

## DOCUMENT CONTROL

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Provide feedback: [andrew.lukach@undp.org](mailto:andrew.lukach@undp.org)  
Ask questions: [Andrew.lukach@undp.org](mailto:Andrew.lukach@undp.org)

## **Description**

The objective of this section is to provide operational guidelines to Security Focal Points in UNDP Country Offices and Regional Bureaus on budgetary, financial, procurement and personnel matters with regard to the UN Mandated Security Measures and related management projects.

The UN Mandated Security Measures are applied for enhancing Minimum Operating Security Standard (MOSS) Compliance and achieve premises security. It represents those security-related activities required to be undertaken in response to United Nations policy directives and General Assembly resolutions. These measures are supported by at least one or more of the following sources of funding:

- UNDP Regional and Sub-Regional Advisors (RSA and Sub-RSA) Operational Budget
- Resources allocated to support enhancing of MOSS compliance and strengthening of premises security,
- Resources allocated to support security-induced relocation of UNDP offices
- Supplementary Cost-shared Resources from the Local Agencies for common Security Projects;<sup>1</sup>
- Donor Contributions for Security Projects either through Consolidated Appeals Process or direct donor grants.

## **Funding Framework**

The UNDP corporate efforts to achieve total MOSS compliance, maintain the compliance level and address other security needs related to security and safety of premises which may require relocation to safer places require substantial financial resources which cannot be absorbed by the Biennium Support Budget. The category of United Nations-Mandated security costs was introduced into the 2006-2007 corporate budget. For the 2006-2007 and 2008-2009 biennium, these costs relate to the field security coordination programme, country office MOSS compliance investments, and headquarters MOSS compliance investments. United Nations-mandated security costs are treated as a separate and distinct resource requirement from the general pool of regular resources, and thus fall outside the biennial support budget.

### **UNDP Regional and Sub-Regional Advisors (RSA and Sub-RSA) Operational Budget funded by UNDP**

UNDP security structure consists of the UNDP Security Team with a nuclei unit in the UNDP Headquarter and out-posted field security staff. Historically the field support was provided by single-country dedicated Field Security Advisors (FSA). The regionalization that started with appointment of Regional Security Advisors and then augmented to introduce Sub-Regional Security Advisors was supported by Regional Bureaus. The number of security staff to be posted in each region and their location was agreed upon with regional bureau management and reflected in Letter of Agreements signed in 2008 with respective Bureaus. The present UNDP security structure in the field includes five Regional Security Advisors, eleven Sub-regional Security Advisors, fifteen security assistants and twenty four CO SFP Associates

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<sup>1</sup> Described in detail in the prescriptive content of the “Operational Guidelines for Support to the UN Security Management System”

deployed in various duty stations across the world. All associated personnel and operational costs are a part of the UN Mandated Security Resources approved by the Executive Board as a part of additional security measures required for UNDP personnel and premises (DP/2008/CRP.2). After regionalization of UNDP Security Advisory function, the role of Field Security Advisors was limited to Phase III/IV countries where security situation may demand a presence of a dedicated security advisor whose support would focus specifically on the country office activities. Upon agreement with the respective Regional Bureau, Field Security Advisors were recruited and offered a one year “seed” contract. In case continuation of FSA services is required, it is expected that associated costs will be mainstreamed into the CO programme budget or charged to DPXB account.

### **Resources allocated to support MOSS compliance, premises security, and relocation of offices**

UNDP country offices which do not have sufficient DPXB resources to fund activities aimed at enhancing MOSS compliance, reinforce premises in the current premises with own resources may request such funds from the centrally distributed UNMSM resources. Requests for funds are collected, reviewed and approved by Regional Security Advisors/ST management every year with the deadline end of March.

UNDP country offices which do not have sufficient DPXB resources to fund activities aimed at enhancing MOSS compliance and reinforce premises in the new locations with own resources may request such funds from the centrally distributed UNMSM resources. Requests for funds are submitted together with other requirements as relocation package to the Premises Relocation Committee, to which the Security Team is a part of. The relocation package proposals containing a security component may be filed any time as soon as the business proposal for relocation is ready.

