



**Chief Executives Board
for Coordination**26 May 2003

**REPORT OF THE
INTER-AGENCY SECURITY MANAGEMENT NETWORK**

New York, 6-9 May 2003

*Note by the UNSECOORD***I. INTRODUCTION**

1. The Inter-Agency Security Management Network (IASMN) met in New York, from 6-9 May 2003. A list of participants from organizations, agencies, programmes and funds (hereinafter referred to as the Organizations) is attached at Annex A. Annex B contains the agenda and list of documents considered by the IASMN. The IASMN wishes to express its gratitude to the United Nations Children's Fund (UNICEF) for hosting the meeting. The IASMN also wishes to thank Mr. Lance Clark, Mr. Herbert M'Cleod, Ms. Christine McNab and Mr. Stan Nkwain, serving Designated Officials in Georgia, Democratic Republic of Congo, Jordan and Central African Republic for participating in the meeting and providing a field perspective to the discussions.

II. CONCLUSIONS AND RECOMMENDATIONS OF THE MEETING

2. The IASMN adopted the following mission statement to guide its work: "The goal of the United Nations security management system is to enable the effective and efficient conduct of United Nations activities while ensuring the security, safety and well-being of staff as a high priority".

A. Review of the implementation of the accountability programme

(See paras. 71 –79 below)

3. The IASMN recommends that “lessons learned” reports should include as much information as possible and requests UNSECOORD to explore alternative methods of conveying this information, especially when it is considered to be sensitive.
4. The IASMN requests that UNSECOORD also prepare reports on best practices.
5. The IASMN encourages organizations to ensure that the roles and responsibilities of staff members, as outlined in the Security policies, are reflected in the job description, terms of reference and performance appraisals within the organization.
6. IASMN recognizes that the question of rewards and sanctions cannot be discussed in isolation and recommends greater involvement of the entire UN system in resolving this component of accountability.
7. The IASMN recommends that NGOs should be encouraged to implement their own MOSS.

B. Review of the UNSECOORD Budget and Personnel Structure

(See paras. 75 to 81 below)

8. IASMN recommends that the efficiency and effectiveness of the United Nations security management system and the capacity of UNSECOORD must not be impaired by budgetary considerations.
9. IASMN recommends that early consultation on the UNSECOORD budget be undertaken prior to the budget presentation to the General Assembly to permit organizations to make appropriate provisions in their own budget.
10. IASMN requests that General Assembly resolutions should specifically include a provision requesting governing bodies of United Nations organizations to allocate adequate resources for security.
11. IASMN calls on all organizations to promptly pay their bills when received from the United Nations.
12. IASMN recommends that UNSECOORD undertake a needs assessment for FSCOs worldwide to identify where there are capacity gaps.
13. IASMN requests UNSECOORD and UNDP to develop an administrative capacity to rapidly deploy FSCOs in a crisis situation.

C. Review of the security training programme (see paras. 82 to 87 below)

14. The IASMN congratulates UNSECOORD for the new developments in this area, welcomes the security training initiatives undertaken by UNSECOORD and looks forward to further improvements in this area. In this regard, the IASMN reiterates that completion of the CD-ROM based training by all United Nations system staff is mandatory and encourages those organizations, which send experts and consultants out on mission to various duty stations, to find ways to ensure that these individuals have access to the CD-ROM so as to allow them to obtain a clear understanding of basic security matters prior to the start of their mission.

15. The IASMN recommends that UNSECOORD consider adopting a mentoring system for newly-assigned FSCOs to provide them with hands on training by their peers.

16. The IASMN wishes to express its thanks to WHO and PAHO for offering to prepare the Spanish and Arabic translations of the CD-ROM and recommends that this be undertaken expeditiously to ensure that the maximum number of staff are able to benefit from this training.

17. The IASMN recommends that the second CD-ROM, Survival in the Field, contain a section regarding Weapons of Mass Destruction.

18. The IASMN endorses the recommendations of the IASMN Sub-Group, who participated in a pilot training programme for Designated Officials and Security Management Teams on Crisis Management and critical Incident Decision Making, that UNSECOORD seek funding for the further development and implementation of this programme, at the earliest possible time.

19. The IASMN welcomes the establishment of the UNSECOORD website on the UN intranet and extranet and expresses the hope that it will soon be expanded to include all security related matters. The IASMN recommends that a section on Frequently Asked Questions be included on the UNSECOORD web page.

D. Security Incident Reporting System (see para. 88 below)

20. The IASMN takes note of and welcomes the progress made with regard to the establishment of a Security Incident Reporting System and looks forward to its implementation.

21. In order to ensure that the Security Incident Reporting system is a valid tool, IASMN strongly reiterates that the reporting of security incidents is mandatory for all duty stations.

E. Review of Minimum Operating Security Standards (MOSS) (see paras. 89 to 95 below)

22. Having considered the report from UNSECOORD on the status of implementation of MOSS, the IASMN reiterates its endorsement of MOSS and its position that there should be full compliance by all duty stations and organizations by the end of 2003.

23. The IASMN recommends that UNSECOORD convene a Working Group by 31 July 2003 to further refine requirements for telecommunications equipment required under MOSS at

each duty station. The Working Group should invite all IASMN members to submit their recommendations in this regards.

24. The IASMN recalls that telecommunications is not only a security expenditure but also applies to programme requirements; therefore, the costs of implementing these telecommunications requirements should not be borne exclusively by security components of agency budgets.

25. The IASMN recommends that all duty stations be required to provide a MOSS update to UNSECOORD with each QIR submission.

