

DP

G3 OPERATIONS/PLANS - FIELD ADMINISTRATIVE  
MANUAL

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CHAPTER 5.FIELD SERVICE

## I BACKGROUND

1.0 Although the concept of an exclusive United Nations field service dates from 1948, it was not until two years later that the Field Service was established as a separate administrative unit (see ST/AFS/SGB/32/Rev.6 and ST/AFS/SGB/87 of March 1950).

1.1 Functions analagous to those of the present Field Operations Division (FOD) had been carried out from the earliest years of the Organization by various services of the Secretariat. A Field Operations Service was created in 1954 and renamed in 1982 the Field Operations Division; in 1987 it became part of the Office of General Services within the Department of Administration and Management.


## II FIELD SERVICE OFFICERS

1.0 General

1.1 Field Service category staff (Field Service officers) are recruited internationally and are appointed under the 100 series Staff Rules. Their salary scales, including salary increments, dependency and language allowances, are set forth in Appendix A of the Staff Rules (see Rule 103.1).

1.2 The international composition of the Field Service staff is of great importance. Staff in this category must have great understanding of people from many countries and cultures, be able to adapt quickly to new and different surroundings, and be completely impartial in the exercise of their functions in very delicate and often highly-charged political and/or religious situations.

1.3 It should also be borne in mind that the tasks of Field Service officers are often performed under extremely arduous and dangerous conditions involving physical hardship and very little comfort, in unsecured areas such as war zones and natural disaster areas with minimal medical facilities. It is extremely important that all candidates for the Field Service, and other staff assigned to field missions, be made fully aware of these conditions and that they be physically and mentally attuned to a life and service under such conditions, which are markedly different from service at Headquarters or any other established office of the United Nations.



1.4 Field Service officers are required to have a good working knowledge of English, and a knowledge of other official and non-official languages is considered an asset. A few posts require linguistic competence in both English and French.

1.5 All candidates must have graduated from a secondary or technical school and have appropriate experience for the post concerned. They must hold certificates or diplomas attesting to their technical proficiency in one of the occupations required by the Field Service (see paragraph 9.1 below). Candidates for security officer posts are required to have appropriate military or police experience (see also below, Qualifications required). In view of the nature of United Nations field operations, all candidates must be perfectly fit and ready to accept assignments in different places at very short notice in response to political and other emergencies, and sometimes to undertake functions other than those for which they were originally appointed. The capacity of the Organization to respond immediately and very speedily to emergencies when and where they arise depends to a large extent on the availability and capacity of Field Service officers.

1.6 In the course of their assignments Field Service officers may be called upon to perform a great variety of tasks. Experience has shown that it is essential that all staff in the Field Service category be qualified and experienced drivers of vehicles. The driving qualifications of all newly-appointed Field Service officers should be examined upon their initial assignment, and if necessary arrangements should be made, as convenient, for training those who lack the required expertise.

1.7 Field Service officers are recruited primarily for service with field missions and, when assigned to such missions, they are administered by the FOD. It handles assignment and reassignment of Field Service officers on the basis of the manning tables and staffing requirements of missions. In order to ensure the international and independent character of the Service and to ensure that all Field Service officers are fairly treated, a policy of rotation between missions is applied.

## 2.0 Conditions of service

2.1 Salaries of the Field Service category were originally based on General Service salaries at Geneva. Beginning in 1956 a number of reviews of salaries and other conditions of service took place; as a result, since 1 July 1990 the salary scale has been derived from a comparison with salaries of United States federal civil service staff serving abroad. Like the Professional staff, Field Service officers also receive the mobility and hardship allowance (with some adjustments) and the assignment grant, and are included in the post adjustment system (see Chapter 4 of this

manual). In addition they can qualify for a language allowance (cable dated 13 September 1990 from the ASG/OHRM, addressed to field offices).

### 3.0 Contract arrangements

3.1 Field Service officers are offered an initial fixed-term contract of one year which may be followed by successive contracts, depending on the needs of the Service. After a number of years of satisfactory service, if established posts are available they may be offered a probationary appointment leading to a permanent appointment. The number of permanent appointments is limited by the number of established posts in the regular budget.

### 4.0 Service at established offices

4.1 After service with one or more field missions, Field Service officers may be assigned for temporary duty to established offices (Headquarters, Geneva, Vienna, or the headquarters of an economic commission); normally such assignments shall be limited to personnel with at least three years of satisfactory service in the field who meet the requirements for service at the established office; reassignment shall be effected normally on a voluntary basis.

### 5.0 Training

5.1 Technical staff, particularly radio technicians and vehicle mechanics, are considered for specialized training directly related to their work under the external studies programme of the Field Service. Staff in other functions, particularly those in administration and finance, are considered for in-service training at Headquarters for periods of from two months to a year under the established eligibility criteria for such training. On-the-job training is also provided locally in the missions.

### 6.0 Promotions/special post allowances

6.1 A promotion review of Field Service officers takes place annually, as for other United Nations staff. It is, however, often affected by the funding characteristics of political missions, which generally reflect their temporary character. The number of posts at each level decreases markedly towards the top of the scale. As a result many Field Service officers are called upon to undertake for considerable periods responsibilities corresponding to a level higher than that in which they actually serve. In order to recognize these increased responsibilities, special post allowances are regularly granted to eligible Field Service officers. A review of all Field Service officers is conducted annually to determine their eligibility for the special post allowance under the terms of reference established for this purpose, which are explained in Chapter 4 of this manual.



## 7.0 Conversion to Professional category

7.1 Field Service officers at levels FS-1 to FS-5 inclusive may, if they satisfy the requirements, take the competitive examination for promotion to posts in the Professional category. Field Service officers at levels FS-6 and FS-7 may be considered, if appropriate, for conversion to the Professional category at the P-3 or P-4 levels respectively.

## 8.0 Duties of Field Service officers

8.1 The original concept of the Field Service category has been modified over time with the exigencies of the service, which have dictated the retention of Field Service staff in continuous employment for an extended period. The Field Service category was eventually recognized as a career service of the Organization, with an element of permanency in staff appointments and conditions of service.

8.2 Nevertheless the original concept of high mobility remains paramount in the obligations of a Field Service officer. In addition to servicing United Nations field missions the Field Service carries out the communications operations of the various economic commissions as required. Its officers are subject to rotation from mission to mission as the Organization considers necessary, often at very short notice.

## 9.0 Occupational groups

9.1 The Field Service currently comprises six main occupational groups:

- i. security officers, whose duties consist mainly of safeguarding United Nations staff and property, carrying out investigations, etc.;
- ii. vehicle mechanics, who maintain and repair United Nations vehicles and, if necessary, fixed plant and associated diesel equipment used as emergency power generators;
- iii. radio technicians, who install, maintain and repair United Nations radio equipment;
- iv. electricians, who install and maintain electrical systems and equipment such as air conditioners, refrigerators, etc. as required by missions;
- v. radio operators, who man United Nations radio facilities for the purpose of sending and receiving messages;

- vi. secretaries, who carry out typing, stenographic and clerical duties as required by missions.

9.2 Aside from the above duties, Field Service officers are expected to undertake any other types of work or duties as assigned and as required for the proper functioning of a mission. For instance a security officer may be required to perform administrative and clerical duties, provide logistical support to observation posts and out-stations, and participate in the establishment of observation posts including construction of shelters, etc. as required.

9.3 Likewise Field Service officers of all occupational groups have progressed through the ranks and served as Chief Administrative Officers, Chief Finance Officers, Chief Procurement Officers, Chief General Services Officers, etc..

9.4 Field Service officers are normally required to wear uniforms, which are provided without charge by the United Nations (see also Chapter 4, section XXII).

#### 10.0 Qualifications required

10.1 Candidates wishing to apply for positions with the United Nations Field Service must fulfil the following requirements:

- i. Age: from 23 to 40 years.
- ii. Education: graduation from high school (completion of secondary school), or an appropriate technical school, or the equivalent.
- iii. Languages: a good working knowledge of English. Knowledge of French or Spanish is desirable. (The services of a number of completely bi-lingual (French-English) secretaries are also required.)
- iv. Health: first-class physical condition; successful completion of a stringent medical examination is a prerequisite for appointment. A security officer must be at least 5'10" (1.78 m) in height.
- v. Driving ability: possession of a valid driving licence.
- vi. Experience in specialized occupational field (in addition to "Education" above):

Security officer - Sufficient military or police experience to be familiar with the techniques required for safeguarding staff and property. A valid driving licence

for trucks and buses is required; in its absence the candidate should be willing and able to pass the United Nations driving test for operating such vehicles within a reasonable time. The variety of functions makes it desirable that the candidate have some technical skills or administrative experience or both.

Vehicle mechanic - At least five years' experience in the repair and maintenance of motor vehicles (of the most common United States, German and Japanese makes, including four wheel drive vehicles and trucks). The candidate should also hold a certificate showing successful completion of the apprenticeship and tradesman's qualification and be a fully qualified vehicle mechanic within the meaning of the guild and certified trade in his/her country of origin.

In addition to the normal requirements for disassembly, adjustment, repair and reassembly of engines, transmissions, clutches, differentials, brakes, axles and steering mechanisms, alignment of wheels, repair of ignition systems, generators and other electric systems and complete engine tune-ups, the candidate should be proficient in handling power tools and measuring instruments including calipers, micrometers, and pressure gauges. Familiarity with safety rules and operating procedures and correct usage of cranes, hoists and general shop equipment is desirable.

The candidate should be familiar with all the above in respect of both gasoline- and diesel-fuelled engines, preferably including large generator engines.

Radio technician - A diploma from a radio technical school and a minimum of five years' practical experience which must have fully equipped him/her to install and maintain:

- a. satellite earth stations using S/C/PC techniques;
- b. low-density microwave point-to-point links;
- c. fixed HF transmitters up to 40 KW;
- d. VHF/UHF fixed, mobile and portable two-way communications systems;
- e. electronic and electro-mechanical teletype equipment;
- f. electronic telephone exchanges;
- g. frequency division multiplex channelling equipment.

A radio technician must also be able to devise and erect omni-directional antennae and feeder lines. He/she must be able and willing to climb antenna masts, as missions do not normally employ riggers for this purpose. He/she should be able to maintain power generators of up to 10KVA capacity in a field environment.

Electrician - Possession of the qualification of Master Electrician (with certifiable evidence to that effect). A candidate must have at least five years' practical experience with electrical installations and be fully familiar with work on high voltage installations, generator plants, power distribution, building distribution, industrial installations and control systems. A knowledge of electronic control systems is an advantage.

Candidates must be able to work on high tension pylons. They must also hold valid driving licences for sedans and trucks.

Radio operator - A first or second class radio operating licence issued by the telecommunications authority of the candidate's country of origin or of present employment (e.g., Federal Communications Commission, appropriate postal, telegraph and telephone authority, etc.). The candidate must be able to operate with a minimum touch-typing speed of 50 words per minute and read blind teletype tape for relay operations. Additionally a data-based word processing background is desirable. A limited amount of Morse code operation still exists for which an operating speed of 30 words per minute is necessary.

Candidates must be able to operate and maintain telegraph and voice radio transmitters, receivers and ancillary equipment such as trailer power units. They must be familiar with the erection of omni-directional and directional antennae for mobile stations and with frequency changes, tuning and emergency repairs for their operation in the field.

Secretary - Five years' pertinent experience, or one of the following combinations:

- i. full-time two-year secretarial course and three years' experience;
- ii. full-time one-year secretarial course and four years' experience.

Applicants are tested and, in order to qualify, must prove their ability to type in English at 50 words per minute and to take stenography in English at 90 words per minute. To qualify as a bilingual secretary they must be able to type in both languages at 50 words per minute and take dictation in one language at 90 words per minute and in the other at 80 words per minute.

10.2 Applicants in all categories are also evaluated in terms of personal suitability. The highest degree of integrity and discretion, devotion to duty, and the ability to adapt to new and different environments and cultures are among the traits considered essential.

11.0 Field Service post classification

[Text to be provided later]

CHAPTER 6.REPRESENTATIVES

## I INTRODUCTION

1.0 This chapter contains administrative rules and directives for administrative and finance officers in respect of government representatives who are members of organs or subsidiary organs of the United Nations, such as visiting missions, plebiscite commissions, commissions of inquiry, etc., which operate in the field and for which administrative and management responsibility is assigned to the Field Operations Division (FOD).

1.1 Rules and directives in this chapter supplement the information elsewhere in this manual on the operation of United Nations missions.


1.2 Any questions not specifically covered in this manual should be referred to Headquarters, New York for decision.

## II DEFINITION AND STATUS OF REPRESENTATIVES

1.0 Representatives who are members of organs or subsidiary organs of the United Nations may be:

- a. government officials or other persons appointed in their individual capacity by the General Assembly or the Security Council to participate in or or serve on a particular United Nations organ or subsidiary organ, or
- b. designees of the governments of United Nations Member States, in cases where the General Assembly or the Security Council leaves the selection of a representative to the discretion of the government of the Member State participating in the organ or subsidiary organ. In this case the credentials of the representative selected are presented in writing by the government concerned to the Secretary-General.

1.1 The General Assembly, the Security Council or the representatives constituting an organ or subsidiary organ select a chairperson (or president) and vice-chairperson (or vice-president), and other officers if so required under its terms of reference or by the nature of its task.



1.2 In all cases the persons concerned remain representatives of their governments during participation in or service on a particular organ or subsidiary organ. As such they shall draw no salaries or other regular payments from the United Nations except subsistence allowance and travel expenses.

1.3 The above provisions shall also apply to alternates of representatives if the pertinent General Assembly or Security Council resolution makes clear provision that alternates are to be considered an integral part of an organ or subsidiary organ.

1.4 Details of administrative arrangements including budgeting, staffing, travel and supplies, etc., for United Nations organs and subsidiary organs such as visiting missions, plebiscite and inquiry commissions, etc. which operate in the field are made by the FOD in co-operation with the respective substantive departments of the Secretariat within the limits of and in accordance with the terms of reference established for such bodies by the General Assembly or the Security Council.

1.5 Specific provisions pertaining to such questions as compensation for service-incurred death or disability, subsistence allowances, travel expenses, etc., are based on the rules and directives approved by the General Assembly not for each assignment but for all representatives who become members of organs or subsidiary organs of the United Nations. They differ considerably from the rules and regulations approved by the General Assembly for staff members as well as from those applicable to military observers.

1.6 In all substantive matters representatives remain fully independent of United Nations staff and report directly to their governments and to the Secretary-General.

1.7 In administrative matters connected strictly with their participation in United Nations organs, they are expected to abide by the pertinent administrative rules and directives established by the General Assembly. The interpretation and implementation of such rules and directives are the responsibility of the principal secretary and administrative officer of the organ or subsidiary organ.

### III REQUIREMENTS PRIOR TO UNDERTAKING OF AND DEPARTURE FOR ASSIGNMENT

1.0 Upon confirmation of the membership of the organ or subsidiary organ the FOD, directly or through the substantive department concerned, shall establish contact with the designated representatives to provide them with information concerning:



- a. living conditions in the area of operation, including information about clothing required, housing facilities, health hazards, medical facilities, etc.;
- b. additional medical facilities offered by the United Nations;
- c. international health requirements for travelling to the area of operation (based on the recommendation of the United Nations Medical Service);
- d. passport and visa formalities;
- e. travel and baggage arrangements provided by the United Nations;
- f. mail and parcel arrangements;
- g. United Nations provisions for compensation in case of service-incurred death, injury or disability, loss of personal effects, etc., including details to be entered on form F.142 (Declaration of dependants);
- h. entitlement to payment of subsistence allowance, travel and medical expenses, etc..

1.1 If representatives are present or expected to arrive at United Nations Headquarters, administrative briefings may be arranged in groups or individually and United Nations facilities may be used to assist representatives with medical examinations if desired, and with immunizations, passport and visa formalities, travel bookings and shipment of baggage.

1.2 If representatives cannot be present in person briefing arrangements shall be made by correspondence, either directly or through their permanent missions to the United Nations.

1.3 The FOD shall be responsible for establishing a personal record file and record card on each representative and for transmitting the pertinent data to the administrative officer of the organ or subsidiary organ concerned (mission, commission, etc.).

1.4 It is the responsibility of the government and of the representative concerned to verify with medical authorities the representative's physical fitness for participation in the mission, commission, etc., taking into account conditions in the area of operation and the representative's medical history.

IV ADMINISTRATIVE PROCEDURE ON ARRIVAL IN AND DEPARTURE FROM  
AREA OF OPERATION

1.0 Upon arrival of a representative in the area of operation the administrative officer of the mission or commission shall ensure that:

- a. travel and related arrangements have been made and/or confirmed;
- b. necessary background information on the area of operation was furnished and all arrangements required prior to departure for and upon arrival in the area of operation were completed. If not the administrative officer shall attend to these tasks and advise the FOD of the action taken, forwarding the pertinent documentation;
- c. the representative's initial travel claim has been settled and his/her name included on the subsistence allowance roster. In the case of missions or commissions of short duration for which it may prove more expeditious to settle the whole travel claim upon completion of the operation, the administrative officer shall initiate, as appropriate, weekly or bi-weekly payments of advances against subsistence allowance in accordance with the rates established for the representatives;
- d. medical and other United Nations-issued supplies and equipment, if any, have been provided;
- e. the FOD has been advised by cable of the representative's arrival.

1.1 Upon departure of a representative from the area on completion of an operation the administrative officer of the mission or commission shall ensure that:

- a. subsistence allowance was paid in full and the claim for outward travel to the point of destination settled in advance;
- b. travel and baggage arrangements were completed and pertinent travel and shipping authorizations issued;
- c. United Nations-issued equipment and supplies were recovered and outstanding accounts cleared, if any;

- d. the FOD was advised by cable of the representative's itinerary, actual date of departure and ETA at the destination point.

1.2 The administrative officer shall make the necessary arrangements for meeting representatives on arrival and departure. He/she should prepare and submit a report to the FOD on the administrative functioning of the mission.

## V HOURS OF WORK

1.0 Representatives are not subject to United Nations rules and regulations concerning hours of work and official holidays. They are expected, however, to adhere to the working schedule established for the organ of which they are members, so as to facilitate its work and to allow for the most economical arrangements within the budgetary limits approved by the General Assembly for the operation.

## VI ILLNESS

1.0 All hospital admissions, accidents and cases of serious illness of representatives shall be reported by the administrative officer by cable to the FOD, supplemented if required by information for the Advisory Board on Compensation Claims (ABCC). Information transmitted to the ABCC shall serve as basis for considering any subsequent claim for service-incurred injury or illness.

## VII ATTENDANCE RECORD/PER DIEM ROSTER

1.0 For record purposes and to establish eligibility to subsistence allowance, the administrative officer shall maintain monthly attendance sheets recording representatives' presence in the area of operation and their participation in official duties such as meetings, conferences, etc. (form F.140).

1.1 This record is particularly important in those cases in which subsistence allowance is payable to representatives only for their participation in such official activities as meetings and conferences and not on a continuous basis for their presence in the area of operation.

1.2 A record of participation in such activities at United Nations Headquarters shall be kept by the substantive department(s) concerned and furnished to the FOD for processing of the pertinent payments. Subsistence allowance shall be payable at the completion of the meeting upon certification of attendance by the senior

secretariat official concerned, or, alternatively, every two weeks if the meeting is of longer duration, except when it is deemed necessary to make an advance against the estimated allowance payable.

#### VIII OFFICIAL TRAVEL, TRAVEL EXPENSES AND SUBSISTENCE ALLOWANCE

1.0 Payment of travel expenses and of subsistence allowance is governed by the rules set out in ST/SGB/107, as revised and amended.

1.1 For all official travel by representatives serving in an individual capacity undertaken pursuant to ST/SGB/107 as revised and amended, the United Nations shall provide the necessary tickets. Such tickets shall be non-transferable, with reimbursement only to the United Nations if they are unused. In exceptional cases the United Nations shall reimburse authorized expenditures at the completion of the mission, upon receipt of substantiated claims.

1.2 As a standard procedure and to effect economy, one travel authorization covering both initial and return travel shall be issued for all representatives, except those whose participation in a mission, commission, etc., is likely to extend beyond a period of one year.

1.3 Rates of subsistence allowance for representatives are set by resolution of the General Assembly. They are currently as follows (see ST/SGB/107 as revised and amended):

- a. while attending meetings away from their normal place of residence or duty station, rates equivalent to the standard travel subsistence allowance for staff plus 40%, rounded to the nearest US dollar and normally payable in local currency, provided that the Secretary-General may establish minimum and maximum rates if he deems it appropriate and may reduce the rates in the event of provision of board and/or lodging by a host government;
- b. while attending meetings at the place of residence or duty station, the equivalent of US\$10 daily;
- c. while travelling via a direct route by ship, aircraft or train, the amount of US\$8 daily.

1.4 Claims for reimbursement of the cost of travel tickets, for travel per diem and for travel incidentals should be submitted on form F.10.

## IX SHIPMENT AND INSURANCE OF PERSONAL BAGGAGE

1.0 Where travel of representatives to or from a mission or commission is involved, the general principles outlined in Staff Rules 107.21 and 107.22 apply, as appropriate (with the exception of Staff Rule 107.22 (a) insofar as compensation for loss of accompanied personal baggage is concerned). Insurance for accompanied personal baggage, if desired, should be obtained by representatives themselves; its cost is not reimbursable by the United Nations.

## X SAFEGUARDING OF PERSONAL DOCUMENTS

1.0 On arrival in the area of operation representatives may hand their passports and other documents of value to the administrative officer for safe keeping.

XI COMPENSATION IN THE EVENT OF DEATH, INJURY OR ILLNESS  
ATTRIBUTABLE TO SERVICE

1.0 The rules governing compensation to members of commissions, committees or similar bodies in the event of death, injury or illness attributable to service with the United Nations are contained in ST/SGB/103/Rev.1. In accordance with the provisions of General Assembly resolution 34/233, Section IV, these rules shall apply to members of all commissions, committees and similar bodies listed in Annex A of ST/SGB/107/Rev.6 to whom the United Nations pays daily subsistence allowance or annual remuneration and any such bodies as may in future be certified by the Secretary-General as falling into that category.

1.1 The Head of Mission or designated official of the body concerned shall immediately report all cases of death, illness or injury to the FOD. Hospital admissions should be reported by cable. Any claim by representatives for compensation or reimbursement of medical expenses should be forwarded by the principal secretary, through the FOD, to the Advisory Board on Compensation Claims (ABCC).

1.2 Claims for compensation under these rules shall be filed with the Secretary of the ABCC within four months of the death or injury or the onset of illness. An administrative report, or a report of a Board of Inquiry as the case may be, should be submitted with the claim, containing the following information:

- a. date, time and place of the incident;
- b. names of all persons present;
- c. details of duties actually being performed by the representative at the time of the incident;

- d. reports of witnesses;
- e. fullest possible medical reports or information;
- f. names of all persons injured, distinguishing between the representative and others;
- g. report of any pending proceedings or findings of local courts.

1.3 Should the principal secretary of a body be absent, the administrative officer or other appropriate officer shall prepare and transmit the necessary reports.

1.4 When advising claimants of their entitlements under ST/SGB/107/Rev.6 the administrative officer should bear in mind that it is only the Secretary-General who decides whether death, injury or illness is attributable to the performance of official duties on behalf of the United Nations; he/she should therefore refrain from making any promise or commitment on the part of the United Nations before a claim is processed.

## XII PRIVILEGES AND IMMUNITIES

1.0 The provisions of Article IV of the Convention on Privileges and Immunities of the United Nations apply to representatives.

## XIII MAIL AND PARCEL ARRANGEMENTS

1.0 Representatives shall be entitled to use of the United Nations diplomatic pouch service for their official correspondence with Headquarters and in connexion with their participation in the bodies of which they are members.

1.1 For personal mail, parcels and printed matter, the arrangements made for United Nations personnel shall also apply to representatives.

## XIV REIMBURSEMENT FOR USE OF UNITED NATIONS VEHICLES

1.0 United Nations vehicles are provided for official use only and additional vehicles are not budgeted for other purposes. Their use for liberty and recreation should accordingly be limited to only those cases where vehicles are temporarily not required for official purposes. Such use, which should be kept to a minimum, shall be reimbursable.

1.1 The factors determining reimbursement for the personal use of official vehicles by representatives are identical to those applicable to reimbursement to individuals for the use of their private vehicles for official purposes. Accordingly, reimbursement for liberty or recreational mileage in official United Nations vehicles, (which may, depending on local practice, be driven by officially-assigned drivers) shall be at the same rate as that authorized for reimbursement of the use of a privately-owned vehicle for official duty. The salary and overtime payments (if any) of the driver are also reimbursable by the user.

1.2 Revenue derived from reimbursement by representatives for the use of United Nations-owned vehicles for liberty or recreational purposes shall be credited to the account for operation and maintenance of transportation equipment.



CHAPTER 7.

MILITARY OBSERVERS

I GENERAL

1.0 Definition of United Nations military observers

1.1 United Nations military observers are auxiliary personnel placed at the disposal of the United Nations on a loan basis by a government of any Member State at the express request of the United Nations. Such personnel are not paid salaries directly by the United Nations.

1.2 For the purpose of the rules and directives in this manual all loaned military personnel whose appointments as United Nations military observers have been officially confirmed by the United Nations shall be recognized as such.

2.0 Selection and assignment

2.1 Military observers are selected from the ranks of regular, reserve or retired military officers who possess the background and qualifications necessary for the assignment. The selection and designation of military observers (whether on initial assignment or not) are the responsibility of the Member State which has agreed in advance to furnish them.

2.2 Their designation is subject to confirmation by the Secretary-General. A written request is made by the Secretary-General to the permanent missions of the Member States concerned, indicating the area of assignment, the specialty required (including languages), the desirable rank and the number of observers needed from each.

2.3 The Secretary-General reviews the designations made by the governments, and his acknowledgement to each government sets out the extent to which its designees have been confirmed by him.

2.4 The approved names are then communicated to the Chief of Staff and/or the Chief Military Observer (CMO) of the mission concerned and to the Field Operations Division (FOD) at Headquarters. The FOD then becomes responsible for all administrative arrangements connected with the assignment and travel of the military observers to the mission area.

2.5 Correspondence with observers both prior to their departure for the mission area and after completion of their assignment shall be conducted by the FOD (or when necessary by the Chief of Staff

after completion of their assignment). Military observers shall normally be directed by the Head of Mission to deal directly with the Chief Administrative Officer (CAO) on administrative and financial matters.

### 3.0 Tour of duty

3.1 As a rule assignments are for a one-year tour of duty computed from the date of arrival in the mission area. Assignments may be subsequently extended for any length of time subject to agreement between the United Nations and the government concerned.

3.2 Whenever a military observer travels to the mission area by private automobile he/she shall arrange to report to mission headquarters on the day scheduled for his/her arrival. Should the observer arrive ahead of time the Chief of Staff or CMO shall set the date on which his/her mission assignment begins and the mission CAO shall authorize payment of mission subsistence allowance accordingly.

3.3 If upon completion of mission assignment the departure of a military observer is delayed because of illness and/or hospitalization the mission CAO shall continue payment of mission subsistence allowance provided the United Nations medical assistant or examining physician (as appropriate) certifies that the observer is not able to travel. If the observer's departure is delayed for one week or longer the matter shall be reported to the FOD.

### 4.0 Administrative authority, including supervisory and disciplinary actions

4.1 While in the mission area military observers are under the command of the Chief of Staff or the CMO, to whom they are directly answerable for their conduct and the performance of their duties. The Chief of Staff or CMO represents the Secretary-General and reports directly to him. He/she is authorized to accord official recognition of service merits of observers, as well as to enforce military discipline. Disciplinary action may include cancellation of the United Nations assignment, repatriation of the observer to his home country, and reporting of misconduct to the government concerned. Fines may also be imposed for willful injuries or damage to persons and/or property, and collected by withholding part or the whole of the mission subsistence payments due to the observer.

4.2 The Chief of Staff or the CMO, and under his/her general authority the mission CAO, shall exercise the responsibilities entrusted to them by the Secretary-General for implementing administrative rules and directives.

4.3 The Chief of Staff or the CMO is not responsible for informing military observers of any changes, modifications, etc. in their national military regulations.

5.0 Requirements prior to departure for assignment

5.1 As soon as an observer's assignment has been confirmed by the Secretary-General the FOD shall communicate to him/her, directly or through the respective permanent mission to the United Nations, information concerning:

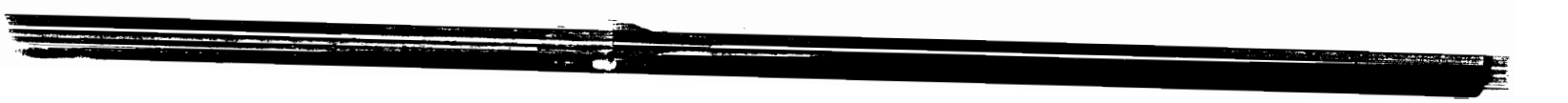
- a. living conditions in the mission area, including information about clothing and equipment, housing, health hazards, medical facilities and food;
- b. passport and visa formalities;
- c. international health requirements for travelling to the mission area;
- d. travel and baggage arrangements;
- e. mail and parcels;
- f. United Nations compensation, mission and travel arrangements; and
- g. other entitlements and obligations.

6.0 Dependants

6.1 An observer who prior to departure wishes to arrange for dependants to join him/her should request permission from the FOD, indicating the full names, ages and nationalities of all accompanying dependants. Such permission should be obtained before the observer makes any firm travel arrangements for the dependants concerned.

6.2 An observer who after arrival in the mission desires dependants to join him/her shall be required to apply for permission from the Chief of Staff or the CMO. Such permission should be obtained before the observer makes any firm travel arrangements for the dependants concerned.

