[1]](#footnote-1) depending on local UNSMS requirements.
2. UNDP shall ensure that UNDP personnel have completed the BSAFE training course as required. The online training course may be accessed at: <https://training.dss.un.org/thematicarea/category?id=6>
3. The TRIP system provides for “automatic” clearance response when the Security Plan allows for a certain location in which case security clearance is required solely to track numbers of travellers and their movement. When set to automatic, TRIP provides an immediate security clearance response when travellers create a TRIP entry for proposed official travel.

1. When the security plan requires control over the number of personnel or eligible family members in a specific location, the Designated Official can set the TRIP system so that all official travel into a specific area has to be cleared manually. Manual security clearance procedures can be established at any location regardless of the security risk level, if the Designated Official requires it.

1. For official travel to areas requiring manual security clearance, TRIP entries must be submitted seven daysbefore the start of travel to ensure sufficient time for the traveller to receive official approval. Locations requiring manual security clearance will be listed in the Travel Advisory issued by the UN Department of Safety and Security.

1. For UNDP personnel covered by the UNSMS and who do not have a UNDP email address, the first request for security clearance through TRIP [(](file:///C%3A/Users/john.dada/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/A9CTE411/%28)[https://trip.dss.un.org/dssweb/) s](https://trip.dss.un.org/dssweb/)hould be submitted by a colleague (with an existing profile in TRIP) on behalf of the traveller. The system will then recognize the email address (gmail, hotmail, yahoo, other) of the traveller, upon which he/she can subsequently create his/her own profile in TRIP for future requests of security clearance (through TRIP).

# Security Information

1. The UNDP Security professional or Security Focal Point (SFP[[2]](#footnote-2)) are required to provide travellers on arrival at a duty station with current security information/instructions for that country and arrange for them to be briefed. The traveller(s) should provide the SFP and/or HR or Operations Manager with his/her itinerary and local contact details on arrival at the duty station, and update this information immediately whenever it changes.

**Other Travel Related Information**

1. For business continuity and insurance purposes, a maximum of ten (10) UNDP personnel may travel on the same aircraft. In the event there is a need for more than ten to travel together, only the Director/BMS is permitted to make an exception.

1. As a general principle, the Administrator and the Associate Administrator should not travel on the same aircraft.

# Roles and Responsibilities

| **Responsible Party(ies)**  | **Responsibilities**  | **Remarks**  |
| --- | --- | --- |
| Traveller  | For official travel to areas requiring manual security clearance, TRIP entries must be submitted **seven days** before the start of travel to ensure sufficient time for the traveller to receive official approval. Locations requiring manual security clearance will be listed in the Travel Advisory.Read Travel Advisory for countries (airports) as applicable during a trip; always carry the contact numbers for the relevant UNDP offices. Provide the SFP, HR/Operations Manager with itinerary and local contact details on arrival at the duty station; update this information immediately whenever it changes.Contact the local UNDP office immediately, if you unexpectedly find yourself having to leave an airport – due to cancelled flight, an airport closure, a strike, etc. |    |
| Personnel  | Register personal travel in TRIP to ensure they are included in local security arrangements and receive important security information in the event of an unexpected security emergency. If the traveller does not have a UNDP email address, the first request for security clearance through TRIP [(https://trip.dss.un.org/dssweb/)](https://trip.dss.un.org/dssweb/) should be submitted by a colleague (with an existing profile in TRIP) on behalf of the traveller. The system will then recognize the private email address (gmail, hotmail, yahoo, other) of the traveller, upon which he/she can subsequently create his/her own profile in TRIP for future requests of security clearance (through TRIP). | For UNDP personnel who do not have a UNDP email address. |
| Designated Official  | Grant, deny or ask for more information on the Security Clearance Request submitted  |   |
| UNDSS  | Regularly update the list of areas with manual security clearance. Refer to<https://dss.un.org/dssweb/> |   |
| UNDP Security professional, Security Focal Point (SFP) and/or Operations Manager  | Provide traveller, on arrival at a duty station, with current security information/ instructions for that country and arrange for them to be briefed by the local UNDSS office or the Designated Official in countries where this is required.  |   |
| Units | Make effort to ensure all personnel (and eligible family members) receive security clearance prior to official travel. |  |

# Availability of DSS

31. DSS is available for consultation and assistance, 24 hours a day, seven days a week at:

 Telephone DSS Communications Center: 1 (917) 367 9438 and e-mail: dsshelp@un.org

1. For the purpose of this policy, “field location” is any location not designated as an“H” duty station under the mobility and hardship scheme established by the International Civil Service Commission (ICSC). [↑](#footnote-ref-1)
2. A UNDP Agency Country Security Focal Point (ACSFP) is appointed in the absence of a UNDP Security professional locally. [↑](#footnote-ref-2)