**Clearing a local presence**

Structure Element - Description

***Counterpart and partner consultations***

1. Relevant counterparts and partners should be consulted before a decision on establishing the local presence is made. The purpose is to ensure effective communication and coordination, identify potential synergies, and avoid obstacles later on.
2. The establishment of local-level presences does not require formal renegotiation of UNDP activities in the programme country. **Written agreement of the national counterpart (e.g. via exchange of letters) is sufficient.** Any deviation from this standard approach requires the written consent of the Regional Bureau Director.
3. The Country Office may also consult with other partners and counterparts, including (but not necessarily limited to):
* Local government / authorities
* Key donors
* Development partners (agencies, NGOs, etc)
* Local population (target / beneficiary groups)
1. Elements from the completed business case can be used for this purpose as appropriate. Consultations should be documented through minutes, exchange of letters, etc.), and kept on file.

***Approval and security clearance***

1. The approval for establishing of a local presence consists of two stages. First, the business case is approved by the Regional Bureau. Secondly, security clearance is provided by the headquarters Senior Security Manager.
2. In the interest of time, Country Offices can simultaneously request business case approval and security clearance. To that end, potential premises need to be identified and a full security risk and blast assessment conducted before the business case is finalized and approved. This is especially recommended in risk-prone environments.

*Business case approval*

1. In the case of sub offices, the completed business case is submitted by the UNDP Resident Representative for approval to the relevant Regional Bureau. (see cost-benefit analysis template). The Security Office and General Operations, , BMS will provide review services for the request. The Regional Bureau then provides or denies approval within 10 business days.
2. In the case of project offices, the UNDP Resident Representative approves the establishment of the presence in writing following counterpart consultations and based on careful consideration of relevant project documentation that include all details of the project office (or of a separate business case as appropriate). The Resident Representative may delegate his authority to the Country Director.
3. Local presences are approved only for a limited timeframe as defined in section “h” of the business case. Any extension of this time period is done on the basis of a documented review and approval of a new or revised business case.

*Security clearance and clearance of premises*

1. In accordance with the [“Framework for accountability for the United Nations field security management system”](https://popp.undp.org/node/3421) (A/57/365), Resident Representatives are required to seek security clearance of both the Designated Official and the HQ Senior Security Manager (SSM) prior to the establishment of any local presence. Presences are to be assessed according to the [United Security Management System (UNSMS) accepted security risk assessment methodology](https://popp.undp.org/node/4526) and must conform to Minimum Operating Security Standards (MOSS) prior to staff deployment.
2. To that effect, the Country Office identifies potential premises and carries out a security risk assessment and a blast assessment. The two assessments and – in the case of sub offices– the floor plan of the premises and the proposed contract are submitted to the director of the Regional Bureau with copy to the Senior Security Manager and the Business Coordinator.
3. The Bureau for Management Services (SSM and GO, etc) will review the request and, subject to complete documentation provided by the Country Office, provide technical clearance within 10 working days.

***Compliance review***

1. The Country Office ensures compliance of the local presence with all corporate policies and procedures. The Regional Bureau is responsible for ensuring Country Office compliance with the provisions of the policy and procedures described in this chapter, as an integral component of its monitoring and oversight duties outlined in the Organizational Guide.
2. Country Offices must file the business case (or project documentation in the case of a project office), the written approval, written agreement of counterparts as well as oversight and reporting documents (minimum: 6-monthly operations and programme oversight mission reports, approved by the Resident Representative) for the purpose of future audit.Structure Element – Relevant Policies
3. The following corporate policies and regulations are relevant for the sub process “Clearing a presence outside the Country Office”:

**Responsibilities and Accountability Framework**

* Structure Element - Roles & Responsibilities
	+ *Resident Representative (or Country Director if delegated):* approves business case for project offices; reviews and clears business case for UNDP sub office; carries out counterpart consultations;
	+ *Regional Bureau:* reviews and approves clearance request for sub offices; coordinates with relevant HQ units; coordinates with TTCP+FS (UNDG Task Team on Common Premises and Facility Services) via General Operations (GO) where applicable, and the RDT; ensures continuous compliance oversight;
	+ *HQ Senior Security Manager:* reviews and approves request for security clearance of presence;
	+ *Designated Manager:* completes the business case; prepares the corporate funding request (optional); prepares the request for security clearance; coordinates with all relevant CO units;
	+ *Task team:* supports the designated manager in completing the business case with technical inputs based on expertise of individual team members; ensures appropriate feedback from and consultation within individual Country Office units; and
		- [Standard Lease Agreement](https://popp.undp.org/node/4571)
		- [Exchange of letter with host government template](https://popp.undp.org/node/121)
		- [Cost Benefit Analysis](https://popp.undp.org/node/3416)
		- [Cost Benefit Analysis – Feasibility Study](https://popp.undp.org/node/3426)
		- [CMP Space Guidelines](https://popp.undp.org/node/3746)
		- [Memorandum of Agreement](https://popp.undp.org/node/4531)
		- [Memorandum of Understanding](https://popp.undp.org/node/3431)
		- [Letter of Interest Between Agencies](https://popp.undp.org/node/6176)

| Ref   | Tasks   | Who  | Notes  |
| --- | --- | --- | --- |
| 1  | Carry out counterpart consultations  | RR (sub office)  | -  Consultations need to be documented  |
| 1.a  | Project offices: Submit clearance request and relevant documentation (prodoc, annexes) to RR  | Designated Manager  |  |
| 1.b  | Sub offices: Submit clearance request and business case to regional bureau & copy to BMS  | RR (sub office  | -    |
| 2.a  | Project offices: Review documentation and approve establishment of project office  | RR / CD  | -  Approval in writing   |
| 2.b  | Sub offices: Approve business case  | Regional Director  | -  Within 15 days   |
| 3  | Identify premises and conduct Security Risk Assessment (SRA) and Blast assessment  | Designated Manager  | -  According to [United Security Management System (UNSMS) accepted security risk assessment methodology](https://popp.undp.org/node/4526)  |
| 4  | Prepare security clearance request  | Designated Manager  |  |
| 5  | Submit security and premises clearance request to the Regional Bureau   | RR / CD  | With copy to Security Office and Business Coordination Unit, Bureau for Management Services  |
| 5.a | Review the business case  | GO; Security Office | Business Coordinator will coordinate internal reviews (by GO, SO, and beyond).  |
| 6  | Approve security and premises clearance request  | Security Office   | -  Within 10 days  |
| 7  | Files approval documentation  | Designated Manager  | -  Specific file to be established for compliance review purposes; file will also include oversight mission reports.  |