6.3 Observers should note in this respect that under the Staff Rules the United Nations defines dependents as the spouse and unmarried children under the age of 18 (or if in full-time attendance at a school or university or similar educational institution under the age of 21) years. In this connection the following documentation may be required:



- a. marriage certificate (for a married couple);
- b. in the case of a common-law spouse, a judicial document stating that the spouse's situation is recognized as valid in the home country of the couple;
- c. if the family name of the observer's child is different from that of the observer, a birth certificate showing that the child is a dependant of the observer and a document to the effect that the child resides with the observer in his/her home country;
- d. if the child is adopted, necessary supporting documentation;
- e. for children between the ages of 18 and 21, a school or university certificate stating that they are in full-time attendance.

6.4 The United Nations undertakes no responsibility for the presence of dependants of military observers in a mission area. If an observer wishes to have them visit and his/her own government permits him/her to do so, no preferential treatment shall be accorded him/her on account of such dependants as regards leave, postings, allowances, transportation facilities or passport and visa requirements.

6.5 Before making arrangements for members of their family to join them in a mission area, observers should become fully acquainted with accommodation, transport and health conditions and passport and visa requirements.

#### 7.0 Arrival in mission area

7.1 On arrival at mission headquarters the observer should report to the Chief of Staff or the CMO for briefing on all aspects of mission work and on his/her duties and responsibilities. The mission CAO shall acquaint the observer with the administrative rules of the mission and shall ensure that:

- a. the personnel record and file are established;
- b. a "designation of beneficiary" form (form P.2) is completed in duplicate and one copy with passport photograph forwarded to the FOD;
- c. a mission identity card is issued;
- d. the observer's travel claim is processed and unaccompanied baggage cleared;
- e. a local or US currency bank account is opened, if

- f. an equipment allowance is paid and appropriate mission insignia issued;
- g. membership in a service institute and/or similar facilities is secured.

7.2 Normally, United Nations Headquarters shall ensure that the observer has requested his/her appropriate military authorities, before departure for the mission area, to forward with minimum delay to the United Nations Medical Director a copy of his/her medical history and the result of his/her latest medical examination so that a record of the observer's physical status on appointment is available to the United Nations. If this is not possible the FOD shall request the CAO to ensure that the observer either has taken the necessary steps or does so immediately upon arrival in the mission area. The CAO shall inform the FOD of his/her action.

7.3 The date and place of initial arrival of each observer in the mission area should be communicated by cable to the FOD. Such information shall be transmitted to a person designated by the observer should he/she so request.

#### 8.0 Departure from mission area

8.1 The mission CAO should ensure that on completion of an observer's tour of duty arrangements are made for the following:

- a. medical examination, including chest x-ray and medical forms (see section III below);
- b. issuance of final pay and clearance certificate (form FOD.13 (5-90)). Attention is called to the importance of indicating the observer's home address or the address of his/her new duty station;
- c. issuance of travel authorization (PT.8) and shipping advice;
- d. return of mission identity card and issuance of customs clearance certificate, if required;
- e. clearance of outstanding accounts and termination of membership in service institute, canteen, etc.;
- f. advising the FOD by cable of the place in the mission area from which the observer is departing and the date of departure.

9.0 Hours of work and official holidays

9.1 The principles set out in Chapter paragraphs of this manual shall apply equally to the hours of work and official holidays of military observers. Official holidays for the mission, not to exceed eight days per year, may be set by the Chief of Staff (or CMO) in consultation with the CAO, on the understanding that should the exigencies of the service and the conditions prevailing in the mission area so require, military observers shall be available for duty seven days a week.

10.0 Leave and compensatory time off

10.1 The Chief of Staff (or CMO) shall establish the hours of work and official holidays for military observers, in consultation with the CAO. Normally 1 1/2 days of leave per month may be accrued, up to a maximum of 12 days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used.

10.2 At the discretion of the Chief of Staff or CMO, observers required for duty on a more or less continuous basis seven days a week including Sundays and official mission holidays may be granted up to six days' compensatory time off with mission subsistence allowance (MSA) for each month of such continuous service.

10.3 Compensatory time off is granted to military observers to provide them with opportunities for rest after a specially arduous spell of duty. Consequently, it shall normally be taken as soon as possible after completion of the continuous period of service; compensatory time off cannot be accrued and if not taken during or immediately following the month earned, it shall be forfeited.

10.4 Compensatory time off is a privilege and can only be taken when the exigencies of the service so permit. It is subject at all times to the discretion of the Chief of Staff or the CMO, who shall establish appropriate procedures for the advance approval of observers' time off, its place and duration, etc..

10.5 Leave and compensatory time off, with retention of MSA, must be taken within the regular tour of duty. The tour of duty shall not be extended in order to facilitate taking such leave or time off. Observers may, however, be granted up to twelve days of accrued leave and compensatory time off, with retained MSA, in the last month of their tour of duty in order to complete all arrangements, including travel and baggage formalities, prior to their departure from the mission area.

### 11.0 Special leave of absence

11.1 In exceptional circumstances special leave of absence without MSA may be granted to military observers. Any request for such leave should be forwarded with the recommendation of the Chief of Staff or CMO to United Nations Headquarters for decision (either by cable or through the administrative report).

## II MILITARY PAY AND UNITED NATIONS ALLOWANCES

### 1.0 Military pay

1.1 During their tour of duty with the United Nations military observers are regarded as assigned for service with the United Nations, and not seconded. During such assignment they retain service status with their own governments. No service salaries are paid to observers by the United Nations.

### 2.0 United Nations allowances

2.1 The United Nations pays military observers the following allowances during their United Nations assignment:

- a. mission subsistence allowance (also referred to as mission per diem) while in the mission area (see Chapter 8, section V, paragraphs 2.0 - 2.9 of this manual);
- b. travel subsistence allowance (TSA: also referred to as travel per diem) while in official travel status. The TSA may be supplemented by transit allowance, terminal allowance and incidental travel expenses as per Chapter 8, section II of this manual;
- c. equipment and clothing allowance if and when applicable.

### 3.0 Allowance rate

3.1 The payment of MSA shall be in accordance with the rates established by the Secretary-General for each mission area. The rates are subject to revision from time to time.

3.2 MSA shall be payable during approved periods of compensatory time off, as mentioned in paragraph 10.5 of section I above, irrespective of whether such time off is spent in or outside the mission area. However, no allowance shall be paid if an observer spends compensatory time off in his/her home country.



#### 4.0 Currency of payment

4.1 At least half the subsistence allowance shall be paid in local currency. The balance may be drawn in United States dollars if permitted by the exchange control regulations of both the observer's home country and the country where the observer is stationed.

4.2 Subject to the above conditions, the Mission CAO and Chief Finance Officer shall assist military observers, at their request, in opening a United States dollar bank account and arrange to deposit in such accounts up to half the mission subsistence payments due. Alternatively, a military observer may accumulate up to half the total allowance due and draw it in United States dollars or dollar instruments at the end of his/her assignment. Specific instructions as to the manner of payments, both in local currency and United States dollars, shall be issued by the CAO of each mission.

4.3 It is the responsibility of observers to adhere to the currency regulations of their home countries and of the country of their assignment. Violations of those regulations shall result in the cancellation of the privilege of payments in United States dollars and may be reported to an observer's government.

#### 5.0 Reduction of MSA

5.1 During an observer's confinement to hospital, etc. in the mission area for service-incurred illness MSA shall be reduced by two-thirds.

5.2 The reduced rate shall become effective from the day of admission. However, if the observer is unable to relinquish his/her usual mission accommodation and continues to pay full boarding expenses, the effective day for reduction may be postponed at the CAO's discretion, on verification of the pertinent facts.

#### 6.0 Withholding of MSA

6.1 The mission CAO may, with approval of the Chief of Staff or CMO, withhold a portion of the MSA of a military observer to cover damages he/she may have caused to United Nations property.

#### 7.0 Clothing and equipment requirements

7.1 Military observers shall wear their national (winter or summer) uniforms while on duty. United Nations insignia (badge, armbands and/or shoulder patches, blue scarves) and United Nations berets and caps are issued to observers on assignment; all observers are required to wear them in conformity with the instructions prescribed for their use in the mission to which they are assigned. Military observers may on occasions be required to wear field-work

fatigue uniform (e.g. while conducting investigations or while on duty at an observation post). They may wear civilian clothes while off duty.

7.2 Only one free issue of United Nations insignia is made to each observer. Should these be lost through negligence the observer shall be required to pay standard fees for subsequent issues.

7.3 On completion of their assignments, military observers may be permitted to retain the United Nations insignia, scarves and berets issued to them.

7.4 Special items of equipment such as cameras, binoculars, etc. are issued to observers on a loan basis confirmed by individual memorandum receipt. Such equipment should be returned by observers before their departure from the mission area. Observers shall be held financially accountable for losses of these items through negligence.

#### 8.0 Clothing and equipment allowance

8.1 In tropical and other areas requiring special equipment or clothing, the United Nations may pay a clothing allowance to observers. This allowance (at present US\$200) is usually paid in local currency in two instalments: the first half on an observer's arrival in a mission area and the second half at the end of six months, when there is a reasonable expectation that the observer will complete a full year's tour of duty.

8.2 An additional allowance of US\$100 shall be paid to an observer who, at the expiry of his/her first year's tour of duty, has been extended for no less than one further year and is reasonably expected to serve the full additional year. However, observers who have been extended for terms of less than one year are not eligible even if the total cumulative period of service resulting from piecemeal extensions is two years or more.

### III MEDICAL MATTERS

#### 1.0 Medical examination upon assignment

1.1 To ensure that a record of each military observer's physical status, including his/her medical history and the result of his/her latest medical examinations (undertaken not more than three months before departure for the United Nations assignment), is available to the Medical Director, a set of United Nations medical forms (MS.2 and MS.6) shall be forwarded by the Office of the Secretary-General to the permanent representative of the respective mission to the United Nations when appointment or replacement of a

military observer is requested. The forms shall be completed by the appropriate medical authorities and by the candidate and returned to the Secretary-General with the letter of designation.

1.2 Should any serious contra-indications be reported by the Medical Director the Secretary-General may decline to approve a candidate as a military observer and request the permanent representative to submit a new name. Otherwise the candidate shall be considered medically cleared and the FOD shall be advised in writing by the Medical Director that the complete medical records are available at the United Nations. This information shall in each case be communicated by the FOD to the mission CAO, together with a request for any additional data (such as a repeat chest x-ray, completion of an additional form, etc.) should this be considered necessary by the Medical Director.

#### 2.0 Medical examination during tour of duty

2.1 Military observers may be required by the Medical Director to undergo a medical examination during their assignment in the mission area. In such a case the mission CAO shall make the necessary arrangements. When an observer's tour of duty is extended for three months or longer he/she shall be required to undergo a full medical examination upon completion of 12 months' service. The reports on such medical examination shall be forwarded through the FOD to the Medical Director.

#### 3.0 Examination upon departure

3.1 The CAO shall arrange for a full medical examination of every observer before his/her departure from the mission area upon completion of his/her tour of duty, unless the previous such examination took place within the preceding three months.

#### 4.0 Medical examinations - forms and procedures

4.1 Form MS-2 (Entry medical examination) shall be used for medical examinations arranged in the field. It may be replaced by form MS-6 (Periodic medical examination) for examinations arranged during an observer's tour of duty or extension of his/her tour of duty.

#### 5.0 Illness and injury - information procedures

5.1 Except for minor illnesses not requiring an absence from duty, each case of illness or injury which may affect present or future medical classification of an observer shall be immediately reported to the FOD and forwarded to the secretary of the Advisory Board on Compensation Cases, and to the Medical Director (for

inclusion in the observer's file at Headquarters). The information shall serve as a basis for consideration of any subsequent claim by an observer for service-incurred disability.

5.2 The FOD shall also arrange for transmittal of all information concerning illness or injury to the permanent mission of the country of the observer, with a request that the military authorities concerned be advised.

#### 6.0 Entitlement to and provision of medical services

6.1 Arrangements are made by the United Nations to provide military observers during their assignment in the mission area with coverage for medical examinations which they might require as a result of illness or injury, as well as other medical services and supplies, including hospitalization.

6.2 To qualify for coverage by the United Nations, the illness or injury must have occurred while the observer concerned was in the mission area, either performing his official duties or taking authorized time off, and be attributable to conditions and hazards peculiar to the area of assignment.

6.3 Observers are under obligation to report immediately to the Chief of Staff or CMO (who in turn shall inform the CAO) all cases of illness or injury, regardless of whether medical attention is required.

6.4 All arrangements for medical and hospital services for military observers shall be made through the CAO, who shall promptly report to the FOD all cases of illness or injury. Serious illness or injury and hospital admissions shall be reported by cable.

6.5 Medical services may be provided by a physician or a hospital of the observer's choice, except for United Nations medical examinations which must be carried out by the United Nations-designated physician in the area.

6.6 Claims for medical and hospital services rendered shall be settled directly by the mission CAO or reimbursed to the observer on presentation of all bills and supporting documentation certified by him/her as correct.

6.7 If the Medical Director should so request the mission CAO shall furnish him/her with the medical records concerning each case treated.

#### 7.0 Medical supplies

7.1 The United Nations shall arrange to provide standard medical supplies such as vaccines, antibiotics and vitamins

prescribed for the mission area and shall reimburse military observers for all physician-prescribed medicines, except medicines and pharmaceutical products for general use.

7.2 Medicines and pharmaceutical products for general use shall, in principle, be procured by the observers themselves. However, when reviewing the medical requirements of each mission the United Nations Medical Service may recommend that certain medicines and pharmaceutical products be procured by the Organization for use there. The CAO may request that medicines not normally procured for a mission be purchased at Headquarters if such medicines are required for use by observers and not locally available (or if a substantially superior product is available at Headquarters).

7.3 Requests to this effect, which should give full details, shall be taken up by the FOD with the Medical Service and a requisition shall be placed if the latter approves the items. At the same time the Medical Service shall determine whether the cost of such medicines shall be borne by the United Nations or will have to be recovered from the observers concerned.

#### 8.0 Medical and hospital expenses after completion of assignment

8.1 The United Nations provides coverage for medical and hospital services only during the period of an observer's assignment in the area, when he/she is drawing subsistence allowance. It shall not accept responsibility for any medical or hospital expenses on completion or termination of the assignment without review by its Advisory Board on Compensation Claims. Neither shall any payment or reimbursement be made to an observer for medical or hospital expenses which have been applied for under another medical/hospital benefit service or scheme.

8.2 Claims for medical or hospital expenses arising after completion of assignment, for treatment of illness or injury attributed to service with the United Nations, should be submitted to the FOD for consideration and decision, in accordance with the provisions for compensation for service-incurred illness or injury set out below.

### IV COMPENSATION FOR DEATH, INJURY OR ILLNESS

#### 1.0 Entitlement

1.1 The United Nations provides each observer with maximum compensation coverage for death, injury or illness determined by the Secretary-General to be attributable to the performance of official

duties on behalf of the United Nations, to the amount of US\$50,000, or twice the amount of the observer's annual base salary, less allowances, whichever is the greater.

1.2 The maximum compensation shall be awarded by the Secretary-General, under the conditions prescribed above, in the event of death or total disability; a proportionate amount shall be awarded in cases of partial disability. No compensation shall be awarded when such death, injury or illness has been occasioned by:

- a. the willful misconduct of a military observer; or
- b. an observer's willful intent to bring about death, injury or illness of himself or another.

1.3 Death, injury or illness of an observer shall be deemed to be attributable to the performance of official duties on behalf of the United Nations in the absence of any willful misconduct or willful intent when:

- a. it resulted from a natural incident during the performance of official duties in the course of a United Nations assignment;
- b. it was directly due to the presence of the observer in accordance with a United Nations assignment in an area involving special hazards to the observer's health or security, and occurred as a result of such hazards; or
- c. it occurred as a direct result of travelling by means of transportation furnished by, or at the expense of, the United Nations in connexion with the performance of official duties only. This provision shall not extend to motor vehicle transportation provided by the observer or sanctioned or authorized by the United Nations solely at his/her request and for his/her convenience.

1.4 The compensation payable under the rules governing entitlements shall be the sole compensation payable by the United Nations for death, injury or illness.

1.5 When advising a military observer of his entitlements the mission CAO should avoid making any promise or commitment on the part of the Organization that a claim shall be favourably received.

## 2.0 Compensation Claims

2.1 A claim for compensation by or on behalf of a military observer shall be submitted through the CAO to the Secretary-General by the observer, his/her dependents or the government concerned



within four months of the observer's death, injury or onset of illness. In exceptional circumstances the Secretary-General may accept for consideration a claim made at a later date.

2.2 The Secretary-General has appointed an Advisory Board on Compensation Claims (ABCC) to review claims filed under the rules governing entitlement and to report to him on claims or appeals. The determination of the injury or illness, of the type and degree of incapacity and of the relevant award shall be decided on the basis of the documentary evidence and in accordance with the provisions established by the Secretary-General.

2.3 Except for payment of reasonable medical and hospital expenses in the field and transportation or burial of the remains in case of death, the United Nations shall not be responsible and shall not pay compensation for death, injury or illness not attributable to the performance of official duties.

2.4 Doubtful cases shall be given sympathetic consideration, taking into account all relevant factors, including the possibility that death, injury or illness could have been attributable to the performance of official duties.

### 3.0 Disability payments

3.1 In the event of disability deemed by the Secretary-General to be attributable to United Nations service, the compensation awarded by the United Nations shall be specifically payable in total to the observer concerned under the terms of the agreement entered into between the United Nations and the observer's government covering that particular award.

### 4.0 Payment in case of death

4.1 In the event of death in the service of the United Nations the award of compensation shall follow a similar procedure, but the payment shall be made to the duly designated beneficiary of the observer, subject to the requirements of the law of the observer's own country; if no beneficiary has been named the payment shall be made to the deceased observer's estate. In either case, payment shall be made by the United Nations through the government of the country concerned.

### 5.0 Beneficiary

5.1 An observer is at liberty to name his/her own beneficiary, whether a recognized dependent or not. For this purpose, each observer on arrival in the mission area shall be requested to complete, in triplicate, United Nations form P.2 ("Designation, change or revocation of beneficiary").



5.2 It should be noted that no individual is under compulsion to complete a beneficiary form, nor may it be necessary to do so if provision for disposal of his/her estate has been made privately by other means. However, if no beneficiary form is desired the individual concerned may be requested to make a statement in writing to that effect.

5.3 Since computation of United Nations compensation is based on an observer's salary, the amount of his/her annual base salary without allowances should be indicated, in the currency in which the salary is being paid, at the bottom of the P.2 form. It is the duty of the CAO supplying the form to ensure that this information is properly shown before the form is forwarded to the FOD. If the observer chose not to complete the form his/her letter to the CAO to this effect must include the same information.

5.4 A copy of the observer's beneficiary form shall be kept in his/her file in the mission and the original and one copy shall be forwarded to the FOD for the Headquarters files.

#### 6.0 Transportation of remains

6.1 This subject is dealt with extensively in Chapter 9 of this manual.

### V COMPENSATION FOR LOSS OF PERSONAL EFFECTS

#### 1.0 Entitlement

1.1 Administrative Instruction ST/AI/149/Rev.3 sets out the provisions concerning compensation for loss or theft of personal effects incurred in the course of duty in a mission area. It is attached to this chapter as annex A. All claims shall be submitted to the secretary of the Headquarters Claims Board through the CAO and the FOD.

#### 2.0 Limitations

2.1 Military observers should be advised not only to take all possible precautions against loss of or damage to their personal property, but also to avoid having with them in the mission area expensive cameras, watches, radios, etc. or large amounts of cash or traveller's cheques. They should also be advised that, in cases of loss or damage which qualify for compensation under the terms of ST/AI/149/Rev.3, no payment in excess of the following maxima shall be considered by the United Nations. The maxima shown have been established in consultation with the Headquarters Claims Board, and are subject to revision from time to time.

	US\$
a. Radio, record player, tape recorder, stereo amplifier, cd player, speakers	350
b. Watch	350
c. Camera (still or movie)	350
d. Video camera	600
e. Binoculars or typewriter	175
f. Electronic typewriter	300
g. Personal computer	1,000
h. Cash	400

2.2 No compensation shall be paid for loss of or damage to more than one of each of the articles mentioned above. Compensation in excess of US\$1,000 shall not be paid in respect of any one article (including its accessories) with the exception of an automobile.

2.3 The United Nations does not accept responsibility for providing compensation for any loss of or damage to personal household effects of a military observer in the mission area, irrespective of whether such loss or damage occur as a result of theft or fire, or upon transfer from one post to another in the mission area, even if the transport for the transfer from one post to another is provided by the United Nations as a courtesy service.

2.4 The above interpretation is based on the United Nations position that military observers should not encumber themselves with personal household effects in the mission area in view of the emphasis placed on the need for mobility. Moreover, observers receive during their entire tour of duty a daily subsistence allowance which should be sufficient to cover hotel accommodation or a furnished flat from which they could move on short notice.

## VI LOCAL TRAVEL AND DOUBLE ACCOMMODATION

### 1.0 Local travel in mission area

1.1 Official travel undertaken in the mission area is considered local travel. Local travel is subject to the travel rules and regulations referred to in Chapter 8, section V of this manual, and in special or compelling circumstances to separate administrative instructions established by the mission locally.

2.0 Double accommodation

2.1 When the exigencies of the service require an observer to travel on official business within the mission area (excluding travel from the base station to the place of deployment), the mission CAO may authorize payment of double accommodation expenses not in excess of the observer's regular daily per diem based on the cost of the retained accommodation, provided he/she is satisfied that the traveller was unable to release his/her regular accommodation. For further details see paragraphs 2.0 - 2.9 of Chapter 8, section V of this manual.

VII CARRYING OF ARMS

1.0 Unless specifically authorized and instructed by the Force Commander/Chief of Staff or CMO, an observer shall not normally be required to carry arms while on United Nations assignment. Any firearms required in connexion with the performance of United Nations duties and so authorized shall be issued as United Nations property for which the observer shall be accountable.

1.1 The retention of personal weapons (pistols, revolvers, rifles, shotguns, etc.) by observers while in the mission area shall be subject to the local laws and regulations, and shall be reported to the Force Commander/Chief of Staff or CMO.

1.2 Refer also to Chapter 2, section III of this manual.

II PRIVILEGES AND IMMUNITIES

1.0 Convention on Privileges and Immunities

1.1 Privileges and immunities are granted to military observers in the interests of the United Nations and not for their personal benefit. The Secretary-General shall have the right and the duty to waive the immunity of any military observer in any case where, in his opinion, the immunity would impede the course of justice and can be waived without prejudice to the interests of the United Nations.

1.2 In terms of the Convention on Privileges and Immunities of the United Nations, military observers shall have the same status as "experts on mission for the United Nations".

1.3 In accordance with Article VI, section 22 of the Convention, "Experts performing missions for the United Nations shall be granted such privileges and immunities as are necessary for the independent exercise of their functions during the period of their missions, including the time spent on journeys in connexion with their missions. In particular they shall be accorded:

- a. Immunity from personal arrest or detention and from seizure of their personal baggage;
- b. in respect of words spoken or written and acts done by them in the course of the performance of their mission, immunity from legal process shall continue to be accorded notwithstanding that the persons concerned are no longer employed by the United Nations;
- c. inviolability for all papers and documents;
- d. for the purpose of their communications with the United Nations, the right to use codes and to receive papers or correspondence by courier or in sealed bags;
- e. the same facilities in respect of currency or exchange restrictions as are accorded to representatives of foreign governments on temporary official missions;
- f. the same immunities and facilities in respect of their personal baggage as are accorded to diplomatic envoys."

#### IX CLEARANCE CERTIFICATION ON COMPLETION OF ASSIGNMENT

1.0 On completion of their assignment military observers should ensure - and so inform the CAO - that all outstanding matters in the mission area have been resolved, before their departure. In particular they should ensure that their local bank accounts and personal obligations such as rentals for accommodation, grocery bills, laundry charges, servants' wages, club dues, etc., are settled and closed before they leave the mission area. Should unresolved matters of this kind arise after an observer has left the mission area, the matter shall be brought to his/her attention through the FOD in writing by the CAO. If not settled promptly it shall again be brought to the attention of the FOD for transmittal to the observer's national authority, through the permanent mission to the United Nations.

#### X AWARD OF UNITED NATIONS MEDALS AND SERVICE RIBBONS

1.0 This subject is covered extensively in Chapter 11 of this manual.

XI REIMBURSEMENT FOR USE OF UNITED NATIONS-OWNED VEHICLES

1.0 Reimbursement for the personal and private use of United Nations vehicles by military personnel is covered in Chapter 12, section III of this manual; the main elements are reiterated below insofar as they relate to military observers.

1.1 United Nations vehicles are provided for official use only and additional vehicles are not budgeted for other purposes. Their use for liberty or recreation should accordingly be limited to only those cases where vehicles are temporarily not required for official purposes.

1.2 Such use, which should be kept to a minimum, shall be reimbursable. The factors determining reimbursement for the personal use of official vehicles by military observers are identical to those applicable to reimbursement to individuals for the use of their private vehicles for official purposes. Accordingly, reimbursement for liberty or recreational mileage in official United Nations vehicles (which may, depending on local practice, be driven by officially-assigned drivers) shall be at the same rate as that authorized for reimbursement of the use of a privately-owned vehicle for official duty. The salary and overtime payments (if any) of the driver are also reimbursable by the user.

1.3 Revenue derived from reimbursement by military observers for the use of United Nations-owned vehicles for liberty or recreational purposes shall be credited to the account for operation and maintenance of transportation equipment.

CHAPTER 8.

OFFICIAL TRAVEL AND PAYMENT OF TRAVEL EXPENSES - MILITARY PERSONNEL

I GENERAL

1.0 For travel purposes personnel in a United Nations peacekeeping or observer mission or field office can be defined as follows:

- a. civilian staff members (official travel of civilian staff members and their dependants is covered in Chapter 4 of this manual);
- b. military observers and personnel assigned to a mission on the same terms and conditions as a military observer;
- c. military personnel assigned to a mission on a national contingent basis.

1.1 In broad terms the types of travel involved are:

- a. United Nations duty travel. Defined as "any duty travel authorized by United Nations Headquarters or by the mission headquarters, the expenses for which will be a legitimate charge against the budgets of the Organization".
- b. National duty travel. Defined as "any duty travel which may have to be undertaken by a member of a mission purely in the interest of the contingent or the national government, the expenses for which will be borne by the national government, provided the United Nations has agreed (in writing) to the absence of a member of the force (mission) during the period of his/her travel assignment". No expenses in connexion with national duty travel shall be paid by the Organization.
- c. Individual and off-duty travel. Defined as trips purely in the interest of the individual, either on leave or off duty. Travel expenses in connexion with such travel must be borne entirely by the individual(s) concerned. It is imperative that a military member of a force or mission on leave be in possession of an approved "leave pass" bearing place, date and time of return.

1.2 No member of a mission is permitted to travel officially by commercial carrier or otherwise unless proper written travel authorization has been issued by United Nations Headquarters, or by the Chief Administrative Officer (CAO) (in the case of a civilian staff member in the mission) or by the properly designated military authorities and approved by the CAO (in the case of military personnel)

## II OFFICIAL TRAVEL TO AND FROM MISSION AREA - MILITARY OBSERVERS

### 1.0 Travel arrangements

1.1 All authorized official travel of military observers (and of other military personnel assigned to a mission on the same terms and conditions, hereinafter also referred to as "military observers"), except travel within the mission area, shall be governed by the provisions of Chapter VII of the United Nations Staff Rules in the 100 series. Official travel within the mission area shall be governed by the appropriate administrative instructions established for the particular mission.

1.2 Travel arrangements for a military observer to and from his/her place of United Nations assignment shall be made by the United Nations. In exceptional cases, the national government concerned may make arrangements for initial travel to the mission area against subsequent reimbursement from the United Nations. Any such reimbursement shall be limited to the expenditure the United Nations would have incurred if it had arranged the travel.

1.3 When arranging return travel for a military observer on completion of his/her tour of duty, the mission CAO should bear in mind that some governments wish to be consulted before return travel arrangements for their military personnel are finalized; in such cases the itinerary, including stopovers and contact addresses en route and ETA in the home country, must be cleared beforehand with the government concerned.

### 2.0 Travel via chartered or military aircraft

2.1 Notwithstanding the above, if the number of military observers (or other military personnel) travelling together so justifies, it is the prerogative of the United Nations to arrange for official travel by chartered aircraft or by military aircraft, or by any other means suitable to the circumstances, should it so desire. In the case of such arrangements the use of form PT.8 (Travel Authorization) is dispensed with.



3.0 Authority for travel

3.1 On initial assignment of a military observer, the Field Operations Division (FOD) shall issue a travel authorization for the observer's travel to the mission area from either his/her last duty station or place of residence or from the place where his military authorities are located, usually the capital city. On completion of assignment, the mission CAO shall issue the travel authorization and make the necessary arrangements for repatriation from the mission area to the point from which the initial travel began, or to a new duty station if the travel cost to that point does not exceed the cost of the outward travel.

3.2 As a standard procedure, separate travel authorizations shall be issued for initial and repatriation travel of a military observer, each one providing for a one-way ticket.

3.3 The United Nations shall not accept responsibility for any costs of revalidation, exchange or loss of tickets if a military observer, for personal reasons, postpones his/her travel or fails to complete his/her repatriation or wishes to travel by a route other than the one authorized.

4.0 Route, mode and standards of travel

4.1 Travel of military observers shall be governed by the administrative instructions issued to establish the route, mode of travel and standards of accommodation for staff members.

4.2 The United Nations shall not normally object to travel by indirect route or to travel by sea/rail or road, subject to service exigencies, provided that before the travel begins the observer pays all costs in excess of those of the most direct air travel. Any travel by road is authorized for the convenience of the observer and is undertaken at his own risk.