26. To address issues related to technical telecommunications matters UNSECOORD is requested to liaise with existing expertise within UN agencies to ensure a consistent approach to this matter.

27. The IASMN recommends that the Inter-Agency Procurement Working Group be requested to explore the possibility of establishing inter-agency agreements for purchase of standard communications equipment.

F. Issues Related to Security For Women (see paras. 96 to 99 below)

28. IASMN welcomes the initiatives by UNICEF, UNDP and WHO to address issues related to security for women.

29. IASMN believes that this is an issue which cuts across a number of areas of responsibility including, inter alia, security, human resources and management.

30. With regard to the security component, the IASMN recommends that specific security concerns regarding women be addressed in all security assessments to be undertaken by FSCOs, single agency security officers, security focal points and UNSECOORD.

31. The IASMN recommends that issues related to security for women should be included in security training and MOSS development.

32. The IASMN recommends that an inter-agency Working Group, that includes representatives of all areas of the organizations who are involved in these issues, should be convened by UNSECOORD to develop a strategy on future steps.

G. New policies for inclusion in the Field Security Handbook

(a) New Schedule for Extended Monthly Evacuation Allowances (See paras. 100-101 below)

33. IASMN endorsed the document prepared by UNDP and the UN Secretariat regarding the remuneration of United Nations staff and eligible family members on relocation/evacuation status, with the following modifications:

Delete: "Security" from the phrase "Security Evacuation Allowance" throughout the document.

Paragraph 3f - delete the last sentence "Exceptional case...ad hoc basis".

34. In view of the delays required to produce the Field Security Handbook (FSH), the IASMN requests UNSECOORD to disseminate this document regarding evacuation allowances to all agencies in advance of the publication of the FSH.

35. The IASMN recommends that the Human Resources Network review the amount of the evacuation allowance on a regular basis.

(b) Issues related to the use of national staff in Phase V areas (See paras. 102-103below.)

36. The IASMN endorses the revision to the Field Security Handbook that provides guidance on the situation of nationally-recruited staff who continue UN operations in a Phase V situation:

In the paragraph dealing with "Continuity of UN Operations", an additional bullet point should be included as follows:

"The nationally-recruited Field Security Coordination Advisor (FSCA) will advise the Officer-in-Charge on all matters related to staff safety and security."

37. Under the same paragraph, the following text should be included:

"In the event that under Phase Five, nationally-recruited staff are requested to continue the ongoing emergency, humanitarian and security initiatives (previously maintained by the internationally-recruited staff under Phase Four), the Designated Official will ensure that such staff are provided with written guidance from him/herself and the SMT detailing the scale and scope of such activities as well as the means of ensuring to the extent possible staff security during such operations"

(c) Issues related to Phases (See paras. 104-105 below)

38. IASMN recommends that a review be undertaken of the application of Security Phases in order to ensure that they are implemented consistently and uniformly.

39. IASMN recommends that the review include the level of criminality as a factor to be included in the determination of phases.

40. IASMN requests that UNSECOORD include the level of criminality in the Travel Advisory as an indicator of the prevailing security situation.

41. IASMN requests UNSECOORD to prepare an elaboration to the Threat and Risk assessment which can be used to assist duty stations.

42. The IASMN requests UNSECOORD to publish the Field Security Handbook, which has already been approved, without further delay.

H. Air Safety (See paras. 106-111 below)

43. The IASMN welcomes the development by WFP and DPKO of aviation standards for UN chartered aircraft.

44. The IASMN welcomes the UNSECOORD security directive regarding the use of national military helicopters.

45. The IASMN requests UNSECOORD, as a matter of priority, to convene a working group to develop guidelines regarding the use of commercial air carriers which could be provided to all organizations.

46. Despite the decision of the HLCM, the IASMN notes with regret that the practice of requiring UN system staff members travelling on UN aircraft to sign a waiver continues; IASMN requests UNSECOORD to discuss this matter further with the Office of Legal Affairs.

47. The IASMN reiterates that United Nations personnel who manage UN aircraft must comply with aviation safety standards.

48. The IASMN welcomes WFP's offer to serve as the focal point for flight safety for humanitarian air transportation and non-peacekeeping missions.

I. Census 2003 (See paras. 112-116 below)

49. The IASMN endorses the provisions which have been put in place by the CEB Secretariat to conduct the 2003 Census on 17 July 2003.

50. The IASMN members will ensure that their representatives at each duty station are provided with clear, specific guidance regarding which categories of staff are to be included, based on instructions to be issued by UNSECOORD.

J. Review of Critical Incident Stress Counselling (See paras. 117 to 120 below).

51. The IASMN welcomes the establishment of a Stress Counselling Unit in UNSECOORD which would provide assistance to staff members of the United Nations system.

52. The IASMN recalls that it is the responsibility of each organization to ensure that appropriate staff support programmes are in place.

53. The IASMN recommends that all organizations of the UN system accept that psychosocial care is an integral part of emergency preparedness of the organization and stress management should be mainstreamed as part of every operation.

54. The IASMN recommends that a coordinated inter-agency approach to critical incident stress counselling be adopted and a Stress Counselling network established to ensure that common strategies are in place.

55. The IASMN recommends that all organizations who have a stress-counselling capability request their counsellors to take part in inter-agency meetings of counsellors to enable them to take advantage of networking, training and consultation opportunities.

56. The IASMN takes note of the Peer Support Volunteer System which has been established by WFP and recommends that this be expanded to include other agencies.