The central support resources are used to support UNDP country office, UNDP Sub-offices and Regional Support Centres only. They are not applicable to programme/project offices, which are in a better position to mainstream security costs into the development programme and projects.

### **Supplementary Cost-shared Resources for Common Security Projects**

A supplementary security budget may be required to meet the needs of a country-specific Minimum Operating Security Standard (MOSS)<sup>2</sup>. It should be noted that UNDSS provides advisory, oversight and endorsement to the country-specific MOSS but not the funding. The UNDP security professionals assist UNDP country offices in implementing the related work plan.

The single-agency requirement for the MOSS equipment /supplies that will be used solely by or for its staff should be funded by the respective agency<sup>3</sup>.

MOSS-related activities related to all UN Agencies personnel should be cost-shared by the local UN Agencies. In general, the principles outlined in the UNDG guidelines for common shared services should be applicable to common shared security projects.

### **Relevant Policies, Regulations and Rules**

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<sup>2</sup> Please refer to the United Nations Field Security Handbook, Annex G, MOSS, Policy document

<sup>3</sup> UNDP Country Office share for non-recurrent MOSS compliance can be submitted to UNDP Security Team for its approval and funding consideration.

UNDP MOSS User Guide  
UNDP Financial Rules and Regulations, the Internal Control Framework and the Cost Recovery Policy  
UNDG guidelines on the common shared services  
UNDP procedures on third party cost-sharing resources

## **SUB-PROCESS 1 - UNDP RSA, Sub-RSA and CO SFP Associates and their operational budgets**

### **1.0 Description**

UNDP Security Team provides funds for its out-posted 5 Regional Security Advisors, 12 Sub-Regional Security Advisors, 5 RSA/SRSA assistants, and 27 UNDP CO SFP Associates. The above mentioned Agency Security Personnel constitutes supplementary workforce to UNDSS and performs its function in close collaboration with UNDSS.

UNDP Security Team approves their operational budgets based on the operational needs in each country. The operational budget consists of two components: personnel costs and general operating expenses (GOE) for local and international travel, rent, utility, communications expenses, furniture and equipment.

### **2.0 Relevant Policies**

The Long Term Agreements between Regional Bureaus and Bureau of Management signed in 2008, which delineate the funding of security staff in respective region and its location.

### **3.0 Procedures**

#### **3.1 Budget Management**

The UNDP Security Team issues the Authorized Spending Limits (ASLs) to the country offices. ASLs are based on the IP pro-forma costs and approved operation budgets formulated by RSA and Sub-RSA. Before inclusion into the allotment advice, operational budgets of security assistants and UNDP CO SFP Associates are cleared by respective RSA and SRSA. ASLs issued to the field offices are not subject to carry over and expire at the end of each fiscal year.

UNDP Country Offices should reflect the ASLs in the management project budget based on the ASL detail information provided in the allotment advice. The allotment for personnel cost and GOE is issued under fund code 80195, donor code 00012. .

The UNDP RSAs and SRSAs have full authority over their operational budget. No expenditures can be incurred against their operational budget without proper clearance from them.

UNDP Country Offices provide administration by managing respective project budgets in Atlas, managing their positions, procuring security equipment, office supplies, and supporting their travel.

All related activities should be carried out in accordance with UNDP Financial Rules and Regulations, UNDP Internal Control Framework and HR and procurement procedures.

## **3.2 Human Resources**

### **3.2.1 Position Management**

As indicated in procedure 3.1 above, the ASL to each UNDP office in which UNDP Security staff are posted includes the funding for the International and local positions that are approved through LoA signed between BOM and each Regional Bureau.

All IP posts are established and managed centrally by UNDP HQ. UNDP Country Offices are expected to update and maintain their chart of accounts (COA) based on the project budget created under the issued ASL.

All local positions normally at A/1 and A/2 level should be established by UNDP Country Offices.