4.3 When travel by road is authorized the observer shall be paid on a mileage rate, with appropriate subsistence computed on the basis of the most direct route. The total amount payable, however, shall not exceed the cost of the air fare, including excess baggage allowance, that would otherwise have been authorized. The mileage rate established by the Secretary-General shall be paid to only one of two or more observers travelling together on the same journey and in the same motor vehicle.

4.4 If sea travel is authorized for health reasons and the United Nations pays all expenses, minimum first-class accommodation may be authorized. Whenever possible, the actual cost of a ticket for sea travel shall be approved by the FOD before the travel authorization is issued.

4.5 If an observer chooses to travel by a lower standard of accommodation than that to which he/she is entitled, the United Nations shall pay only for the cost of travel based on the lower standard along the most direct route.

5.0 Travel subsistence allowance and transit allowance

5.1 While on authorized official travel (except travel by sea) to and from a mission area, military observers shall be paid a daily travel subsistence allowance or travel per diem (TSA) for each day and each part of a day exceeding ten hours. During authorized sea travel, the military observer shall be paid a fixed amount to cover transit expenses equivalent to the TSA that would have been payable in respect of the travel if it had been by air.

5.2 The travel subsistence allowance shall be the total contribution of the United Nations toward such expenses as meals, lodging, fees and gratuities, porters, laundry, personal telegrams and telephone calls and other personal expenses incurred during official travel.

5.3 The amount and computation of travel subsistence and transit allowances for military observers shall be governed as appropriate by the rules and regulations which apply to staff members as set out in Staff Rules 107.7, 107.11, 107.14, 107.15, 107.18 and 107.19.

6.0 Advances of travel per diem and transit allowance

6.1 On initial travel to the mission area a military observer may be granted an advance of up to 80 per cent of estimated travel per diem and/or transit allowance at the time his/her travel arrangements are made. For advances of travel per diem and transit allowance on repatriation travel, see "Travel claims" below.

7.0 Terminal allowance

7.1 In accordance with Staff Rule 107.17 the terminal allowance covers expenditures for taxis or other means of public conveyance, transfer of baggage and all other incidental charges at the beginning and terminal points of travel, except the cost of sending to the residence by railway express or similar agency any authorized heavy baggage which cannot be accommodated in the public conveyance.

7.2 Military observers may claim terminal expenses for each authorized inward and outward journey. This provision shall not apply to local travel in the mission area where no need for a terminal allowance exists.

8.0 Miscellaneous travel expenses

8.1 In addition to travel subsistence and/or transit allowance and the terminal allowance, military observers may be reimbursed certain miscellaneous expenses incurred during official travel, as provided for under Staff Rule 107.19.

9.0 Travel claims

9.1 Travel claims for initial travel of military observers shall normally be settled by the administrative and finance officer in the field upon completion of the travel, following the procedure outlined in this manual.

9.2 For repatriation travel it is preferable to pay in advance all pertinent travel expenses such as travel subsistence or transit allowance and terminal expenses, to eliminate the need for settlement by mail after the observer's return to his/her home country.

9.3 When no tickets can be provided by the United Nations, an observer may be paid in advance up to two-thirds of the amount calculated as payable by the United Nations under the travel entitlement; the balance shall be paid on submission by the observer of a travel claim after completion of his/her journey, supported by relevant vouchers or receipts. The amount of advance paid shall be recorded by the mission administrative and finance officer on the observer's travel authorization and final pay and clearance certificate, copies of which shall be forwarded to the FOD.

9.4 All travel claims for reimbursement of expenses must be documented with the original copy of the travel authorization.

10.0 Shipment and insurance of personal effects

10.1 In order to provide for shipment of military equipment and personal effects required in the course of a United Nations assignment, military observers may be entitled to shipment at United Nations expense of accompanied and/or unaccompanied excess baggage on initial assignment, reassignment or repatriation travel, subject to the following limitations.

10.2 In addition to the normal economy class free baggage allowance specified by the carrier, an observer travelling by air is entitled to a maximum excess baggage allowance of 10 kgs. (22 lbs.) which he shall be reimbursed by the United Nations.

10.3 The unaccompanied baggage entitlements are

- a. tour of duty of less than six months' duration: up to 20 kgs. (44 lbs.) air freight but no unaccompanied surface shipment;
- b. tour of duty of six months or longer but less than one year: 200 kgs. (440 lbs. or 44 cu.ft.) of unaccompanied surface shipment, which may be converted to air freight on the basis of one kg. of air freight for each two kgs. of surface entitlement;
- c. tour of duty of one year or longer: 2,000 kgs. (2,200 lbs. or 220 cu.ft.) of unaccompanied surface shipment, which may be converted to air freight at the rate of one kg. of air freight for each two kgs. of surface entitlement.

10.4 Shipment shall normally be made in one consignment. However, on appointment (initial journey) split shipment of the surface entitlement under subparagraph c. above may be authorized as follows: up to 10 per cent of the entitlement (100 kgs.) as air freight on a one kg. to one kg. basis, and the remaining surface entitlement (900 kgs.) converted to air freight on a one kg. to two kgs. basis (i.e. 450 kgs. of air freight instead of 900 kgs. surface entitlement). In no case shall more than two shipments be authorized.

10.5 Surface shipment shall normally be authorized for an observer's return journey. However, the observer may convert the whole of his/her surface shipment entitlement to air freight in accordance with the one-half rule. No split shipments shall be authorized for a return journey.

10.6 Sea baggage is normally measured by volume and inland transport rates by rail or truck are determined by weight. A shipment that exceeds the dimensions given above will usually result in excess charges for which an observer shall not be reimbursed.

#### 11.0 Private automobiles

11.1 Private automobiles shall not be shipped at United Nations expense for military observers or other assigned military personnel.

#### 12.0 Shipping arrangements

12.1 The shipping of an observer's unaccompanied baggage on appointment (initial journey) shall be made by the United Nations-designated shipping agent indicated on the travel authorization (PT.8) at the time and as part of the United Nations-paid travel arrangements. If such shipment is arranged and paid for by national military or government authorities or by the observer

himself/herself, the reimbursement up to the entitlement shall be made by the United Nations upon presentation of supporting documentation, including the bill of lading and/or airway bill and the United Nations shipping advice (form PT.27).

12.2 Completion of five copies each of the shipping advice and of an inventory listing all articles being shipped and the replacement value of each one (suitcase or trunk inclusive) is required for insurance and customs clearance. Shipping advice forms shall be forwarded to the United Nations-designated shipping agent or the office which makes the observer's travel arrangements, or to the observer directly if the travel arrangements are not made by the United Nations-designated shipping agent or office.

12.3 The observer shall ensure that:

- a. one copy of the itemized valued inventory, typed in English, is sent with each shipment;
- b. two copies of the itemized valued inventory, typed in English, and the negotiable original bill of lading or airway bill are sent by registered air mail to the mission CAO for customs clearance and collection of baggage;
- c. two copies of the itemized valued inventory, together with two copies of the bill of lading or airway bill, are sent by registered air mail to the FOD (Office of General Services, United Nations Headquarters, New York, N.Y. 10017) for insurance coverage.

12.4 Since it usually takes a considerable time for unaccompanied baggage to arrive at its destination, shipping arrangements should be completed as early as possible before an observer's departure from his/her home country for a United Nations assignment.

12.5 Arrangements for the shipment of unaccompanied baggage from the mission area on reassignment or repatriation shall be made in the field by the CAO.

### 13.0 Insurance of unaccompanied baggage

13.1 Insurance of an authorized surface or air shipment (including coverage for inland transport) up to a value of US\$8,000 shall be arranged by the United Nations upon receipt, in duplicate, of the itemized valued inventory, shipping advice and copies of the bill of lading or airway bill. If the value of the shipment exceeds US\$8,000 the observer should indicate on the shipping advice whether

additional insurance coverage should be arranged at his/her own expense. As a rule insurers reimburse for losses on a pro-rated basis if insurance does not cover the full value of the shipment.

13.2 If insurance is arranged not by the United Nations but by an observer's government or military authorities, the observer should ensure that the "general average clause" is included in the policy. Reimbursement of premium charges for coverage up to US\$8,000 but not exceeding the cost which would have been paid by the United Nations may be claimed upon presentation of supporting documentation.

14.0 Insurance of accompanied baggage

14.1 The cost of insurance of baggage accompanying an observer is not reimbursable by the United Nations.

15.0 Official travel during mission service

15.1 Military personnel who have prior approval of the CAO to travel for representation purposes (e.g. to represent the Organization at conferences, participate in technical/operational meetings) may be paid travel subsistence allowance (TSA), as payable to civilian staff members at the standard rate applicable to the place of travel. Payment of this allowance is in lieu of payment of mission subsistence allowance (MSA). The above arrangement does not include travel of military personnel from one base station to another for the purpose of carrying out assignments in connexion with on-going responsibilities or regular assignments; in this case the applicable MSA instead of TSA shall continue to be paid. Payment of the standard TSA shall normally not exceed seven days; cases involving a longer duration should only be authorized exceptionally and should be reported to the Compensation and Classification Service, OHRM, through the FOD, with an indication of the specific circumstances.

15.2 When the exigencies of the service require an observer to travel on official business for not more than seven days within or outside the mission area, and the observer has no option but to retain accommodation at his/her base duty station, the mission CAO may authorize, in addition to the standard rate of TSA applicable to the place of travel, the payment of 40 per cent of the applicable MSA upon presentation of appropriate evidence of the retained accommodation.



III OFFICIAL TRAVEL TO AND FROM MISSION AREA - MILITARY  
PERSONNEL ASSIGNED ON A NATIONAL CONTINGENT BASIS

1.0 Rotation

1.1 Notwithstanding section II of this chapter the transport of military personnel assigned to a peacekeeping mission on a contingent basis, to and from the mission area, is normally carried out by chartered commercial aircraft and only in exceptional circumstances shall travel authorizations be issued for commercial travel by individuals. Such transport of military contingent personnel is known as "rotation". Each rotation of a contingent may comprise several flights, each one with a designated code name, for instance Ghanbatt Rotation Chalk 1, Chalk 2, Chalk 3, etc..

1.2 The policy concerning rotation of troops of the countries contributing to a peacekeeping force is based on an agreement between the United Nations and the government concerned. The rotation should be scheduled to ensure minimal disruption of operations, a practical continuity of services and an efficient turn-over. Rotations may vary from contingent to contingent, but normally, with a six months tour of duty, a contingent will rotate every six months, with a minimum of 14 days between the the first and the last flight or "chalk" in order to facilitate an orderly hand-over of duties. In some contingents with a tour of duty of one year, half the contingent may be rotated every six months; such rotations may be carried out over a shorter period than 14 days since expertise within the contingent remains on the ground. Other cycles are also used whereby half a contingent is rotated quarterly.

1.3 In all cases it is the responsibility of the mission CAO to obtain the required rotation data, in co-operation with the Chief Military Personnel Officer (CMPO), from the contingent concerned and submit them to the FOD not later than eight weeks prior to the first scheduled rotation date. This information must contain the proposed flight dates and the number of passengers per flight (in/out). The proposed flight dates may have to be adjusted depending on the availability of aircraft at a particular time. It must be understood that close coordination is required between the contingent concerned, the CMPO, the CAO and the FOD. The contingent concerned normally keeps its government informed via its rear link or via telex.

1.4 It is the responsibility of the FOD to arrange for the charter of the required flights in accordance with existing United Nations procedures. Such arrangements shall include world-wide invitations to bid, and no guarantees can be given to any contingent that its national airline will receive the award. However, under current practice if the national airline of contingent submits a bid equal to that of the lowest bidder, it will normally be favoured.



1.5 In some cases arrangements may be made with the government concerned for provision of the necessary aircraft to perform the rotation, but the procedures for provision of information and coordination remain unchanged.

## 2.0 Arrival and departure procedures

2.1 It is the responsibility of the Chief Movement Control Officer of the mission headquarters to handle all rotation flights, including provision of ground handling, ground power and ramp service, although any payment for such services is the responsibility of the charter company. Rotation flights are normally handled in coordination with a liaison officer from the host government, who arranges the necessary permits and documentation.

- a. Ground transportation of the rotating personnel to and from the airport shall be arranged by or in coordination with the Chief Movement Control Officer;
- b. Contingent commanders may make reception arrangements in connexion with the arrival of nationals of their contingents after consultations are completed at mission headquarters. However, the number of contingent members meeting incoming flights should be kept to a minimum;
- c. Other representation at the airport for arrivals and departures shall be in accordance with arrangements approved by mission headquarters.

2.2 The main bodies of incoming troops should be met by the Chief Movement Control Officer of the mission or his/her representative, and by an officer from the rotating contingent. Main bodies of troops should be seen off by the new commanding officer of the contingent and by Movement Control from mission headquarters.

## 3.0 Communications

3.1 Immediately after the departure of a rotation flight from the mission area, it is the responsibility of the Chief Movement Control Officer to prepare a cable for the FOD from the CAO using the following proforma:

Subject: Rotation (name of contingent)

- a. Chalk (No.) of rotation flight
- b. Type of aircraft/name of carrier
- c. Route

- d. Date  
Arr. time  
Dep. time
- e. Pax (passengers) in  
Pax (passengers) out
- f. Baggage in (in kgs.)  
Baggage out (in kgs.)
- g. Other cargo in (in kgs.)  
Other cargo out (in kgs.)
- h. Volume of cargo and baggage (if available)
- i. Other information (if any).

3.2 The conclusion of the rotation should be reported, together with any comments, after completion of the last flight in the rotation cycle.

#### 4.0 Authorized passengers on rotation flights

4.1 Normally the United Nations agreement with the carrier calls for the transport of a specified number of passengers in each direction with a baggage entitlement of 45 kgs. for each, and additional cargo up to the maximum aircraft capacity. The number of passengers on flights is determined by the number of personnel in the contingent(s) being rotated.

4.2 No allowance is made for additional passengers since this would reduce the amount of cargo that can be carried. Consequently no leave passengers shall be carried on such flights, nor shall any representatives of the national armed forces concerned or any other national authorities be carried without prior authorization of the FOD.

#### 5.0 Individual accompanied baggage allowance

5.1 The charter agreement between the United Nations and the commercial carrier awarded the contract for a rotation specifically provides for a baggage allowance of 45 kgs. (99 lbs.) for each passenger. Consequently each individual of a rotating contingent travelling on a United Nations-chartered aircraft may carry accompanied bona fide personal baggage up to a maximum of 45 kgs. (99 lbs.). This allowance shall include personal weapons and other military items such as haversacks and fieldpacks. Weapons must not be loaded and no ammunition shall be carried on board the aircraft by individuals.

5.2 If the observer uses surface transport the accompanied baggage allowance is doubled to 90 kgs. (198 lbs.).

5.3 In view of the large number of travellers in a contingent rotation, individual shipments of personal effects are not very cost effective; whenever possible such personal baggage should therefore be pooled for bulk despatch and containerized for security and easier handling. It is the responsibility of the contingent commander to ensure that such baggage contains no prohibited articles.

6.0 Personal baggage in excess of allowance

6.1 Transport of personal baggage in excess of the entitlement limits shown above is the sole responsibility of the individual(s) concerned.

7.0 Rotation on an individual basis

7.1 Personnel appointed to a peacekeeping mission headquarters or to special units may be authorized to rotate outside the normal contingent/unit rotation cycle. Each such case is to be treated on its own merits and prior authorization for such travel must be obtained from the FOD; where possible it should be coordinated to ensure maximum economy.

7.2 No individual should be rotated before completing his/her full tour of duty except on compelling medical, compassionate or disciplinary grounds. See section IV (Repatriation) of this chapter.

7.3 If an individual is obliged by special circumstances to be repatriated by commercial airline outside the normal rotation, approval of the Force Commander must be given in writing covering the following points:

- a. date of arrival of the individual in the mission;
- b. length of service with the mission;
- c. date due for rotation in the normal course of events; and
- d. reason(s) justifying separate rotation by commercial airline.

7.4 Military personnel being rotated in this way shall be entitled to only the 20 kgs. free baggage allowance provided by the airline plus 10 kgs. excess baggage reimbursable by the United Nations. The balance of the total entitlement may be shipped via surface transport or converted to air freight on the basis of one kg of air freight for each two kgs. of surface entitlement.

7.5 Full particulars of the individuals scheduled for rotation, by contingent, must be kept current by the CMPO and reported monthly to the FOD.

7.6 The plan for officers' appointments shall be kept up to date at mission headquarters by the CMPO. The proposed nationality of the replacement(s) and the positions to be filled in the table of organization of mission headquarters shall be submitted to the FOD every three months.

## V REPATRIATION

### 1.0 General

1.1 Repatriation of military personnel before completion of their normal tour of duty shall normally be on medical, disciplinary or compassionate grounds.

### 2.0 Requirements for repatriation on medical grounds

2.1 Repatriation on medical grounds before the completion of a full tour of duty shall normally be at United Nations expense. This applies when the person concerned

- a. is unlikely to be fit for full duties within 30 days including the time of hospitalization;
- b. requires treatment which is not available in the mission area (including the mission hospital, if any);
- c. requires special treatment in a national institution.

### 3.0 Authorization for repatriation on medical grounds

3.1 Authorization of the Force Commander shall be obtained in advance of any repatriation travel on medical grounds on the basis of a written recommendation submitted in accordance with the form attached as annex 1 to this chapter, irrespective of whether the cost is to be borne by the United Nations, a national government or the individual concerned.

3.2 Following such authorization the CAO may approve and proceed with the arrangements for having the individual repatriated by the mission or by the contingent via the most economical means, taking into account the urgency of the case. Depending on the severity of the case the CAO is required to look into the possibility of utilizing regular rotation or scheduled service flights. The CAO shall seek the prior approval of the FOD in cases requiring a special

or exceptional arrangement likely to involve additional expense to the United Nations, such as chartering an aircraft or providing an escort of more than one person.

3.3 The baggage allowance for military personnel being repatriated on medical grounds is identical to that for military personnel being rotated on an individual basis (see paragraph 9.4 of section III above). The allowance for the escort shall be limited to the free allowance granted by the airline.

#### 4.0 Provision of air ambulance

4.1 The Swiss Government has agreed to make available free of charge a Swiss air ambulance for medical evacuation (medevac) of United Nations personnel from peacekeeping forces or observer missions or other field offices (see also Chapter 4, section XXX of this manual). A request for such a medevac must be medically justified and channelled through the FOB, which shall take the necessary action.

#### 5.0 Processing of application

5.1 Applications for repatriation on medical grounds shall be made on the form attached as annex and submitted to the mission Chief Medical Officer (CMO). The CMO shall submit his/her recommendations on the form to the CMPO, who is responsible for follow-up action with the Force Commander and the CAO and for advising the contingent of approval or non-approval.

#### 6.0 Sequence of action

6.1 Before a case is referred to the mission CMO the following sequence of action shall be taken:

- a. the individual shall normally be examined at the mission hospital, if any;
- b. the senior medical officer of the contingent concerned shall complete all the necessary medical documentation and also Part I of the repatriation form attached hereto as annex I and forward them to the contingent commander for action as outlined above.

7.0 Return of repatriated individual to a mission

7.1 If an individual repatriated on medical grounds is required to return to the mission of his/her assignment, the return travel must be undertaken under one of the following circumstances:

- . at his/her expense;
- . at the expense of the government concerned; or
- . by routine service flight at no expense to the United Nations.

8.0 Repatriation on disciplinary grounds

8.1 It is within the authority of the CAO to issue the appropriate travel authorization once a Force Commander has approved the repatriation of an individual on disciplinary grounds to implement action taken in the interest of the Organization. However, before such approval the commander of the contingent concerned shall make known full details of the case in writing to the Force Commander, who shall examine the justification for the proposed repatriation. If necessary one escort may be provided and baggage allowance authorized as outlined in section III, para. 9.4 and section IV, para. 3.3 of this chapter.

8.2 However, it should be noted that in all cases where the interest of the contingent is the primary reason for the repatriation, any expenses for commercial travel of the individual being repatriated, his replacement, and the escort (if any) are reimbursable to the United Nations by the national authorities concerned.

9.0 Repatriation on compassionate grounds

9.1 A Force Commander may recommend in writing the repatriation of individuals on compassionate grounds at United Nations expense. Such grounds shall include the following:

- a. attending the funeral of a close family member having a relation of the first degree (parent, spouse or child);
- b. attending the funeral of a brother, sister or other close relative who was the sole surviving relative of the individual; or
- c. critical or dangerous illness or injury to one of the above-mentioned family members.

9.2 If the individual must return to complete his/her tour of duty at the mission, one-way commercial travel may be recommended, and approved by the CAO on compassionate grounds at United Nations expense.

9.3 If for economy or any other reason the individual wishes to purchase a special fare return ticket, only 50 per cent of its cost shall be payable by the United Nations, representing the cost of the one-way travel authorized by the Organization.

9.4 Payment of travel subsistence allowance and terminal allowances is authorized in all cases where the travel is undertaken at the expense of the Organization, for the person being repatriated and for any escort, in accordance with existing rules and regulations.

## V TRAVEL OF MILITARY PERSONNEL WITHIN MISSION AREA

### 1.0 Official travel within mission area

1.1 When considering travel and the payment of travel subsistence allowance for military personnel of a mission, account must be taken of the different categories of military personnel and/or other personnel assigned to missions on specific but not necessarily equal terms and conditions.

1.2 Official travel undertaken within a mission area is considered local travel. Local travel is not subject to the travel rules and regulations referred to earlier in this chapter, but is governed by separate administrative instructions as follows:

### 2.0 Military observers

2.1 Upon arrival in a mission area military observers receive a mission subsistence allowance (MSA). This allowance is intended to cover board and lodging expenses, plus incidentals, and constitutes the entire United Nations financial liability towards the cost of housing and food for the personal requirements of observers.

2.2 The amount of the allowance is established by the Secretary-General and normally varies from mission to mission depending on living costs.



2.3 If board and/or lodging is provided by the United Nations, by a government or by a related institution free of charge, the allowance shall be reduced as follows:

- a. by 50 per cent if accommodation only is provided;
- b. by 30 per cent if meals only are provided;
- c. by 80 per cent if both accommodation and meals are provided.

2.4 Under normal circumstances a military observer establishes a residence at his/her base station and the Organization shall provide accommodation (but not board) when he/she is deployed in the field. No reduction shall be made in the MSA for the provision of such accommodation, but neither shall the military observer be reimbursed by the Organization for accommodation retained at the base station.

2.5 Payment of travel subsistence allowance, terminal expenses and miscellaneous travel expenses under the provisions of Staff Rules 107.7, 107.11, 107.14, 107.15, 107.18 and 107.19 shall not be made for any period during which an observer is receiving daily MSA.

2.6 However, in some missions conditions are such that the usual criteria cannot be applied, i.e. when the observer is compelled to be deployed in the field for long periods but is unable to relinquish his/her accommodation at the base station due to scarcity of accommodation there. In such cases consideration may be given to reimbursing the observer for the accommodation retained during his/her deployment in the field.

2.7 When the exigencies of the service require an observer to travel on official business within the mission area (excluding travel or deployment in the field, covered in the above paragraph), the mission CAO may authorize the payment of double accommodation expenses not in excess of the observer's regular daily per diem based on the cost of the retained accommodation, provided that the traveller was unable to release it.

2.8 It is realized that in some missions the size and configuration of the mission area will require some military observers, in particular staff officers, to travel for operational reasons from mission headquarters to outstations or vice versa. Each case of such travel should be evaluated on its own merits, and if the situation so justifies authorization may be given by the FOD for payment of TSA to the observers concerned for the travel, provided that:

- a. the travel is subject to prior approval by the CAO, who shall verify its operational necessity;
- b. the TSA shall be payable for a maximum of seven consecutive days;
- c. payment of TSA shall not apply to cases of posting of military observers; and
- d. there shall be no concurrent payment of the MSA for the duty station and the TSA for travel status: the MSA shall cease to be payable for each day the TSA is paid. Furthermore no retained accommodation payment shall be made when TSA is paid. However, if the payment of the regular MSA plus retained accommodation payment yields a higher amount than the TSA, the higher rate shall be paid.

2.9 It is incumbent upon the CAO to ensure that the kind of travel described in the preceding paragraph is kept at an absolute minimum without jeopardizing the operational efficiency of the mission. Accurate records of such travel shall be maintained and no travel shall be undertaken without the completion of a Movement of Personnel form specifying in detail the operational reasons for it.

3.0 Other police and military personnel entitled to mission subsistence allowance

3.1 The above provisions applicable to military observers assigned to missions and receiving MSA throughout their mission service are equally applicable to police and other military personnel assigned to a mission and receiving MSA on the same terms and conditions as observers.

4.0 Personnel assigned on a contingent basis

(i) Guiding principles

4.1 No official travel within the mission area for which a travel subsistence allowance (TSA) will be claimed shall be undertaken without the prior approval of the CAO or his designated representative.

4.2 No TSA shall be payable in cases where personnel are travelling as a unit, nor when units within a unit are travelling for employment in the field; in such cases the units are expected to be self-sustaining in respect of lodging and rations.

4.3 TSA shall be payable only when actual expenses have been incurred by the traveller for board and lodging. Full use shall be made of mission facilities during travel, i.e. rooming and boarding with other units whenever feasible.

4.4 If personnel travelling as a unit are required for compelling reasons to obtain overnight accommodation and/or meals in a commercial establishment en route, such facilities should be arranged by the officer or NCO in charge. Reimbursement of expenses incurred in such cases may be made against presentation of duly certified bills together with supporting documentation, which might consist of a duly authorized Movement Order and a nominal roll of the personnel involved, but shall in any event include a short written justification of why accommodation and/or meals needed to be provided by a commercial establishment. The sum total of expenses reimbursed in such cases shall not exceed the total amount of TSA which would have been payable if the personnel had been travelling as individuals. In cases where such travel forms part of the regularly occurring duties of a unit, i.e. convoy duties or second and third line transport, it may be authorized by the commanding officer of the unit, but all claims for reimbursement of expenses incurred must be approved by the Chief of Staff and the CAO, who shall ascertain and certify the bona fide nature of the travel undertaken as "official United Nations duty travel".

(ii) Travel of individuals involving overnight stays

4.5 A travel authorization shall be completed and properly authorized for each individual traveller before his/her travel actually begins. Such travel authorizations shall be initiated by the commanding officer of the unit concerned and approved by the mission Chief of Staff and by the CAO, or by their properly designated representatives.

4.6 The TSA payable to an individual traveller shall be reduced if board and/or lodging is provided by the United Nations, by a government or by a related institution free of charge, as per the formula described in section V, paragraph 2.3 above.

(iii) Meal allowance for travel of individuals not involving overnight stay

4.7 For travel of individuals of more than 5 hours but less than 10 hours a meal allowance equivalent to the meal component of the TSA is authorized, against receipt. For travel of more than 10 hours which does not involve an overnight stay, 40 per cent of the applicable TSA rate shall be paid.

4.8 It is realized that because of local conditions it is sometimes time-consuming or impossible to obtain official receipts for meals. Accordingly reimbursement for meals of military personnel on duty travel within the mission area for more than 5 hours but less than 10 hours is authorized without submission of receipts to the level specified in paragraph 4.7 above. However, in each such case the claimant must submit a certification that the meal has actually been taken and that an amount no less than the reimbursable amount has in fact been expended by the claimant for it. The name and location of the establishment where such meals were taken shall be included in the certification. A form for this certification should be produced by missions and a completed form duly certified by the claimant, attached to the relevant travel authorization and claim for reimbursement.

4.9 The form should also include a declaration to the effect that the traveller has received no issue of United Nations rations nor been provided with lodgings by the Organization during the period of travel, except as shown in the relevant travel authorization and claim for reimbursement.

CHAPTER 9.

DEATH, INJURY AND DANGEROUS ILLNESS

I INITIAL ACTION

1.1 In the event of death, serious injury or permanent disability of a military member of a mission the unit commander concerned shall immediately notify mission headquarters and provide the following information on the individual(s) concerned:

- service number
- United Nations ID card number
- rank
- last name and (in brackets) first and middle name
- sex
- nationality
- next of kin (name, address and relationship)
- category (e.g. contingent member, MILOB, etc.)
- on duty at the time of the occurrence (yes or no)
- date of occurrence (day, month, year)
- time (local time)
- place
- type of casualty (death, injury, illness)
- cause of casualty.

1.2 Immediately following the receipt of information concerning a casualty mission headquarters must inform United Nations Headquarters by a preliminary cable which shall include all relevant details available at the time of despatch.

1.3 In the case of death the unit concerned shall advise its national headquarters to inform the next of kin and to notify mission headquarters immediately when that has been done. No mention of the deceased's name shall be made in any public statement before such notification has been received.

II NOTIFICATION OF CASUALTY

1.0 Following the despatch of the preliminary information to United Nations Headquarters, a Notification of Casualty (NOTICAS) shall be prepared by the Chief Military Personnel Officer (CMPO) of the mission as follows:

- a. NOTICAS number
- b. name of mission
- c. service number
- d. United Nations ID card number
- e. rank
- f. last name and (in brackets) first and middle name
- g. sex
- h. nationality
- i. next of kin, (name, address and relationship)
- j. category (e.g. contingent member, MILOB, etc.)
- k. on duty at the time of the occurrence (yes or no)
- l. date of occurrence (day, month, year)
- m. time (local time)
- n. place
- o. type of casualty (death, injury or illness)
- p. cause of casualty.

1.1 The NOTICAS shall be prepared in the name of the Chief Administrative Officer (CAO) and despatched to United Nations Headquarters addressed to: ".....(name of USG)/OUSGPKO AND .....(name of Director)/FIELDOPS". It is imperative that when an initial NOTICAS advises of serious injury or illness which later results in death, the above addressees be so advised as soon as possible, with references to the original NOTICAS.

