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| **United Nations Development Programme**  [Programme Country] |  |

**Internal Memorandum**

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| **From:** | [Name & title, Resident Representative / Country Director] |
| **To:** | Regional Director, UNDP Headquarters |
| **CC:** | [Names & titles of Senior Security Manager, UNDP HQ]  Business Coordinator, Bureau for Management Services |
| **Date:** | [Insert date] |

**Subject**: Request for security and premises clearance – establishment of a [insert: Project Office / Sub Office / UN Coordination office]

Herewith I am requesting security clearance for the establishment of a [Sub Office / UN Coordination Office] in [specify location].

Key objective of the office is to [add vision statement from business case]. It will be established for a duration of [specify duration]. A total number of [specify number] of international staff and [specify number] of national staff will be deployed in the presence.

The total monthly rental cost of premises of [add square meters] square meters is [amount per month] US$, outof which the host government will cover [amount covered by host government].

Implementing the recommendations of the attached security risk assessment carried out by [specify: DSS officer, FSA, etc.], MOSS compliance will be achieved by [date]. Costs related to MOSS / minimum security standards and business continuity amount to [specify amount], which will be born by the country office. [Delete as appropriate:] In light of the strategic necessity of the presence, the unproportionally high security costs and the lack of alternative resources, an additional amount of [specify] is requested from corportate security resources.

Annex:

* Overview of presence (see below table)
* Floor plan
* Proposed contract
* Regional Bureau approval of business case
* Security risk assessment
* Blast assessment

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**Overview of Presence**

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| ***Type:*** |  |
| ***Location / security phase*** |  |
| ***Square meter / monthly rental costs of premises:*** |  |
| ***Duration:*** |  |
| ***Number of international staff to be deployed:*** | *Indicate core/non-core/other Agencies, Funds and Programmes (AFP)* |
| ***Number of national staff to be deployed:*** | *Indicate core/non-core/other AFPs* |
| ***Total MOSS compliance related costs:*** |  |
| ***Costs born by Country Office:*** |  |
| ***Costs directly born by project resources:*** |  |
| ***Costs borne by AFP’s:*** |  |
| ***Amount requested from corporate security resources:*** | *Note that UNDP ST mandated to fund core portion only* |

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| ***Approved:*** |
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| [Name & titel of UNDP Senior Security Manager]  [Date] |
| [Name & titel of Chief, ASD]  [Date] |