



# COMMUNICATION 8/19

## SECURITY CLEARANCE FOR UN COMMON SYSTEM STAFF ON DUTY TRAVEL OR ON PERSONAL TRAVEL

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To: Chairs, Member Associations/Unions  
Members of the Executive Committee  
Chairs, Members with Associate Status  
Chairs, Associations with Consultative Status  
Presidents, Federations with Observer Status  
Chairs and Vice-Chairs of Standing Committees

Geneva, 5 July 2019

From: Evelyn Kortum, General Secretary

In line with the 72<sup>nd</sup> FICSA Council Decision, FICSA/C/72/D/22<sup>1</sup>, approved in Vienna in February 2019, the Federation would like to remind its membership of the importance of completing systematically the TRIP requirements from the UN Department of Security and Safety (UNDSS) in advance of all duty travels.

In areas of elevated security risks, UN staff members rely on UNDSS to ensure their safety and security through delivering timely information and advice and by providing assistance when staff are in need. In areas of low-to-moderate risk, the Organization must also be cognizant of its 'duty of care' and make best efforts to ensure that personnel are informed of potential or external threats and advised of ways to avoid them.

Furthermore, UNDSS colleagues take every opportunity available to remind the Staff Federations and the Administrations of UN entities that it is equally important to complete the TRIP requirements **even when on personal leave**, as it had proven effective in terms of ensuring the safety of all UN staff in times of crisis or natural disaster that could occur at any time. Therefore, the Federation would like to seek your kind collaboration in aiming for the 100% compliance mark with the TRIP security clearance requests.

It is better to be safe than sorry!

Thank you for sharing this important message with all colleagues.

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<sup>1</sup> When communicating with the membership, the Executive Committee should:

- (a) stress the importance of consistently completing the TRIP requirements in advance of all duty travel; and
- (b) strongly encourage all staff to complete the TRIP requirements even when leaving the office on personal leave, as it had proven to be equally important in terms of ensuring the safety of all UN staff in times of crisis that could occur at any time.