1.2 The CMPO is responsible for maintaining a list of NOTICAS, numbered sequentially from the number one, covering all casualties of the mission concerned during its existence. Any amendment or updating of a NOTICAS shall refer to the original NOTICAS number and cable reference.

1.3 The CAO is responsible for notifying United Nations Headquarters immediately of the death, serious injury or illness of internationally- or locally-recruited civilian staff members following the NOTICAS procedure described above.

### III ARRANGEMENTS CONCERNING THE DECEASED

#### 1.0 Ad hoc committee

1.1 Upon the death of a member of a mission an ad hoc committee comprising the following members shall be convened:

Chief Administrative Officer (or his/her representative)  
Chief Finance Officer (or his/her representative)  
Legal Adviser  
Chief Medical Officer  
a representative from the contingent concerned (where applicable).

1.2 In missions with a Travel Officer he/she should also attend the committee's meetings to advise on shipping and travel arrangements for the remains and escort.

1.3 It is realized that in a small mission or United Nations field office the military members of the committee may not be available, in which case the civilian members shall suffice. In an observer mission, the contingent representative should be replaced with the Senior Observer of the nationality concerned.

1.4 As soon as possible the Committee shall meet and:

- a. review the information received on the incident and ensure that all pertinent information has been relayed to Headquarters, New York in accordance with standard operating procedures;
- b. determine the disposal of the remains;
- c. if the remains are to be transported by air, establish time and place of delivery to the airline concerned, date and time of departure and flight number, and date, time and place of arrival in the home country. All information to be relayed to Headquarters, New York and -- by the contingent concerned -- to the home government;
- d. decide what ceremonies, if any, are to take place in the mission area; and
- e. appoint an escort.

1.5 It is imperative that all arrangements for the preparation and transport of the remains be made in conformity with the practice of the government concerned.

## 2.0 Escort

2.1 An escort from the same contingent as the deceased shall be appointed to accompany the remains and to attend the funeral rites and ceremonies in the home country on behalf of the Force Commander. Immaterial of the rank of the deceased, the appointed escort shall be of officer rank. If the deceased was of officer rank the escort shall, whenever possible, be of a rank equivalent to or higher than the one held by the deceased. If the deceased is a civilian staff member the appointed escort shall also be civilian. It is the responsibility of the escort, in co-operation with the airline(s) concerned, to ensure the safe custody and respectful handling of the remains en route. The escort shall always travel on the same flight as the remains.



2.2 The escort shall be entitled to return airfare to the home country with the normal free baggage allowance in accordance with existing regulations. In the cases of military personnel or police monitors, if the personal effects of the deceased can not be airfreighted to the home country they may be carried as excess baggage by the escort, subject to prior authorization from United Nations Headquarters. In the case of internationally-recruited civilian staff the personal effects of the deceased shall be returned to his/her home country as per existing entitlements and rules and regulations.

### 3.0 Use of United Nations flag

3.1 A United Nations flag, size 6' by 9', shall be issued to the escort. The flag shall be used for draping the casket during ceremonies in the mission area prior to departure, official ceremonies en route (if any) and ceremonies in the home country, unless pre-empted by national regulations. The flag shall be placed on the casket with the United Nations emblem centered on the upper surface. The material of the flag shall be folded neatly to cover the ends and sides of the casket, and fastened in a way that will ensure it will remain in place even during windy conditions and during ceremonial transportation.

3.2 The flag shall not be interred or otherwise disposed of with the remains, but may be given to the next of kin after the final funeral ceremonies, if such a wish is expressed. Alternatively the escort shall return the flag to the place where it was issued.

### 4.0 Autopsy

4.1 Normally an autopsy shall be performed only if considered necessary from the medical or legal point of view. In view of possible religious or other implications the prior approval of the liaison officer to the host government authorities and the contingent commander shall be required.

### 5.0 Travel arrangements

5.1 The responsibility for arranging the transport of the remains and of the accompanying escort to the home country rests with the CAO. All travel arrangements shall be covered by form PT.8 in accordance with existing rules and regulations.

### 6.0 Communications

6.1 All information on arrangements concerning the deceased, including the travel arrangements and flight schedule, shall be submitted to the FOD as soon as available for relay to the permanent representative of the government concerned. If the transport of the

remains involves official stopovers en route, the United Nations information centres in those locations, if any, must be informed by the mission and requested to render any assistance needed. The contingent commander concerned shall be responsible for keeping the home government informed either via telex or via the contingent rear-link if available. In an observer mission this responsibility rests with the Senior Military Observer of the nationality involved. Where the deceased was a civilian staff member the communications with the home country should be directed to the next of kin or other members of the deceased's family as determined on a case-by-case basis.

#### 7.0 Posthumous award of United Nations Medal

7.1 In connexion with Chapter IV, paragraph 3 of the Regulations for the United Nations Medal (see Chapter 11 of this manual), the Secretary-General has authorized the Head of Mission (Force Commander, Chief of Staff or Chief Military Observer) to waive the established period of qualification for the award of the Medal, and to approve and posthumously award it to the deceased. In such cases it is only necessary to submit a post facto report to United Nations Headquarters of the action taken, copies of which should be send to the FOD through the CAO for audit and statistical computation.

#### 8.0 Letters of condolence

8.1 In accordance with existing practice, official letters of condolence shall be despatched as follows:

- . from the Force Commander to the next of kin
- . from the CAO to the contingent commander.

8.2 Both letters of condolence shall be prepared by the Office of the CAO who shall maintain copies on file. They shall be prepared in an appropriate language, with an English translation. Notwithstanding the official letters, nothing herein shall preclude the writing of letters of condolence by other officials of the Organization.

8.3 In the drafting of such letters of condolence care should be taken to avoid and resemblance to a "form letter". Consideration should also be given to the national, religious, ethnic and cultural background of the deceased and to prevailing customs in his/her home country. It is advisable to seek guidance from a senior officer of the contingent concerned.

8.4 The letter of condolence from the Head of Mission (Force Commander, Chief of Staff or Chief Military Observer) shall be given to the escort for delivery by hand to the next of kin.

9.0 Documentation

9.1 It is the responsibility of the CAO to ensure that all necessary documentation, including any written travel authorization required for the remains and escort, is properly prepared and distributed. Such documentation shall include but not necessarily be limited to:

- . certificate of death
- . sealing of casket certificate
- . medical/hygiene certificate
- . embalming certificate
- . export licence.

9.2 The documentation required may vary depending on the rules and regulations of the host government and the airline used. Copies of the documentation shall be carried by the escort and copies given to the contingent commander (Senior Military Observer) for transmittal to the appropriate authorities in the home country.

10.0 Liaison officer to host government authorities

10.1 The liaison officer to the host government authorities should be contacted for assistance in all matters requiring the co-operation of the local authorities. In particular he should advise on the documentation required and help expedite its completion.

11.0 Ceremony in area of operation

11.1 In order to show respect for the deceased, solidarity and the esprit-de-corps of the mission a simple ceremony shall be observed, prior to the departure of the remains, with participating representatives from all contingents and mission headquarters. It shall take the form prescribed by the Force Commander (Chief of Staff/Chief Military Observer) in accordance with the standard operating procedures established for the mission.

12.0 Alternative arrangements; travel of dependant

12.1 In some cases a government may, in accordance with its religious, national or service regulations, request the United Nations to transport the deceased to his/her place of residence in the home country or to any other nearer point recognized as a burial place for its nationals. Next of kin and/or governments may also request local burial or cremation in the mission area. All efforts should be made by the mission concerned to comply with such requests and the United Nations may, if the government should so request, reimburse the travel costs for one immediate dependant of the deceased contingent member or military observer to attend the funeral. The decision in each case shall be taken separately, and in consultation with United Nations Headquarters. In the case of

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internationally-recruited civilian staff members such reimbursement of travel costs for an immediate dependant shall be considered only if the deceased had no dependants at the duty station at the time of death.

13.0 Cost of preparation and transport of remains

13.1 United Nations Staff Rule 107.26 provides that upon the death of a staff member or of his/her recognized spouse or dependant children, the United Nations shall pay the expense of transportation of the remains from the staff member's official duty station or from the place of death to a place to which the staff member or his/her dependant was entitled to return transportation under Staff Rule 107.1 or 107.2. The rule also provides that these expenses shall include reasonable costs for the preparation of the remains.

13.2 This rule is also applicable to a military member of a national contingent with a peacekeeping force and to a military observer or other military or police personnel assigned to a mission on an individual basis. However, it does not apply to dependants of such personnel which may have been brought into the area of operation on a private basis at their own expense.

13.3 The "reasonable costs" that may be reimbursed generally consist of expenses for the items listed below, which may vary from one mission to another; it is emphasized that the list shown should be regarded as indicative only. No cost relating to religious or funeral services shall be reimbursed.

- . local removal
- . documentation and permits
- . sanitary care
- . embalming
- . professional services
- . transportation to airport
- . casket (basic)
- . official copies of death certificate
- . consular fees
- . air freight
- . outside case for air transport overseas depending on the laws of the country to which the remains are to be transported: pine box, or zinc-lined pine box, or zinc-lined 1-1/2" pine box.

13.4 The costs for the above items would be payable where the deceased was entitled to return transportation for himself/herself (including a dependant in the case of a civilian staff member) under Staff Rule 107.1 or 107.2. However, if the government or the family of the deceased opt for local interment or cremation, reimbursement shall be allowed up to the cost of the items listed above in the mission area, excluding the outside case for air transportation overseas. In the event of local interment or cremation the local law, regulations and practices, including health and religious procedures that must be observed, should be determined and taken into consideration.

13.5 The reimbursable costs in the mission area for the items listed should be determined in advance by the mission; only in cases of charges considered exorbitant need the FOD be consulted.

CHAPTER 10.CLAIMS REVIEW BOARD

## I AUTHORITY

1.0 A Claims Review Board in a peacekeeping force, observer mission or other United Nations field office is established on the authority of the Controller; at the same time the financial limits for local settlement of claims shall also be specified. The authority to decide on compensation, within the authorized financial limits, is normally delegated to the Chief Administrative Officer (CAO) of the mission concerned.

## II COMPOSITION

1.0 When deciding on the composition of a given Board, it should be borne in mind that such Boards act in an advisory capacity to the person to whom the Controller has delegated authority to decide on compensation within the authorized financial limits. That person should therefore not be directly involved in the formulation of the Board's recommendations.


1.1 All voting members of Claims Review Boards should be staff members. However, in view of the very nature of peacekeeping forces and observer missions, the association of military personnel with the Boards is clearly advantageous and for this reason a senior military officer should be appointed in an ex-officio capacity.

1.2 The following composition is therefore suggested:

Chairperson	:	Legal Adviser
Member	:	Chief Finance Officer
Member	:	Chief, General Services
Member ( <u>ex-officio</u> )	:	Chief Military Personnel Officer
Secretary ( <u>ex-officio</u> )	:	Chief, Claims Unit.

1.3 The alternate members shall be the officials normally deputizing for or carrying out the functions of the chairperson or members.

1.4 In addition to the above the Chief, Special Task Unit (resident auditor), if such a position exists in the mission, shall perform a separate and independent review function in claims cases.



## III TERMS OF REFERENCE

1.0 A Claims Review Board in a mission shall act in an advisory capacity in cases involving:

- a. third party claims;
- b. claims for loss and/or damage to personal effects of civilian members of the mission (and of military observers, if any), but not of military personnel assigned as members of a national contingent. Claims for the latter are dealt with on a national level.

1.1 The terms, conditions and limits governing compensation for loss of or damage to personal effects, and the procedure for submission and examination of claims in connexion with such loss or damage, are contained in administrative instruction ST/AI/149/Rev.3 dated 17 November 1988, attached to this chapter as annex A. See also Chapter 4, section XXVIII of this manual.

1.2 No compensation shall be paid for any loss or damage occasioned by the negligence or misconduct of the claimant.

## IV RULES AND PROCEDURES


1.0 A Claims Review Board shall determine its own rules and procedures.

## V SETTLEMENT OF CLAIMS

1.0 Normally the CAO, as a certifying officer, is authorized to settle claims up to the authorized financial limits established for the mission. Any claims in excess of the authorized limits shall be presented to the Headquarters Claims Board for its decision.

## VI THIRD PARTY CLAIMS

1.0 Within its financial limits a local Claims Review Board is authorized to examine and recommend settlement of third party claims for indemnity for loss of or damage to property and for personal injury or death which are attributable to acts performed in connexion with official duties by military or civilian members of a peacekeeping force, observer mission or other United Nations field office.





1.1 This does not apply to third party claims arising from accidents involving official United Nations vehicles, which are settled by the insurance company which has undertaken to insure United Nations vehicles world wide for third party liability. However, in exceptional circumstances where particular claims are not covered by that insurance, a Board may review and settle the claims if they are within its authorized financial limits.

1.2 The Board shall normally not deal with third party claims arising from tortious acts committed by mission members during off-duty periods or otherwise outside the scope of their official duties. The settlement of such claims is the responsibility of the individual members concerned and their national contingents or governments, and contingent commanders are therefore expected to pursue such cases until they have been satisfactorily settled.


1.3 However, if it is deemed necessary in the interest of the United Nations, especially when it is felt that the Organization's reputation or the functioning of a mission may be affected by any further delay, a Board may review third party claims arising from such acts and transmit recommendations to United Nations Headquarters. In such cases as well as in "in line of duty" cases where mission members are found to be liable, due to their negligence or misconduct, for loss or damage, personal injury or death caused to a third party, the Board may recommend to Headquarters that the United Nations seek recovery from the national government(s) concerned of any payment of indemnity made by the Organization.

#### VII EX-GRATIA PAYMENTS

1.0 Any ex-gratia payment, regardless of the amount, proposed by a Board may be made only after authorization by the Secretary-General through the Headquarters Claims Board and the Office of Programme Planning, Budget and Finance.

#### VIII RELEASE FROM LIABILITY AFTER PAYMENT

1.0 Payment of compensation or payment ex-gratia shall be made only against a duly executed instrument releasing the mission and the Organization from any liability with respect to the claim in question.



CHAPTER 11.UNITED NATIONS MEDALS AND SERVICE RIBBONS


## I GENERAL

1.0 Pursuant to authority confirmed by the General Assembly, the Secretary-General is vested with the authority to establish United Nations medals and service ribbons for award to military personnel who are or have been in the service of the United Nations.

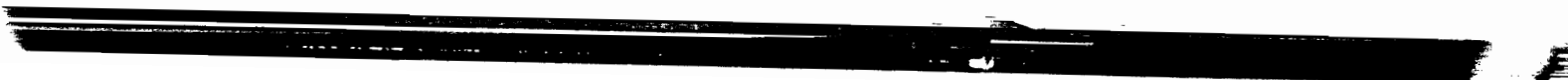
1.1 The conditions governing eligibility and authority for issue of United Nations medals and ribbons are contained in document ST/SGB/119/Rev.1: "Regulations for the United Nations Medal" dated 16 February 1966.

1.2 At the present time there are three United Nations medals in existence: the Korean Medal, the United Nations Medal and the Medal for the United Nations Emergency Force (1956-1967), i.e. UNEF I.

1.3 The establishment, eligibility and award of each medal are controlled by specific regulations. Whereas the award of the Korean and the UNEF I medals is limited strictly to military personnel who formed parts of those operations, the Regulations for the United Nations Medal provide that the Secretary-General shall from time to time, as appropriate, designate:

- a. the United Nations peacekeeping forces and observer missions for which the Medal and Service Ribbon shall be awarded;
  - b. the period of qualifying service required with each force or mission;
  - c. the personnel of each force or mission who shall be deemed to be military personnel for the purpose of the Regulations.
- 

1.4 The Secretary-General has designated the following missions for award of the United Nations Medal and Service Ribbon:

- . United Nations Truce Supervision Organization (UNTSO)
  - . United Nations Military Observer Group in India and Pakistan (UNMOGIP)
  - . United Nations Observer Group in Lebanon (UNOGIL)
  - . Operation des Nations Unies au Congo (ONUC)
  - . United Nations Temporary Executive Authority (UNTEA-West Irian)
  - . United Nations Yemen Observation Mission (UNYOM)
  - . United Nations Force in Cyprus (UNFICYP)
  - . United Nations Emergency Force (UNEF II)
  - . United Nations Disengagement Observer Force (UNDOF)
  - . United Nations India Pakistan Observation Mission (UNIPOM)
  - . United Nations Interim Force in Lebanon (UNIFIL)
  - . United Nations Good Offices Mission, Afghanistan/Pakistan (UNGOMAP)
  - . United Nations Iran/Iraq Military Observer Group (UNIIMOG)
  - . United Nations Angola Verification Mission (UNAVEM)
  - . United Nations Transition Assistance Group (UNTAG)
  - . United Nations Transitional Authority in Cambodia (UNTAC)
  - . United Nations Observer Group in Central America (ONUCA)
  - . United Nations Iraq-Kuwait Observation Mission (UNIKOM)
  - . United Nations Mission for the Referendum in Western Sahara (MINURSO)
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United Nations Observer Mission in El Salvador  
(ONUSAL)

United Nations Protection Force in Yugoslavia  
(UNPROFOR).

1.5 From time to time countries may provide, on a secondment basis, staff military officers to serve in staff positions at United Nations Headquarters, New York. In such cases a United Nations Headquarters medal, the ribbon of which is a solid United Nations blue, may be awarded after 90 days of service.

## II ELIGIBILITY


1.0 Subject to the designation of the Secretary-General pursuant to the above Regulations, any military personnel who have completed a period of qualifying service with a United Nations peacekeeping force or observer mission shall be eligible to receive the United Nations Medal and Service Ribbon (corresponding to their first tour of duty), provided they have not been convicted of serious misconduct or crimes during the period of their assignment with the United Nations.

1.1 For the purpose of these regulations a member of a national police force assigned for police duties and/or as a police monitor to a United Nations peacekeeping force, observer mission or any other United Nations field mission shall be deemed eligible for the award of the United Nations Medal under the same conditions as a United Nations military observer.

1.2 The length of qualifying service currently required is as follows:

- a. military personnel assigned to a peacekeeping force - 90 days;
- b., military observers assigned to an observer mission on an individual basis - 180 days.

1.3 Notwithstanding the above, a period of qualifying service shall not be required for the posthumous award of the Medal to personnel killed, or presumed killed, while on United Nations assignment.



## III APPROVAL BY NATIONAL GOVERNMENTS

1.0 Any award of the United Nations Medal and Service Ribbon shall be subject to approval by the national government concerned. The Secretary-General shall provide governments with lists of their nationals eligible for the Medal and Service Ribbon.

1.1 Administrative procedures for the issue of medals and service ribbons shall be agreed upon between the Secretary-General and the governments concerned.

1.2 The wearing of the Medal and the Service Ribbon, or of half-size miniatures thereof, shall be governed by the applicable national regulations

## IV PROMULGATION AND AWARD


1.0 General

1.1 In each mission the Force Commander (or in smaller missions the Chief of Staff or Chief Military Observer) is authorized by the Secretary-General to issue the United Nations Medal to eligible personnel in accordance with the relevant regulations.

1.2 The Office of the Chief Military Personnel Officer in the mission concerned shall process medal awards within 30 days of the individuals' having qualified. To this end it is the responsibility of contingent commanders to forward a list in duplicate on the first day of each month to mission headquarters, giving the name, rank and other pertinent details of each contingent member who has become eligible in the preceding month. This list shall be accompanied by four copies of indent forms in respect of each unit of the contingent showing the number of medals and ribbons required.

1.3 Contingent commanders are responsible for ensuring that all eligible members of their contingents, no matter where they are located for the purposes of their duties in the mission, are awarded the United Nations Medal as and when they become entitled to it, in accordance with the relevant regulations.

1.4 Contingent commanders (or station chiefs in observer missions) shall request a medal parade and recommend a suitable date when there are sufficient eligible personnel available. The form of the medal parade and presentation ceremony shall be prescribed by the Force Commander (Chief of Staff or Chief Military Observer) of each mission.



1.5 Any eligible person is entitled to receive his/her medal prior to his/her departure from the mission. If for some reason he/she has failed to receive the medal, arrangements must be made through the national government for presentation in the home country.

2.0 Award of Medal in exceptional cases

2.1 Chapter IV, paragraph 3, of the Regulations for the United Nations Medal reads as follows:

"Exceptions to designation under 1(b) and (c) of this regulation may be made by the Secretary-General in individual cases in order to establish eligibility not otherwise existing where he believes circumstances so warrant."

2.2 In this connexion it has been the practice for the Secretary-General to delegate authority to the Force Commander (in smaller missions the Chief of Staff or Chief Military Observer) to approve and arrange the award in the following cases:

- a. posthumous award
- b. service-incurred injury and evacuation of a mission member
- c. individual withdrawal requests by governments for service reasons (not personal or compassionate) within ten days of the authorized qualifying period.

2.3 In such cases it is only necessary to submit to United Nations Headquarters a post facto report of the action taken, copies of which should be sent to the FOD through the CAO for audit and statistical computation.

2.4 Under the same authority the Force Commander (or Chief of Staff or Chief Military Observer in a smaller mission) is authorized to issue to himself/herself a medal in accordance with the regulations.

3.0 Concurrent Award of UN Medals

3.1 Military personnel are eligible only for the medal of the mission to which they are originally posted; temporary service with another mission does not entitle them to the medal of that mission. However, if at the completion of a tour of duty with one mission personnel are posted by their governments to another, they would after the specified time become eligible for the medal of the latter mission.

3.2 Any exception to the above rules requires the specific approval of United Nations Headquarters.

4.0 Additional service numerals

4.1 Metallic numeral devices for attachment to the Service Ribbon are awarded for each additional tour of duty with the mission after the first. Thus the periods of service required for the award of the numerals are as follows:

In a peacekeeping mission with national contingent personnel and a six-month tour of duty:

No.2 - 12 months  
No.3 - 18 months  
No.4 - 24 months, etc..

In an observer mission with a regular one-year tour of duty:

No.2 - 24 months  
No.3 - 36 months, etc..

4.2 It is the responsibility of the individual concerned to apply for the metallic numeral devices. Where the service claimed includes service prior to the current tour of duty the individual concerned must have his/her application verified by the contingent commander. Once the award has been promulgated in the relevant Routine Orders the individual concerned may request the device through the mission supply services.

V REPLACEMENT OF MEDALS

1.0 An application for replacement of any United Nations medal, due to loss, must be submitted by the applicant to the department of his/her national government responsible for awards and medals, with the following information:

- a. name and rank of the applicant;
- b. the unit and the United Nations mission in which the applicant served, showing dates of arrival and departure from the mission area;
- c. the reason for the replacement.



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VI: MEDAL RETURNS

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1.1 In addition a payment equivalent to one US dollar must be made. The government must then certify the application and forward it to its permanent mission to the United Nations in New York, which then requests the United Nations to provide a replacement. Delivery of the replacement medal is through the permanent mission making the request.

VI MEDAL RETURNS

1.0 General

1.1 Each mission shall maintain a running account of the number of medals issued to eligible recipients and submit monthly a medal return to the FOD giving the following details:

- . stock on hand at beginning of the accounting period
- . issues by unit
- . total issues during the accounting period
- . receipts during the accounting period
- . stock on hand at end of the accounting period.

1.2 Additionally a summary must be provided of:

- . the total number of medals issued up to the end of the preceding accounting period
- . the number issued during the accounting period
- . the grand total of medals issued as of the end of the accounting period.

2.0 Safekeeping of medals

2.1 Inasmuch as United Nations medals are considered very attractive items the practice has developed whereby the Office of the Chief Military Personnel Officer (CMPO) assumes the responsibility for their stocking, safekeeping and issue and accounting for them. This has proved practical since the CMPO normally also maintains all the records relevant to medal issues and submits the pertinent information to the CAO for submission to United Nations Headquarters.

2.2 From time to time an audit shall be carried out to verify the records of medal issues and reconcile them with the stock in hand.

3.0 Requisitioning

Missions should requisition the medals they require through the FOD.

VII MINIATURE MEDALS

1.0 Upon request to the FOD miniature (half-size) medals and ribbons can be made available to missions for sale to eligible individuals. Their sale must be strictly controlled and under no circumstances shall they be sold as souvenirs to unauthorized persons.

1.1 The cost of such miniature medals and ribbons must be reimbursed to the United Nations.

VIII ADDITIONAL INFORMATION

1.0 Additional information on the subject of United Nations medals, including a copy of ST/SGB/119/Rev.1, is attached hereto as annex A.

CHAPTER 12.

VEHICULAR TRANSPORT

I INTRODUCTION

1.0 The effectiveness of a United Nations peacekeeping or observer mission is directly related to its mobility, which in turn is related to its vehicle fleet: the quantity, quality, condition and types of vehicles available in relation to the condition of the roads and the type of terrain in the mission's operational area. Related factors include the driving ability of the users, vehicle maintenance, the availability of spare parts and the quality of the mechanics and workshops available.

1.1 Vehicular transport is also responsible for a large part of the budgetary requirements of any peacekeeping operation. Consequently the Chief Administrative Officer (CAO) of the mission must take a particular and close interest to ensure compliance with regulations covering all aspects of the operation of a mission's vehicle fleet and to effect the most efficient and economical operation of the fleet. This close supervision by the CAO shall include, but not be limited to, the issuance of administrative directives/instructions governing the conditions for travelling in United Nations vehicles, the use and operation of vehicles and their maintenance, upkeep and repair to ensure the maximum utilization of available resources.

II MISSION VEHICLE ESTABLISHMENT

1.0 General

1.1 The mission vehicle establishment shall incorporate and reflect all the vehicles and related specialist and engineering equipment which are necessary for the proper functioning of the mission, whether they be commercial pattern or military pattern vehicles (CPVs or MPVs).

1.2 The general policy concerning vehicle establishment matters (including the authorized ceiling established by United Nations Headquarters) shall be defined by the Head of Mission and the CAO in coordination with United Nations Headquarters.

1.3 Within a mission the division of responsibility for vehicle establishment control is normally as follows:

i. Chief Transport Officer (Civilian)

- proposing the vehicle establishment for the civilian administration;
- managing the maintenance and vehicle replacement programme for all CPVs specifically under the control of the Chief Transport Officer (CTO).

ii. Chief Logistics Officer (CLO) (Military)

- proposing the vehicle establishment for all military units, as well as operations, logistics and military staff cells of the mission;
- managing the maintenance and vehicle replacement programme for all MPVs, specialist and engineering equipment, and all CPVs not specifically under the control of the CTO.

1.4 In smaller missions with no specific military logistics element the duties of the CLO in respect of the vehicle establishment may be assumed by the CTO.

1.5 Due to the changing nature of any mission vehicle fleet, the existence of certain exceptions, etc., it is not possible to establish precise and permanent definitions for each type of vehicles. The responsibility for control of a particular vehicle or type of vehicle may be determined by reference to the force vehicle inventory unit (FVIB) or to the CTO of the mission.

2.0 Policy guidelines

2.1 The vehicle establishment, consisting of road vehicles, trailers, and specialist and engineering equipment, shall be limited in numbers to the minimum needed to provide essential operational, logistics and engineer support to the mission under normal conditions. Peak loads and other unusual conditions shall be met by one of the following methods:

- i. use of the mission's reserve vehicles;
- ii. redistribution of the vehicles within the existing establishment;
- iii. rescheduling of the current vehicle purchase programme;
- iv. purchase or loan of vehicles from troop-contributing countries under a Letter of Assist arrangement.

3.0 Standardization and use of commercial models

3.1 It is United Nations policy to work towards vehicle standardization and the use of commercial models in missions.

i. Standardization

It is policy to standardize and to reduce the number of makes and types of vehicles to the minimum required to perform the assigned operational, logistics or engineering tasks. This policy helps reduce the range of spare parts, tools and equipment needed to maintain the fleet, resulting in considerable budgetary savings and increased efficiency.

ii. Use of commercial models

It is policy to use commercially-available vehicles to the fullest extent possible. While it is recognized that certain military pattern vehicles will always be required to perform operational tasks under hazardous conditions or over adverse terrain, experience has shown that well-designed and constructed commercial pattern vehicles can provide excellent service if properly operated and maintained. Such vehicles in general purpose roles have demonstrated some advantages over military pattern vehicles, including:

- a. increased load-carrying capacity in relation to vehicle weight;
- b. lower initial purchase price and operating cost; and
- c. better spare parts support.

4.0 Vehicle replacement policy

4.1 The following is the general policy adopted by the United Nations to cover the replacement of United Nations- and contingent-owned vehicles in a peacekeeping operation other than armoured vehicles, trailers and specialized engineering equipment.

- i. In the normal course of events motor vehicles will eventually reach the end of their economic life. The point at which it is no longer economical to continue to operate a particular vehicle varies from one vehicle to the next, but as a general rule it is a function of either its age or the mileage travelled. In the usually severe conditions of United Nations peacekeeping operations, the life span of a vehicle is

most vehicles the maximum economic life is as follows, though it is recognized that individual vehicles, or certain types of vehicles, may have a longer life:

Category 1

Commercial pattern vehicles, jeeps, light trucks and mini-buses - 5 years or 120,000 kilometers, whichever comes first;

Category 2

Ambulances, medium-sized buses, medium/heavy trucks (to 4 tons) - 8 years or 135,000 kilometers, whichever comes first;

Category 3

Heavy buses, heavy trucks and truck tractors (5 tons and over) - 10 years or 250,000 kilometers, whichever comes first.

For planning purposes, requests for replacements and budgetary forecasts should be based on these criteria.