57. The IASMN recommends that regular stress counselling be provided to FSCOs on a mandatory basis.

K. Communications

(a) Unified system of call signs on UN radio networks worldwide
(See paras. 121-122 below).

58. The IASMN thanks WFP for its presentation regarding a unified system of radio call signs.

59. The IASMN recommends that this system be implemented as the UN system-wide standard with immediate effect.

60. The IASMN requests RG/ICT to develop this system further so as to include other organizations in the call sign system.

61. The IASMN emphasizes the need for standardized training of staff members in the use of radio communications system.

62. The IASMN recommends that further work is required on a system wide basis, such that the common equipment chosen is able to support this system.

(b) Funding of Common UN system radio rooms
(See paras. 123 to 124 below)

63. IASMN recommends that, rather than being funded on a centralized basis, the cost of radio rooms should be funded locally by those agencies at the duty station since these relate both to the cost of doing business as well as to programmatic costs for each organization.

64. IASMN requests the Reference Group of ICT and WFP prepare a guidelines for a standardized budget for common-shared radio room in duty stations in accordance with MOSS.

65. IASMN recommends that organizations, in close coordination with Security Management Teams, ensure that staff members visiting from outside the duty station are MOSS compliant. IASMN recommends that agencies be required to reimburse the duty station for any costs incurred for this service.

66. The IASMN recommends that the Designated Official and SMT be reminded of the requirement to submit to UNSECOORD for approval any budgetary proposals which exceed agreed-upon levels.

L. Review of Malicious Acts Insurance Policy (See paras. 126 to 127below)

67. IASMN requests UNSECOORD to undertake negotiations with Underwriters to extend the Malicious Acts Insurance policy for a further period beyond 31 December 2003.

M. Security Clearance Software (See paras. 128 to 129 below)

68. The IASMN thanks WHO for its initiative to develop security clearance software and endorses it as an example of best practices.

69. The IASMN welcomes WHO's readiness to make available its software to other IASMN members and to share with them the experience gained so far in its development and implementation.

N. Other Matters (See para. 130 below)

2004 Meeting of the IASMN

70. The IASMN decided to accept UNICEF and WHO's invitation to hold the 2004 meeting at their Regional Offices in Copenhagen.

III. DISCUSSIONS OF THE INTER-AGENCY SECURITY MANAGEMENT NETWORK

A. Review of the implementation of the accountability programme

71. The meeting reviewed the implementation of the framework on accountability which was approved by the General Assembly in December 2002. Most organizations have prepared specific accountability policies, many of which have been submitted to their respective legislative bodies. As there were some queries regarding whether DPKO had subscribed to the policy on accountability, DPKO indicated that the issue of the application and effectiveness of accountability would be addressed in the context of the evaluation of the United Nations security system.

72. The meeting discussed the programme for compliance and inspection missions which UNSECOORD has scheduled, and reviewed the checklist of questions, including a matrix, which will be used to ensure a consistent approach to the compliance visit. This matrix established the standard that will apply against every question on the accountability checklist.

73. The meeting also discussed the document of case studies presented by UNSECOORD in the context of lessons learned. Many participants agreed that presenting case studies without any reference to location/agency where the incident occurred diluted the impact of the lesson to be learned. On the other hand, there were some incidents which were extremely sensitive and needed to be treated carefully.

74. The recommendations of the IASMN are contained in paragraphs 3 to 7 above.

B. Review of the UNSECOORD Budget and Personnel Structure

75. The IASMN considered a document describing the expenditures incurred by UNSECOORD during the 2002-2003 biennium as well as the proposed programme budget for 2004-2005. The United Nations Director of the Accounts Division, Office of Programme Planning, Budget and Accounts and the Chief, Common Services Unit of the Programme Planning and Budget Division joined the IASMN for this portion of the discussion.

76. With regard to the expenditures incurred during 2002-2003, the actual field expenditures administered by UNDP for 2002 will only be finalized in June 2003 with the issuance of audited reports. With regard to these costs, UNSECOORD is beginning the second year of the biennium with a 99 percent occupancy rate in its field posts. However, the staffing of the 100 Field Security Coordination Officers and 200 nationally-recruited positions has come at a price. In accordance with the instructions of the General Assembly, the budget, as approved by the Inter-Agency Security Management Network, the High Level Committee on Management and the General Assembly, was costed at a 50 percent occupancy rate for the biennium. Since the posts

were filled almost immediately, this has resulted in a deficit under field staff costs for 2002. However, some economies have also been realized which may reduce the amount of the deficit. Final amounts for the 2002-2003 biennium will only be known at the end of the biennium.

77. With regard to the 2004-2005 proposed programme budget, although it was noted that this proposal was a maintenance budget with no programmatic increases, other than a P-5 Administrative Officer which will be funded by the United Nations, many participants expressed concern regarding the increase in projected costs.

78. The Chief of the Common Services Unit explained that these increases were the result of a) substantial changes in the Malicious Acts Insurance caused both by an increase in the premiums and an increase in the number of staff members who were being covered by the policy; b) statutory increases resulting from salary increases approved by the International Civil Service Commission (ICSC) and the General Assembly; c) Adjustments for inflation and exchange rate fluctuations.

79. The Director of the Accounts Division advised the participants that organizations were not paying their share of the bills in a timely manner. He specified that two invoices had already been sent to all organizations but that there had been a limited response. He reminded the participants that, based on the agreement reached in the HLCM, the share of each organization for inter-organizational security measures was payable in advance.