### **3.2.2 Recruitment and Hire**

UNDP Security Team is responsible for formulating Terms of Reference for UNDP professional security staff which are classified by OHR/NY. Normally the posts are classified at L-3/L-4 level. The security professionals are recruited centrally by the Security Team, HQ with participation of respective Regional Bureaus and administered by SAS/OHR/UNDP Copenhagen. UNDP Security Team has an established Roster of pre-screened security professionals who are considered for vacancies along with new applicants.

Currently, UNDP does not have a separate mobility programme for security professionals. Recruitment of RSA, SRSA and FSA are subject to Rank-in-Post policy and its requirements.

All RSA/SRSA assistants and UNDP CO SFP Associates are recruited locally with support and guidance from the Security Team HQ and respective RSA/SRA. UNDP Security Team establishes standard Terms of References and contributes to the selection process (screening of potential candidates, participation in interviews, etc), UNDP country office is responsible for classifying Job Descriptions and present the case to the local Appointment and Promotion Panel (APP) which will review the procedures followed and ensure that the selection process was fair and objective. Since the Security Team can not commit funding beyond the current biennium, 300 series contracts (local ALD) are offered respectively to RSA/SRSA Assistants and UNDP CO SFP Associates. However, UNDP CO may wish to classify the posts at G-5 and G-7 level and offer fixed term contracts. In this case, a commitment letter is required from the country office which would ensure that in case of cessation of central funding and/or relocation of the function to another country office, the duty station of the encumbered post would absorb indemnity and separation costs. Service Contracts or Special Service Agreements are not recommended. Under no circumstances a volunteer work without pay in expectation of a post/contract should be allowed.

The renewal of local staff contracts is subject to the availability of funds and required function. Since the extension of contracts is dependent on approval of the security budget by the Executive Board, it is advisable that contracts are issued and extended for the duration of twelve months at a time. Remunerated or non-remunerated work of volunteers for filling the gaps of vacant posts are not allowable.

### **3.2.3 Payments for staff entitlements and benefits**

UNDP Country offices are responsible for approving and payment of international staff entitlements, such as disbursements for travel on appointment or reassignment, relocation grant, assignment grant, etc. that are initiated/ authorized by UNDP OHR/Copenhagen. Staff entitlements decentralized to the UNDP Country Office (such as travel on home leave, education grant and/or family visit, hazard pay, Special

Operations Living Allowance (SOLA) , DSA and MORSS-related payments) should be processed locally and associated costs charged to the same funding source against which the staff member's salary is charged.

#### 3.2.4 Performance Evaluation

Performance evaluation of UNDP Security Professionals is conducted through the Results and Competency Assessment (RCA). UNDP Security Team is responsible for their career development. Senior management of the respective duty station as secondary supervisor are expected to contribute to the mid-year and annual performance appraisal. The CRG panel in HQ makes recommendation in regard to personal actions for RSA and Sub-RSA.

The following reporting lines are observed in the RCA process:

RSA – Supervisor D/Chief, secondary supervisor D/Director RBx or Director RSC  
SRSA – Supervisor RSA, secondary supervisor CD at duty station or RR/DRR (in absence of CD)  
FSA – Supervisor CD at duty station or RR/DRR (in absence of CD)

The performance of locally-recruited security staff is annually evaluated by respective country offices. The local Career Review Group (CRG) should appraise performance of the locally recruited staff. RSA and SRSA in their capacity of immediate supervisors provide inputs into performance appraisal.

#### 3.2.5 Separation from Service

In case the Security Team, BOM and Regional Bureau decide to transfer the RSA or SRSA and their respective posts to another duty station, the function of RSA/SRSA security assistant will be transferred as well. In such cases local ALD contracts will be terminated and local positions abolished in HR/ATLAS by the Country Offices.

### **3.3 Administration of support budgets**

#### 3.3.1 Procurement

UNDP Country Offices provide procurement support to UNDP security staff in acquiring security equipment and provision of office supplies. All procurement actions are initiated by UNDP security advisors by submitting Request for Procurement forms with attached specifications.

#### 3.3.2 Asset Management

UNDP Country Offices shall maintain custody and control over all equipment procured for RSA/SRSA and CO SFP Associates. If the post has been transferred to another duty station, some equipment might be transferred to another UNDP Country Offices as well. In such cases a signed protocol would transfer the ownership and custody of such equipment.

