

POLICY FOR
UNITED NATIONS MINIMUM OPERATING SECURITY STANDARDS

Introduction

1. MOSS is the primary mechanism for managing and mitigating security risks to UN personnel, property and assets of the organizations of the UN. MOSS encompasses a range of measures designed to reduce the level of risk, as identified in the SRA, to an acceptable and manageable level. These measures are listed under categories which include: telecommunications, documentation, coordination mechanisms, medical, equipment, vehicles, premises, training and residential security measures.
2. A single MOSS system applies throughout the UNSMS. No distinction is made between Headquarters, the Field or Missions for the purposes of Security Risk Management. The Minimum Operational Residential Security Standards (MORSS) scheme will continue to be applied, and remains separate from MOSS.
3. In order to mitigate risks identified in the Security Risk Assessment (SRA), MOSS must be applied and maintained at all duty stations.
4. Experience in the development and application of Minimum Operating Security Standards (MOSS) in the UN since 2002 has identified a need for the MOSS system to be kept as simple as possible, with the flexibility and capacity to allow adaptation to differing scenarios and rapidly changing circumstances.

MOSS

5. Each country and/or duty station, regardless of Security Phase, type of operation or security environment, is to develop and maintain a *Country MOSS Table* based on the mandatory Global MOSS provided in Appendix 1.
6. Measures contained in the Country MOSS Table must be commensurate with the Security Risk Assessment (SRA) applicable to the country or location. The measures should be presented to the Security Management Team with an explanation of their rationale, and then approved as laid down in paragraph 14 below.
7. The SRA must clearly demonstrate that the MOSS measures proposed will reduce the risk to UN personnel in country to an acceptable and manageable level.
8. Mitigation measures selected must be logical, realistic, cost effective, and capable of being implemented within the context of the operation or country.
9. Where the SRA indicates that the security environment could change, the Country MOSS Table must include provisions for timely enhancement of MOSS.

Responsibilities and Standards

10. As outlined in the Framework for Accountability, responsibility for implementing MOSS rests with the heads of UN organizations in country.
11. Where a UN organization does not have a permanent presence in the country, the head of the organization should take measures to ensure that missions and staff visiting the country are briefed in advance on the MOSS requirements applicable. The DO and the Security Adviser or Country Security Focal Point should provide assistance to enable such staff to comply, including the loan of equipment from a pool maintained for such visits where appropriate. Costs of MOSS measures will be covered by the sending organization.
12. It is the responsibility of the executive head of each organization to take action with Member States for the appropriation of required resources for security; the executive head of each organization is also responsible for the allocation of appropriate resources for security within his/her organization.
13. The United Nations World Food Programme is the focal point for Security Telecommunications issues and in its capacity advises the Security Management Network on policy and implementation of Security Telecommunications standards and services.
14. The UN Medical Directors Working Group (UNMDWG) provides technical guidance to the UN Security Management System on the minimum medical standards to be included in MOSS.
15. Additional expert technical advice should be sought, if necessary, where the SRA indicates a need for mitigation measures outside the normal competence of the UN safety and security staff.
16. The approval process for each Country MOSS Table will be as follows:
 - a. The MOSS Table will be approved by the DO at a formal SMT meeting. This will be a part of the SMT minutes.
 - b. The approved Country MOSS Table will be sent to DSS through the appropriate regional desk for review.
 - c. DSS will circulate to the respective headquarters of all IASMN member organizations, and will endorse if no objections are received within one month.
17. Once endorsed, the Country MOSS Table is binding on all IASMN members with a presence in that country (including missions and visitors), at both the headquarters and field level. Oversight and compliance of MOSS will be provided by DSS through the Compliance, Evaluation and Monitoring Unit (CEMU)

Appendix 1 to MOSS Policy

UNITED NATIONS MINIMUM OPERATING SECURITY STANDARDS (UN MOSS)

Country MOSS Tables must justify, through the rigorous application of the Security Risk Assessment (SRA) process, the inclusion or exclusion of each of the items listed below

While the intention is to maintain flexibility and management discretion, common-sense will dictate those measures (such as vehicle safety equipment and fire precautions) which should be mandatory in all locations regardless of the prevailing security situation

1. TELECOMMUNICATIONS

1.1. Emergency Communications System

- a. Where the SRA indicates a need, establish an **Emergency Communications System (ECS)** throughout the country, and its operational locations, in order to:
 - (1). Provide communications between DO, SA, SMT, Wardens and UN medical personnel within in the Capital.
 - (2). Provide communications between ASC and DO/SA and UN medical personnel.
 - (3). Provide communications between the ASC and the Area SA, SMT within the Area.
 - (4) To enable communications between the DO/SMT/SA and relevant UN Offices outside the country (including DSS).
- b. **Mobile satellite telephones** should be provided to all CCCs, DOs and CSA/SAs and Agency Security Officers as well as for other key managers as decided by the SMT.
- c. The ECS is to be tested and practiced at regular intervals.
- d. The ECS network should be capable of operating 24 hour/7 days per week (24/7) should need arise.