80. Some participants expressed concern that the increases in the budget were more than they had expected and that this would cause them difficulties with their governing bodies. However, concern was also expressed that the number of Field Security Coordination Officers funded under the UNSECOORD Budget was not enough to meet the demands in the field. Throughout the discussion participants emphasized that budgetary issues should not be an excuse to modify the existing security structure which, in fact, did not yet fully meet the requirements in the field.

81. The recommendations of the IASMN are contained in paragraphs 8 to 13 above.

C. Review of Security Training Programme

82. Participants considered a report containing a comprehensive update of the security training activities undertaken by UNSECOORD, future activities and a review of UNSECOORD's training strategy for the future.

83. All participants welcomed the issuance of the CD-ROM, "Basic Security in the Field" which had now been distributed to all duty stations where UN system staff members are present. Reports from those duty stations, where staff members had already used the CD-ROM, were extremely positive, especially from nationally-recruited staff members. A number of organizations described how they were planning to implement this new training package. One organization for example, has decided that, effective 31 October 2003, no staff member will be permitted to travel without showing evidence of having completed the CD-ROM. Another organization advised that staff members at Headquarters who dealt with the field were also

required to complete the CD-ROM so that they would have a different perspective of what their colleagues in the field faced on a daily basis.

84. With regard to the second CD-ROM, “Survival in the Field”, a working group of interested organizations had held its first meeting with UNSECOORD to decide what the contents should be. It was expected that this CD-ROM would contain more advanced security training.

85. With the issuance of the “Basic Security in the Field”, UNSECOORD would focus its attention on providing training for Designated Officials and members of the Security Management Teams. In this connection, a sub-group of the IASMN had participated in a pilot training programme on Critical Incident Decision-Making in Crisis Situations. This was a computer-assisted, multi-media programme developed by and provided to UNSECOORD by the Metropolitan Police Service, London. Participants welcomed this new initiative and recommended that further consideration be given to establishing a training capacity at a static location, such as the Staff College, where this type of training could be provided.

86. All participants welcomed the completion of the UNSECOORD website which was available through the United Nations Intranet and Extranet. Some discussion was held regarding which topics might be included on the website in the future.

87. The recommendations of the IASMN are contained in paragraphs 14 to 19 above.

D. Security Incident Reporting System

88. The IASMN was provided by UNSECOORD with an update regarding the development of the United Nations Security Incident Reporting System (SIRS), including funding and procurement actions. The request for proposal had been submitted to the United Nations procurement service and it was expected that the contract would be awarded shortly. UNSECOORD stressed that this project was funded by a donation from the Government of Japan and that no funding from agencies, programmes and funds had been used for this purpose. The recommendations of IASMN are contained in paragraphs 20-21 above.

E. Review of MOSS Implementation

89. The IASMN was informed that there had been a vast improvement in the implementation of Minimum Operating Security Standards at field duty stations over the past twelve months. However, much work still needed to be done. Participants recalled that the implementation of MOSS had been mandated by the Secretary-General and the General Assembly and therefore had to be completed as soon as possible.

90. To date 37 countries (20 with a declared security phase and 17 with no phase) reported full MOSS compliance. In addition, 76 countries (55 with a declared phase and 21 with no phase) were reporting partial MOSS compliance. The remaining 23 percent of countries (10 with a declared phase and 25 with no phase) were either not MOSS compliant or had not yet reported their MOSS implementation to UNSECOORD.

91. Participants noted that UNSECOORD had now begun the accountability compliance and inspection process which would, inter alia, review MOSS implementation.

92. Participants noted that many of the non-compliant countries were having difficulties implementing the communications portion of the MOSS because of budgetary reasons. Another concern regarding communications was the failure by a number of Member States to provide import permits for the communications equipment.

93. Concern was raised about how to fund inter-agency security expenditures (especially common radio rooms) related to MOSS at the duty station. This issue was discussed further during the section regarding common radio rooms (see paras.123-124 below)

94. In addition, agencies without a field presence who only send staff on mission, expressed concern about how to make these staff MOSS compliant before they were deployed.

95. The recommendations of IASMN are contained in paragraphs 22 to 27 above.

F. ISSUES RELATED TO SECURITY FOR WOMEN

96. The IASMN considered a document prepared by UNICEF and UNDP and was provided with guidelines which had been issued by WHO regarding the security challenges faced by women staff members in the field and the need to mainstream this matter. This was a matter that had been raised by a number of women staff members themselves as a matter of concern.

97. UNICEF and UNDP cited a number of issues for consideration including, inter alia, the need to ensure that gender issues are fully represented in all security policies, directives and guidelines; the need to recruit and retain more female professional security officers in the field; the need to establish support mechanisms for female staff. Some participants were of the view that sexual harassment should be included in the list of issues; however, the general view was that matters related to sexual harassment were the responsibility of the Human Resources Offices of each organization.

98. Many participants were of the view that, in order to have a meaningful discussion and to develop a strategy for dealing with this matter, it would be necessary to include other entities of the United Nations system.

99. The recommendations of the IASMN are contained in paragraphs 33 to 35 above.

G. Review of Field Security Handbook

a) New extended monthly evacuation schedule

100. Following the meeting of the IASMN in 2001, UNDP was requested to prepare a revised schedule for evacuation allowances to include payment of a lump sum amount. As a result of this new schedule, a number of questions were raised and clarifications requested regarding the

implementation of the new schedule. UNDP and the United Nations Conditions of Service Section had prepared a revised text (See Annex C) to replace the existing text in the Handbook.

