

TO: *See Distribution List*

DATE: 10 March 2016

A:

REFERENCE

THROUGH:

S/C DE:

FROM: Edmond Mulet

DE: Chef de Cabinet



SUBJECT: **Standing Administrative Measures for Crisis Response and Mission Start-up**

OBJET:

1. The establishment of standing administrative measures for start-up and crisis situations was one of the commitments of the Secretary-General to implement the recommendations of the High-level Independent Panel on Peace Operations. I am very grateful to you and to your staff for the work that has been undertaken to elaborate and agree on a set of measures that can be activated by the Secretary-General where required. The attached finalized measures are an important step in meeting our shared goal of faster deployment and more agile support to field operations. To ensure their effective promulgation, I am requesting the Department of Management to finalize the issuance of these measures as an Administrative Instruction as a matter of priority.
2. The standing administrative measures are one of a series of interlinked actions that the Secretary-General has committed to undertake to strengthen the performance of United Nations field operations. I look forward to continued collaboration in the context of the review of key processes that may not be best suited to support field operations, which should be completed by September 2016. My office will work closely with your Departments in this exercise.
3. Please convey my appreciation to your teams.

cc: Deputy Secretary-General



Distribution List

Mr. Yukio Takasu, Department of Management
Mr. Hervé Ladsous, Department of Peacekeeping Operations
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Mr. Jeffrey Feltman, Department of Political Affairs
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Mr. Miguel de Serpa Soares, Office of Legal Affairs
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Standing Administrative Measures for Crisis Response and Mission Start-up

Purpose

1. The Secretary-General, in his report on the Future of Peace Operations (A/70/357-S/2015/682), indicated that he was putting in place standing administrative measures for mission start-up or crisis or emergency situations which will apply for six months on a renewable basis upon the establishment of a peace operation or certification of a crisis or emergency in the field.
2. These measures are intended to enable the Organization and managers to respond quickly and accountably, as required in each specific situation, to extraordinary requirements through a consistent and predictable set of standing measures while remaining in full compliance with both the Financial and Staff Regulations and Rules.

Activation

3. The responsibility for activating the standing administrative measures rests with the Secretary-General on the advice of the relevant senior officials. The authorities should be exercised only when required to meet extraordinary requirements and may be sub-delegated as necessary.
4. Standing administrative measures should normally remain in effect for a period of up to six months, based on the estimated duration of their need. The measures may be renewed by the Secretary-General if he determines, on the advice of the relevant senior officials that they continue to be needed to meet extraordinary requirements. The standing administrative measures can be terminated in advance of their normal expiration date by the Secretary-General if the crisis situation or mission start-up phase has concluded or if the measures are no longer required even if the crisis situation or start-up phase is ongoing.

Fast-tracking of designation

5. The Department of Management, upon the request of the USG DFS or the Executive Officer of the relevant Secretariat entity, will issue temporary designations within 24 hours to staff required to perform significant functions in the management of financial, human and physical resources. Confirmation of the final designation or withdrawal of the same will be subject to the outcome of standard due diligence reviews by the Department of Management.

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Measures related to budget and finance

6. The following authorities will be delegated by the Controller to the appropriately designated official or, if they have yet to be appointed, the USG DFS or the Executive Officer of the relevant Secretariat entity, who shall advise the Controller, within 24 hours, whenever they are exercised:

- 6.1. Authority to reallocate funds between expenditure groups (i.e. military and police personnel, civilian personnel and operational requirements) to meet emerging priorities in missions operating under commitment authority.
- 6.2. Authority to delegate certifying and approving authority to qualified finance officers, as per criteria set by the Controller, in those cases where staff already vested with this authority is not available to carry out these duties.
- 6.3. Authority to accept voluntary contributions, whether in cash or in-kind from Member States and regional organizations. The application of charges for programme support costs to such contributions from Member States and regional organizations or associated with cooperation with other United Nations entities may be reduced or waived.
- 6.4. Authority to reduce the overhead charge for non-reimbursable loans from 14 percent to one percent.

7. In cases of mission start up, the proposal of the Secretary-General for commitment authority presented to the Advisory Committee for Administrative and Budgetary Questions will include a broad provision for general temporary assistance to enable the designated official to meet evolving, on-the-ground personnel requirements as they arise and to create an appropriate human resource complement in addition to proposed formal staffing requirements.

Measures related to procurement and property management

8. The Director of the Procurement Division (PD) may be authorized by ASG OCSS to enter into contracts on behalf of the Organization, under financial rules 105.13 through 105.19, for amounts not exceeding an initial cumulative value of USD 10 million. Such contracts shall be subject to Headquarters Committee on Contracts (HCC) review on an ex-post facto basis. The ASG OCSS may revise this cumulative value as required.