- ii. Notwithstanding subparagraph i. above, a vehicle shall be replaced only when it is clear that it is approaching the end of its economic life; this shall be determined on a case-by-case basis.
- iii. Clearly there will be occasions and circumstances in which a United Nations vehicle will have to be replaced before it has reached its target economic life. These will include, but not necessarily be restricted to, the following:
  - a. if the vehicle is written-off as a result of damage incurred in action, accidental damage, fire, theft or hijacking;
  - b. irrespective of age or mileage travelled, if the vehicle's past repair record and expert technical evaluation of its present mechanical condition establish without doubt that it does not have a residual economic life commensurate with the estimated cost of restoring it to normal roadworthy condition;
  - c. if, because of the size or exotic nature of the vehicle leading to difficulties in obtaining the required spare parts, expertise or facilities, it has proven impossible to sustain an acceptable vehicle-off rate.

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  - b. irrespective of age or mileage travelled, if the vehicle's past repair record and expert technical evaluation of its present mechanical condition establish without doubt that it does not have a residual economic life commensurate with the estimated cost of restoring it to normal roadworthy condition;
  - c. if, because of the rare or exotic nature of the vehicle leading to difficulties in obtaining the required spare parts, expertise or facilities has proven impractical to sustain an operational vehicle.



- d. if, in order to keep other identical vehicles in normal roadworthy condition in times of unavailability of spare parts, it proves necessary to "cannibalize" a vehicle; such action must first be subject to proper authorization by the Property Survey Board (PSB) following a prescribed internal control process to establish that it is needed;
- e. if, because of an approved standardization commitment, certain vehicles are to be phased out irrespective of age, distance travelled or mechanical condition;
- f. if, in order to bring the existing composition of the fleet into line with the agreed vehicle establishment, certain vehicles or types of vehicles need to be replaced earlier than normal.

#### 5.0 Factors influencing vehicle establishment requirements

5.1 Differences between peacekeeping missions and the often complex nature of their operational, logistics and engineering tasks, as well as the differences in such factors as physical layout and topography, all influence the vehicle establishment requirements of a unit. To assess whether a vehicle is needed all relevant factors should be considered, including the following:

- the reasons advanced to support the request
- vehicle utilization data (obtained from unit reports)
- assigned tasks of the unit
- physical layout of the unit's area of responsibility
- maintenance resources available to the unit
- staff visit or survey reports
- suitability of the requested vehicle for the specified tasks
- economy/effectiveness of the requested vehicle
- any special operational requirements.

#### 6.0 Vehicle reserve

6.1 In missions with a Vehicle Establishment Committee, that Committee shall define a minimum vehicle reserve of new or used vehicles to provide temporary support and/or to cover contingencies including:

- i. unforeseen or emergency operational requirements

- ii. replacement, to the extent possible, of vehicles hijacked, stolen or destroyed in action or by major accidents or by fire;
- iii. replacement, to the extent possible, of vehicles-off-the-road (VOR) when they are emergency or specialized vehicles or when the total VOR in a unit exceeds 50 per cent of its total vehicle holdings.

6.2 It should be noted that when a unit's vehicle requirement is established the need for regular time off for maintenance is taken into account; replacements in such cases shall therefore be met from the unit's own holdings and not from the vehicle reserve.

#### 7.0 Vehicle Establishment Committee (VEC); General

7.1 At the inception of any larger peacekeeping operation it is essential that a Vehicle Establishment Committee be established at the earliest opportunity. It shall be the responsibility of the Committee to implement policy directives concerning the vehicle establishment of the mission, and it shall be the sole authority at the mission headquarters level for defining and approving the initial vehicle establishment for each unit/section as well as any amendments to it which may be required from time to time.

#### 8.0 Composition of the VEC

8.1 The Vehicle Establishment Committee shall be composed of senior military and civilian personnel of the mission. A suggested list follows, but the Committee's composition may vary according to the type of mission. The Chief Administrative Officer (CAO) and the Chief Transport Officer (CTO) should, however, always be members.

Deputy Force Commander	-	Chairman
Chief Logistics Officer	-	Deputy Chairman
Chief Military Transport Officer	-	Member
Senior Operations Officer	-	Member
Chief Administrative Officer	-	Member
Chief Transport Officer	-	Member
Chief Procurement Officer	-	Member.

8.2 Other military and civilian staff may be co-opted as required.

#### 9.0 Terms of reference of the VEC

9.1 The Vehicle Establishment Committee shall:

- i. translate general policy directives into detailed plans for the establishment of the mission;

- ii. define and approve the initial vehicle establishment as well as any subsequent amendments thereto;
- iii. conduct periodic reviews of each unit's vehicle establishment and approve additions or deletions as required;
- iv. define and approve the vehicle reserve; and
- v. define and approve the vehicle acquisition/disposal programme proposals for inclusion in the budget cost estimate submission for each mandate period of the mission.

#### 10.0 Vehicle Establishment Change Request (VECR)

10.1 Changes in the vehicle establishment (i.e. changes in overall holdings or in the composition of vehicles) may be initiated by a unit, by mission headquarters or by the VEC. However, any change may only be effected:

- i. after approval by the VEC (if within the mission ceiling authorized by United Nations Headquarters); or
- ii. after approval by United Nations Headquarters (if outside that ceiling).

10.2 All requests for changes in the vehicle establishment originating from a unit or section shall be submitted to the Chief Logistics Officer (CLO) or the CTO as applicable, using the VECR form, a copy of which is attached as annex A to this chapter.

10.3 Commanding officers/section chiefs must ensure, before submission, that any VECR is realistic and properly substantiated; that the recognized need cannot be satisfied by internal reassignment of/or adjustment to existing vehicle holdings; and that all personnel and maintenance implications have been considered.

10.4 Upon receipt of a VECR the CLO or CTO, as applicable, shall refer it to the specialist or staff branch concerned for comment and/or recommendation, before submission to the VEC.

10.5 After consideration by the VEC, all VECRs shall be the subject of:

- i. a serially-numbered amendment to the mission vehicle establishment, if approved; or
- ii. a formal advice letter to the requesting unit or section, if not approved, giving the reason for non-approval.

11.0 Budget cost estimate submissions

11.1 The instructions for preparing the proposed budget for a peacekeeping or observer mission, as issued by the Controller, require the production of certain documentation to support requests for the acquisition/replacement of vehicles.

11.2 The final schedules for inclusion in the cost estimate submission for each mandate period of the mission, in the format required by the Controller, shall be prepared by the office of the CTO for inclusion in the final budget estimates for the mission as a whole.

11.3 Detailed schedules of all MPVs and CPVs projected for write-off or replacement during the mandated period covered by the budget submission must be prepared by the CLO and the CTO according to their respective areas of responsibility. These schedules, in the format shown in annexes B and C attached to this chapter, must be submitted to the CTO one month in advance of the budget deadline.

11.4 Detailed explanatory information must be supplied to support each request for additional/replacement vehicles. Full details of quantity, make, type, model, tonnage (where applicable) and estimated unit cost price must be provided. This information is to be supplied to the CTO in the first instance at the same time as schedules required under the preceding paragraph.

12.0 Minutes of VEC meetings

12.1 Whenever any change in the mission vehicle establishment is approved by the VEC, the minutes of the relevant meeting shall include as an annex an updated schedule of the total vehicle establishment, showing the previous position, the new position and the revision(s) approved.

12.2 The CAO shall arrange to forward a copy of the minutes of each meeting of the VEC as soon as possible after the meeting to United Nations Headquarters.

13.0 Effective date of changes in vehicle establishment

13.1 In order to give United Nations Headquarters an opportunity to react to and/or comment on changes in the vehicle establishment approved by the VEC, such changes shall not become effective until two weeks after despatch to Headquarters of the copy of the relevant minutes.

14.0 Vehicle Inventory Unit

14.1 Establishment. A vehicle inventory unit shall be established as an integral part of every force headquarters transport section. This unit shall be known as the Force Vehicle Inventory Unit (FVIU) and shall be responsible for maintenance and upkeep of the vehicle inventory records, including those of all MPVs, CPVs, specialized and engineering equipment and trailers, whether United Nations- or contingent-owned.

14.2 Particulars to be recorded. The FVIU is the only body within a United Nations peacekeeping force which has the authority to register particulars of and issue official registration licence plate numbers to vehicles and trailers brought into the area of operation. The control thus established over the force vehicle fleet shall extend to all United Nations- and contingent-owned vehicular property.

14.3 Movements of force vehicles. Any movement of force vehicles in the nature of transfer or assignment between battalions or to/from the force headquarters units must first be coordinated with the FVIU. This includes movement of armoured personnel carriers (APCs) and other vehicles and equipment outside the mission area for overhaul and refurbishing under a Letter of Assist (LOA).

III AUTHORIZED USE OF UNITED NATIONS VEHICLES

1.0 General

1.1 For the purpose of this section the term "United Nations vehicle" shall be deemed to include United Nations-owned vehicles, contingent-owned vehicles, vehicles leased by the United Nations, vehicles provided by the host government and vehicles provided by any other source for the sole use of a mission established by the United Nations.

1.2 All personnel concerned in the operation of United Nations vehicles shall ensure that they are used only for authorized purposes and in such a way as to achieve the utmost economy and efficiency. No person shall operate a United Nations vehicle unless he/she is in possession of a valid United Nations driver's permit issued by the relevant mission and no driver, irrespective of driving ability, shall be issued such a permit unless he/she has demonstrated knowledge of all local traffic regulations and of United Nations rules and regulations for the operation of its vehicles in the area of operation of the mission. All drivers shall comply with the rules of the road.

1.3 The only issuing authority for a driver's or operator's permit in any mission is the CTO as delegated by the CAO. The procedure for issuance is described in paragraphs 5.0 to 5.11 of this section.

1.4 Unit commanders, section chiefs, staff officers, all other ranks and civilian staff concerned with the operation of United Nations vehicles shall ensure:

- i. constant and close supervision of the use of vehicles and their maintenance;
- ii. the utmost economy in the use of vehicles and petrol, oil and lubricants (POL);
- iii. the cleanliness of all vehicles, especially those used to carry food;
- iv. that water tankers are regularly rinsed;
- v. that units set aside one or more vehicles for the exclusive use of carrying food;
- vi. that if open trucks are used for transporting food or troops, a tarpaulin covers the vehicle to afford protection from dust and the heat of the sun.

## 2.0 Speed limits

2.1 Local speed limits, as indicated by mission signs or posted by local authorities, shall be observed at all times. However, notwithstanding local regulations, United Nations vehicles shall at no time be driven in excess of the following speed limits, which may be adjusted downwards by individual missions if considered necessary for safe driving:

<u>Type of vehicle</u>	<u>Open road</u>	<u>Built-up area</u>
Staff cars.....	100 kph or 60 mph	40 kph or 25 mph
Other cars/station wagons.....	80 kph or 50 mph	40 kph or 25 mph
Jeeps and 3/4 ton trucks.....	65 kph or 40 mph	40 kph or 25 mph
All other heavy vehicles.....	55 kph or 35 mph	32 kph or 20 mph

2.2 However, the speed of United Nations vehicles shall always be adjusted to suit the topography, the condition of the roads, weather conditions, etc.. Likewise the type of load carried and the condition of the vehicle shall always be taken into consideration and the speed adjusted to ensure safe driving and no damage to the load.

3.0 Personnel authorized to travel in United Nations vehicles

3.1 Vehicles are provided to a mission to ensure adequate transport for the performance of official duties. In view of the nature of such missions, often located in areas with insufficient public transport, the vehicles of a mission may also be used for off-duty transportation on a non-interference basis. The categories of personnel listed hereunder are those authorized to travel in a United Nations vehicle, whether on or off duty:

- i. staff members of the United Nations and experts on mission for the United Nations (for the purposes of this manual all military observers and military personnel assigned to a peacekeeping or observer mission are considered "experts on mission for the United Nations");
- ii. staff members of specialized agencies of the United Nations;
- iii. official dependents of the aforementioned categories (as defined in Chapter 2, section VI, paragraph 4.1 of this manual);
- iv. official guests of a mission and other persons travelling in connexion with official United Nations business.

3.2 Under compelling circumstances other persons may be authorized to travel in United Nations vehicles by the Head of Mission or CAO.

3.3 The off-duty use of United Nations vehicles is permitted as a special courtesy to the personnel of a mission to allow recreational travel, providing it does not interfere with the efficient functioning of the operation. Accordingly, such travel shall, to the extent possible, be utilized for group activities. However, at no time shall any United Nations vehicle be in any way modified for purposes of recreation or welfare. Under no circumstances shall United Nations vehicles be used or made available for such purposes as hunting expeditions.



4.0 Transportation of non-United Nations personnel

4.1 Non-United Nations personnel, for the purposes of these instructions, are deemed to be persons who are not United Nations officials, experts on mission or consultants on official business. Persons in those categories, should they incur service-related injury or death as a result of the use of United Nations transport, would normally be covered by the Organization's compensation arrangements. As mentioned elsewhere, military observers and military members of a peacekeeping mission are considered experts on mission.

4.2 In the case of non-United Nations personnel a distinction must be drawn between passengers in United Nations vehicles who are official mission visitors sponsored by a troop-contributing country and other non-United Nations passengers. In the case of the former there is an explicit understanding between the governments concerned and the United Nations that the government shall hold the United Nations harmless against any claims arising from loss, damage, injury or death incurred by such visitors while using United Nations transport.

4.3 Inasmuch as the transportation of all other non-United Nations personnel in United Nations vehicles may constitute a financial liability for the Organization in cases of claims arising from loss, damage, injury or death, such passengers shall be required to sign a "general release form" exempting the Organization from liability. Additionally, a formal request for their transportation, specifying their names, nationalities, relationship(s) with the United Nations and passport numbers, shall be submitted to the CAO for his/her prior approval.

4.4 A driver who, contrary to these instructions, transports an unauthorized person in a mission vehicle does so at his/her own risk and responsibility in case of an accident involving injury or death of that person.

4.5 An example of a general release form which may be used in missions is provided on the following page.

General Release Form

General Release from Liability on Account of Use of UN Transport

I, the undersigned, hereby recognize that my travel on ..... (identify mission and vehicle or other mode of transport) that is scheduled to depart from ..... for ..... on ..... 199.. is solely for my own convenience and benefit and may take place in areas or under conditions of special risk. In consideration of being permitted to travel on such means of transport, I hereby:

- i. assume all risks during such travel;
- ii. recognize that neither the United Nations nor any of its officials, employees or agents are liable for any loss, damage, injury or death that may be sustained by me during such travel;
- iii. agree, for myself as well as for my dependents, heirs and estate, to hold harmless the United Nations and all its officials, employees and agents from any claim or action on account of any such loss, damage, injury or death;
- iv. agree, for myself as well as for my dependents, heirs and estate, that in the event that the United Nations has insurance to cover personal injury or death, the liability of the United Nations shall be limited and shall not exceed: the amounts of such insurance coverage; or the limitations on the amounts recoverable by passengers under the provisions of the Warsaw Convention.

\_\_\_\_\_  
Signature of passenger

\_\_\_\_\_  
Date

.....  
Witness

5.0 Driver's permit

5.1 As mentioned in paragraph 1.2 of this section, no person shall operate a United Nations vehicle unless in possession of a valid United Nations driver's permit. The permit form shall be prepared and printed locally, and shall bear the holder's number, rank, name and contingent identification (as appropriate) and shall indicate clearly the type(s) of vehicles which he/she has been authorized to operate.

5.2 Sample permit forms may be obtained from the FOD, for reproduction in the field. The following types of vehicles should be provided for, each one in a separate box:

- i. Sedan
- ii. Jeep, 4x4
- iii. Truck, H, 4x2
- iv. Truck, H, 4x4
- v. Truck, H, 4x6
- vi. Bus, M/H.

(M = medium; H = heavy)

5.3 The types of vehicles for which the permit is not valid should be deleted from the permit. If the validity of the permit extends to other types of vehicles or engineering equipment, they should be listed in typescript in the blank spaces of the permit and initialled by the issuing authority.

5.4 A potential driver of a United Nations vehicle must possess a valid national/international or national military driver's permit/licence in order to qualify for a United Nations driver's permit.

5.5 Locally-recruited civilian personnel may be issued with a United Nations driver's permit if their service with the mission so requires. They must meet the same criteria as military personnel and internationally-recruited staff members.

5.6 The issuing authority for the driver's permit in a mission is the CTO, who shall normally arrange for the necessary testing of all mission headquarters personnel requiring the permit.

5.7 However, in view of the number of personnel requiring permits in the outstation units of large operations, and the distances involved, commanding officers, through their motor transport officers (MTOs), are authorized to issue permits to their personnel after ensuring that they have been properly tested and otherwise meet the qualifications required by the United Nations.

5.8 Nonetheless the ultimate issuing authority is still the CTO and the designated MTO of a unit must report to the CTO at mission headquarters, as soon as possible after his/her arrival in the mission area, for briefing on the subject of control and use of United Nations vehicles, before he/she is authorized by the CTO to process applications for the United Nations driver's permit. The MTO of each contingent shall also be tested and have his/her driver's permit issued by the office of the CTO.

5.9 Driver's permits needed for contingent personnel shall be obtained by submitting to the office of the CTO the completed form "Request to CTO for Force Driver's Permit", a copy of which is attached as annex C to this chapter. This form shall be prepared and produced locally by the office of the CTO, for issue to units.

5.10 It should be noted that for the purpose of this instruction, vehicles on long-term lease to the United Nations and contingent-owned vehicles, including armoured vehicles and engineering equipment brought into the area of operation (and subject to payment by the United Nations in accordance with the depreciation rule) are also regarded as United Nations vehicles and listed on the mission's vehicle inventory, and provided with the United Nations licence plate applicable to the mission. The drivers of all such vehicles must therefore be in possession of the United Nations driver's permit. In view of the particular nature of armoured vehicles and other specialized equipment, the issuance of a driver's permit for such vehicles and equipment to qualified operators shall be in accordance with their established national regulations, but still subject to registration by the CTO in the same way as other permits.

5.11 United Nations driver's permits shall be withdrawn from personnel found to be driving under the influence of alcohol or drugs, and from personnel who commit serious traffic violations or whose driving habits indicate lack of competence or sense of responsibility.

#### 6.0 Administrative instructions/standing orders

6.1 It is the responsibility of the CAO to issue mission-wide administrative instructions governing all aspects of the use of United Nations vehicles. It is the responsibility of the commanding officers of units to promulgate such instructions to all personnel under their command through standing orders. Copies of administrative directives or instructions issued by the CAO must be forwarded to the FOD.

#### 7.0 Authorization for the use of United Nations vehicles

7.1 In a mission vehicles may either be assigned to individuals for use in their official capacity, assigned to a unit or section for collective use by its personnel, or assigned to a motor pool for collective use by all authorized personnel of a unit, including mission headquarters. No vehicle shall be used without proper authorization.

7.2 Individuals to whom vehicles have been assigned may authorize their official use by other staff members as required.

7.3 In the case of vehicles assigned to a unit/section for collective use, it shall be the responsibility of the officer in charge of the unit/section to appoint individuals authorized to control the use of the vehicle for official business purposes. In a motor pool a despatcher shall be appointed to exercise this authority. The authority may not be delegated to others.

#### 8.0 Trip tickets

8.1 No United Nations vehicle may be operated unless the operator is in possession of a duly-completed vehicle transport trip ticket (hereinafter referred to as a tripticket) authorizing each trip.

8.2 Operators of United Nations vehicles must always use the most direct route possible from one point to another, but with due consideration to the prevailing road and other conditions which may affect the choice of route.

8.3 Each vehicle shall have a daily tripticket, and personnel responsible for the operation of vehicles shall ensure that;

- i. all POL supplies drawn for each vehicle are entered on the related tripticket;
- ii. daily vehicle checks are carried out as listed on the tripticket;
- iii. all trips made are entered on the tripticket, with particular attention to the mileage at the beginning and at the end of the journey;
- iv. details of passengers are entered correctly on the tripticket;
- v. any vehicle defects are noted on the tripticket;
- vi. duly-completed triptickets for each vehicle are submitted to the office of the CTO at least once a week;
- vii. no vehicle is used unless found to be in a mechanically safe and sound condition.

8.4 Each trip must be recorded separately in detail and the tripticket must be signed both by the authorizing officer and by the operator.

9.0 Recreational trips

9.1 The use of vehicles for transport to specified recreational areas shall be governed by separate instructions issued by mission headquarters from time to time. In principle only the commanding officers of contingents may authorize such trips when justified and properly organized; the relevant triptickets must be signed by a senior officer.

10.0 Driver's Handbook

10.1 The CAO shall be responsible for issuing a "Driver's Handbook". A sample of the Handbook may be obtained from the FOD, but will have to be modified to comply with the conditions prevailing in a particular mission.

11.0 Transportation to and from work

11.1 Where the situation so warrants, and if in the interest of the Organization, transportation for the staff to and from their place of work may be arranged. Such travel shall be considered duty travel. In cases of vehicles assigned to individuals for use in their official capacity, such transportation shall also be deemed duty travel, it being understood that vehicles being used for transportation to and from work shall be used to full capacity whenever possible.

12.0 Reimbursement for use of United Nations vehicles

12.1 United Nations vehicles are provided for official use only and additional vehicles are not budgeted for other purposes. The use of United Nations vehicles for liberty or recreation, if approved, should be limited to those cases where the vehicles in question are temporarily not required for official purposes. The use of vehicles for liberty or recreation as a group welfare activity by a contingent of a mission shall be free of charge.

12.2 Should a United Nations vehicle be used by a military observer or a civilian staff member or members of their families or by any other individual member of the mission for personal business, costs for use of the vehicle shall be paid or reimbursed to the Organization. Such payments or reimbursements shall be based on mileage, the applicable rates for which shall be the same as those established under ST/AI/224 and its relevant amendments for the purpose of calculating costs for travel by privately-owned vehicles under Staff Rule 107.11. If overtime has been accrued by the United Nations driver of a vehicle used for personal business, an amount equivalent to the driver's overtime payment must also be paid by the user to the Organization.

12.3 Each journey or deviation for liberty or recreation purposes must be entered on triptickets as soon as completed. The CTO may report as liberty or recreation mileage all mileage not covered by specific duty trips entered on a vehicle's tripticket, and such mileage may be charged accordingly.

12.4 The CTO of any mission shall be responsible for notifying the finance section at mission headquarters of all liberty and recreation mileage run in the mission and the names of the drivers responsible. Such notification shall normally be made monthly and the finance section shall obtain reimbursement by appropriate deduction from the payments due to the person concerned.

12.5 Staff members or military observers taking liberty or recreation trips in United Nations vehicles shortly before transfer or repatriation are required to verify that the resulting charges have been processed and received by the finance section at mission headquarters prior to departure.

12.6 Notwithstanding the above, it should be noted that in accordance with existing practice all use of United Nations vehicles by military personnel assigned to a peacekeeping mission on a contingent basis is considered duty travel. Thus the question of reimbursement to the Organization for liberty or recreational use of vehicles does not arise, it being assumed that the contingent and unit commanders maintain tight control over the vehicles under their command so that unauthorized use is avoided.

12.7 United Nations vehicles may be used for liberty and recreation travel only within the officially-defined "mission area" and only within reasonable range of mission headquarters. It is the responsibility of the CAO to issue the appropriate administrative instructions defining the outer limits of the area in which such use of vehicles is authorized.

12.8 Trips to areas outside that area may be authorized by the CAO. In such cases approval shall be contingent on the written agreement of the driver to bear the total cost of recovery of the vehicle to the nearest office of the mission regardless of whether recovery is necessitated by accident damage or normal mechanical failure or whether or not the driver/user was personally responsible.

12.9 If the Organization is put to special expenditure to recover any United Nations vehicle used on liberty or recreation, the Local Property Survey Board is empowered, when assessing any costs to be charged to the driver, to include such portion of the recovery expenses as it considers reasonable.



13.0 Definition of official travel

13.1 Official (duty) travel shall include but not necessarily be limited to the following categories:

- a. travel ordered by an appropriate officer or considered necessary for the performance of official duties;
- b. travel to and from residence and place of duty in connexion with the performance of official duties;
- c. travel for physical examination, medical or dental treatment, and for other purposes certified by the section chief (or chief of field station) as reasonably required in connexion with duty needs;
- d. travel in United Nations vehicles by military personnel assigned to a peacekeeping mission on a contingent basis.

13.2 Other travel may be considered official travel and authorized on an individual basis upon recommendation of the section chief (or chief of field station) concerned. Requests should be addressed to the CAO.

13.3 Travel not included in the above categories, if not specifically authorized by the CAO or his representative, shall be regarded as liberty travel and thus subject to reimbursement.

14.0 Driver's financial liability

14.1 With respect to accidents which occur while the personnel concerned are on duty, Local Property Survey Boards of missions when making recommendations as to financial responsibility have taken into consideration that the functions of military personnel and civilian staff members in the field require them to drive over roads not normally used by private vehicles and over other extremely rugged terrain; that they are often on duty for long periods without relief; and that they are sometimes required to be on duty at very short notice.

14.2 Most cases which come before Local Property Survey Boards in missions result from accidents involving United Nations vehicles. When assessing financial responsibility a Board makes a clear distinction between losses which occur when a military observer or civilian staff member is driving on official United Nations business and when he/she is using the vehicle for non-official purposes:

- a. in the case of accidents which occur while the vehicle is being used for official travel, the driver is held financially accountable for damage caused to the vehicle as a result of gross negligence on his part. A case of gross negligence, in the opinion of the Board, would be one involving obviously excessive speed or driving while intoxicated or in obvious breach of the rules of the road. The driver's financial responsibility, however, would normally not exceed 50 per cent of the cost of repairs and in no case exceed US\$1,250.
- b. in the case of accidents which occur while the vehicle is being used for non-official (liberty) travel, the driver is held financially accountable for damage caused to the vehicle as a result of negligence (whether gross or not) on his part. In such cases assessments against him/her may be recommended up to 100 per cent of the cost of repair or replacement of the vehicle, whichever is applicable.
- c. in cases where the driver involved in the accident is a member of a national contingent assigned to a peacekeeping force, any assessment of financial responsibility shall not be against the driver but against his/her national contingent for action by the contingent commander in accordance with national regulations.

#### IV INSURANCE OF UNITED NATIONS VEHICLES

##### 1.0 General insurance coverage

1.1 In accordance with General Assembly Resolution 22(1)(E) of 13 February 1946, all automotive vehicles owned or operated by the United Nations shall be covered by third party liability insurance. No commercial insurance is carried against damage to United Nations vehicles. Third party liability insurance on vehicles operated in the field may be taken out by Headquarters, in which case the vehicles will be included in the worldwide coverage at present arranged with the Travelers Indemnity Company, New York. Alternatively, Headquarters may authorize the mission concerned to arrange for local insurance coverage if, in the opinion of Headquarters, local insurance facilities are adequate; in that case a copy of the policy should be forwarded to the FOD.

1.2 The worldwide third party automobile liability insurance purchased through Headquarters provides a protection against legal liabilities which the United Nations may incur in case of an accident involving a United Nations vehicle driven by a United Nations driver

irrespective of his/her status (local chauffeur, Headquarters staff member, military observer, other military personnel of a peacekeeping mission or assigned driver from the local government properly licensed as United Nations personnel) on the one condition that he/she has received proper authorization to use the vehicle. The insurance provides no protection for vehicle damage resulting from collision or for theft of a United Nations vehicle. Insurance arranged in a mission shall follow the same pattern.

1.3 The policy provides coverage for third-party bodily injury or death and/or damage to third-party vehicles or property where negligence on the part of the United Nations has been established. The policy coverage applies worldwide (excluding the United States of America, its territories and/or possessions, and Canada). The policy limit is US\$1 million combined single limit per occurrence for third-party bodily injury/death and property damage. The policy also provides third-party passenger coverage.

1.4 A third party is a person or a group of persons whom the United Nations has no obligation to compensate in the event of service-incurred illness, injury or death. The Organization's third party insurance coverage for vehicles thus excludes staff members, military observers and national military contingent personnel since the United Nations, under Appendix D to the Staff Rules or other provisions, has an obligation to pay them appropriate compensation. Family members are not covered by any United Nations compensation arrangements and they should normally be considered third parties, especially if they have been authorized to travel in a United Nations aircraft.

## 2.0 Coverage under worldwide policy; compulsory local coverage

2.1 If local transportation (excluding taxis but including other vehicles operated in the name of the United Nations) is hired on a contractual basis, the CAO of the mission concerned should satisfy himself/herself that the hiring company carries adequate third party liability insurance, in the light of local custom. If it does not it should be required to do so, or local insurance arrangements made. If local insurance is not available, Headquarters should be requested to include the vehicles in question in the worldwide insurance plan.

2.2 Most national laws require that insurance against third party liability be carried by operators of automobiles, and the United Nations shall comply with such laws. The mission shall recommend whether, in the light of the relevant requirements of the national laws of the countries concerned, it will be possible to rely on the worldwide coverage maintained by the United Nations, or whether - the more likely scenario - local insurance must also be obtained.

2.3 A special situation may exist in large peacekeeping operations where vehicles owned and not owned by the United Nations operate without restriction in more than one country or territory. In such cases local insurance would not normally be justified, and the vehicles should be covered only by the worldwide policy, which thus becomes primary insurance.

2.4 Generally speaking, national laws require only insurance against third party liability; should they also require insurance against other risks the United Nations shall normally comply with them.

2.5 Whenever United Nations vehicles are covered for third party liability under a local policy required by national law, a copy of the policy should be forwarded to the FOD. The local policy should offer the minimum coverage required, since many mission vehicles are covered by the worldwide policy, which insures for greater amounts.

2.6 It should be clearly understood that in many countries the worldwide policy will not satisfy the insurance requirements of local laws. Therefore in such cases the policy cannot be used as evidence of compliance, either for registration of vehicles or in the case of accident.

2.7 The worldwide policy provides excess and difference-in-conditions (DIC) coverage. It is structured to supplement the local vehicle liability coverage mandated by local law; in other words it is in addition to, and not in lieu of the local coverage. This enables the United Nations to obtain a favourable premium rate.