101. The recommendations of the IASMN are contained in paragraphs 33 to 35 above.

b) Issues related to use of national staff in Phase V areas

102. Over the past decade nationally-recruited staff members working for the United Nations system had increasingly undertaken activities on behalf of organizations at various duty stations which were at Phase V. Whilst general agreement has been for these staff to continue existing UN programmes, more and more often, organizations are expecting nationally-recruited staff to initiate new activities. In so doing, the security of these staff might be compromised.

103. The recommendations of the IASMN are contained in paragraphs 36 to 37 above.

c) Issues Related to Phases

104. Participants discussed how the security phases were working to respond to the situation prevailing at a particular duty station. A number of participants were of the view that the existing phases had stood the test of time but their implementation at the field level was not always consistent. Concern was also expressed regarding those duty stations where the extreme criminality posed a problem in terms of determining the appropriate phase. Participants were of the view that this matter should be the topic of further discussion at the Working Group level.

105. The recommendations of the IASMN are contained in paragraphs 38 to 42 above.

H. Air Safety

106. The Meeting had before it a report prepared by the World Food Programme and the Department of Peace-keeping Operations regarding jointly finalized common Aviation Standards, referred to as AVSTADS. These standards were developed pursuant to specific recommendations issued by the International Civil Aviation Organization (ICAO) to DPKO and WFP during their review of UN air operations. The AVSTADS refer exclusively to aircraft chartered and operated by the United Nations system for peace-keeping as well as humanitarian and other non-peacekeeping operations.

107. The participants were informed by WFP that the AVSTADS had been submitted to ICAO for comments; in the meantime both WFP and DPKO had begun implementing the standards.

108. Participants recalled that in addition to concerns regarding UN chartered and operated aircraft, there were questions regarding the use of sub-standard national carriers. This matter had already been discussed by HLCM in 2002; however, to date no satisfactory solution had been found. During the discussions, the unanimous view was that political and financial considerations should not take precedence over staff security. Many participants were of the view that this matter should not be dropped and requested UNSECOORD to organize follow-up working group discussions to develop a policy which would address these concerns.

109. A number of participants referred to the UNSECOORD directive banning travel of staff members on national military helicopters and indicated that this was a very positive, welcomed step.

110. The issue of waivers required of staff members flying on UN operated aircraft was also discussed. There was some confusion regarding the purpose of these waivers. Some participants were of the view that the waivers were for purposes of limiting the amount which the organizations would be required to pay if there were to be an accident; others were of the view that the waivers were intended to absolve the organization if substandard aircraft were used which resulted in an accident. Because of the confusion, UNSECOORD was requested to discuss this matter further with the Office of Legal Affairs.

111. The recommendations of the IASMN are contained in paragraphs 43 to 48 above.

I. Census 2003

112. By its resolution A/56/255-VIII of 24 December 2001, the General Assembly adopted the proposals put forward by the Secretary-General to enhance the safety and security of United Nations system staff. This included all the new security measures and the increased central biennial security budget.

113. By the same resolution, the General Assembly also decided that agencies, programmes and funds would be required to reimburse their share of the expenses to the UN regular budget. Pursuant to this, a mechanism was established to determine every two years the cost-sharing percentage based on the head count on a given date of all staff members of the United Nations system and related personnel covered by the UN security management system.

114. The first census took place on 17 July 2001 and formed the basis for the cost-sharing of the 2002-2003 budget. In order to obtain the basis for the cost-sharing formula for the 2004-2005 budget, a second census is to be conducted on Thursday, 17 July 2003 of all those individuals for whom the UN security management system has responsibilities.

115. Participants were briefed by a representative from the Secretariat of the Chief Executives' Board, which will be conducting the census.

116. The recommendations of the IASMN are contained in paragraphs 49 to 50 above.

J. Review Of Critical Incident Stress Counselling Programme

117. Participants were briefed by the Chief of the UNSECOORD Stress Counselling Unit regarding the activities of the Unit. A number of proposals for further action were also proposed.

118. Participants welcomed the enhanced capacity of the UNSECOORD Stress Counselling Unit and stressed the importance of ensuring that all those staff members who required assistance were able to obtain it. Many participants felt that organizations who had their own stress

counselling capacity should ensure that the unit was given an independent capacity to operate so that staff members would feel free to avail themselves of the services.

119. Participants also indicated that the services of the stress counsellors should also be made available to dependants who were often forgotten in these situations.

120. The recommendations of the IASMN are contained in paragraphs 51 to 57 above.

K. COMMUNICATIONS

a) Unified system of call signs on UN radio networks worldwide

121. One of the weaknesses which has been identified in the United Nations worldwide communications system is the lack of a unified system of call signs that would apply to all duty stations. The meeting considered a document which had been prepared by the Working Group on Emergency Telecommunications (WGET) and the Special Interest Group/Telecommunications Advisory Group (SIG/TAG) and was provided with a presentation by the WFP Chief of the FITTEST regarding the proposal.

122. The recommendations of the IASMN are contained in paragraph 58 to 62 above.

b) Funding of Common UN system Radio Rooms

123. Radio rooms are a cost-shared field security feature in all duty stations in a Security Phase. But unlike other locally cost-shared security expenses, they are not subject to SMT authorization, in view of their inclusion in MOSS and the mandatory compliance. Also, unlike in the case of FSCOs, as another cost-shared security expenditure, they are not subject to a standard budget and prorated apportionment and payment of the participating organizations' respective shares based on the existing cost-sharing formula. Consequently, organizations are at present prevented, both at the corporate and at the local level, from making timely budgetary provisions for and exercise budgetary control over, expenditures for common radio rooms.