Decision on disposal of outdated and damaged equipment should be made in consultation with the RSA/SRSA and Security Team in HQ.

### 3.3.3 Travel and Logistics

UNDP Regional and Sub-Regional Security Advisors have a number of countries under their responsibility. It implies that advisors would pay support and oversight visits to the respective countries. Each Security Advisor is expected to prepare annual travel plan to be approved by the Security Team/BOM. UNDP administration in the duty station raises Travel Requests, makes payments, settles claims and provides necessary logistics.

### 3.3.4 Rental, utilities, IT services and maintenance of equipment

The operational budget of UNDP security advisors provides for covering the cost of services, such as rental, utilities, locally shared IT services (LAN, Internet connectivity, etc.) and maintenance of office and communication equipment. .

## **SUB-PROCESS 2 - Resources allocated to support MOSS compliance, premises security, and relocation of offices**

The UNDP Security Policy requires that security be mainstreamed to fully integrate security in programming and that a sound risk management methodology be applied. Maintenance of MOSS compliance is 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. That 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 UNDP RSA and SRSA in the Project Appraisal Committees would ensure that security concerns are properly addressed from the beginning.

## **2.1 Funding for MOSS Compliance and security upgrade of premises**

### 2.1.1 MOSS Compliance: One-off security costs

Requests for funding support to enhance MOSS compliance of UNDP CO premises, regional service offices and sub-offices are collected by respective Regional Security Advisors, reviewed and forwarded along with recommendations for approval to the Security Team Management. This collective exercise is conducted annually and completed by the end of March. The requestors are expected to provide security work plan and related budget with justification on the basis of SRA. It is required that the requested budget reflects UNDP cost of procurement only, in case security measures are cost-shared between agencies. Since UNDP Security Team provides a limited support it covers security measures proportionally to core/non-core ratio, of which only the core portion is funded. The rest should be shared between XB and programme resources. Requests that do not provide the breakdown between sources of funds are returned back for re-submission. Exceptionally, appeals of strategic priority from country offices which encounter funding deficit in DPXB can be reviewed for additional support. In case of emergency, requests for funding support can be submitted and reviewed any time.

Upon final approval of requests, an Authorized Spending Limit is established under fund code 80195 and donor code 00012 for each approved budget proposal. The Country Office is responsible to establish or extend a separate management project in Atlas, and enter budget as per approved budget categories. 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.

In line with the current policy on mainstreaming security resources into programmes and projects, it is expected that security requirements of local presences are also mainstreamed. However, given the fact that MOSS compliance of the local presences have not been properly addressed in the past and needs to be enhanced, the Security Team provides funding for security measures proportionally to core/non-core ratio, of which only the core portion is funded. The rest should be shared between XB and programme resources. Exceptionally, requests of strategic priority from sub-offices which encounter funding deficiency can be reviewed for additional support.

Requests for armored vehicles are approved exceptionally. Requests for redeployment of allotted funds, i.e. using the resources for other security purposes, are reviewed and approved by Regional Security Advisors. 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 custom clearance). It is at discretion of the Security Team either to approve redeployment for other purposes within the same organizational unit or redirect the unexpended funds to other locations.

#### 2.1.2 MOSS Compliance: Recurrent costs

Starting from 2009 UNDP Security Team provides financial support to country offices and regional service for meeting re-current security needs. The resources for this purpose approved within the 2008-2009 Biennium Support Budget allows for such support limited to maximum \$10,000 per year. Requests for recurrent security needs of UNDP only or towards UNDP share into common locally shared security budget should be included into the annual budget requests submitted to Regional Security Advisors. Allotments for recurrent security needs are issued under fund code 02990. Re-current security needs are normally related to maintenance of security equipment (repair, spare parts, etc.), security guards, radio operators, patrols and escorts, etc.