### 3.0 Reporting of accidents covered by local insurance

3.1 In case of an accident involving a vehicle insured locally, a copy of the notification of the local insurance company should be forwarded to the FOD for onforwarding to the Insurance Section, and to the local agent of the worldwide carrier. It must identify the contact person in the mission.

3.2 When local insurance is taken out the insurer concerned is the primary carrier; all claims not exceeding the coverage limits of the local carrier are the liability of that carrier. Only claims exceeding those limits would be payable, where appropriate, by the worldwide carrier.

### 4.0 Reporting of accidents covered under worldwide policy

4.1 When United Nations vehicles are covered against risks of third party liability under the worldwide policy, all accidents regardless of severity and irrespective of whether local coverage also exists should be reported as soon as possible to the local agent (if any) of the worldwide carrier, and to the Insurance Section.

at Headquarters, via the FOD. This notification must include the name of the contact person in the mission. It should be followed up by a report to the FOD (for transmittal to the Insurance Section) containing the following information:

- i. date of accident
- ii. name of claimant
- iii. name of vehicle operator
- iv. location of accident
- v. details of local representative contacted
- vi. description of how accident occurred
- vii. copy of police report
- viii. estimate of third party damage and/or medical or hospital expenses.

4.2 This should be done in conjunction with (and not in place of) contacting the local agent (if any) of the worldwide carrier, who may be ready to render all necessary assistance. English translations of all documents in other languages should be provided unless otherwise instructed.

4.3 Where local liability insurance is carried the local company should be notified first and a copy of the notification forwarded to the FOD at the time of the initial report of the accident.

#### 5.0 Local settlement of claims

5.1 In countries where the Travelers Indemnity Company does not have a local representative, claims should be reported directly to the FOD for action. In order to facilitate the processing of claims in those countries, the underwriters have authorized the United Nations - in cases where local coverage does not exist or does not respond fully to a third party claim - to settle locally such claims not exceeding the equivalent of US\$2,500 without prior correspondence with the carrier. Such settlements are to be based on the legal responsibility of the United Nations: in other words, they may be negotiated only when the United Nations is clearly at fault in the considered judgment of the responsible CAO, and a signed release is obtained from the third party absolving the United Nations from any further costs in relation to the accident. Full details of the local settlement should be forwarded to the FOD, along with the accident report, the relevant inter-office voucher (IOV) and the release document.

5.2 A suggested release form which may be reproduced and used in missions is shown on the following page.

RELEASE FORM

I/We, the undersigned .....  
of .....do hereby acknowledge  
receipt from .....  
of the sum of .....  
in full and final compensation for the damage and/or injury  
sustained by .....  
as a result of .....  
that occurred on or about .....

In consideration of the above, I/we fully and finally  
release and forever discharge the United Nations, its insurance  
agents and employees, from liability in connexion with the  
above-mentioned accident/incident and further admit that I/we  
am/are fully indemnified for all claims including all expenses  
and bodily, material or moral injuries and that I/we have no  
further claims, rights and actions against them in respect of  
the aforesaid accident/incident and consequences thereof whether  
present or future or hereafter arising, known or unknown to us  
and of whatsoever nature they may be.

Furthermore, I/we fully and finally withdraw all rights and  
legal proceedings instituted by .....in this  
respect whether criminal, civil or otherwise.

IN WITNESS WHEREOF, THE UNDERSIGNED HAS/HAVE EXECUTED THE  
PRESENT INSTRUMENT, THIS .....DAY OF .....  
19...

.....  
Signature(s) of claimant(s)

.....  
Signature of witness

.....  
Profession

Case No. ....

6.0 Injury to UN personnel and damage to UN property

6.1 Whenever a motor vehicle accident involves personal injury  
to United Nations personnel the procedure covering the submission of  
a claim for compensation through the Advisory Board on Compensation  
Claims (ABCC) should be observed (see Chapter 4, section XXVII of  
this manual). Where damage to United Nations property is involved,  
Property Survey Board action may be required, as also outlined in  
Chapter 15.



7.0 Restrictions on the use of vehicles

7.1 The CAO of a mission shall become familiar with the insurance coverage on the vehicles under his/her control and impose, where necessary, restrictions on their use to avoid any undue liability to the United Nations (see section III above). Premiums paid by the United Nations are related to claims, and it is in the interest of the Organization to limit the number of potential claimants by placing certain restrictions on the categories of persons who may undertake off-duty travel in United Nations vehicles. Depending on the laws applying in the locality concerned, it shall normally be mandatory to keep in each insured vehicle at all times a certificate or record of particulars of the insurance, such as the name and address of the insurance company and/or its local agent/representative, insurance policy number, etc..

8.0 Compensation for injury or death

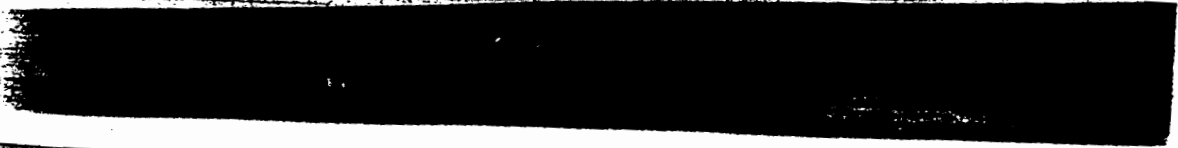
8.1 The United Nations provides compensation for injury or death attributable to the performance of official duties in respect of:

- a. members of the staff;
- b. military observers;
- c. members of commissions and committees who receive a subsistence allowance from the United Nations.

8.2 The United Nations shall determine in each case whether injury or death involving any of these categories, occurring as a result of transportation furnished by the Organization, shall be regarded as service-incurred and subject to compensation.

8.3 All other categories of persons carried in United Nations vehicles or aircraft are not entitled to compensation under the staff rules applicable to service-incurred injury or death. Such persons would have a claim against the Organization only in cases where it were held responsible for injury or death caused to them in accordance with principles applicable to carriers offering free carriage to selected individuals in similar circumstances.

8.4 In the case of military personnel assigned to a mission on a national contingent basis, compensation for injury, illness or death attributable to service with the mission is the responsibility of the relevant national government. However any payments for this purpose made by a government based upon national legislation and/or regulations shall be reimbursed by the United Nations. In the case of death and disability awards, a claim must be submitted by the government concerned to enable United Nations reimbursement of





payments due or made to beneficiaries. Such a claim should be appropriately certified by the Auditor-General of the government or an official of equivalent rank or position.

9.0 Private collision mutual insurance plan

9.1 In UNTSO the Recreation and Welfare Committee has organized the "UNTSO Private Collision Mutual Insurance Plan" (hereinafter referred to as the Plan). It aims at covering, under certain conditions, the cost of repairing damage caused to United Nations vehicles and of loss of issued equipment while being used by participants in the Plan if payment of such cost has been assessed against the participant.

9.2 Participation in the Plan currently costs US\$20, which provides coverage for five years so long as the participant is not temporarily assigned to another United Nations mission for a period exceeding 180 days. If assigned outside UNTSO for a longer period the participant must on his/her return rejoin the Plan and pay once again the membership fee.

9.3 The Plan functions with a US\$50 deductible. This means that the participant must pay the first US\$50 of any cost assessed against him/her in each case; the Plan will pay the cost in excess of US\$50 up to a maximum of US\$1,250.

9.4 Further details of the Plan can be found in annex B to the "General Information for UNMOs", issued by UNTSO in August 1985. It should be noted that the Plan was initiated and is operated entirely without the involvement of United Nations funds and has as of this writing not been subject to United Nations audits.

9.5 Any mission intending to establish a mutual collision insurance plan in line with the UNTSO Plan should contact the FOD, through its CAO, for prior authorization and guidance.

V SAFE DRIVER'S BONUS

1.0 A regular driver of a United Nations vehicle who, during one calendar year, has not been involved in an automobile accident for which he is held to be to blame nor been convicted of any moving violation, may qualify for a safe driver bonus on 31 December of each calendar year.

1.1 Drivers who have been employed more than six months at 31 December, but less than one year, may receive a bonus prorated to the number of months served. Drivers who have not been employed for a full six months shall not be eligible for the bonus.

1.2 The amount of the bonus for each driver shall be one-quarter of one month's salary at the grade and step of the driver concerned, payable in local currency.

1.3 An annual report summarizing bonus payments made to drivers should be submitted to the FOD immediately after the end of each calendar year.

1.4 A mission intending to introduce this scheme should first consult the FOD. It is emphasized that the scheme is applicable only to personnel specifically employed as drivers and described as such in their latest P.5.

CHAPTER 13.

USE OF AIRCRAFT BY THE UNITED NATIONS

I GENERAL

1.0 Air operations are an important and often essential part of United Nations peacekeeping and observer missions. The aircraft involved may be either fixed-wing or rotary.

1.1 Aircraft serve many purposes in a mission, including

- a. rotation of troops;
- b. aerial reconnaissance;
- c. logistical support, i.e. passengers and supplies to and from outstations;
- d. medical evacuations (MEDEVACS);
- e. VIP flights, including flights to negotiations between the parties concerned which may involve the crossing of military lines.

1.2 The types of aircraft involved depend largely on the duties to be performed, the area of operation and the topography of the land, the availability of suitable airports and helipads, etc.. Regarding the Korean war, the United Nations has used combat aircraft in only one peacekeeping operation, namely in the Congo (ONUC). In all other missions the use of aircraft has been in support roles only.

1.3 The sources to which the United Nations can look to provide aircraft can be summed up as follows:

- a. Civilian aircraft: from commercial carriers;
- b. Military aircraft: from governments of troop-contributing countries or other Member States.

1.4 Notwithstanding the type of aircraft or the source, the arrangements for aircraft support are handled by the Field Operations Division (FOD).

## II COMMERCIAL CARRIERS FOR ROTATION OF TROOPS

1.0 The chartering of aircraft for rotating military personnel of national contingents is arranged and coordinated by the FOD in consultation with the relevant national authorities, the mission and the contingent concerned in the field. It is basically a straightforward procedure based on the number of personnel to be rotated plus an authorized baggage allowance of 45 kgs. per man, and utilization of the aircraft up to its maximum uplift or capacity. Nevertheless variations may occur since national contingents may have special uplift requirements. The bidding for, and the award of, a contract are on an international basis, with preference given to the national airline of the rotating contingent provided that is not inconsistent with the United Nations Financial Rules and Regulations.

1.1 The payment for this service is normally all-inclusive, with the carrier being responsible for obtaining the required overflight clearances and landing permits. The cost of fuel, in-flight catering, landing and parking fees, ground power and all other ground handling services remains the responsibility of the carrier or his agent.

1.2 Aircraft chartered by the United Nations for rotating military personnel carry no United Nations markings; they retain their national markings and use their national call-signs during the entire operation. In case of overnight stops between incoming and outgoing flights either for crew rest or as a result of breakdown, the responsibility for crew handling rests entirely with the carrier or his agent. In case of unscheduled stopovers en route, it is the responsibility of the carrier to provide catering and accommodation for the military personnel being rotated.

1.3 The loading and unloading of baggage and cargo are also the responsibility of the carrier. However, in many cases and in the common interest some contingents have voluntarily provided unloading and loading parties to accelerate turn-around of the aircraft. The United Nations has no objection to this provided the carrier understands that it is not an obligation of the Organization.

1.4 Notwithstanding the above, the mission concerned shall, through the respective liaison officers, assist the carrier to obtain any permits required by the military authorities in the mission area.

1.5 It is the responsibility of the Chief Movement Control Officer (CMCO) of the mission to ensure that outgoing personnel, baggage and cargo are present at the airport at the agreed time and that transport is available to carry incoming passengers, baggage and cargo to their destinations. It is the CMCO or his

representative who on behalf of the United Nations has the overall supervision of the rotation of military personnel of a mission and the turn-around of the aircraft.

### III COMMERCIAL AIRCRAFT ON LONG-TERM CHARTER TO A MISSION

#### 1.0 General

1.1 In some missions commercial aircraft are chartered by the United Nations on a long-term basis to provide operational and logistics transportation for a mission. In such cases the exact terms and conditions shall be clearly defined in the relevant Charter Agreement between the carrier and the United Nations.

1.2 It is essential that the Chief Administrative Officer (CAO) of the mission and all personnel involved in the operation of the aircraft receive a copy of the Charter Agreement at the earliest opportunity and thoroughly familiarize themselves with its terms and conditions.

1.3 In essence most Charter Agreements are very similar, although details may vary. In summary form the terms and conditions may be as follows, in line with the general policy followed by the United Nations in this respect:

#### 2.0 Aircraft

2.1 Although an aircraft on long-term charter to the United Nations retains its national registration and related markings and its registered call-sign, it shall, in most cases, be painted white and the regulation United Nations markings affixed as per Chapter 2, section V, paragraphs 5.1 - 8.1 of this manual.

#### 3.0 Crew status

3.1 Whereas the crew shall at all times remain servants or agents of the carrier and are not deemed to be servants or agents of the United Nations, they shall for the duration of their assignment with a United Nations mission be considered "experts on mission for the United Nations" and shall enjoy the immunities and privileges accorded such experts in accordance with Article VI of the Convention on Privileges and Immunities. They shall be issued with a mission identity (ID) card and United Nations shoulder patches. If necessary they shall be issued with a United Nations Certificate specifying their status.

#### 4.0 Ground transportation

4.1 The United Nations is normally responsible for providing ground transportation from the residence(s) of the crew to any airport where the aircraft is located, and vice-versa. The

Organization is also responsible for providing any other transportation required by the crew for the performance of their duties.

#### 5.0 Insurance

5.1 The carrier shall be insured against comprehensive legal liability (bodily injury/death, property damage/loss) including third party and passenger liability, with the United Nations included as an additional assured party. War risk insurance must also be carried.

#### 6.0 United Nations responsibilities

6.1 The terms of payment to the carrier and the rates payable shall be detailed in the relevant Charter Agreement. In addition to the rates payable the United Nations shall normally be responsible for all expenses relating to fuel, oil and lubrication; ground power; ground handling; loading and unloading; cleaning of aircraft; servicing of toilet facilities; landing, handling and parking fees as well as international route charges (when in service for the Organization); communications (when the United Nations network does not suffice); and in-flight catering. The United Nations shall also be responsible for the cost of any modification to the aircraft, including painting and marking to conform to its regulations and operational requirements; such modifications must be notified to the carrier in writing.

#### 7.0 Repair and servicing

7.1 The repair and servicing of the aircraft, including payment for such repair and servicing, are the responsibility of the carrier.

### IV USE OF MILITARY AIRCRAFT ON A SHORT-TERM BASIS

#### 1.0 General

1.1 The use of military aircraft supplied by a government on a short-term basis is usually for a specific task of limited duration. Such tasks may include but not necessarily be limited to the following:

- a. ferrying military personnel to a mission area at the outset of a peacekeeping operation and returning them to their home country after completion of the operation;
- b. rotating troops;

- c. evacuating United Nations military personnel and internationally-recruited civilian staff members and their authorized dependents from a mission area when the situation so warrants; and
- d. assisting in the movement of a mission headquarters and its personnel from one location to another within the mission area (as is carried out in UNMOGIP semi-annually).

## 2.0 Acquisition

2.1 The acquisition of military aircraft for a mission is usually a result of consultations between officials of the government concerned and of the United Nations to provide airlift capacity for a specific purpose. These are followed by a Letter of Assist issued by the Director of the FOD, or by a Note Verbale. Such a Letter of Assist or Note Verbale usually specifies in detail the Organization's exact requirements together with the related duties and obligations of the parties involved.

2.2 The Letter of Assist or Note Verbale is the equivalent of the Charter Agreement between the Organization and commercial carriers providing aircraft for a mission. As with a Charter Agreement, it is imperative that the CAO of the mission receive a copy at the earliest opportunity and thoroughly familiarize himself/herself with its terms and conditions in order to ensure compliance with them.

## 3.0 General terms and conditions

3.1 Letters of Assist or Notes Verbales tend to be similar from one mission to another, although details may vary. In summary form the terms and conditions shall normally be as follows:

Aircraft. Any aircraft provided retains its national registration and markings, and its regular call-sign is used throughout the airlift operation.

Compensation. The United Nations normally reimburses the government concerned for the costs incurred by it in the airlift operation, excluding positioning and depositioning flights, as follows:

- a. fuel and oil costs at actual rates and spare parts, repair, overhaul and attrition costs at standard rates. These costs are usually set at a fixed hourly rate and should be agreed upon between the United Nations and the government concerned prior to the start of the airlift operation;



- b. any landing, parking or departure fee or similar fees incurred by the aircraft or members of its crew entering the mission area. The term "crew" in this context means members of the contributing government's armed forces who are present to participate in the airlift operation;
- c. fees for the use of communications facilities arising from the airlift operation;
- d. the actual cost of any necessary changing of the insignia or painting of the aircraft;
- e. any charges incurred for the loading and unloading of the aircraft in connexion with the airlift operation;
- f. the cost of accommodation and meals for the crew in the mission area from the time of the arrival of the aircraft in the area until its departure therefrom upon completion of the airlift operation.

#### 4.0 Status of the crew

4.1 Members of the crew shall, from the time the aircraft enters mission area airspace for purposes of the airlift operation until departure from such airspace following completion of the operation, have the status of United Nations military observers and shall during that period be entitled to compensation for loss of property, death or injury as if they were such observers. Other members of the armed forces of the government supplying the aircraft shall, during the airlift operation, remain in the location where the aircraft first landed and shall not have the status of United Nations military observers.

#### 5.0 Operational control

5.1 The aircraft shall at all times be under the command of the aircraft commander, who shall report to and co-operate fully with the Head of Mission.

5.2 The Head of Mission or his/her authorized representative shall designate the passengers and cargo to be carried and the destination of the aircraft; provided however, that no such designation will have the effect of placing the aircraft in danger or jeopardizing the assistance to be provided in accordance with the agreement between the United Nations and the government concerned, as determined by the aircraft commander.

6.0 Records and accounting

6.1 The aircraft commander and the Movement Control Officer of the mission shall:

- a. record the number of flying hours incurred by the aircraft during the airlift operation in accordance with existing regulations, policies and procedures, such record to be countersigned by an authorized senior official of the mission (in most missions this will be the CAO);
- b. maintain an accurate record of all other expenses incurred for which the United Nations is liable to reimburse the government concerned in accordance with the provisions of the Letter of Assist or Note Verbale.

6.2 On completion of the airlift operation the government concerned shall submit its account to the United Nations for reimbursement of the cost.

7.0 Payments effected by the mission

7.1 If the circumstances so require, the United Nations, with the consent of the aircraft commander, may pay directly expenses arising from the airlift operation.

8.0 Indemnification

8.1 Except in cases where loss, damage, or injury (including injury resulting in death) is caused by the gross negligence or willful misconduct of members of the crew or other members of armed forces of the relevant government accompanying the aircraft, the United Nations shall indemnify and hold harmless the relevant government and members of its armed forces from and against all manner of actions, causes of action, claims and demands whatsoever which may arise out of the performance of the airlift operation from the time of arrival of the aircraft in the mission area to the time of its departure from the area following completion of the operation.

9.0 Damage to or loss of aircraft

9.1 From the time of arrival of the aircraft in the mission area to the time it departs from the area following completion of the airlift operation, the United Nations shall be liable for the cost of repair or replacement of the aircraft in the event of any loss or destruction of or damage to the aircraft from any cause whatsoever except where the loss, destruction or damage was caused by malfunctioning of the aircraft or by acts or omissions of a member of the armed forces of the government concerned.

10.0 Negotiations with government authorities in the area

10.1 The United Nations shall undertake negotiations with government authorities in the area to secure the necessary approval for use of the aircraft in the airlift operation and, if possible, to obtain relief from customs and excise duty on POL supplies (petrol, oil and lubricants) used by the aircraft.

11.0 Insurance

11.1 In accordance with existing policy the Organization does not carry commercial insurance against loss or damage incurred to any aircraft owned, chartered, leased or operated by it. In the case of military aircraft acquired from a contributing government, no such insurance is taken out and the Organization remains self-insured and accepts responsibility for indemnification for loss, damage or injury to personnel and damage to or loss of the aircraft, in accordance with the provisions of paragraphs 8.0 and 8.1 of section IV above.

11.2 Notwithstanding the above, in some cases the Organization may elect to take out third party liability insurance, which may or may not include passengers carried on the aircraft.

12.0 Rotation of troops by military aircraft

12.1 The provisions governing the use of a government-supplied military aircraft for rotating troops to and from a peacekeeping mission may follow the provisions outlined above. However, usually the United Nations is charged an all-inclusive cost per flying hour incorporating all expenses involved, including crew expenses and the cost of POL supplies. Since such aircraft on occasions may carry troops of the government concerned to and from other locations en route, charges to the United Nations are usually pro-rated to reflect the actual distance flown and the number of passengers carried on its behalf.

V USE OF MILITARY AIRCRAFT ON A LONG-TERM BASIS

1.0 General

1.1 In order to discharge effectively its responsibilities a peacekeeping mission may require an extensive internal air support service. The type(s) of aircraft required for a given mission will depend on the type of support required (operational or logistical, or a combination of both), and be influenced by the topography and the distances involved, as well as the availability of airport facilities. Such aircraft may be ordinary fixed-wing or rotary and STOL aircraft.

## 2.0 Acquisition

2.1 The procedure for obtaining military aircraft for use by peacekeeping or observer missions on a long-term basis is identical to that outlined in paragraphs 2.0 - 2.2 of section IV above, covering the use of military aircraft on a short-term basis.

2.2 However, when aircraft are provided on a long-term basis they are usually accompanied by a national contingent for their operation, maintenance and upkeep. Such a national contingent shall arrive in the mission entirely self-sufficient in ground support equipment, vehicles and trailers, tentage, generators, refrigerators, communications equipment and other stores. The contingent and its personnel, vehicles and equipment shall form part of the mission in the same way as any other contingent and in accordance with the existing rules and regulations and the "Aide Memoire for Troop-Contributing Countries". Once the contingent is established in the mission all requests for supplies and equipment, with the exception of spare parts for the aircraft, shall be routed through mission headquarters in accordance with United Nations procedures.

## 3.0 Marking, numbering and call-sign of aircraft

3.1 In view of the nature of peacekeeping or observer missions it is imperative that a United Nations aircraft be easily recognizable as such. Consequently all aircraft in service with a mission on a permanent basis shall be painted white and shall bear the relevant United Nations markings as described in Chapter 2, section V of this manual. The costs of such painting are usually absorbed by the contributing government and the aircraft normally arrive in the mission area painted white and with their United Nations markings. Each aircraft retains its national radio call-sign but is also assigned a United Nations number for use as a United Nations call sign.

## 4.0 Compensation

4.1 Military aircraft provided for the long-term use of a mission are not considered "contingent-owned equipment" and are not subject to the usual in-out survey procedure, but are paid for at a fixed rate per flying hour, to be determined between the United Nations and the government concerned. This fixed rate specifically includes the cost of all spare parts, overhaul and attrition, as well as any flying hours used for training and test flights.

4.2 The cost of all other related vehicles, trailers, ground equipment or other equipment brought into the mission area as contingent-owned equipment, following authorization by the mission, is subject to reimbursement in accordance with the "depreciation rule".

#### 5.0 Other United Nations obligations

5.1 In relation to the use of the aircraft the Organization shall be responsible for the following expenses:

- a. all POL costs;
- b. all landing, parking or departure fees or similar fees incurred by the aircraft or members of its crew;
- c. fees for the use of communications facilities arising from use of the aircraft (insofar as United Nations communications are not available);
- d. any charges incurred for loading and unloading the aircraft.

5.2 Responsibility for the cost of positioning the aircraft should be specified in the relevant Letter of Assist or Note Verbale.

#### 6.0 Crew members

6.1 The crew usually form part of the contingent personnel, the conditions of which are covered in the Aide Memoire for Troop-Contributing Countries. However, since the number of personnel in a contingent comprising an air support unit only is usually small, it may be necessary to rotate personnel individually. Insofar as this cannot be done using regular support flights, it is usually done using commercial air transport, at the expense of the Organization.

#### 7.0 Operational control

7.1 As per paragraphs 5.0, 5.1 and 5.2 of section IV above.

#### 8.0 Records and accounting

8.1 The commanding officer of the air support unit is responsible for the proper maintenance of flight records, which shall form the basis for reimbursement to the contributing government. Copies of such records shall be forwarded to the CAO for regular monthly submission to Headquarters, New York.

#### 9.0 Indemnification

9.1 As per paragraphs 8.0 and 8.1 of section IV above.

10.0 Clearances and negotiations with government authorities

10.1 It is the responsibility of the United Nations to obtain all the necessary clearances, and it shall undertake negotiations with government authorities in the area to secure the necessary approval for use of the aircraft in the mission area and/or outside the area when so required.

11.0 Insurance

11.1 As per paragraphs 11.0, 11.1 and 11.2 of section IV above.

12.0 CAO responsibilities

12.1 It is the responsibility of the CAO to familiarize himself thoroughly with the relevant agreements with aircraft-contributing governments, and details of insurance coverage. He/she is also responsible for issuing the appropriate administrative instructions concerning the use of the aircraft and restrictions on passengers authorized to travel on them, in order to avoid any undue financial liability for the Organization.

VI USE OF UNITED NATIONS AIRCRAFT IN MISSION AREAS

1.0 General

1.1 For the purpose of this instruction, the term "United Nations aircraft" means aircraft operated by the United Nations or under its responsibility even though owned by a government or a commercial firm.

1.2 United Nations aircraft are provided to a mission to ensure adequate transportation for the performance of official duties in pursuance of the tasks specified in its mandate. Under specified conditions (see paragraphs 2.2-5.1 below) personnel may also be carried in such aircraft, on a "non-interference space available" basis, on off duty travel.

1.3 Whether the United Nations will pay compensation for injury or death resulting from an accident involving United Nations aircraft shall be decided by Headquarters, New York, taking into account such matters as whether travel was on- or off-duty, the primary cause of the accident and the insurance carried for the aircraft.

2.0 Personnel authorized to travel on United Nations aircraft

2.1 The Head of Mission and the CAO may authorize the following personnel to undertake official travel on United Nations aircraft attached to a mission:

- a. internationally-recruited United Nations staff members travelling on official business;
- b. United Nations military observers travelling on official business;
- c. all military personnel assigned to a mission on a national contingent basis, when travelling on official business;
- d. internationally-recruited staff members of United Nations specialized agencies travelling on official agency or United Nations business;
- e. members of aircrew of United Nations aircraft or aircraft under the control of the United Nations;
- f. dependents of internationally-recruited United Nations staff members being officially transported to or from a duty station; and
- g. such other persons as may be designated or named by the Secretary-General.

2.2 The Head of Mission and the mission CAO may authorize the following persons to travel on United Nations aircraft on a "non-interference space available" basis:

- a. internationally-recruited staff members of the United Nations off duty;
- b. internationally-recruited staff members of United Nations specialized agencies off duty;
- c. military personnel of a mission off duty;
- d. dependents of internationally-recruited staff members of the United Nations proper (i.e. not including the specialized agencies);
- e. dependents of United Nations military observers; and
- f. such other persons as may be designated or named by the Secretary-General.

2.3 The CAO of the mission involved must also ensure that all passengers carried on a United Nations aircraft are in possession of valid immigration and customs documentation for the aircraft's destination and any stops en route.



3.0 Welfare flights

3.1 Welfare flights may be undertaken in United Nations aircraft on condition that:

- a. the aircraft is/are not otherwise required for operational duties;
- b. all costs are paid by the individuals participating in the flight; and
- c. prior approval has been obtained from United Nations Headquarters.

4.0 Transport of personnel not covered by liability insurance

4.1 The transport of some categories of personnel in United Nations aircraft may constitute a financial liability to the Organization in cases of claims arising from loss, damage, injury or death. The CAO of each mission shall therefore become familiar with the passenger liability coverage on the aircraft used by the mission and impose, where necessary, restrictions on passenger travel to avoid any undue liability to the United Nations. He/she shall issue appropriate instructions for travel in United Nations aircraft and forward copies of them to the FOD.

4.2 In cases where passengers would not be covered by the liability insurance on the aircraft the CAO shall require them to sign a waiver in the form reproduced on the following page. He/she should bear in mind, however, that the effectiveness of such a waiver cannot be guaranteed, since some legal rules imposing liability for death, personal injury or property damage incurred during air travel are mandatory and cannot be waived even by agreement of the passenger.

4.3 Notwithstanding the foregoing, prior permission must be obtained from the FOD for any flight carrying persons other than those mentioned in paragraph 2.1 (a.-g.) above. In emergency situations when insufficient time is available to obtain such permission, the senior United Nations official in the mission may grant approval for the flight. The approval shall immediately be communicated to the FOD by cable.

General Release Form

General Release from Liability on Account of Use of UN Transport

I, the undersigned, hereby recognize that my travel on \_\_\_\_\_ (identify mission and aircraft) that is scheduled to depart from \_\_\_\_\_ for \_\_\_\_\_ on \_\_\_\_\_ 199\_\_ is solely for my own convenience and benefit and may take place in areas or under conditions of special risk. In consideration of being permitted to travel on such means of transport, I hereby:

- (a) Assume all risks during such travel;
- (b) Recognize that neither the United Nations nor any of its officials, employees or agents are liable for any loss, damage, injury or death that may be sustained by me during such travel;
- (c) Agree, for myself as well as for my dependents, heirs and estate, to hold harmless the United Nations and all its officials, employees and agents from any claim or action on account of any such loss, damage, injury or death;
- (d) Agree, for myself as well as for my dependents, heirs and estate, that, in the event that the United Nations has insurance to cover personal injury or death, the liability of the United Nations shall be limited and shall not exceed: the amounts of such insurance coverage; or the limitations on the amounts recoverable by passengers under the provisions of the Warsaw Convention.