124. Participants discussed a number of steps which could be taken to rectify this situation. The recommendations of the IASMN are contained in paragraphs 63 to 66 above.

L. Implementation of a Security Plan for UN Agencies Who are Not Field Based

125. This agenda item, which was proposed by IFAD, was not discussed as it is already on the agenda of the HLCCM.

M. Review of the Malicious Acts Insurance Policy

126. Participants were briefed by UNSECOORD on the renewal of the policy for 2003. Given the state of the insurance markets post-11 September, there were few insurance companies prepared to bid for this policy. In October 2003 it would be necessary to initiate negotiations with the present Underwriter for an extension of the policy. UNSECOORD requested the

IASMN to provide views regarding the renewal of the contract for the period from 1 January 2004.

127. The recommendation of the IASMN is contained in paragraph 67 above.

N. Presentation by WHO on Security Clearance Software

128. WHO shared with the participants a computer application being developed by the agency to rationalize and make more efficient the process of requesting and obtaining security clearances. In this system the security clearance is linked to the WHO on-line travel authorization process and no travel authorization in WHO is cleared unless there is a request for security clearance attached.

129. The recommendations of IASMN are contained in paragraph 68-69 above.

O. Other Matters

130. Participants discussed where to hold the 2004 meeting of the IASMN and decided to accept an invitation from UNICEF and WHO to meet at their offices in Copenhagen. (see para. 70 above.)

ANNEX A

List of Participants

Chairperson: Tun Myat
Deputy Chairperson: Diana Russler
Secretary: Gerald Ganz

United Nations entities and programmes

United Nations	Vladimir Belov Jack Christofides Francois Dureau Vladimir Golitsyn Stephen Johnson Jay Karia Keith Walton Adrian Curley
United Nations Children's Fund	Bill Gent Jim Arnold
United Nations Conference on Trade and Development	Duncan Barclay
United Nations Development Programme	Deborah Landey Martha Helena Lopez Lance Clark Herbert McLeod Christine McNab Stan Nkwain
United Nations Fund for Population Activities	Chris Hesling
Office of the United Nations High Commissioner for Refugees	Alan Vernon Carla van Maris
Office of the United Nations High Commissioner for Human Rights	Stuart Groves
United Nations Office for Project Services	Peter van Laere Mieko Tarui

United Nations Volunteers Wolfgang Fischer

World Food Programme Andrew Lukach
Peter Casier
David Morton

Specialized Agencies, International Atomic Energy Agency and other organizations

Food and Agriculture Organization Frederick Weibgen

International Atomic Energy Agency Maria Bermudez-Samiei

International Fund for Agricultural Development Beatrice Kimani

International Labour Organization Satoru Tabusa
Juriah Lee

International Telecommunications Union Dominique Jordan

United Nations Educational, Scientific and Cultural Organization Warren Mellor

United Nations Industrial Development Organization Paul Maseli

World Health Organization Marjory Dam
Patrick Beaufour
Peter Larin

Pan American Health Organization Ed Harkness

International Monetary Fund David Androff

World Bank Duncan Nott

Preparatory Commission for the Comprehensive Nuclear Treaty Organization Sean Walsh

Asian Development Bank Richard Jacobson

European Bank for Reconstruction
and Development

Alan Drew

International Organization for Migration

John Shabatura

OBSERVERS

Federation of International Civil
Servants Associations

Richard Kerby
Anne Marie Pinou

Evaluation Team

Mr. Michael Dixon
Mr. Anthony O'Connell
Ms. Anne Wheeler

ANNEX B

AGENDA

1. Review of the implementation of the accountability programme
2. Review of the UNSECOORD budget and personnel structure
3. Review of security training programme
4. Security Incident Reporting System
5. Review of MOSS implementation
6. Issues related to security for women (Proposed by UNDP and UNICEF)
7. Review of Field Security Handbook
 - a. New EMEA schedule (proposed by the United Nations and UNDP)
 - b. Issues related to use of national staff in Phase V areas.
 - c. Issues related to Phases
8. Air Safety
9. Census 2003
10. Stress Counselling coordination
11. Communications
 - a. Unified system of call signs on UN radio networks worldwide (Proposed by UNHCR/WFP)
 - b. Funding of Common UN system radio rooms (Proposed by FAO)
12. Implementation of a security plan for UN agencies who are not field-based. (Proposed by IFAD)
13. Review of Malicious Acts Insurance policy
14. Presentation by WHO on Security Clearance software
15. Other matters

LIST OF DOCUMENTS

- Conference Room Paper 1: Provisional Agenda
- Conference Room Paper 2: List of Documents
- Conference Room Paper 3: Air Safety: Aviation Standards for UN organizations
- Conference Room Paper 4: Review of Field Security Handbook
Recommended New Text Regarding Evacuation Allowances
- Conference Room Paper 5: Review of Field Security Handbook
Issues Related to Use of Nationally-Recruited Staff Members in Phase V areas
- Conference Room Paper 6: Communications
Proposal for Management of Call Signs
- Conference Room Paper 7: Communications
Proposal for Funding of Common Radio Rooms
- Conference Room Paper 8: Review of Field Security Handbook
Review of Phasing system
- Conference Room Paper 9: Review of implementation of accountability programme
- Conference Room Paper 10: Review of Lessons Learned
- Conference Room Paper 11: Review of Security Training Programme
- Conference Room Paper 12: Update on Field Reporting System
- Conference Room Paper 13: Review of MOSS Implementation
- Conference Room Paper 14: Issues Related to Security for Women
- Conference Room Paper 15: Review of Critical Incident Stress Counselling Programme
- Conference Room Paper 16: Census 2003
- Conference Room Paper 17: Review of Malicious Acts Insurance Policy
- Conference Room Paper 18: UNSECOORD Budget Performance and Proposed Budget

