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| **UNDP** |
| UNMSM Operational Guidelines |
| Operational Guidelines on the UN Mandated Security Measures required for UNDP Personnel and Premises |



# DOCUMENT CONTROL

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1. **REFERENCES**
2. [UNSMS Security Policy Manual](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-3283)
3. [UNDP Security Framework of Accountability](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=490&Menu=BusinessUnit&Beta=0)
4. [UNDP Financial Rules and Regulations](https://popp.undp.org/_Layouts/15/POPPOpenDoc.aspx?ID=POPP-11-1599), the [Internal Control Framework](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=7&Menu=BusinessUnit) and the [Cost Recovery from Other Resources - GMS policy](https://popp.undp.org/SitePages/POPPSubject.aspx?SBJID=339)
5. **BACKGROUND**

The security and safety of UNDP personnel is UNDP’s highest priority in delivering its mandate around the world. Noting that the security of UN personnel is the primary responsibility of the host country authorities, UNDP ensures that adequate resources are available to optimally meet General Assembly-mandated security requirements associated with UNDP’s participation in the UNDSS coordinated United Nations Security Management System (UNSMS) and compliance with the measures identified through the Security Risk Management (SRM) process (formerly Minimum Operating Security Standards (MOSS).

Security costs incurred by UNDP can be classified into the following categories:

1. **United Nations-mandated security costs centrally managed:**
2. UNDP’s contribution to the United Nations security management system (UNSMS/UNDSS - mainly UNDSS field security operations);
3. UNDP’s compliance with SRM/Minimum Operational Security Standards (MOSS) - UNDP’s investments both in the field and at headquarters locations for security compliance, improvement of premises security, blast and seismic assessments, and office relocations.
4. **Locally managed and incurred security costs:**
5. Common security budgets cost-shared at the country level by UN Agencies (LCSSBs – Locally Cost-Shared Security Budgets);
6. Security-related costs directly incurred by UNDP offices and development projects.

These guidelines are applicable to the above category a.ii., which covers centrally managed security funds for security investments, referred to as United Nations Mandated Security Measures (UNMSM). They outline the budgetary, financial, and procurement procedures for the resources available centrally within UNDP to cover UN Mandated Security Measures (UNMSM). UNMSM represents security-related activities required to be undertaken in response to United Nations Security Management System (UNSMS) policy directives and recommendations made in the Security Risk management (SRM) process to ensure security compliance in duty stations both in the field and at headquarters locations.

1. **FUNDING FRAMEWORK**

The UNDP corporate efforts aim to achieve and maintain full security compliance and address other safety and security needs requiring financial resources. Since 2004, UNDP has put in place an internal funding mechanism (the Security Reserve) to fund UNDP security costs related to the United Nations Mandated Security Measures. A portion of the Security Reserve is allocated specifically for UNMSM to support UNDP offices in attaining the recommended security compliance levels in their particular locations. These resources are made available centrally to support UNDP offices to achieve and maintain SRM/MOSS compliance.

The UNDP Security Policy requires that security be mainstreamed to fully integrate security into programming and that a sound risk management methodology be applied. Maintenance of SRM measures/MOSS compliance is the ongoing responsibility of the budget owner (CO, programme/project). The only way to ensure dedicated security support to UNDP programmes/projects is to include the requirements and costs in the programme planning and budgeting process. This represents the only sustainable manner to fund security needs as inputs to the project/programme, like any other input required for the effective delivery of a project. Involvement of the UNDP security practitioners in the early stages of project planning will ensure that security concerns are properly addressed from project inception.

The UNMSM funding mechanism is used to support eligible UNDP offices however they are not applicable to programme/project offices, which should mainstream security costs into the planning phase of all programmes and projects.

More specifically, UNMSM resources may be available for the following major categories of security support (not exclusive):

1. Implementation of security risk management (SRM) measures (technical equipment support, security infrastructure/retrofitting) as well as specific safety measures specified in the UNSMS[[1]](#footnote-1).
2. Exceptional recurring security costs,
3. Security related training,
4. Blast vulnerability assessments and mitigation measures,
5. Seismic vulnerability assessments and mitigation measures,
6. Surge support,
7. Security induced relocation.