<b>COUNTRY OFFICES &amp; REGIONAL SERVICE CENTERS</b>			
<b>Context</b>	<b>Requirements</b>	<b>Funding application<sup>4</sup></b>	<b>Remarks</b>
MOSS/security upgrades in the current and new premises in case of routine relocation	<u>One-off costs</u> : all one-time fit out costs (civil works and security)	ST provides funding from UNMSM resources for UNDP's core portion of <b>security upgrades only</b> . In case of routine relocation one-time civil fit-out costs are not covered.	Any additional funding requirements should be met proportionally within other CO available resources , such as DPXB resources, project resources, etc. <sup>5</sup>
	Recurrent Security Costs	ST provides funds which may represent either CO requirement for security maintenance or towards UNDP's share into Common Security Budget. The support is limited to	

<sup>4</sup> Funding = where UNDP co-locates with other UN entities, those entities must contribute on a pro-rata basis towards fit-out and security upgrades based on the number of staff/space allocation

<sup>5</sup> As above



		\$10,000 per country office	
	Other Recurrent Costs	ST does <b>not</b> provide funding for other recurrent costs. These costs should be absorbed within the unit available stream of resources, as applicable.	
<b>SUB-OFFICES</b>			
MOSS/security upgrades in the current and new premises in case of routine relocation	<u>One-off costs</u> for relocation (civil works and security) and upgrades of current premises (including MOSS)	ST provides funding for UNDP's core portion of the security upgrades only. Civil works related to relocation are <b>not</b> centrally funded for sub-office	Any additional funding requirements should be met proportionally within other CO available resources , such as DPXB resources, project resources, etc
	Recurrent Security Costs	ST does <b>not</b> provide any funding for recurrent security costs for sub-offices	
	Other Recurrent Costs	ST does <b>not</b> provide funding for other recurrent costs. These costs should be absorbed within the unit's available stream of resources, as applicable.	
<b>PROJECT &amp; PROGRAMME OFFICES</b>			
All above circumstances	One-off costs (civil works and security)	As per UNDP policy, all security related expenses in project offices must be mainstreamed into project/programme costs	
	Recurrent Security Costs		
	Other Recurrent Costs	ST does <b>not</b> provide funding for other recurrent costs. These costs should be absorbed within the unit's available stream of resources, as applicable.	

## 2.2 Funding for security-induced relocations

In order to facilitate the relocation of UNDP offices to safer locations/buildings and ensure staff safety and security, BOM Director established a Premises Relocation Committee (PRC). It serves as a one-stop-shop for support to country offices, as well as decision making related to security-induced relocation of

UNDP country offices. The PRC-HQ brings together the capacities of BOM units and the Regional Bureaus and is aimed to fast-track the relocation processes especially when the relocation is due to a security assessment declaring the current premises insecure. The Security Team is a member of the Premises Relocation Committee.

Terms of Reference describe the purpose, scope, composition, roles and responsibilities of the Committee and its operational procedures. Terms of Reference of PRC, procedures, including the documentation required for submission are described in detail at <http://content.undp.org/go/PRC-HQ>

The relocation process consists of three steps and is initiated by the recommendation of Security Risk Assessment (SRA).

- o Step 1: Search and selection of premises;
- o Step 2: Processing the selected option, and
- o Step 3: Implementation

Country offices submit cases for review by the PRC at the end of each of the two first steps.

The CO executes market assessment and come up with a number of options which are rated in regard to business (cost, space) and security aspects. It is recommended that 2-3 viable options identified. Upon approval of PRC the Security Team provides \$ 10,000 to country offices in search for new premises to hire a local real estate agent/consultant or relocation coordination. The CO may request also an HQ support mission comprising of ASD/ST representatives to assess available buildings and assist in negotiations with the current and new landlords.

Since BOM cost-estimate Matrix indicates only the total funds requested for security purposes, and does not provide a breakdown of security costs, the Security Team requests to fill out a Relocation Package form (please refer to Annex 2).

### **2.3 Blast Assessment**

As soon as a business case is approved for the identified building, the Security Team procures services of a blast assessment engineering company to perform blast assessment and design of recommended measures. Currently, there are five corporate LTAs signed with blast assessment engineering companies which are engaged for this purpose.