ANNEX C

REMUNERATION OF UNITED NATIONS SYSTEM STAFF AND ELIGIBLE FAMILY MEMBERS ON RELOCATION/EVACUATION¹ STATUS

- I. [Security] Evacuation Allowance ([S]EA)
- II. Extended Monthly [Security] Evacuation Allowance (EM[S]EA)

Introduction

NOTE: The following provisions are designed to assist organizations in the administration of the Evacuation Allowances contained in the schedule, which are applicable as of Security Phase Three and beyond. They are not an exhaustive listing: clearly, a certain degree of judgment and flexibility will be required to deal with the various situations that might arise. These should be handled on the basis of consultation among organizations.

I. [Security] Evacuation Allowance ([S]EA)

1. Emoluments applicable during evacuation
 - a. Staff members in receipt of post adjustment and related allowances shall receive net base salary plus post adjustment, mobility and hardship allowance applicable to the official duty station on the date of evacuation, and rental subsidy of official duty station, plus Evacuation Allowances as set out in paragraph 4 below.
 - b. Staff members in receipt of base salary plus DSA in lieu of post adjustment² at the time of evacuation shall receive net base salary, plus appropriate Evacuation Allowances as set out in paragraph 4.
2. Emoluments applicable in respect of temporary reassignment during evacuation
 - a. Staff members in receipt of post adjustment and related allowances shall receive net base salary, plus post adjustment, mobility and hardship allowance applicable at the

¹ Relocation is within the country of duty station; evacuation is outside. [S]EA is payable for evacuation. In relocation cases, DSA applies.

² Staff members on mission service -- those in receipt of base salary, post adjustment and other elements of remuneration of the duty station of origin, plus DSA or MSA of the mission area -- shall not be entitled to the payment of MEA, as they are expected to be returned to their duty station of origin after the implementation of evacuation measures. DSA may, however, be paid in respect of periods of stay in the safe haven area when travel to the safe haven has been authorized by the employing organization. (NOTE: Mission service is a concept limited mainly to the United Nations and its affiliated programmes.)

official duty station on the date of evacuation, and rental subsidy of official duty station, plus DSA, for the staff member only at the rate applicable to the duty station of temporary reassignment.

In such cases, payments in respect of dependants who were evacuated by the organization shall be subject to the eligibility criteria specified hereunder, and shall be in accordance with the emoluments as set out in para. 4.

- b. Staff members in receipt of base salary plus DSA in lieu of post adjustment at the time of evacuation shall receive net base salary plus DSA at the rate applicable to the duty station of temporary reassignment.
3. Eligibility criteria for payment of [S]EA
- a. Staff members are paid [S]EA when they are evacuated to the safe haven outside the country of duty station, to their home or a third country.
 - b. Staff members who find themselves outside the duty station at the time of evacuation shall normally be paid [S]EA only as of the expected date of return to the duty station (i.e., upon expiration of any period of authorized home annual or sick leave or official mission).
 - c. Payment of Evacuation Allowances for a staff member who did not join his/her family immediately following evacuation (e.g., was sent on mission en route to the home or third country) shall commence on the date of the staff member's actual arrival at the home or third country.
 - d. For the purpose of determining eligibility for payment Evacuation Allowances and travel entitlements, recognized dependants shall be those family members of internationally-recruited United Nations system staff who:
 - i. Travelled and/or were installed at the duty station at the organization's expense; and
 - ii. Normally resided at the duty station with the staff member.
 - e. When eligible family members are outside the duty station at the time of evacuation, Evacuation Allowances shall be payable in respect of them only:
 - i. As of the date they are joined by the staff member in the country of evacuation; or
 - ii. If the staff member remains at the duty station as an essential staff member, as of their expected date of return to the duty station, whichever comes first.
 - f. In the case of evacuation to a third country, the provisions of the schedule of

Evacuation Allowances shall apply. [Exceptional cases (e.g., where a staff member and/or dependants cannot return to the home country for political or similar reasons) should be handled on an ad hoc basis.]

- g. In the case of a child studying at a location (other than the staff member's official duty station) from which dependants and non-essential staff have been evacuated, travel at the organization's expense shall normally be authorized on the basis of advance education grant or home leave travel.
 - h. Any claim for payment of reimbursement of travel expenses, including Evacuation Allowance incurred by a staff member and/or spouse and recognized dependants which does not conform to the provisions of the Security Handbook or which are in contravention of any instruction of the Designated Official may be rejected.
4. Level of [S]EA
- a. The staff member will receive US\$ 160 per day up to 30 continuous days and US\$ 120 from the second month until the date of return to the duty station, reassignment elsewhere, or through the end of the sixth month, whichever comes earlier. No additional supplement is payable to staff at levels D-1 and above. In cases where the staff member is evacuated more than once, each evacuation triggers a new first payment.
 - b. Each family member normally residing at the duty station will receive US\$ 80 per day for up to 30 days and US\$ 60 per day from the second month through the date of return to the duty station, reassignment of the staff member elsewhere, or through the end of the sixth month, whichever comes earlier.
 - c. If the staff member returns to the duty station, and the family is unable to return, or if the staff member is sent on a temporary assignment (and receives there the relevant DSA), then the first family member is paid at the higher rate of DSA (US\$ 160 or US\$ 120, as appropriate).