Guidance on what each of the preceding categories entails is included in the following paragraphs. The process for applying for UNMSM resources is described in [**section IV, Applying for UNMSM resources.**](#Apply)

* + - 1. **Resources available for implementation of security risk management (SRM) measures (technical equipment support, security infrastructure/retrofitting)**

Compliance with measures identified as part of the SRM process should be maintained by offices with their own resources where possible. UNDP offices that do not have sufficient resources to fund activities aimed at enhancing security compliance or reinforce premises in the current location may request such funds from the centrally available UNMSM resources managed by the Security Office. UNMSM resources can be issued as funding or as contributions from a stock of security items prepositioned by the Security Office. The latter includes items such as satellite communications equipment and armoured vehicles.

The following concepts apply for UNMSM resources:

1. UNMSM resources can be requested to fund **security upgrades** identified through the SRM process.
2. Limited UNMSM funding is available to cover future costs related to the maintenance and upkeep of any security upgrades previously funded through UNMSM, including any subscription costs related to security equipment (e.g. radio licenses or subscription fees for communications equipment). It is generally expected that these costs will be mainstreamed into the budgets of the respective office where the measures are being implemented. Any limited funding which may be available in this regard is covered below in **category III.2,** **exceptional recurring costs.**
3. The Security Office will favorably consider requests by offices entitled to funding to provide a safe and secure working environment for disabled staff and visitors including through the provision of funds for signage and for the evacuation of disabled personnel and visitors.
4. UNDP security professionals will assist UNDP country offices in implementing the related work plan.

It should be emphasized that the UNMSM funding mechanism is used to support UNDP country main offices and other eligible offices in both headquarter locations and the field. Separate programme/project offices are not eligible for UNMSM resources, and should instead mainstream security requirements into the planning phase of all programmes and projects. In instances where project offices are collocated with offices eligible for UNMSM funding, UNMSM will not fund security measures which can be directly attributed to the project office, e.g. radios to be issued to project personnel. However, UNMSM could, at the discretion of the Security Office, cover security measures that should be implemented regardless of the presence of project office, e.g. perimeter wall for the compound.

For common premises shared with other UN system organizations, SRM activities related to all UNSMS Organizations personnel should be cost-shared locally. The UNMSM funding mechanism is available to support the UNDP’s share in the cost-sharing arrangements.

* + - 1. **Exceptional recurring security costs**

Limited UNMSM funding is available to cover future costs related to the maintenance and upkeep of any security upgrades previously funded through UNMSM, including any subscription costs related to security equipment (e.g. radio licenses or subscription fees for communications equipment). It is generally expected that these costs will be mainstreamed into the budgets of the respective office where the measures are being implemented. The available UNMSM resources are not sufficient to cover all requirements and will generally only be considered with strong justification and for specific circumstances. Due to limited funding, generally a maximum of $10,000 will be approved annually. It is important that the requesting office presents the actual requirement, rather than requests $ 10,000 only. Requests for recurrent security needs of UNDP or towards UNDP’s share in the common locally shared security budget can be included in this category.

**III.3 Security related training**

In some duty stations, the SRM may stipulate that specific security training such as SSAFE, IFAK is a mandatory requirement for UN personnel working at the duty station. In most circumstances, where UNDSS have mandated a specific training, they should also be responsible for the delivery of that training at either no cost or minimum cost to the UNSMS Organizations. In the case of SSAFE and this should be funded by the respective offices at the country level. In exceptional circumstances, where external providers are justified to provide training (defensive driving, armored vehicle courses, first aid etc.) UNMSM funding can be made available on a case by case basis.

**III.4 Blast Vulnerability Assessment and Mitigation**

In cases where the SRM indicates the need for a blast vulnerability assessment of UNDP premises, UNMSM funding can be made available to retain the services of a competent contractor to perform the assessment and to design mitigation measures for any vulnerabilities identified through the assessment. TORs with specifications to be used in the assessment are available through the Security Office.