Contacts of companies under LTA/ST/08/0230 are as follows:

#### **Protection Engineering Consultants:**

Mr. Kirk Marchand - [kmarchand@protection-consultants.com](mailto:kmarchand@protection-consultants.com)  
Ms. Hollice Stone - [holly@hollicestone.com](mailto:holly@hollicestone.com)  
[econrath@protection-consultants.com](mailto:econrath@protection-consultants.com)

#### **Karagozian and Case:**

Mr. Ruben Martinez - [martinez@kcse.com](mailto:martinez@kcse.com)  
Vicki Jakoby - [jakoby@kcse.com](mailto:jakoby@kcse.com)  
[kcse-contracts@kcse.com](mailto:kcse-contracts@kcse.com)

**Garda World:**

Mr. Neil MacKinnon - [Neil.MacKinnon@garda-world.com](mailto:Neil.MacKinnon@garda-world.com)

Ms. Marta Tufa - [Marta.Tufa@garda-world.com](mailto:Marta.Tufa@garda-world.com)

**ABS Consulting:**

Mr. Patrick Mann - [pmann@absconsulting.com](mailto:pmann@absconsulting.com)

Mr. Johnny Franklin - [JFranklin@absconsulting.com](mailto:JFranklin@absconsulting.com)

**Explora:**

Mr. Paul Gaston - [pgaston@explorasecurity.com](mailto:pgaston@explorasecurity.com)

Mr. Tony Etridge - [etridge@explorasecurity.com](mailto:etridge@explorasecurity.com)

Since all companies have been pre-qualified, for each assignment contracting of any vendor under LTA is subject to Request for Quotation and comparison of prices – the lowest price bid is awarded a contract. Although the procurement of blast assessment services is made centrally, the country offices are expected to negotiate with other Agencies who would benefit from this service a cost-sharing arrangement. Income received from other agencies should be applied to fund implementation of blast mitigation measures.

The Country Office that would wish to contract a blast assessment company for blast assessment or design under corporately established LTA should use the Terms of Reference published in the Security Team Web site and advise the Security Team about the name of contractor and value of the contract.

UNDP Security Team is planning to recruit a blast engineer who would assist the country offices in assessing recommendations in regard to blast mitigation measures. Meanwhile, the Security Team offers such services from an external contractor.

<b>COUNTRY OFFICES &amp; REGIONAL SERVICE CENTERS</b>			
<b>Context</b>	<b>Requirements</b>	<b>Funding application<sup>6</sup></b>	<b>Remarks</b>
Security induced relocation to safer premises	<u>One-off costs</u> : all one-time fit out costs (civil works and security)	Central funds from UNMSM resources are provided for UNDP's core portion for <b>all one-time fit-out costs, both civil and security works<sup>7</sup></b>	Any additional funding requirements should be met proportionally within other CO available resources , such as DPXB resources, project resources, etc.
	Recurrent Security Costs	ST provides funds which may represent either CO requirement for security maintenance or towards UNDP's share into Common Security Budget. The support is limited to \$10,000 per CO	
	Other Recurrent Costs	ST does <b>not</b> provide funding for other recurrent costs. These costs should be absorbed within the unit's	

<sup>6</sup> Funding = where UNDP co-locates with other UN entities, those entities must contribute on a pro-rata basis towards fit-out and security upgrades based on the number of staff/space allocation

<sup>7</sup> If the premises is shared with programme/project staff that part of expenses should be paid for from mainstreamed security funding.

		available stream of resources, as applicable.	
	Blast assessment and design	ST either contracts blast assessment companies centrally for field support or provides funding support for procuring blast assessment services locally	
<b>SUB-OFFICES<sup>8</sup></b>			
All above circumstances	One-off costs for relocation (civil works and security) and upgrades of current premises (including MOSS)	ST provides funding for UNDP's core portion of the security upgrades only. Civil works related to relocation are <b>not</b> centrally funded for sub-office	Any additional funding requirements should be met proportionally within other CO available resources, such as DPXB resources, project resources, etc.
	Recurrent Security Costs	ST does <b>not</b> provide any funding for recurrent security costs for sub-offices	
	Other Recurrent Costs	ST does <b>not</b> provide funding for other recurrent costs. These costs should be absorbed within the unit's available stream of resources, as applicable.	
<b>PROJECT &amp; PROGRAMME OFFICES</b>			
All above circumstances	One-off costs (civil works and security)	As per UNDP policy, all security related expenses in project offices must be mainstreamed into project/programme costs	
	Recurrent Security Costs		
	Other Recurrent Costs	ST does <b>not</b> provide funding for other recurrent costs. These costs should be absorbed within the unit's available stream of resources, as applicable.	

