

Security Evacuation – Standard Operating Procedure

Responsible Unit	Volunteer Solutions Section (VSS)
Focal Point	Volunteer Solution Section - Onsite
Effective Date	1 October 2021
Applicability	International UNVs only.

1. [ATLAS HCM User Guide](#)
2. [Unified UN Volunteers Conditions of Service](#)

#	Responsible party or person			Process step	Description	Documents	System role	Comments
	Country presence (PA/PAn)	Country presence (PAn)	No Country Presence					
1	Volunteer			Update inventory list	Regularly update inventory list in UVP throughout assignment to ensure changes are recorded accurately.			
2	Volunteer			Record travel in TRIP	Volunteers must record all travel in TRIP in case of emergency.			
3	UNDSS			UN Security Coordinator gives order to evacuate	Notification from the UN Security Co-ordinator requesting immediate relocation of UN Volunteers and dependants to a safe haven. UNDSS decides with HE which staff, including volunteers are essential and stay behind and which are evacuated.			
4	PA/SO	CC	HE - for own volunteers	Inform UNV HQ	<p>Prepare a consolidated list of the UN Volunteers and their dependants. List should include contract duration and presence or absence from the duty station (for example, on leave, official business).</p> <p>Check contract dates and to inform repatriation if applicable (volunteers and their dependants).</p>			An initial 15 days of applicable advance Security Evacuation Allowance (SEA) is paid to the UN Volunteer and dependants.

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	PA/SO	CC	RPS					
5	PA/SO	CC	RPS	Security Evacuation Request	Complete 'Security evacuation' task in UVP. Upload evacuation order from UNDSS.		Mobilisation user	This task is for recording purposes
6	Volunteer			Evacuate as per instructions	Evacuate as per instructions from UNDSS and host entity.			
7	OA VM			Follow-up check UN Volunteer and dependants arrival at safe haven.	Follow up and ensure UN Volunteers and dependents arrive at safe-haven.			
8	OA VM			Prepare monitoring list of evacuees, including UN Volunteers and dependants who have been relocated to safe haven.	Prepare and update monitoring list of evacuees of UN Volunteers and dependents. List should include departure dates and track DSA payments.			Outside of UVP (e.g. excel) until functionality developed
9	OA VM			Create Authorization for DSA/SEA	Create Authorization in word document based on template for payment of DSA (for in-country evacuation) and SEA for evacuations outside of the duty station country (safe haven, home country, third country), as necessary. Send to OA TL using DocuSign for review.	Authorisation template		Word document authorization is workaround until functionality is developed in UVP.
10	OA-TL			Approve authorisation	Review and approve using DocuSign.			
11	OA VM			Upload authorisation	Upload authorisation to the UN Volunteer's document library.			
12	OA VM			Create security evacuation DSA payment request	Create a payment request for DSA in UVP.			
13	OA VM			Authorise additional payment of DSA	Prepare and send authorisation for additional payment of DSA as necessary. Update monitoring list of evacuees.			
Duty station has re-opened within two (2) months								

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14	UNDSS		Notification from UNDSS	Notification from UNDSS confirms that all UN personnel including their dependents can return to the Duty station Prepare and send authorization to country of safe haven to send UN Volunteers and dependents back to duty station.			
Duty station remains non-operational							
15	OA		Monitor period of stay at safe-haven	Within one month of stay at safe-haven, start contacting funding project for other applicable Volunteer opportunities			
16	PA	OA	Initiate repatriation formalities	<ul style="list-style-type: none"> ○ Initiate repatriation formalities if no other project opportunities. ○ Prepare early termination of contract by providing the notice period. 			
17	OA		Initiate reassignment formalities	<ul style="list-style-type: none"> ● Initiate reassignment formalities if project has provided other opportunities in another country. ● Prepare and authorise reassignment procedures. 			

Abbreviations

OA – Operations Associate (VSC)
 OA TL – Operations Associate Team Lead (VSC)
 PA – Programme Assistant (Field unit)
 CC – UNV Country Coordinator

UNDSS-United Nations Department of Safety and Security
 HE - Host Entity
 UVP – Unified Volunteering Platform