1.2. Radio Communications

- a. When VHF/UHF communications are employed (in accordance with need identified in the SRA), a **Security channel** for DO, SA and SMT members, and where applicable ASC, ASMT members, UN medical personnel and wardens, must be incorporated into radio networks.
- b. All UN vehicles are to be equipped with **VHF/UHF radios**. In addition, "Field Vehicles" (those which travel into the countryside or move between urban areas) are to have a **second radio system, usually HF or an alternative communication system (e.g. satellite phone)**.

- c. SOPs for regular radio checks at residences and while moving are to be established.
- d. All international personnel, all drivers, all wardens and national personnel deemed “essential”, are to be issued with hand-held VHF/UHF radios. Radio checks are to be conducted routinely.
- e. All personnel who work regularly outside office premises are to be trained to operate all forms of telecommunications equipment provided for Field Vehicles.

2. **SECURITY INFORMATION AND STRUCTURE**

- 2.1. **Documentation.** Each country, and each duty station in the country, will have the following documentation:
 - a. Security Risk Assessment.
 - b. UN Field Security Handbook (FSH).
 - c. Security Operations Manual.
 - d. Country/Area-specific Security Plan.
 - e. Country/Area-specific MOSS.
 - f. Security Standard Operating Procedures.
 - g. Relevant country maps.
 - h. Country PEP Protocol.
- 2.2. **Warden Systems**
 - a. Established and operational.
 - b. Exercised regularly.
- 2.3. **Crisis Management Plans and Building Emergency/Evacuation Plan**
 - a. Established for all UN offices and facilities.
 - b. Exercised every six months (or more frequently if SRA so indicates)
- 2.4. **SMT Meetings:** To be conducted and documented as per UN Security Policy Handbook.
- 2.5. **Security Clearance and Travel Notification:** System in place for approving security clearances into country, recording travel notifications, and tracking personnel movements inside the country.
- 2.6. **Incident Reporting:** System to ensure that all security incidents in country are reported using “SIRS”.
- 2.7. A common-system **Crisis Coordination Centre (CCC)** is to be established in the Capital and all UN locations in country which have an ASC.

3. MEDICAL

3.1. Response to Medical Emergencies

- a. **Casualty Evacuation Plans.** All duty stations are to have a “CASEVAC Plan” which includes rescue, immediate medical attention, identification or procurement of appropriate means of transportation, and location of appropriate primary health care facilities. [CASEVAC : the process for the rescue and movement of injured or sick personnel from the place or incident site at which injury occurs, or the person becomes ill, to a primary care medical facility inside the country].
- b. **Medical Evacuation Plans.** All Duty Stations are to have a “MEDEVAC Plan” which includes the medical and administrative procedures necessary for evacuation of sick or injured personnel from the country, including the authority for authorization of evacuation and use of an air ambulance service where necessary. [MEDEVAC : the process for movement of injured or sick personnel from the primary care medical facility to a hospital, advanced care facility or place of recuperation outside the country in which the injury or illness occurred. It may also refer to the repatriation or reassignment of a staff member from a duty station which is deemed by the medical authorities to be potentially damaging to the staff member’s health for reasons of climate, altitude or other environmental factors.]
- c. Each country is to have a **MASS CASUALTY PLAN** appropriate to the risks in country and the response capacity of the local emergency services.
- d. Register of locally available medical facilities, emergency response services, and contact numbers to be maintained up to date and made available in ECS and to all duty personnel.
- e. Based on the country/duty station security situation an appropriate number of UN personnel will be trained in Basic First Aid.
- f. Each country is to have a medical plan and PEP Protocol.