5. Duration of evacuation allowance payments

The UNSECOORD will not normally authorize the payment of evacuation allowance beyond a six-month period. In those cases where return to the duty station by family members is not authorized by the UNSECOORD, the provisions for EM[S]EA apply.

6. Administration of home leave and other travel entitlements in conjunction with security evacuation

For staff and dependants evacuated from a location qualifying for 12-month home leave under the hardship scheme, the travel entitlements pertaining to the official duty station should normally be retained. Judgement may need to be applied in this regard in cases of prolonged evacuation.

7. Evacuation lump sum payable while travelling on evacuation

To facilitate a small shipment of personal effects from the duty station, the staff member will receive a lump sum of US\$ 500 at the time of evacuation, regardless of the number of family members. This lump sum includes any incidentals or terminal expenses for this travel.

8. Education Grant

- a. Concurrent payments of any type of evacuation allowance on behalf of a child and education grant should not normally be made;
- b. If a child has been relocated due to temporary relocation or evacuation of non-essential staff and dependants, and if it is not possible to obtain reimbursement of school fees paid in advance for that portion of the school year in which a child did attend school, the amount of the admissible expenses of the education grant shall be increased on the basis of the period of attendance at the second school. This exception shall, however, be granted only when the staff member concerned has made every effort to obtain reimbursement from the school and has submitted satisfactory evidence to that effect.

9. Relocation within the country

In case of relocation within the country the applicable DSA rate (or ad hoc DSA rate recommended by the Security Management Team and approved by headquarters of the lead agency) is payable.

II Extended Monthly [Security] Evacuation Allowance (EM[S]EA)

10. Extended Monthly [Security] Evacuation Allowance for non-family duty stations/areas

An extended monthly evacuation allowance (EM[S]EA) shall be payable in respect of eligible family members of staff members referred to in para. 10, after the completion of the six-month period mentioned in para. 5 above.

- a. In cases where the return of an evacuated staff member has been authorized, but where UNSECOORD has declared the duty station to be a non-family area;
 - b. When a new staff member with spouse/recognized dependants is assigned to a duty station declared to be a “non-family area”, by the USNECOORD. In this case the EMSEA will be payable from the first day on duty.
 - c. In cases where staff members have been reassigned to another duty station designated by UNSECOORD as a non-family area, and where the family consequently is not authorized to travel to the duty station.
 - d. When both the staff member and his/her dependants have been on evacuation status for more than six months, and no other arrangements have been made to place the staff member.
11. The amount of EM[S]EA is determined by applying the rental threshold percentage of the salary (net salary plus post adjustment) of a single staff member at the P-4 step VI level. The post adjustment and relevant threshold percentage used shall be that of the duty station where the family is located. In no case shall the amount be higher than that applicable in the staff member’s country of home leave or for evacuated staff members of the previous duty station if the latter is maintained as actual family residence. The amount shall be set at one of two levels as follows:
- a. When paid on behalf of the spouse (who, for the purposes of EM[S]EA does not have to a dependant), the EM[S]EA will be the rental subsidy threshold amount at the single rate of the actual residence of the spouse, as defined above;
 - b. When paid on behalf of a spouse plus one or more dependent children, the amount in (a) above is increased by 30 per cent, regardless of the number of dependents. Dependent children in respect of whom an education grant is paid are not taken into account for the determination of EM[S]EA payments.
12. In the application of the EM[S]EA, no additional travel entitlements shall be payable. However, regular travel entitlements (such as home leave, family visit travel, education grant travel), remain payable. Furthermore, there is no obligation for the organization to provide any additional financial, administrative or legal assistance towards those family members.
13. The EM[S]EA shall not apply to staff members on mission service, i.e., those in receipt of base salary, post adjustment and other elements of remuneration of the duty station of origin, plus DSA or MSA of the mission area.

Overview of [Security] Evacuation Allowances

Areas of evacuation	Applicable [S]EA rate/staff member alone	Eligible family members
Outside the duty station country (safe haven, home country, third country)	US\$160 per day for up to 30 days; thereafter US\$120 per day (from the second through the sixth month)	For family normally residing at the duty station: US\$80 per day, for up to 30 days. Thereafter US\$60 per day.
Shipping Entitlements and terminal expenses	A single lump-sum payment of US\$500 is made to the staff member when he/she, or his/her family, is evacuated (i.e. It is not necessary that the staff member himself/herself is actually evacuated). The amount is the same regardless of the number of dependants. Terminal expenses are included in the lump-sum payment.	
Relocation within country of duty station	DSA of location applies.	50% of application DSA per each eligible family member.
In case of return to the location of evacuation but where the duty station is now a non-family duty station as defined by UNSECOORD, in case of assignment to such a non-family duty station, or, in exceptional cases, where both staff member and his/her dependants have been on evacuation status for more than six months		EM[S]EA becomes payable. Amount of EM[S]EA is equivalent to the rental subsidy threshold of a P-4/VI salary at the single rate. The rental subsidy threshold percentage and post adjustment rate used in the calculation of EM[S]EA will be where the spouse/family is actually residing, which will be to either (a) the previous duty station or the place of home leave, or (b) a third country, provided the amount in the third country does not exceed the amount payable under (a). (Note: the post adjustment for the place of home leave or third country does not apply to the staff member's salary; the rate is used only to calculate the rental subsidy threshold of EM[S]EA purposes). If the staff member has, in addition to the spouse, one or more dependent children in respect of whom an education grant is not paid, the EM[S]EA is increased by 30 percent, regardless of the number of children. EM[S]EA is not payable for staff in receipt of MSA or another additional special operations payment.