\_\_\_\_\_  
Passenger

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

5.0 Chief Movement Control/Chief Air Staff Officers

5.1 The Head of Mission or his designated authorized representative shall designate the passengers and cargo to be carried in a United Nations aircraft, and the aircraft's destination. In a mission with a large number of troops this responsibility is normally entrusted to the Chief Air Staff Officer and Chief Movement Control Officer, depending on which type of

aircraft operation is involved. The allocation of responsibilities to each of the above shall be made by the Head of Mission, normally along the following lines:

Chief Movement Control Officer: Control of passengers and cargo on the ground, loading and unloading of the aircraft, transportation of passengers and cargo to and from the airport. In co-operation with the contingent concerned and the Office of the CAO the Chief Movement Control Officer is also responsible for the proper handling of all rotation flights in accordance with existing regulations and mission directives.

Chief Air Staff Officer: Liaison between mission headquarters and the air transport unit; control of all internal flights of aircraft assigned to the mission; obtention of all necessary flight clearances. Also establishes regular schedules with a view to maintaining the most economical operation while still meeting all operational requirements.

5.2 In smaller missions the functions of the above may well be assumed by the civilian travel officer and an appointed air liaison officer, respectively.

#### 6.0 Flight schedules

6.1 Flight schedules are normally established monthly to meet all foreseeable operational requirements yet maintain the most economical operation. Authority for instituting "special flights" rests with the Head of Mission or his/her authorized representative.

### VII NATIONAL SUPPORT FLIGHTS

1.0 A number of national governments provide their contingents with regular support flights carrying passengers, mail and cargo from the home countries to the missions and vice-versa. Such flights may be weekly, monthly or otherwise as required; they are at the expense of the respective home governments without any financial liability for the United Nations.

1.1 However on some occasions, with the approval of the government(s) concerned, it is in the interest of the Organization to use such flights for the transport of United Nations cargo or passengers. Such use of airlift capacity may be either whole or partial, and reimbursement of the cost is normally prorated according to the capacity actually used.

CHAPTER 14.

FIELD PROCUREMENT AND SUPPLY PROCEDURES

I INTRODUCTION

1.0 General

1.1 All procurement activities, i.e. contracts for the purchase, rental or sale of services, supplies, equipment or other requirements, entered into by the United Nations are governed by United Nations Financial Regulations and Rules 110.16 through 110.24.

1.2 The policies and procedures for the purchase, receipt, management and disposal of equipment are contained in the Procurement Manual issued by the Office of General Services. The procurement procedures and advice given in this Field Administration Manual may therefore include, where appropriate, references to the relevant sections of the Procurement Manual as well as to the relevant regulations and rules.

1.3 In the case of any noted or perceived discrepancy between the texts of the Financial Regulations and Rules or the Procurement Manual and the text of this manual, the texts of the Financial Regulations and Rules and of the Procurement Manual shall prevail.

1.4 Inasmuch as the procedures for procurement are thoroughly covered in the Procurement Manual the contents of this chapter will deal primarily with the subject as it relates to procurement in the field and to the inter-relationship between field procurement offices and the Commercial, Purchase and Transportation Service (CPTS) at Headquarters.

2.0 Policy and organization

2.1 The goal of United Nations procurement policy is to purchase the most suitable items at the most favourable price and best delivery terms available. Purchases are made after evaluation of competitive quotations or bids, except in the case of standardized items, well-justified requests for proprietary purchase, i.e. procurement of specific brand names or from specific vendors without competitive bidding, or urgent needs (Financial Rules 110.18 and 110.19). In a field mission local procurement is encouraged where practical, especially when local manufacturers and firms are involved.

2.2 The method of acquisition of material, supplies and equipment for a United Nations field mission, whether it be a peacekeeping force, an observer mission or a field office, is twofold, i.e. either through Headquarters, or locally. More details on the options are provided later in this chapter.

### 3.0 Area of local procurement

3.1 The following table lists those countries qualifying as within the area of "local procurement" for active missions.

#### Delegation of Procurement Authority: Local Purchases

<u>Mission</u>	<u>Countries within area of "local procurement"</u>
UNDOF	Syria, Lebanon, Cyprus, Israel
UNTSO	Egypt, Jordan, Syria, Lebanon, Israel
UNMOGIP	India, Pakistan
UNFICYP	.....
OSGAP	Afghanistan, Pakistan
UNIFIL	Lebanon, Israel
UNIKOM	Iraq, Kuwait, Israel, Lebanon, Cyprus
UNAVEM II	Angola, Namibia
UNSD, Pisa	Italy
ONUSAL	El Salvador
MINURSO	Morocco, Algeria
UNOSGI	.....
UNARDOL	.....
UNTAC	Cambodia, Democratic Republic of Laos, Malaysia, Singapore, Philippines, Thailand, Viet Nam
UNPROFOR	Yugoslavia, Slovenia, Croatia, Bosnia and Herzegovina, Austria, Bulgaria, Greece, Hungary, Italy, Romania, Turkey
UNOSOM	Somalia, Ethiopia, Sudan, Egypt, Saudi Arabia, Israel, Cyprus

3.2 When United Nations missions or offices exist in the countries listed above, procurement activities may be coordinated with those offices if in the interest of the Organization and not contravening the terms and conditions of the Status of Forces Agreement between the United Nations and the host country.

3.3 Local procurement outside the mission area (i.e. host country) and through United Nations missions or offices in neighbouring countries should not take place without prior authority from the Field Operations Division (FOD). The same shall apply to procurement activities outside a mission's "local" area.

4.0 Authorized officials

4.1 Rule 116.16 of the United Nations Financial Regulations and Rules reads, in part, as follows:

- "a. Contracts for the purchase, rental or sale of services, supplies, equipment or other requirements shall be entered into on behalf of the United Nations only by officials duly authorized for the purpose. Purchasing, renting or selling activities include, in addition to entering into contracts, the invitation of proposals or tenders and the negotiation with potential suppliers or purchasers on the basis of detailed specifications.
- b. Unless otherwise directed by the Secretary-General, the USG/AM, or officials duly authorized by the USG/AM shall be responsible for purchasing, renting or selling activities on behalf of the Organization....."

5.0 Delegations of authority/financial limits

5.1 In the case of a peacekeeping force, observer mission or other United Nations field office, the USG/AM or his/her delegate shall normally, at the request of the Director, FOD, issue a delegation of authority to the Chief Administrative Officer (CAO) (Director of Administration or Head of Mission) for purchasing, renting or selling activities within the local area of operation of the relevant mission or office, as per the authority vested in him/her under Financial Rule 110.16(b). Such a delegation of authority shall be issued up to the minimum amounts considered necessary for the proper functioning of the mission or office.

5.2 The financial limits of the delegation of authority shall normally depend on the size and scope of the mission, and if those limits so justify or require a delegation of authority shall also be issued, at the request of the Director, FOD, to establish a Committee on Contracts pursuant to the authority vested in the Assistant Secretary-General for General Services (ASG/OGS), in consultation with the Controller, in accordance with Financial Rule 110.17(f).

5.3 The current delegations of authority and financial limits applicable to active missions are as shown below (for expendable and non-expendable items, see section II of this chapter).

DELEGATION OF PROCUREMENT AUTHORITY AND FINANCIAL LIMITS  
OF FOD-ADMINISTERED FIELD MISSIONS  
(United States dollars)

MISSION	CAO's delegated procurement authority (financial limits)		Minimum value of cases that must be referred to local Committee on Contracts	
	Expendables and service contracts	Non-expendable items	Expendables and service contracts	Non-expendable items
UNDOF	50,000	20,000	5,000	5,000
UNTSO	5,000	5,000	LCOC not established	
UNMOGIP	1,500	1,500	LCOC not established	
UNFICYP	20,000	20,000	5,000	5,000
OSGAP	1,500	1,500	LCOC not established	
UNIFIL	50,000	20,000	5,000	5,000
UNIKOM	20,000	20,000	5,000	5,000
UNAVEM II	20,000	20,000	5,000	5,000
UNSD	2,000	2,000	LCOC not established	
ONUSAL	20,000	20,000	5,000	5,000
MINURSO	20,000	20,000	5,000	5,000
UNOSGI	No delegation of authority			
UNARDOL	No delegation of authority			
UNTAC *	500,000	500,000	20,000	70,000
INPROFOR	70,000	70,000	10,000	10,000
UNOSOM **	20,000	20,000	LCOC not established	

\* Purchasing authority granted to the Special Representative of the Secretary-General, UNTAC.

\*\* During the establishment phase of UNOSOM (May-July 1992) the delegated procurement authority was increased to \$40,000.

5.4 Cases with a value exceeding the delegated authority must be referred to Headquarters for approval.

5.5 The CAOs of missions are authorized to make further delegations of authority to other officials in accordance with the pattern set out in section 2.01 of the Procurement Manual.

#### 6.0 Duration of delegation of authority

6.1 For missions with budgets that are approved for individual mandate periods, the delegation of authority is applied to each such period; it may, however, be amended from time to time to reflect actual requirements.



FIELD ADMINISTRATION MANUAL

II: DEFINITION OF PRO-  
PERTY CATEGORIES

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II DEFINITION OF PROPERTY CATEGORIES

1.0 The general principles on which United Nations property shall be considered non-expendable, expendable or a special item are laid down in ST/AI/374, as follows:

1.1 Non-expendable property comprises all items valued at US\$1,500 or more per unit at the time of purchase and with a serviceable life of five years or more. Property records and controls shall be maintained for such items.

1.2 Expendable property comprises all items with:

- a. an original purchase cost of less than US\$1,500;
- b. an original purchase cost of US\$1,500 or more, but with a serviceable life of less than five years, except special items as described below.

1.3 The FOD shall instruct the CAO (or Head of Mission) to maintain property records and controls for expendable property in the field when such controls are deemed necessary for the efficient management of the mission concerned (see Chapter 15 of this manual).

1.4 Notwithstanding the above, certain items of property or equipment are considered special items for which property records and controls need to be maintained. They include:

- a. property considered to be "of an attractive nature" and having a minimum value of US\$500 (cameras, computers, calculators, facsimile machines, television sets, etc.;
- b. property issued against property receipts (form PT.30).

1.5 The ASG/OGS, in consultation with the Controller, shall determine which items shall be treated as special items, in accordance with arrangements to be established by the respective heads of mission. In cases of doubt clarification should be sought on a case-by-case basis from Headquarters, New York. See also Chapter 15 of this manual.

III EXEMPTION FROM TAXES AND CUSTOMS DUTIES

1.0 Every United Nations contract for the purchase or rental of services, supplies and other equipment shall include the following provision:

"Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter alia, that the United Nations, including its subsidiary organs, is exempt from all direct taxes and is exempt from customs duties in respect of articles imported for its official use. Accordingly the contractor authorizes the United Nations to deduct from the contractor's invoice any amount representing such taxes or duties charged by the contractor to the United Nations. In the event any taxing authority refuses to recognize the United Nations exemption from such taxes, the contractor shall immediately consult with the United Nations to determine a mutually acceptable procedure."

1.1 In view of the above the CAO (or Head of Mission) must carefully investigate whether a charge has been made for taxes or customs duties before settling any invoices for supplies, rentals or services provided to a mission by a local contractor.

1.2 The position should be taken that the United Nations is not taxable; should that position be challenged the matter should be referred to Headquarters. In the case of customs duties, normally exemption should be obtained from all duties on items purchased. The CAO (or Head of Mission) should contact the local customs authorities for information and request the forms necessary to obtain the exemptions, which should extend to the purchase of gasoline, oil, lubricants and other fuels and of heavy equipment, including automobiles. Similarly, exemptions from municipal or national taxes, and special "government rates" on charges for utilities, telephone or telegraph services, may be obtained.

#### IV LOCAL COMMITTEE ON CONTRACTS

##### 1.0 Authority for establishment

1.1 In accordance with Financial Rule 110.17(f) the ASG/OGS, in consultation with the Controller, may authorize the establishment of a local Committee on Contracts in a mission if its size and scope so require.

##### 2.0 Composition

2.1 The composition of local Committees on Contracts is specified in the document authorizing their establishment. In general it is desirable that they be composed of at least three members: one from general administrative or substantive services, one from financial services and one from legal services or otherwise in possession of legal training.

2.2 The composition of a local Committee on Contracts must be approved by the ASG/OGS. Normally it is as follows:

Chairperson	-	Chief Administrative Officer
Member	-	Chief Finance Officer
Member	-	Chief Transport Officer
Member	-	Chief, General Services
Member	-	Legal Adviser

The CPO shall also normally attend meetings to present submissions and answer questions.

2.3 It is realized that in some missions personnel may not be available in all the above-mentioned functions, in which case substitutes may be found among other senior staff.

### 3.0 Secretary of the Committee

3.1 The mission CAO shall appoint a secretary to receive submissions to the Committee, to schedule meetings and secure documentation, to prepare and distribute minutes of the Committee's proceedings, to conduct required correspondence and to maintain the Committee's files. The minutes shall show under appropriate headings the Committee's advice or recommendations on each item submitted for its consideration.

### 4.0 Restrictions on commitments

4.1 United Nations Financial Rule 110.17(g) reads:

"Where, under the preceding provisions of this rule, the advice of the Headquarters Committee on Contracts (or of the appropriate local Committee) is required to be sought, no commitment may be entered into before such advice is received. In cases where the Assistant Secretary-General for General Services or such other official duly authorized under rule 110.16 decides not to accept the advice of the Committee, he shall record in writing the reasons for his decision."

4.2 The duly authorized official in the context of the above text is the CAO or Head of Mission.

### 5.0 Requests for Committee's advice

5.1 This subject is covered in Section 11.00, paragraph .006 the Procurement Manual. Copies of the presentation to the Committee and of the minutes of the meeting containing the Committee's advice shall be submitted to the FOD.

V TENDER COMMITTEE

1.0 Establishment

1.1 Financial Rule 110.20 states: "All bids shall be publicly opened at the time and place specified in the invitation to bid and an immediate record made thereof."

1.2 In view of the above a mission CAO shall establish a tender committee comprising the following members of the mission:

Chairperson	-	Chief Finance Officer or his/her representative
Member	-	Chief, General Services or his/her representative
Member	-	Chief, Special Task Unit (if any)
Member	-	Senior Administrative Officer or his/her representative.

1.3 The chairperson plus two members shall constitute a quorum and the opening of bids shall be public. Procurement officers may attend the opening of bids if they so desire.

2.0 Bid limits for individual missions

2.1 In accordance with their delegated authority, CAOs shall set financial limits above which bids must be solicited for procurement actions.

3.0 Procedures for receiving bids

3.1 In a mission all bids should be addressed to the mission tender committee. The chairperson of the committee shall maintain in his/her office a locked compartment for the safe custody of all bids; only the chairperson or his/her alternate designated to open and record bids shall retain keys to this compartment.

3.2 Further details are provided in the Procurement Manual, Section 8.00, paragraph .002.

4.0 Procedures for opening bids

4.1 See the Procurement Manual, Section 8.00, paragraph .003

5.0 Security of bids at bid opening

5.1 See the Procurement Manual, Section 8.00, paragraph .004. In missions the chairperson of the Tender Committee shall substitute for the representative of CPTS.

6.0 Inspection of bid abstracts by the public

6.1 See the Procurement Manual, Section 8.00, paragraph .005. A sample bid abstract is attached to this chapter as annex ....

7.0 Modification of bids prior to opening

7.1 See the Procurement Manual, Section 8.00, paragraph .006. In missions the Tender Committee shall substitute for CPTS.

8.0 Disclosure of information prior to opening

8.1 See the Procurement Manual, Section 8.00, paragraph .007. In missions unusual or questionable circumstances shall be reported to the CAO and the CPO.

9.0 Treatment of late bids

9.1 See the Procurement Manual, Section 8.00, paragraph .008; in missions the CPO shall substitute for the Section Chief.

10.0 Bidders submitting more than one bid

10.1 See the Procurement Manual, Section 8.00, paragraph .009.

11.0 Tie bids

11.1 See the Procurement Manual, Section 8.00, paragraph .0010.

12.0 Bidders in receivership

12.1 See the Procurement Manual, Section 8.00, paragraph .0011.

13.0 Errors and omissions

13.1 See the Procurement Manual, Section 8.00, paragraph .0012.

14.0 Handling of qualified bids

14.1 See the Procurement Manual, Section 8.00, paragraph .0013.

15.0 Release of a bidder

15.1 See the Procurement Manual, Section 8.00, paragraph .0014; in missions the CPO shall substitute for the Chief, CPTS.

VI WRITTEN CONTRACTS

1.0 General

1.1 It is within the responsibility of a mission procurement section to enter into contractual arrangements for the lease of buildings, offices or storage facilities, the erection of buildings, asphaltting, the provision of food and POL products and, if applicable, the accommodation of troops. Other contractual arrangements may be required for the lease of vehicles and other transportation and for cleaning and maintenance and such services as haircutting and laundry.

2.0 Contract function

2.1 See the Procurement Manual, Section 16.00, paragraph .001. In missions the procurement section shall substitute for CPTS.

3.0 Requisitioner's responsibility

3.1 See the Procurement Manual, Section 16.00, paragraph .002.

4.0 Responsibility of the procurement section

4.1 The procurement section of a mission shall exercise a similar responsibility to that attributed to CPTS in the Procurement Manual, Section 16.00, paragraph .003, provided that (a) the advice of the local Committee on Contracts shall be obtained if the contract is within the financial limits of its authority, and (b) the advice of the Headquarters Committee shall be obtained if the contract exceeds those limits, in accordance with the applicable regulations.

5.0 Legal review

5.1 See the Procurement Manual, Section 16.00, paragraph .004.

6.0 Performance bond

6.1 See the Procurement Manual, Section 16.00, paragraph .005.

7.0 Contract format

7.1 See the Procurement Manual, Section 16.00, paragraph .006.

8.0 Assignment of contract number

8.1 United Nations Headquarters and mission procurement sections maintain a register of written contracts and assign a number to every contract executed by a mission.

9.0 Obligation of funds

9.1 Before entering into a written contract the mission procurement section shall issue an internal purchase order (form PT.56) to obligate the necessary funds.

9.2 Contracts for outside expertise or professional services are obligated using form PT.141.

10.0 Signing of contract

10.1 When a contract has been prepared and an appropriate obligation established, the authorized mission official shall sign eight copies which shall be sent to the contractor with a covering letter requesting the latter to sign and return six copies.

11.0 Amendment of contract

11.1 See the Procurement Manual, Section 16.00, paragraph .0010; provided that when a contract which did not require review by a Committee on Contracts is amended so that its cost would exceed the authorized financial limits of the mission, the original contract shall be reviewed either (a) by the local Committee on Contracts if the amended cost is within its authorized financial limits, or (b) by the Headquarters Committee on Contracts if it exceeds them.

VII LETTERS OF ASSIST

1.0 Definition

1.1 Where special essential items peculiar to a contingent are not available from normal sources of supply, and the contributing government is the only logical source of supply, arrangements shall be made by the CAO for the requisition to be processed through the FOD under the "Letter of Assist" programme with the government concerned. See also the Procurement Manual, Section 5.03, paragraph .001.

2.0 Conditions for use of Letters of Assist

2.1 See the Procurement Manual, Section 5.03, paragraph .002.

3.0 Authorized United Nations official

3.1 See the Procurement Manual, Section 5.03, paragraph .003.



#### 4.0 Types of Letter of Assist

4.1 When the United Nations procures items they become "United Nations-owned" (UNO). However, some items of equipment are requested to be provided as "contingent-owned equipment" (COE), subject to reimbursement in accordance with the depreciation rule explained elsewhere in this chapter.

4.2 A Letter of Assist can cover either type of request but a readily identifiable means of differentiation between them is needed for administrative and budgetary control. Therefore (UNO) or (COE) is added after the Letter of Assist reference number. To aid further in the identification the COE numbering shall be in the 500 series. Examples are as follows:

- a. Letter of Assist for UN-owned equipment and supplies:  
Country name/mission acronym ASSIST/year-1 (UNO);
- b. Letter of Assist for contingent-owned equipment:  
Country name/mission acronym ASSIST/year-501 (COE).

#### 5.0 Action by the mission procurement unit

5.1 Requisitions for goods or services on a Letter of Assist basis may be made by a mission procurement unit using form PT.72, with a request that they be obtained through the Letter of Assist procedure. Such requisitions shall be forwarded to the FOD for the necessary approval and action.

#### 6.0 Billings

6.1 Billings related to these supplies and/or services should identify the specific Letter of Assist to permit verification of receipt and documentation of the verified expenditure. The entire Letter of Assist reference should therefore be used in all correspondence on the subject, including invoices and shipping information, to facilitate early reimbursement to governments.

### VIII DIRECT PROVISIONING OF SPARE PARTS

#### 1.0 Purpose and use of direct provisioning

1.1 CPTS at Headquarters may arrange for certain missions to order spare parts for equipment such as vehicles and generators directly from selected vendors, subject to an established monetary ceiling on the amount purchased during a specific period from each selected vendor.

1.2 This procedure may be used when the normal procurement procedures followed by the mission procurement office and CPTS cannot ensure the timely delivery of spare parts for equipment, particularly in missions with mandates of only six months. Under the direct provisioning arrangement CPTS issues a purchase order with a specific monetary ceiling and valid for a specific period to a vendor selected in accordance with the procedure described below as the one offering the most favourable terms to the United Nations for the spares concerned.

1.3 The monetary ceiling specified in the purchase order does not constitute a commitment on the part of the United Nations to purchase that amount or any amount from the vendor, but sets a limit above which no deliveries can be effected. The mission submits a requisition (form PT.72) directly to the vendor each time a delivery against the CPTS purchase order is required.

1.4 After each delivery the vendor submits to CPTS an appropriate invoice, together with shipping documents and the requisition received from the mission, for payment of the amount due. The mission submits a receiving and inspection report for each delivery received to the FOD, which monitors the flow of material and transmits a copy to CPTS.

## 2.0 Initiating a direct provisioning arrangement

2.1 The mission concerned shall prepare a requisition (form PT.72) covering the requirements of the mission for a specific type of spare parts for a specified period of time. The requisition shall be submitted to the FOD for approval and processing. The FOD in turn shall submit the requisition to CPTS, requesting the issuance of a purchase order in a stated amount for spares of a specified make and model or models of equipment, to be delivered as required by the mission during a stated period against requisitions placed directly with the vendor by the mission.

## 3.0 Selecting a vendor

3.1 See the Procurement Manual, Section 5.01, paragraph .003.

## 4.0 Negotiating and establishing prices

4.1 See the Procurement Manual, Section 5.01, paragraph .004.

## 5.0 Format of direct provisioning purchase order

5.1 Although the requisitioning mission is not directly involved in raising the purchase order for direct provisioning this being the responsibility of CPTS it is useful that mission

procurement staff be familiar with the required format and specifications, which are set out in the Procurement Manual, Section 5.01, paragraph .005.

6.0 Review by Committee on Contracts

6.1 In the case of a local direct provisioning arrangement, approval of the local Committee on Contracts shall be sought if the financial authority delegated to the mission so requires.

7.0 Ordering by mission; payment procedures

7.1 See the Procurement Manual, Section 5.01, paragraphs .007 and .008.

IX ACCELERATED PROCUREMENT PROCEDURES (IOR/AOG/VOR)

1.0 General

1.1 Procedures have been authorized for the expeditious procurement and supply of items or services urgently required by a mission for operational reasons.

1.2 Procurements of this kind are classified as follows:

- . IOR - Immediate operational requirement
- . AOG - Aircraft on the ground
- . VOR - Vehicle off the road.

2.0 The IOR procedure

2.1 The IOR procedure in a mission is invoked only in emergency cases where items are required urgently for immediate operational requirements. Normally this will involve only a few line items, such as sandbags, barbed wire, cement, etc. - possibly in large quantities - although other items may be requisitioned on an IOR basis.

2.2 In most cases IOR requisition can be filled through local procurement within the existing financial limits of the mission. However, occasions may arise where the quantities requisitioned exceed those limits.

3.0 The AOG procedure

3.1 This a category which with the expanded use of aircraft in United Nations peacekeeping missions and other field offices can be expected to take on added importance. In military and civil aviation

parlance the abbreviation "AOG" indicates topmost priority in processing and despatch of spares required for an aircraft grounded for lack of them.

3.2 Inasmuch as aircraft used by the United Nations are normally provided by a government either free of charge or at a fixed rate per flying hour, including the provision of spare parts, or chartered from a commercial company at a rate which includes the provision of spare parts, the provision of such spares normally does not involve any additional expense to the United Nations. However, for operational reasons it is always imperative that such spare parts be obtained in the shortest possible span of time.

3.3 Accordingly the field procurement unit of a mission shall assist in the acquisition of such spares, whether it be through United Nations Headquarters or directly with the carrier concerned, using the AOG classification, but at no additional cost to the United Nations. This shall be done in cable form giving all the relevant details as indicated in para 4.6 below.


#### 4.0 The VOR procedure

4.1 The VOR procedure is an emergency procurement procedure for vehicle spare parts and is not to be considered a substitute for the normal procurement and supply procedures. Its purpose is to expedite the procurement and supply of spare parts urgently needed for vehicles in missions.

4.2 The VOR procedure is applied only to cases where other ways and means, including procurement from local sources, are not successful and where the urgency of procurement and supply is such that the VOR procedure is considered reasonable from both operational and economic points of view.

4.3 Requisitions submitted by a mission procurement unit to the FOD for VOR processing should not list more than two component parts or more than ten items essential for repairing the required component spare part. However, emergency situations may arise which justify the waiving of this rule. Improper use of the VOR procedure may easily cause an unwarranted increased workload on CPTS staff as well as unwarranted additional expenditure. Good management and maintenance of the vehicles in a mission are essential prerequisites to this procedure.

4.4 Mission procurement units submitting VOR requisitions to the FOD for consideration and processing under the established VOR procedure should append comprehensive justification in support of their request, to assist the FOD in deciding whether to approve the requisition.



4.5 After examining the requisition and the supporting documentation the FOD shall determine whether the VOR procedure will be used. If it approves, the requisition shall be signed and identified with a red overstamp "VOR" in large bold type. The requisition and the supporting documentation shall be forwarded to CPTS.

4.6 In order that CPTS may move as quickly as possible on its procurement action, items listed on VOR requisitions (as for all other requisitions) should contain exact information and complete specifications of the spare parts required, including their numbers. The model number, type, serial number, etc., of the vehicle or vehicles involved are essential for speedy procurement action.

4.7 VOR requisitions shall be given expeditious handling by CPTS and the items required shall be shipped to the requisitioning mission by the fastest means of transportation available. The FOD shall advise the mission as soon as CPTS has completed action on each VOR requisition.

\* \* \*

4.8 Whenever possible IOR/AOG/VOR requisitions by field missions should be for local procurement, but they may be submitted to the FOD if the items required are not readily available locally. Whether purchase is local or by international procurement the United Nations Financial Rules must be applied, and when consideration by a Committee on Contracts is required Rule 110.19 (d) and (h) shall apply.

## X SELF-ACCOUNTING UNITS

### 1.0 Establishment and definition

1.1 Depending on the size and scope of a mission, a number of self-accounting units shall be established. The purpose of a self-accounting unit is to receive, maintain and account for the use of equipment and supplies within its area of control. Large missions shall normally have many such units, including not only a civilian administrative element but also military logistics elements; in smaller observer missions the military element will often be missing

1.2 The self-accounting units described below are representative of a large peacekeeping force, but may be scaled down to suit a smaller mission or other field office. Such units shall be designated and authorized by the CAO in accordance with the requirements of each mission.

2.0 Military element

- a. The supply depot, under the control of the Chief Logistics Officer, shall account for all general supplies, equipment and rations received in the theatre of operations. This shall be done using "receiving and inspection reports" and by accountability of all items held in the supply depot (including POL) and distributed to military units, in accordance with established procedures.
- b. The Chief Signals Officer is responsible for the accounting of all military type communications equipment and supplies under his/her operational control, both United Nations-owned and contingent-owned.
- c. The Chief Welfare Officer is accountable for all welfare stores and supplies under his/her control in accordance with established procedures.
- d. The Chief Engineer Officer is accountable for all engineer equipment and supplies under his/her control, including all pre-fabricated structures.
- e. The Vehicle Maintenance Unit under the control of the Chief Logistics Officer (Staff Officer Maintenance) is responsible for all United Nations- and contingent-owned vehicle spare parts under his/her control, in accordance with established procedures.
- f. The Chief Medical Officer, normally located at mission headquarters, is responsible for the requisitioning of and accounting for all medical supplies and equipment required by the mission in accordance with established scales of issue, and any requirements which may arise due to the exigencies of the mission.

2.1 The office of the Chief Logistics Officer (CLO) is the only agency authorized to approve (or disallow) the demands submitted by the military self-accounting units. When a Q.1 demand is received by the logistics section it is logged and reviewed against the scale of issue entitlements and against the budgetary provisions. When approved by the CLO or his/her authorized delegate, it is passed to the administrative official designated by the CAO, for appropriate action.

### 3.0 Civilian element

- a. The Chief Transport Officer is responsible for the maintenance of the mission vehicle inventory, both civilian and military pattern vehicles, whether United Nations- or contingent-owned. Additionally he/she is responsible for the accounting of the inventory for all civilian type trailers, equipment, supplies and spare parts for civilian pattern vehicles.
- b. The Chief Communications Officer is responsible for the inventory and accounting of all civilian type communications equipment, supplies and spare parts.
- c. The Chief General Services Officer is responsible for the accounting of all quartermaster stores within his/her area of responsibility.

### 4.0 Receipts/issues/audit trail

4.1 It is imperative that strict controls be maintained of receipts, issues and inventories by all self-accounting units, in accordance with directives issued by the CAO in co-operation with the CLO. A clearly-defined audit trail shall be present at all times.