3.2. Medical Equipment

- a. All vehicles to carry Vehicle First Aid kits (specifications as per Security Technical Standards Manual).
- b. **Emergency Trauma Bags (ETBs)** distributed according to number of trained UN staff.
- c. One Basic First Aid kit per building (or per floor in buildings with more than 50 personnel).
- d. **PEP Kits** (which must be replaced by their due expiry dates) will be distributed through the country PEP Kit protocol (which is to be attached to the Country Security Plan as an annex, and available in all radio rooms and duty personnel folders)

4. EQUIPMENT and SUPPLIES

- 4.1. **Emergency power supply** available for charging and operation of **common-systems** communications equipment, office external security lighting and other essential equipment. Adequate reserve stocks of fuel to be maintained.

- 4.2. **Emergency Food, Water, Medical, Sanitary and Shelter Supplies** (in non-perishable form) to be stocked in preparation for use in concentration points, bunkers and safe rooms, storm shelters as appropriate for the country and situation.
- 4.3. All personnel to prepare **Individual Emergency Bags**, maximum weight 15 kg (33 lbs) containing essential documents, clothing, hygiene and medical supplies, ready for rapid evacuation or relocation.

5. **UNITED NATIONS VEHICLES**

5.1. **All UN Vehicles**

- a. Must be operated by properly licensed operators.
- b. All UN vehicles appropriately registered with the Host Government and properly maintained.
- c. All vehicles identified, where appropriate, with UN logos/flags/decals as determined by prevailing local conditions.

5.2. **Non-UN Vehicles**. Where UN staff travel in non-UN vehicles which are not MOSS compliant, every effort should be made to ensure that the UN personnel are MOSS compliant (i.e. equipped with communications etc).

5.3. **UN Vehicle Equipment**

5.3.1. **All vehicles** (regardless of location)

- a. First aid kit.
- b. Fire extinguisher
- c. Spare wheel, jack and appropriate tools.
- d. Reflector triangles, battery-powered lantern, seat belts.

5.3.2. **All Field Vehicles** (according to country situation):

- a. 5 metre rope, strong enough to pull another field vehicle.
- b. Shovel, hand-axe or machete.
- c. Fire-lighting materials.
- d. High visibility sheet/flag,
- e. GPS based tracking system for curfew, movement restriction and convoy monitoring.
- f. Adequate drinking water, food and necessities (including blankets/sleeping bags) to support all occupants for 24 hours (according to climatic conditions).

6. **OFFICES, PREMISES AND FACILITIES PROTECTION**

6.1. **All UN Managed Buildings**

- a. All buildings occupied by UN to be compliant, where feasible, with international building, safety and fire regulations or the applicable laws of the host country as appropriate (including construction for resistance to earthquakes or other natural hazards, according to local conditions).
- b. Appropriate access control measures based on size and location of premises.

- c. Separate entrances for personnel and visitors, where feasible and appropriate, in compliance with established standards (if/where applicable).
- d. Secured parking for authorized vehicles where appropriate.
- e. Alternate/emergency exits from buildings and from compounds.
- f. Security and/or Guard force trained on appropriate surveillance and reconnaissance detection and reporting protocols.

6.2. **Premises with Additional Risks.** Premises that are assessed to be at high risk from terrorism are to have:

- a. Stand-off distance as estimated/advised by qualified expert (taking scale of likely threat, surroundings/approaches, construction etc into account)
- b. Structural reinforcement, blast walls as required/advised by qualified expert.
- c. Shatter Resistant Film on windows and frame catchers.
- d. Bunkers/reinforced rooms.
- e. Surveillance and access control systems.

6.3. **UN Personnel working in government (or other non-UN) facilities**

- a. To the extent practical, the DO and concerned head of organization should request MOSS-compliant conditions, to UN standards, for personnel working in non-UN premises.
- b. Where this is not fully possible, the security adviser should be asked to assess the premises to see if the security measures in place provide an equivalent level of protection from the risks identified in the SRA as that provided in UN-managed premises.
- c. Where a MOSS-equivalent level of protection is not achieved, the DO and head of organization concerned should consider, and negotiate with the host government authorities, alternate means of enhancing mitigation, such as:
 - (1). Allowing physical modifications to the workspace actually occupied by the UN personnel.
 - (2). Re-allocating the work space used by the UN personnel (for example, to ensure that they are as far as possible from external walls or likely terrorist approaches).
 - (3). Adjusting work patterns to limit the exposure of UN personnel within the government premises.