## 2.4 Common Security Requirements Locally Cost-shared with other UN Agencies

<sup>8</sup> Please see definition of sub-offices and project offices in the "Policy for establishing UNDP presences outside the Country Office", Feb 2009

Within common premises or UN Houses, MOSS-related activities and security upgrades are cost shared locally by participating UN Agencies.

The security work plan and related budget are approved by the Country Security Management Team. The security work plan and related budget become an integral part of MOU signed by respective agencies. Normally such work plans may include one-off security measures, such as construction of perimeter wall or installation of access control and recurrent security measures, such as salaries of radio operators, security patrols and operating costs.

Security budgets under cost-sharing agreements with other agencies are sent to UNDSS NY for endorsement. As directed by the Inter-Agency Security Management Network (IASMN), given financial implications UNDSS NY will channel projects exceeding \$100,000 to the Agencies Fund and Programmes' Security Focal Points for endorsement.

In cases when UNDP CO needs financial support from UNDP HQ towards UNDP share to common security budget, this funding requirement for both one-off and recurrent costs is included into the security budget proposal sent for endorsement to the Regional Security Advisor. In cases where UNDP Country Office administers cost-shared common services project, it can establish a management project in ATLAS under fund code 11925. ATLAS donor code for respective Agencies should be used for project budget, income and expenditures. All agencies contributions should be applied to respective projects through the pending items rather than credited directly to projects as miscellaneous income. Many contributions from other agencies are collected locally. In cases when Agency contribution is channelled through UNDP HQ, OFA notifies of the received income, and the Security Team informs the country office recipient about the received contribution.

Common Locally Shared Security Projects like any other common services projects are controlled by available cash in Atlas and their implementation is subject to funding availability. It is not recommended to advance funds on behalf of other agencies. In order not jeopardize security as a result of delay in collecting agency contributions, UNDP Country Office is strongly advised to implement a quarterly or annual advance billing to participating agencies. It is highly recommended that the Agency administering the funds follows up with other participating agencies if contributions are not received in timely manner. UNDP Security Team provides support to such follow up by alerting the respective Agency Security Focal points on the pending action. Since non-payment and delay of payments of agency contributions presents security risks, such cases should be recorded in the risk logs and escalated if required to notify the senior management.

In case, if local Agencies fail to meet their obligations at country level, the Country Security Management Team (e.g. Designated Official) should communicate this failure to Agency Security Focal Points, UNDSS NY and UNDP Security Team.

## **2.5 Donor funded Security Projects**

Additional resources for staff safety and security, and in particular for enhancing MOSS compliance and premises security can be mobilized directly from donors or through UN system-wide consolidated appeal. Donor funded security projects are established and recorded using fund code 16610. These resources can be utilized by UNDP for its security needs or applied to common security projects. UNDP as an entity to which the funds are entrusted by donors has obligation of reporting on their utilization.

Donor agreements along with the related ATLAS management project annual work plan (AWP) should be submitted to the UNDP Security Team for its review. Upon approval, the co-financing agreement with the donor will be signed by the UNDP Resident Representative.

### **3.0 Inputs**

- Consolidated Security Budget Proposal for submission to the Executive Board
- Work plan and budget drafted by RSA, SRSA, FSA, and CO SFP Associates
- MOSS self assessment

### **4.0 Deliverables**

- Budget requests reviewed and approved for allocation to country offices
- ASLs are issued to respective country offices
- Project budgets are entered into Atlas as per allotment advice
- MOSS assessments are conducted as per the plan and reported to RSAs
- Blast-assessment services are provided