### 5.0 Procurement section action

5.1 Self-accounting units submit their demands for supplies and/or services to the mission procurement section which, on receipt, ensures that the requisitioning officer is authorized to raise such a demand. A check is made to ascertain that the requisitioned items are budgeted for and the demand is registered by opening a file in the procurement registry unit, and is then assigned to the appropriate specialized commodity unit within the procurement section.

5.2 The procurement officer in charge of the procurement unit concerned processes the Q.1 demand in accordance with the United Nations Procurement Manual and Financial Regulations and Rules, by way of market survey and invitations to bid (for local procurement). In the case of international procurement he/she prepares a requisition (form P.72) for approval by the Chief Procurement Officer and submission to Headquarters for action by CPTS.

5.3 If the cost involved exceeds the financial limits of the mission, the procurement officer prepares a presentation to the local Committee on Contracts for its advice, in accordance with the standard guidelines. A copy of the presentation and a copy of the minutes of the meeting containing the committee's advice, shall be placed in the relevant case file as components of the written case findings, and copies submitted to the FOD.



6.0 Expenditure control

6.1 In a peacekeeping force it is normally the practice that the procurement section (field procurement unit) controls expenditure of the allotments of the field portion of the approved budget for the mandate period(s). The purpose is to ensure that funds are available when the CLO submits a demand for procurement action.

6.2 Such expenditure control is effected by recording the estimated cost of each Q.1 demand against the relevant allotment account code number, as demands are received by the mission procurement section. As soon as the respective purchase orders are issued the recordings of the estimated costs are corrected to reflect the actual costs involved.

6.3 It is also the responsibility of the requisitioning office (self-accounting unit) to ensure that demands submitted for procurement action are budgeted for and that funds are available.

6.4 The control of allotments does not imply obligation of funds, which is the responsibility of the Chief Finance Officer (CFO); its purpose is only to ensure that funds are available for obligation by the CFO to procure the items or services required and to ensure that the procurement unit does not unwittingly exceed the allotted funds.

XI OPEN-ENDED CONTRACTS

1.0 Open-ended contracts are usually established in a mission for maintenance of vehicles and other equipment which it cannot perform itself. Such contracts are usually entered into at the local level and within the authority of the CAO; only when they exceed his/her authority are they referred to the Headquarters Committee on Contracts.

1.1 Open-ended contracts may also be used for the provision of spare parts, engineering, communications or medical supplies, and general quartermaster materials.

1.2 Where the advice of a Committee on Contracts must be sought, no commitments may be entered into before such advice is received.

1.3 Where the amount involved in a single contract exceeds the authority of the local Committee on Contracts the presentation must be made to the Headquarters Committee. However the local Committee on Contracts shall first provide its comments and advice.

b. Items procured through CPTS

Original	-	CPTS through the FOD (plus one photocopy for the FOD in case of direct provisioning)
Copies 1,2,3	-	as per a. above
Copy No.4.	-	field invoice unit
Copy No.5	-	PCIU.

XIII DISCREPANCY REPORT

1.0 General

1.1 No specific official United Nations form exists for rejection of supplies or equipment; instead the regular Receiving and Inspection Report form is used for this purpose. When a delivery is rejected the receiving and inspection unit shall note the reasons for rejection on the report and place a large conspicuous red stamp on the report reading "REJECTED".

1.2 Missions should prepare their own Discrepancy Reports for use in all cases where discrepancies, damage or losses are incurred to shipments of supplies and equipment. The format is immaterial but the reports shall, in addition to the relevant requisition number and purchase order number, include the following information:

- a. complete name and address of the consignee (i.e. the self-accounting unit)
- b. port, of entry to the mission area
- c. carrier's manifest number or other transport manifest number (if available)
- d. number of pieces received
- e. weight of the shipment received
- f. registration numbers of damaged/missing containers (if applicable)
- g. weight of damaged container or estimated weight of missing container (if applicable)
- h. description of discrepancy, damage or loss
- i. number of pieces in shipment, as taken from packing note

- j. weight of complete shipment (if applicable and available), as taken from packing note
- k. carrier's name and waybill number
- l. a short account of problems encountered with the shipment.

2.0 Procedure/document flow - Discrepancy Report

2.1 If a Discrepancy Report must be prepared as required by these instructions, the consignee (i.e. the self-accounting unit) shall:

- a. prepare the Report as specified, in six copies;
- b. forward five copies of the Report to the receiving and inspection unit;
- c. file one copy incomplete.

2.2 The receiving and inspection unit, upon receipt of the five copies from the self-accounting unit, shall:

- a. match the Discrepancy Report to the Receiving and Inspection Report;
- b. verify that the discrepancy exists and mark the report accordingly;
- c. return four copies of the Discrepancy Report to the self-accounting unit;
- d. retain on file one copy of the Discrepancy Report complete, and follow up with movement control/clearing agent to ensure completion and submission of the Movement Control Report, Insurance Surveyor's Report and mission Hygiene Officer's Report (if required) covering the initial receipt and clearance of the shipment into the mission area.

2.3 Upon discovering the loss, damage or discrepancy the self-accounting unit shall liaise with movement control/clearing agent and the mission hygiene officer (if necessary) and obtain copies of the related Movement Control Report, Insurance Surveyor's Report and mission Hygiene Officer's Report. When the four copies of the discrepancy Report have been received from the receiving and inspection unit the consignee (self-accounting unit) shall:

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- a. attach the four copies to the documentation received from movement control and the mission hygiene officer and forward this material in its entirety to the Chief Procurement Officer for further action as deemed necessary; and
- b. record in the incomplete copy of the Discrepancy Report held on file, the date when the material was forwarded to the Chief Procurement Officer.

2.4 The Chief Procurement Officer (CPO) shall, on receipt of the documentation described above, attempt to resolve the discrepancy with either the vendor/consignor or the shipper, whichever the case may be, or alternatively initiate insurance claim action if necessary. Pending resolution of the loss/damage/discrepancy the CPO shall advise the Chief Logistics Officer (CLO) of the action to be taken by the consignee (self-accounting unit) to dispose of the damaged material and the necessary ledger action to be taken to resolve the discrepancy. If the self-accounting unit is a civilian unit the CPO shall advise the unit directly, with a copy for information to the CLO. If it is a military unit the CLO shall - upon receipt of the findings of the CPO - notify it of the necessary action.

2.5 The consignee, on receipt of the directive from the CLO (or directly from the CPO as the case may be) shall take the action directed, record it on the incomplete copy of the Discrepancy Report, and file the report complete.

### 3.0 Returning material to vendor

3.1 See the Procurement Manual, Section 5.00, paragraph .0010. In missions the Return to Vendor Form shall be distributed as follows:

- a. original to the vendor
- b. one copy to the receiving and inspection unit
- c. one copy to the invoice unit
- d. one copy to the case file.

### 4.0 Payment of invoices

4.1 No invoices from vendors shall be paid unless a properly certified Receiving and Inspection Report has been received by the invoice unit established within the procurement section

4.2 Payment for items received through international procurement is arranged by CPTS at Headquarters based on receipt of an arrival notice received from the United Nations official shipper (currently The Harper Group). However, that notice does not verify the actual contents of a shipment, and it is imperative that all shipments be inspected and verified immediately on arrival in the mission and an appropriate Receiving and Inspection Report prepared and forwarded to CPTS for closure of the relevant files.

4.3 In some cases the terms of a purchase order call for delivery of materials to a mission on a CIF basis; in such cases the vendor shall not be paid until the items are actually received. Inasmuch as it is unreasonable to delay payments unnecessarily in such cases, the items shall be inspected immediately upon receipt and a cable sent to Headquarters confirming receipt and other relevant details. The cable shall be followed up with the appropriate Receiving and Inspection Report.

CHAPTER 15.

PROPERTY CONTROL AND INVENTORY

I INTRODUCTION

1.0 General

1.1 The management and control of United Nations property are thoroughly described in the United Nations Procurement Manual under Section No. 21.00. The following is supplementary information to clarify points especially related to peacekeeping and observer missions.

2.0 Definition of property

2.1 Property in United Nations terminology consists of supplies, equipment, buildings and land belonging to or entrusted to the charge of the Organization, whether acquired by purchase, rental, loan, donation or other means.

3.0 Groups of property


3.1 In a peacekeeping or observer mission United Nations property will normally consist of three groups, which must be properly controlled and recorded by the mission. They are:

- a. United Nations-owned property;
- b. contingent-owned property;
- c. property provided by the host government, whether owned, leased or otherwise acquired by that government for the use of the United Nations.

3.2 The methods of recording and controlling property vary from group to group and are set out below.

4.0 Categories of United Nations-owned property

4.1 In United Nations nomenclature there are three categories of property:

- a. Expendable property (for definition see Chapter 14, section II of this manual); property records and controls need not be maintained for expendable property except for items considered "of an attractive nature".
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- b. Non-expendable property (for definition see Chapter 14, section II of this manual); property records and controls are maintained for such items.
- c. Real property consists of land, buildings and built-in fixtures. Normally, in accordance with the documentation establishing a peacekeeping mission, the host government will provide land and premises to accommodate the military personnel of the mission; alternatively the Organization may lease land and premises for that purpose. By definition the United Nations becomes responsible for maintaining property records covering such loans and/or leases, so as to ensure proper accounting and eventual payments for the property.

## II UNITED NATIONS-OWNED NON-EXPENDABLE PROPERTY

### 1.0 Property records

1.1 All United Nations-owned non-expendable property must be marked in accordance with the "Field Catalogue of United Nations Stock Numbers" and complete and accurate records kept of all supplies and equipment received, on hand, issued, sold or otherwise disposed of. The records must show separately:

- a. the supplies or equipment belonging to the United Nations and/or
- b. the supplies or equipment entrusted to the United Nations.

1.2 The records must in all cases indicate the officer accountable for the supplies or equipment in question.

### 2.0 Monthly reports on variations in non-expendable property holdings

2.1 The CAO of a mission shall be responsible for completing monthly, in co-operation with the Chief Finance Officer, a Non-expendable Property Report on form PT. 107 (11-66) recording in/out movements of supplies or equipment. The form is self-explanatory, but the following points are emphasized:

- a. an "x" should be typed in the appropriate column to show whether the item concerned is a new acquisition or has been disposed of;
-




- b. the same mark should similarly be placed in the appropriate column to show the method used for acquisition or disposal;
- c. the item should be briefly described, its colour, shape dimensions and material being specified to facilitate identification. The manufacturer's serial number should also be listed if possible;
- d. in the column headed "document reference", information relevant to acquisition or disposal of the item should be included, e.g. disbursement voucher, purchase order number, shipping advice number, letter or memorandum number, etc.;
- e. in case of disposal, reference should be made to the date and number of the decision of the Property Survey Board, correspondence with Headquarters and receipt voucher number, if any;
- f. any other information which might help identify these items or indicate the circumstances in which they have been acquired or disposed of should be inserted in the "Remarks" column;
- g. acquisition or disposal of library material should be reported underneath entries for all other non-expendable property, and separately headed "Library material".

2.2 At the discretion of the CAO, an equivalent report may be submitted to Headquarters, New York in the middle and at the end of each year. In that case the form should be typed in quadruplicate, with three copies forwarded to Headquarters together with the monthly financial accounts and statements. One copy should be kept for the mission files.

### 3.0 Year-end inventory of non-expendable property

3.1 A detailed inventory of all non-expendable and "special item" supplies and equipment as of 31 December should be prepared and submitted to the FOD annually, at the time of the year-end closing of the accounts of the mission. Such inventories shall be submitted on form PT.41 in triplicate. After a check with Headquarters' records maintained in the Purchase and Transportation Service (PTS), one copy of the inventory shall be returned to the mission for its records.

3.2 The year-end inventory should include non-expendable property acquired through Headquarters, purchased locally or on loan or permanently transferred from any other office. Items on loan as well as items under survey should each be listed separately, with



relevant references (i.e. survey board case number, background information for items on loan, etc.) as appropriate. Wherever possible the stock numbers as per the United Nations Field Catalogue should be listed, together with:

- a. a full description;
- b. serial and/or decal numbers;
- c. quantity (number of units);
- d. acquisition cost in US Dollars, or if unknown, estimated current value;
- e. for vehicles: model and year;
- f. PT.107 reference for items acquired during the year under review.

3.3 The inventory form PT.41 may be duplicated in the field or requisitioned from Headquarters. If duplicated in the field it must be in the same size (8.5" x 11") as the original. The name of the mission, location and country should be entered on all papers.

3.4 To facilitate the checking of inventories, all items should be reported in consecutive and numerical order within their respective categories, i.e., AC, AS, BC, BH, BO, BP, BT, BTR, and MISC.. Since discrepancies sometimes occur because of difficulty in positively identifying a given item, each item should be described in full detail and as reported in the PT.107 form.

3.5 If the original acquisition cost of an item is not known the amount giving the current estimated value should be preceded by the letter "E" (for "estimated"). This value should remain assigned to the article for the rest of its useful life.

3.6 Every effort should be made to ensure that the total value of all items listed in the annual inventory report accurately reflects the cost invested by the Organization in the equipment. Where possible the inventory should also indicate the original source of financing, e.g. regular budget, trust funds or donation.

3.7 Similar inventories should also be prepared when there is a change in incumbency of the posts of CAO or Head of Mission. Inventories taken at these times shall be signed by both the incoming and outgoing officers, who shall certify that a physical inventory check of non-expendable property has been made. If the change in incumbency occurs no more than 90 days before year-end and an inventory check has duly been made, a separate check to correspond with the year-end closing of the accounts is not necessary.

### III PROPERTY HELD BY CONTINGENTS

#### 1.0 General

1.1 Contingents may hold property issued to them by the United Nations as well as property (stores, equipment and vehicles) brought into the mission area by them in accordance with the Aide Memoire setting out guidelines for governments contributing troops to United Nations peacekeeping operations. The latter becomes "contingent-owned equipment". If additional stores, equipment and/or vehicles are later required the United Nations may request the troop-contributing government to provide them under a Letter of Assist.

#### 2.0 Depreciation payments

2.1 Contingent-owned equipment (COE) is subject to logistical control by mission headquarters, and inventory control by the CAO or Head of Mission, as represented by the property control and inventory unit. Provided such property is brought into the area of operation with the prior approval of United Nations Headquarters as essential for the proper performance of the duties of the national contingent in the area of operation, it becomes subject to depreciation payments by the United Nations. The cost estimates of a mission shall provide for such payments to troop-contributing governments over a four-year period at standard rates of 30, 30, 20 and 20 per cent successively.

2.2 This four-years formula is however based on the assumption that the property will be utilized in the mission area until designated beyond economic repair and accordingly written off; the residual value of any equipment repatriated to troop-contributing countries before the end of its useful life and for which full payment has been made for depreciation reverts to the United Nations.

2.3 The amount payable in respect of COE in a mission of short duration shall reflect only the cost of its net depreciation, taking into account its age and condition at the time it entered mission service, its normal life expectancy when new, its total period of service in the mission and its condition when repatriated.

2.4 After completion of the four-year period of depreciation the property theoretically becomes United Nations-owned. However, in fact it normally remains with the contingent and is returned to the troop-contributing country after completion of the mission or when the contingent is withdrawn, the residual value being credited against the outstanding amount owed by the United Nations to the government concerned.

2.5 In view of the above it is imperative that accurate records be maintained in the mission of the quantity, condition and value of the COE attached to the mission, as well as the dates of entry and

exit of items to and from the mission area. Such records shall form part of the supporting documentation for all claims lodged by the troop-contributing governments against the United Nations for COE depreciation payments.

### 3.0 In-out surveys

3.1 To facilitate the accurate accounting of COE and continual maintenance and updating of the relevant records, "in-out" surveys shall be conducted

- a. when a unit arrives in the mission area;
- b. when a unit withdraws from the mission area;
- c. when a unit commanding officer changes.

3.2 In addition supplementary surveys should be carried out

- a. when directed by the CAO/Head of Mission or Chief Logistics Officer/Deputy Chief of Staff (Logistics);
- b. at least once a year in accordance with United Nations regulations on property control.

3.3 Such surveys shall in all cases be physical surveys and shall cover both COE and property issued to contingents by the United Nations, to ensure that both the unit commander and mission headquarters are aware of all stores, equipment and vehicles held by the unit.

3.4 It is the responsibility of unit commanders to forward copies of the "in-out" survey to their home governments for pricing and claim action and it is again emphasized that accuracy in maintaining these records is of utmost importance to both the governments concerned and to the United Nations.

### 4.0 Monthly updating of records

4.1 It is essential that all units submit a monthly update of all COE brought into or removed from the mission area. Such updates should be submitted to the chief of the property and inventory control unit and the CLO/DCOS(Logs) or, in a smaller mission, directly to the CAO/Head of Mission, or alternatively to the CTO for the force vehicle inventory unit in the case of vehicles or to the CCO and CSO in the case of communications equipment.

IV WRITE-OFF AND PROVISIONAL CONDEMNATION OF UN- AND  
CONTINGENT-OWNED PROPERTY

1.0 General

1.1 The aim of these instructions is to detail the procedure to be followed by a unit to write off United Nations- and contingent-owned property which has been stolen, hijacked, burnt or lost or which has become unserviceable due to normal wear and tear or other reasons. (The term write off means to write off from the property records and does not imply a particular method of disposing of property.)

1.2 All self-accounting units in a mission (hereinafter referred to as "units") are financially responsible to the United Nations for all materials, vehicles and other equipment held by them. In the case of military units this responsibility is vested in the commanding officers.

1.3 It is of paramount importance that each unit maintain accurate records of all United Nations-owned property and COE. When a loss occurs for whatever reason, or damage occurs to property which makes it unusable, it is essential that the unit initiate write-off procedures so that the item can be taken off the ledgers and a replacement requisitioned and received.

1.4 It is appreciated that all the instructions and guidelines contained herein may not be applicable to all types of missions. Nevertheless, regardless of the size and type of a mission the principles remain the same, although the details may be changed to suit the conditions of each mission.

2.0 Examples of when write-off action should take place

2.1 The following are examples of when write-off action should be initiated. Other causes may also arise. It is emphasized that to avoid undue delays action should be initiated at the earliest opportunity after the damage or loss has been discovered.

- a. when material has been damaged beyond repair by fire, totally burnt;
- b. after a hijacking when a vehicle, radio, weapon or any other item has been taken;
- c. after a burglary when items have been stolen;
- d. when damage has resulted from climatic conditions such as high winds or flooding, from accidents or from shelling and/or other military activities;

- e. when material is no longer usable due to normal wear and tear over a period of time. Examples are sheets, blankets, mattresses, mattress covers, sleeping bags, beds, lockers, office furniture, tools, etc..

### 3.0 Authority for write-off

3.1 The CAO of a mission shall normally receive a delegation of authority from the USG/OGS to establish a Local Property Survey Board (LPSB) and to write off items up to a value of US\$1,500 per occurrence under his/her own authority, as described in section VI below.

3.2 The LPSB established in a mission under the above delegation shall also normally receive the authority to write off an item, or items, up to a value of US\$6,000 per occurrence. Losses above US\$6,000 shall be referred by the Board to United Nations Headquarters for consideration by the Headquarters Property Survey Board (HPSB). Vehicles, however, may be written off by the Local Property Survey Board regardless of purchase cost.

3.3 All cases involving surcharges against staff members or others, regardless of the value of the items involved, and any case involving a gift, donation, transfer or sale of property at nominal cost shall also be referred to the HPSB for final decision of the Controller.

### 4.0 Initiation of write-off

4.1 The unit ~~must~~ initiate the write-off procedure. In the case of a military unit the necessary paperwork shall be forwarded to the Chief Logistics Officer (CLO) of the mission, who shall authorize the temporary write-off, which will allow the unit to request replacement items. In the case of a civilian unit the completed paperwork shall be submitted to the CAO, who shall authorize the temporary write-off of the relevant property, which again will allow the unit to request replacement items pending a final decision by the appropriate Property Survey Board.

4.2 The CLO or the CAO, whichever the case may be, shall in turn forward the write-off vouchers, or Provisional Condemnation Certificates (PCCs), to the secretary of the LPSB for further action as appropriate. When the case has been processed and final authority given for the write-off, the Board secretary shall advise the CLO or CAO, who in turn shall advise the unit concerned.

### 5.0 Board of Survey team

5.1 For the purposes of write off and condemnation of property a Board of Survey team shall be established in each mission. Such a team shall comprise a representative from the mission property



control and inventory unit, a representative from the logistics branch in the mission (if any), a representative of the the Chief Transport Officer (CTO) and experts on the vehicles and/or other property involved.

5.2 The Board shall visit units as required, inspect the property in question and submit a survey report with recommendations as to its condemnation and/or other disposal. It is the responsibility of the respective units to collect items to be so inspected in a central location; however, it is emphasized that United Nations-owned and contingent-owned property should at all times be kept separate. It is also emphasized that write-off requests and Board of Survey forms should be prepared separately for each category of property.

#### 6.0 Procedures for write-off

6.1 The procedures to be followed and the document flow are thoroughly described in the Logistics Directives applicable to each mission. In smaller missions without a military logistics element, it is the responsibility of the CAO to formulate and disseminate instructions for write-off and PCC action. Details of these procedures, which should be amended as appropriate to suit the conditions of each mission, may be obtained from the FOD.

6.2 In principle no United Nations-owned or contingent-owned property may be written off without the approval of the CAO (in cases where the value is below US\$500) or of the LPSB (in cases where the value is between US\$500 and US\$2,000 and those involving vehicles). For write-offs of items of greater value the approval of the HPSB is required. However, the approval of a PCC, by either the CAO or the CLO as the case may be, will authorize the unit concerned to adjust temporarily its ledgers and request replacements for the condemned items in accordance with existing procedures.

6.3 In accordance with Financial Rule 110.10(b), reports on write-offs of property losses shall be submitted every six months to the HPSB. Samples of a write-off voucher and a PCC are attached to this chapter as annexes and .

### V PROPERTY SURVEY ACTION

#### 1.0 General

1.1 The purpose of the following instructions is to describe the procedures to be followed in accounting for deficiencies in property and in accounting for and disposing of surplus or unserviceable property, and to identify those responsible for ensuring compliance with these procedures.



1.2 The records kept of United Nations property received, on hand, issued, sold or otherwise disposed of must in all cases indicate the officer accountable for the property.

1.3 The officer accountable must report promptly on the nature and cause of any discrepancy or deficiency that may arise or become known through stock-taking, inventory check or other means. Such reports should be addressed by the CAO or Head of Mission to the LPSB when one exists, or directly to the HPSB when it does not. Each loss or damage to property should be immediately reported, whatever the cause, and property becoming unserviceable due to normal wear and tear or to obsolescence should also be reported, as should property which becomes surplus to operating requirements, and any stock or inventory overage.

1.4 Depending on category (see paragraph 4.1 of section VI below), the circumstances shall be investigated and appropriate action decided upon.

## 2.0 Level of decision-making

2.1 Responsibility for investigating and acting on cases shall be as follows:

- a. category "AW" cases: by the CAO (or Head of Mission) acting alone;
- b. category "A" cases: by a duly designated official acting on the advice and recommendation of an LPSB;
- c. category "SB" cases: jointly by the Controller and the ASG/OGS, acting on the advice and recommendation of the HPSB.


2.2 The action outlined above is called "property survey". Action in respect of a specific case of deficiency or surplus shall be known as a "property survey case".

2.3 Authority for instituting these procedures derives from Financial Rule 110.34.

## VI LOCAL PROPERTY SURVEY BOARDS

### 1.0 Responsibilities

1.1 LPSBs are responsible for discharging within their respective areas and subject to these instructions functions similar to those discharged by the HPSB under the terms of Financial Rule 110.32.



1.2 The Head of Mission, acting on authority delegated to him/her in accordance with Financial Rule 110.34, shall establish a LPSB which shall normally function at mission headquarters.

2.0 Composition

2.1 The LPSB shall normally consist of three staff members appointed by the Head of Mission: the CAO (who shall be chairperson), the Chief Finance Officer (CFO) and the Legal Adviser of the mission. In large missions having an Assistant CAO/Senior Administrative Officer, he/she may be appointed a member in lieu of the CAO.

2.2 In smaller missions which do not have all the officers named, the Head of Mission shall appoint the members of the Board at his discretion and designate a chairperson. The membership of the Board shall be communicated to the HPSB through the FOD.

2.3 A secretary shall be designated to serve the LPSB. He/she shall prepare cases for presentation to the Board, and to the HPSB in cases where the value of the property concerned exceeds the limits of authority of the LPSB. In most peacekeeping missions the chief of the claims and survey unit also acts as secretary to the LPSB.

2.4 In cases where military personnel serve with a mission the LPSB may be augmented by one military member of commissioned rank, normally the Chief Logistics Officer/Deputy Chief of Staff (Logistics). When a case involves deficiencies arising from possible negligence or misconduct on the part of military personnel, the membership of the Board for that case shall include a military member of commissioned rank from the contingent whose personnel is involved, designated by the commanding officer of the contingent.

2.5 Accordingly the composition of the LPSB will normally be as follows:

Chief Administrative Officer	(chairperson)
Assistant CAO/Senior Administrative Officer	(member or chairperson)
Chief Finance Officer	(member)
Legal Adviser	(member)
CLO/DCOS (Logs)	(member)
Chief, claims and survey unit	(secretary)

### 3.0 Procedures and terms of reference

3.1 For cases such as accidents, deficiencies, negligence, misconduct, etc. involving a military contingent, the minutes of the relevant LPSB deliberations shall be signed by the commanding officer of the contingent concerned, or by an officer designated by him. If the commanding officer does not agree with the minutes or the findings of the Board, he may lodge remarks and/or request reconsideration; in the latter case he shall designate an ad hoc member of commissioned rank from the contingent to attend the review of the case.

3.2 The Board shall investigate and report on any loss, deficiency, surplus, unserviceability, obsolescence or other irregularity occurring in property belonging to, entrusted to or in the charge of the United Nations. The Board's functions shall include review of cases of write-off by national contingents of property owned by them, to determine whether such write-off was due to normal wear and tear or to other circumstances.

3.3 All matters to be considered by the LPSB shall be notified as soon as known by the responsible officers to the CAO.

### 4.0 Categories of cases

4.1 Property survey cases are divided into three categories, designated "SB", "A" and "AW" as follows:

a. Category "SB" cases: These are cases which exceed the LPSB authority for final decision under the established financial limits (see section IV, paragraph 3.2 above). Such cases are referred to Headquarters, together with the LPSB's recommendations, for action by the HPSB. In addition all cases involving surcharges against staff members or others, regardless of the value of the items involved, and any case involving a gift, donation, transfer or sale of property at nominal cost shall also be referred to the HPSB for final decision of the Controller in accordance with Financial Rule 110.15(b).

b. Category "A" cases: These are cases which involve an inventory value of more than US\$1,500 but not exceeding US\$6,000. Such cases shall be reviewed by the LPSB and the CAO or Head of Mission has been delegated authority to take financial decisions in accordance with Financial

Rule 110.34, subject to the financial limits established for the mission. All cases involving vehicles, regardless of their value, shall also be included in this category.

- c. Category "AW" cases: These cases (administrative write-off cases) involve expendable property with an inventory value below US\$1,500 on which the CAO/Head of Mission or Office may make a final decision without LPSB review.

#### 5.0 Financial limits

5.1 The financial limits should be understood to apply to each individual property survey case, and not to the individual items of property included in a particular case. Thus a case involving disposal of a single item of communications equipment could fall within the established category "A" limit, but disposal of several similar items would exceed that limit, requiring classification in category "SB". Similarly a case concerning three unserviceable desks with an inventory value of US\$400 each would fall within the established category "AW" limit, while six such desks to be disposed of at the same time would exceed that limit and become a category "A" case. There should be no division of larger cases into several smaller ones in order to evade the established financial limits.

#### 6.0 Numbering of cases

6.1 Category "SB" and "A" cases: the secretary shall maintain records of each case brought before the LPSB. Cases shall be numbered consecutively from one upwards, and the numbering shall be carried over from one year to the next throughout the existence of the mission. "SB" and "A" cases (since they both require action by the LPSB) shall carry a prefix composed of the acronym by which the mission is known, the letters "SB" or "A" as appropriate and the serial number of the case, e.g. UNIFIL/SB/11 or UNIFIL/A/109.

6.2 Category "AW" cases: the numbering system for "AW" cases shall be similar to that indicated above except for substitution of the letters "AW", e.g. UNIFIL/AW/17. In missions with an LPSB, its secretary shall maintain records of "AW" cases; in missions with no LPSB and to which write-off authority is delegated, the Head of Mission shall be responsible for ensuring that such records are maintained.

#### 7.0 Procedure for administrative write-off ("AW") cases

7.1 Mission without LPSB: the CAO or Head of Mission shall ensure that:

- a. each loss or damage of property is thoroughly investigated;
- b. a file is opened and the case numbered as described above;
- c. the property is identified and the quantity and inventory value of each item are shown; if the inventory value is not known, a sound estimate must be shown;
- d. the circumstances of the loss or damage, including where appropriate a statement as to the person(s) responsible, are recorded in writing (for cases involving surcharges against staff members and others, see paragraph 3.3 of section IV above);
- e. the decision whether or not to write off the property, and the reasons therefore, are recorded;
- f. action to dispose of the property is taken promptly and recorded;
- g. a report is made to Headquarters via the FOD;
- h. the complete file is retained for reference and for audit purposes.

7.2 The report to Headquarters shall be made post-facto semi-annually and shall consist of a recapitulation of cases acted upon during the preceding six months. It shall contain in tabular form the case number, the quantity and description of the items involved, the action decided upon (discard, sale, destruction), the inventory value of each item and, for each disposal category, the total value of the items written off.

7.3 Mission with LPSB: the procedure shall be the same as indicated above except that:

- a. the responsibilities listed may be delegated (except that the CAO or Head of Mission is required to approve personally the action decided upon);
- b. the CAO (through the secretary of the LPSB) shall be responsible for establishment of the file, and its completeness;