7. SECURITY TRAINING AND BRIEFINGS

7.1. All new UN personnel and recognized dependents, as applicable, briefed on/provided with:

- a. Country-specific security orientation briefing
- b. Summary/Extract of Country Security Plan and Evacuation Plan
- c. Relevant Country/Area-specific Security Plan, SOPs and policies.
- d. Compliance with all UN security policies.
- e. Copy of current MOSS and MORSS applicable to the duty station.
- f. Briefing and written handout on medical arrangements available in country and how to access them or call for emergency medical assistance.
- g. A copy of the Country PEP Protocol, which should specify PEP custodian arrangements, location of PEP kits, and procedure for obtaining assistance in the event of possible exposure to HIV/AIDS .

7.2. All personnel provided with: UN “Security in the Field” booklet (latest version)

7.3. Training:

- a. All UN personnel to complete Basic Security for UN Personnel (BSUNP) and /or Advanced Security In The Field (ASITF) online or by CD-ROM, as required for the duty station,.
- b. All personnel to receive cultural sensitivity briefings appropriate to country before or on arrival.

8. RESIDENTIAL SECURITY MEASURES

- a. Minimum Operating Residential Security Standards (MORSS) will continue to be approved as a separate country table, in accordance with MORSS procedures as updated from time to time.
- b. MORSS must take account of the relevant conclusions of the SRA with respect to the local law and order situation.

9. ADDITIONAL MEASURES:

- 9.1. Depending on the security environment and the SRA, the DO and SMT may have to consider special measures. Examples of these are:
 - a. **Personal Protective Equipment** (helmets, body armour etc) to be stocked adequate for all personnel needs as indicated by the Security Risk Assessment, and SOPs establishing conditions for issue, carriage in vehicles and mandatory wearing.
 - b. **Armoured Vehicles.** In addition to providing a means of evacuating personnel under fire in extremis, armoured vehicles are an option where access is needed to areas which are marginally under the “acceptable risk” threshold, and where there is potential for resumption of conflict or fluidity of nearby conflict areas.

EXAMPLE COUNTRY MOSS TABLE FORMAT (for ILLUSTRATIVE PURPOSES/SUGGESTION ONLY)
United Nations Minimum Operating Security Standards
[COUNTRY NAME]

(Required standards/mitigation measures are linked to security risks as identified in the SRA)
 [Date]

1. TELECOMMUNICATIONS		Country Specific Requirements, Equipment & Procedures	Remarks	
No.	Item	Standard Requirement		
1.1	Emergency Communications System	<p>Emergency Communications System (ECS) to be established throughout [Country], as well as in [Cities], to provide for communication links between the:</p> <ul style="list-style-type: none"> • DO, CSA, SMT, Wardens and UN medical personnel; • ASC and DO/CSA and UN medical personnel; • ASC and the FSCO, ASMT; • DO/SMT/CSA and relevant UN Offices outside the country (including DSS). 	<p>a. Mobile satellite telephones to be provided to: CCCs, DO, ASCs, CSA, DSA, FSCOs, Agency Security Officers, as well as other key managers;</p> <p>b. BGAN and/or VSAT provided to at least two offices in main operational hubs;</p> <p>c. The ECS network operating 24 hours/7 days per week in [City] and all main operational hubs inside [Country];</p> <p>d. The ECS is to be tested and exercised monthly;</p> <p>e. ECS technical support, as required;</p>	<p><u>Requirements are mandatory</u></p>
1.2	Radio Communications	VHF/HF communications employed to cover the entire territory of [Country], a Security channel for DO, SA and SMT members, and where applicable ASC, ASMT members, UN medical personnel and wardens, to be incorporated into radio networks.	<p>a. All staff in [Country] to be issued with hand-held VHF radios;</p> <p>b. All UN vehicles are to be equipped with VHF radios;</p> <p>c. UN Vehicles used for field missions to have a second radio system, usually HF or an alternative communication system (e.g. satellite phone);</p> <p>d. Radios provided to drivers of rented/non-UN vehicles;</p> <p>e. Radio Rooms established in all main operational hubs;</p> <p>f. Back-up radio system in bunkers/safe rooms; additional back-up system in secondary concentration point (where applicable).</p> <p>g. VHF base stations installed in all agency field offices;</p> <p>h. Repeater systems established for coverage of larger urban/rural areas; where appropriate;</p> <p>i. SOPs for regular radio checks at residences and while moving are to be established;</p> <p>j. All staff to be trained to operate all forms of telecommunications equipment;</p> <p>k. Radio checks in field locations to be conducted daily.</p>	<p><u>Requirements are mandatory</u></p> <p>Exemptions require the approval of the DO (e.g. community embedded staff in remote areas as per Section 9.7) based on alternative mitigation measures recommended in a specific SRA.</p>