Country offices are expected to negotiate cost-sharing arrangements with other UNSMS Organizations that would benefit from this service. Income received from other UNSMS Organizations should be applied to fund implementation of blast mitigation measures.

Exceptional funding support for implementation of blast mitigation measures as recommended in the blast vulnerability assessment could be considered should sufficient funds be available in the Security Reserve. Due to the limited amount of the reserved funds and substantial funding requirements, each release of funds will be prioritized and approved by the Security Office Director.

**III.5 Seismic Vulnerability Assessment and Mitigation**

Where seismic threats are identified, UNMSM funding can be made available to test for seismic resistance according to national codes, or when these do not exist, to international codes. UNMSM resources can thus be requested for such seismic evaluations. However, UNMSM funding will not cover major infrastructural or construction works should these be required as a result of assessments.

**III.6 Surge Support**

While the UNMSM component of the Security Reserve does not ordinarily fund personnel, in situations where a specific requirement for Surge support has been identified through the SRM or through a UNDP specific Crisis Board, funding to temporarily support an international or national post may be considered for a specified period of time.

**III.7 Security Mandated Relocations**

The security mandated relocation of an office that is eligible for UNMSM funding may be exceptionally supported conditional on the relocation being justified due to one of the following:

1. The security situation in the location of the eligible office has deteriorated to the extent that the risks to personnel and assets are assessed as too high to remain in the current location and the situation is unlikely to change in the foreseeable future. This assessment would have to be supported by the SRM/Ad-hoc SRM process and endorsed by the SMT.
2. The current office structure is assessed as unsafe and beyond economical repair and a business case supports the move to an alternate premise.

A security mandated relocation request will be submitted to the Chief of General Operations who will seek approval from the Legal Office, OFRM and the SO on whether the request is justified. When a security mandated relocation is approved, the SO will exceptionally support with funding through the UNMSM site for the following:

1. All new security items and measures that have been identified in the premises SRM that could not be transferred from the previous office, regardless whether they have been previously funded by the SO.
2. All civil works up to a cap of $200,000 and no more than 50% of the total cost for civil works.

UNMSM funding is not available for routine relocations that are not initiated due to a change in the security status of a particular location, or due to deficiencies identified through the SRM process.

1. **APPLYING FOR UNMSM RESOURCES**
2. **UNMSM Annual Exercise and SharePoint Site**

Requests for UNMSM resources are collected and reviewed by the respective Sub-Regional and Regional Security Advisors and approved by the Security Office Director as part of an annual exercise which usually runs in the first half of the year to allow for sufficient time for implementation of measures in the second half of the year. Yearly communication and guidance on the launch of this exercise is provided by the UNDP Security Office through the Regional Security Advisors. Any applications for UNMSM resources after the deadline specified in the annual exercise may be supported if the requirements are urgent or justification for late submission is provided.

While not mandatory, in order to avoid delays in the application process, it is recommended that offices first approach the UNDP security practitioners to discuss items that should be requested as part of the process, as well as the specifications, availability and costing of these items. These discussions could be undertaken during the security assessment missions undertaken at the particular location, or at the launch of the annual UNMSM exercise.

UNMSM requests are submitted through the [UNMSM SharePoint site](https://intranet.undp.org/apps/security/SitePages/UNMSM.aspx) used for the management of UNMSM resources allocation process that automatically distributes funds and makes it possible to review itemized budgets and approve individual items, or request clarifications as required. The system provides transparency, access to data and history of the approval process for audit purposes. Please refer to Annex I, **“Steps to successfully complete and submit the UNMSM Form”** for detailed guidance on submitting requests through the SharePoint site. While anyone within UNDP can submit requests through the UNMSM SharePoint site, it is recommended that the exercise be completed by the designated Agency Country Office Security Focal Point (ACSFP) or UNDP security personnel in countries where they are deployed.