9. The following authorities will be delegated by ASG OCSS to the USG DFS, who may further delegate those authorities to the head of the mission support component:

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- 9.1. Authority to enter into contracts on behalf of the Organization for awards up to USD 1,000,000 for all requirements with the exception of special requirements. Under financial rule 105.16, formal methods of solicitation may be waived and awards may be made either on the basis of an informal method of solicitation or a directly-negotiated contract.
- 9.2. Authority to enter into contracts on behalf of the Organization irrespective of the value for awards made pursuant to an exception under financial rule 105.16 (a)(vii). Any such contract above USD 1,000,000 will need to be presented to the Assistant Secretary-General for Central Support Services (ASG OCSS) through the Headquarters Committee on Contracts (HCC) on an ex-post facto basis.
10. Authority to enter into contracts under financial rules 105.16 (a) (iii) and 105.17 (a) will be delegated by the ASG OCSS to the USG DFS or to the relevant Executive Officer for field presences not supported by the Department of Field Support to facilitate agreements with other United Nations organizations or piggybacking on their contracts for up to USD 3 million for construction requirements or up to USD 5 million for other requirements. Clearly defined statements of work/requirements shall be provided, and this provision will only apply for requirements that cannot be met through existing UN Secretariat contracts. Such arrangements shall not exceed six months in duration. Any request above the stipulated thresholds would require ex-ante consultation with the Director, PD, who shall provide a response within 72 hours and relevant cases will be subject to HCC review.
11. The Under-Secretary General for Management shall waive the requirement for ex-ante review by the Local Committee on Contracts (LCC). In such circumstances, the head of mission support or head of administration may directly approve procurement within his or her delegated authority. For procurement exceeding the head of mission support or head of administration delegated authority, the case shall be submitted to the HCC without prior review by the LCC.
12. The following measures are authorized by the ASG OCSS:
 - 12.1. For the Office for the Coordination of Humanitarian Affairs, low value procurement delegation is USD 40,000. This may be sub-delegated to the relevant field offices.
 - 12.2. Virtual receipt and inspection of goods based on shipping documentation and written confirmation of receipt by an authorized recipient is authorized.
 - 12.3. Should a Local Property Survey Board not be established or functional within the mission, the use of other Local Property Survey Boards established in the region is authorized.

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13. Expedited ICT procurement is permitted consistent with UN standards. Expedited ICT procurement contrary to standards will be reviewed with OICT, which will provide a response, in the form of a technical clearance, within 24 hours.

Measures related to human resources management

14. The following authorities will be delegated by the ASG OHRM to the USG DFS or the Executive Officer of a field presence not administered by the Department of Field Support, who may further delegate the authorities to the head of mission support or administration:

- 14.1. Authority to issue one-year fixed-term appointments limited to service with the mission/office pending review by a central review body and completion of reference checking for position-specific and generic job openings. If the central review body does not endorse the selection, the fixed-term appointment will not be renewed beyond one year. If the selection involves the promotion of a staff member, the promotion will not be implemented until endorsed by a central review body. Staff from other common system organizations may be accepted under this modality.
- 14.2. Authority to laterally transfer staff whose appointment is not limited to a specific mission/office without advertisement of the job opening or further review by a central review body in line with ST/AI/2016/1 24.1 and 24.2.
- 14.3. Authority to approve candidates for non-reimbursable loans for field locations under ST/AI/231/Rev.1, paragraph 9(e).
- 14.4. Authority to engage a consultant or individual contractor even though he or she was the only candidate considered.
- 14.5. Authority to waive the one-month break in service for retirees engaged as individual contractors.
- 14.6. Authority to reduce of the mandatory break in service for staff who have reached the maximum duration of a temporary appointment to one week.
- 14.7. Authority to use type-II gratis personnel in line with ST/AI/1999/6.
- 14.8. Authority to temporarily assign national professional officers on a travel status basis outside their country of nationality.

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14.9. Authority to grant special leave with pay of up to a maximum of two weeks as a result of critical incidents.

15. Waiver of the requirement for a six-month break in service for a UN Volunteer (UNV) prior to granting a temporary appointment is authorized if the UNV has completed at least one year of continuous service as a UNV as follows. A UNV who has served at least one year of continuous service in a DFS-supported mission may be appointed in a humanitarian operation or DFS-supported mission other than the one in which he or she last served provided that s/he completes the UNV assignment and does not resign. A UNV who resigns shall be ineligible for appointment to a position in a peacekeeping operation, humanitarian operation, special political mission or other DFS-supported entity within six months following the date of resignation. A UNV who has served at least three continuous years in a DFS-supported entity may be appointed in any humanitarian operation or DFS-supported mission without a break in service even if s/he resigns.

Audit and reporting requirements

16. Following the lapse or deactivation of a crisis or start up designation, any department, office or mission that has exercised any of the standing administrative measures shall submit a report to the Department of Management indicating how delegations and authorities were exercised in order to meet the requirements of crisis response or mission start-up. The Department of Management, in turn, shall submit a report to the Executive Office of the Secretary-General—in consultation with any department, office or mission that exercised any of the standing administrative measures—on the use of the standing administrative measures, including lessons-learned and recommendations for responding to future mission start up, crisis or emergency situations.

Monitoring and compliance

17. The standing administrative measures will be issued as an Administrative Instruction. All departments and offices of the United Nations Secretariat shall adjust their internal policies and procedures to facilitate the implementation of these measures.

18. The standing administrative measures shall be periodically reviewed and amended as appropriate, including on the basis of experience from their application.