Each UNMSM request is justified by the security measures identified in the SRM in respective duty stations following an approved SRM process. The submission on the [UNMSM SharePoint site](https://intranet.undp.org/apps/security/SitePages/UNMSM.aspx) is conditional on the Security Compliance Survey (SCS) for the previous year having been completed, together with the expenditure report for the previous year’s allocation (see Annex II for detailed guide). Prioritization is applied on the basis of critical deficiencies identified through these tools. Offices that do not participate in the Security Compliance Survey will not be considered for UNMSM funding.

The following illustrates the workflow for requesting and utilizing UNMSM resources:

A close up of a logo

Description automatically generated

1. **Approval of UNMSM Funds**

Once the funding requests for the implementation of UNMSM are reviewed and endorsed by respective Sub-Regional/Regional Security Advisors, the requests are forwarded to the Security Office Director for final approval. UNMSM resources can be issued as funding through Atlas or as contributions from a stock of security items prepositioned by the Security Office (In-kind contribution).

Requests for redeployment of allotted funds, i.e. using the resources for other security purposes, are reviewed and recommended by the Regional Security Advisors in consultation with HQ SO. This could happen if some of the measures to which the funds were provided could not be implemented by reasons beyond UNDP control (e.g. the Government did not approve procurement or failed to provide customs clearance). It is at the discretion of the Security Office either to approve redeployment for other purposes (if request is justified within the SRM) within the same organizational unit or redirect the unexpended funds to other locations. Any redeployment of funds has to be for agreed security expenditures only.

1. **Budget Management**

Upon final approval of requests through the UNMSM platform, an Authorized Spending Limit (ASL) is established under fund code 19990 and donor code 00012 for each approved budget proposal. The receiving UNDP Office is responsible to establish or extend a separate management project in Atlas and enter the budget as per approved budget categories. Country offices administering UNDSS projects are requested to create a separate project for UNMSM funds, and not to lump UNDSS and UNMSM funds under one project. In cases, when funds have been provided for locally cost-shared one-time off security measures, the related resources may be redeployed or budgeted in the common security projects cost-shared between Agencies.

1. **Procurement**

UNMSM funds can be approved for security related equipment, such as communication equipment, access control equipment, armored vehicles, etc. Whenever such equipment is pre-stocked by Security Office, those items will be provided as in-kind contribution and arrangements be made for their shipment to the receiving office. For items not in stock, UNDP offices will receive the funds and proceed with the purchase of approved items in compliance with UNDP procurement rules and procedures. UNDP offices can contact the Security Office if they require assistance with some specific security goods and services, who can provide guidance including reference to the existing LTAs to facilitate the procurement process**.**

1. **Asset Management**

UNDP offices will maintain the custody and control over equipment purchased through approved UNMSM funds. When equipment is provided from the existing stock of Security Office, it may require transfer of the assets to the respective UNDP office. In such cases, transfer is processed through GSSU upon provision of necessary documents with no financial implication to receiving UNDP office. Assets purchased through UNMSM funds should be recorded against the same fund code until obsolete and disposed.

1. **Reporting**

Once the offices spend the approved UNMSM funds in accordance with approved budget categories, the UNDP office must report on expenditures in the UNMSM site to conclude the implementation tracking of the approved request. Additionally, UNDP offices are required to complete a mandatory Security Compliance Survey (SCS) on an annual basis. UNDP offices cannot submit requests for UNMSM funding prior to the SCS being finalized for the previous year.

**Annexes (links to UNDP Intranet, access required):**

[Annex I – Steps to successfully complete and submit the UNMSM Form.](https://intranet.undp.org/apps/security/Documents/Steps%20to%20successfully%20completing%20and%20submitting%20the%20UNMSM%20Form%20(EnFrSp).docx)

[Annex II - Implementation tracking guide.](https://intranet.undp.org/apps/security/Documents/Implementation%20tracking%20for%20previous%20period%20UNMSM.docx)

[Annex III – Security Items Catalogue.](https://intranet.undp.org/apps/security/Documents/Security%20Items%20Catalogue.xlsx)

1. The UNSMS includes three safety areas namely i. Aviation Safety ii. Road Safety iii. Fire Safety [↑](#footnote-ref-1)