

Field Mission Support

Classification Structure : Level 1

- Assets Management
- Budget Execution
- Claims Handling
- Commissary Management
- Engineering Services Management
- Finance Management
- Human Resources Management
- Information & Communications Technology (ICT) Systems Management
- Information Resources Management
- Legal Support
- Logistics Management
- Mail Services Management
- Materiel Management
- Medical Services Management
- Premises Management
- Procurement
- Supply Management
- Waste Management

Classification Structure : Levels 1-2

- **Assets Management**
 - **Assets Inventory Maintenance**
 - **Assets Write -Off**
- **Budget Execution**
 - **Budget Allocation**
 - **Budget Monitoring**
- **Claims Handling**
 - **Claims Review Board Administration**
 - **Property Survey Board Administration**
 - **Claims Review**
- **Commissary Management**
- **Engineering Services Management**
 - **Engineering Services Provision**
 - **Engineering Projects Management**
- **Finance Management**
 - **Financial Accounting**
 - **Pay & Allowances Administration**
 - **Treasury Management**
- **Human Resources Management**
 - **Recruitment / Appointment**

- **Training**
- **Travel Administration**
- **Attendance & Leave Administration**
- **Employment Contracts Administration**
- **Information & Communications Technology (ICT) Systems Management**
 - **ICT Systems Development**
 - **ICT Systems Operation**
- **Information Resources Management**
 - **Records Management**
- **Legal Support**
 - **Legal Agreements Development & Review**
 - **Legal Advice Provision**
- **Logistics Management**
 - **Joint Logistics & Operations Centre (JLOC) Management**
 - **Movement Control**
 - **Road Transport Operation**
 - **Air Transport Operation**
- **Mail Services Management**
 - **Postal Service Operation**
 - **Diplomatic Pouch Service Operation**
- **Materiel Management**

- **Materiel Receipt & Inspection**
- **Materiel Storage**
- **Materiel Maintenance**
- **Materiel Disposal**
- **Contingent Owned Equipment (COE) Verification**
- **Medical Services Management**
 - **Medical Treatment Provision**
 - **Health & Welfare Services Provision**
 - **Medical Evacuation**
- **Premises Management**
 - **Premises Acquisition & Disposal**
 - **Premises Development**
 - **Premises Maintenance**
 - **Facilities Management**
- **Procurement**
 - **Vendors Approval / Registration**
 - **Supply Contracts Tendering**
 - **Supply Contracts Management**
- **Supply Management**
 - **Inventory Control**
 - **Distribution Control**
 - **Warehouse Operation**

- **Waste Management**
 - **Waste Collection**
 - **Waste Storage Site Operation**
 - **Waste Disposal**

Classification Structure : Levels 1-3

- **Assets Management**
 - **Assets Inventory Maintenance**
 - **Assets Write -Off**
- **Budget Execution**
 - **Budget Allocation**
 - **Budget Monitoring**
- **Claims Handling**
 - **Claims Review Board Administration**
 - **Property Survey Board Administration**
 - **Claims Review**
- **Commissary Management**
- **Engineering Services Management**
 - **Engineering Services Provision**
 - **Engineering Projects Management**
- **Finance Management**
 - **Financial Accounting**
 - **Pay & Allowances Administration**
 - **Treasury Management**
- **Human Resources Management**
 - **Recruitment / Appointment**

- Vacancies Advertising
- Employment Applications Handling
- **Training**
 - Training Needs Assessment
 - Training Programmes Development
 - Training Programmes Delivery
 - Training Programmes Review
- **Travel Administration**
- **Attendance & Leave Administration**
- **Employment Contracts Administration**
- Information & Communications Technology (ICT) Systems Management
 - **ICT Systems Development**
 - **ICT Systems Operation**
- Information Resources Management
 - **Records Management**
- Legal Support
 - **Legal Agreements Development & Review**
 - **Legal Advice Provision**
- Logistics Management
 - **Joint Logistics & Operations Centre (JLOC) Management**
 - **Movement Control**

- **Road Transport Operation**
 - **Air Transport Operation**
 - Mail Services Management
 - **Postal Service Operation**
 - **Diplomatic Pouch Service Operation**
 - Materiel Management
 - **Materiel Receipt & Inspection**
 - **Materiel Storage**
 - **Materiel Maintenance**
 - **Materiel Disposal**
 - **Contingent Owned Equipment (COE) Verification**
 - Medical Services Management
 - **Medical Treatment Provision**
 - **Health & Welfare Services Provision**
 - **Medical Evacuation**
 - Premises Management
 - **Premises Acquisition & Disposal**
 - **Premises Development**
 - **Premises Maintenance**
 - **Facilities Management**
 - Procurement
 - **Vendors Approval / Registration**
-

- **Supply Contracts Tendering**
- **Supply Contracts Management**
- **Supply Management**
 - **Inventory Control**
 - **Distribution Control**
 - **Warehouse Operation**
- **Waste Management**
 - **Waste Collection**
 - **Waste Storage Site Operation**
 - **Waste Disposal**

Scope Notes

▪ Assets Management

The function of managing a mission's assets.

Assets includes: UN-owned fixed assets (premises) and non-expendable moveable assets (materiel).

▪ Assets Inventory Maintenance

The activities involved in maintaining a complete, accurate and up to date inventory of a mission's assets. The inventory is maintained in the Field Asset Control System (FACS).

▪ Assets Write -Off

The activities involved in writing-off a mission's redundant assets.

For disposal of redundant assets, use Waste Management - Waste Disposal

▪ Budget Execution

The function of executing a mission's budget.

For budget planning and preparation, use Mission Planning – Resource Allocation & Budgeting.

▪ Budget Allocation

The activities involved in allocating a mission's budget to mission components.

▪ Budget Monitoring

The activities involved in monitoring a mission's performance against its budget and taking any necessary corrective action.

▪ Claims Handling

The function of reviewing and determining claims made against a mission.

▪ Claims Review Board Administration

The activities involved in establishing a mission's Claims Review Board (CRB) and administering its work.

Includes: preparing agendas for meetings of the CRB; prepares minutes of CRB meetings; liaising with UN Headquarters on CRB business.

- **Property Survey Board Administration**

The activities involved in establishing a mission's Property Survey Board (PSB) and administering its work.

Includes: preparing agendas for meetings of the PSB; prepares minutes of PSB meetings; liaising with UN Headquarters on PSB business.

- **Claims Review**

The activities involved in reviewing, investigating and determining claims against a mission.

Claims includes: claims by civilian staff and military observers; third party claims; claims for reimbursement by governments.

Includes: gathering and analyzing information; preparing case summaries and case presentations; liaising with insurance companies.

For payment of claims, use Finance Management – Financial Accounting.

- **Commissary Management**

The function of managing a mission's commissary.

- **Engineering Services Management**

The function of managing the provision of engineering services to support a mission's operations.

- **Engineering Services Provision**

The activities involved in providing engineering services to support a mission's operations.

Includes: providing services to develop, maintain and decommission premises; providing services to establish, maintain and decommission camps.

- **Engineering Projects Management**

The activities involved in managing engineering projects within a mission area.

- **Finance Management**

The function of managing a mission's financial resources.

- **Financial Accounting**

The activities involved in processing, recording, classifying, analyzing and reporting on a mission's financial transactions:

- (1) between a mission and other UN missions / agencies / offices
- (2) between a mission and mission personnel
- (3) between a mission and vendors

Includes: processing and accounting for incoming payments; processing and accounting for payments to third parties; processing and accounting for payments (other than salaries and allowances) to mission personnel; monitoring, analyzing and forecasting cash -flow; recording the issuance of allotments and monitoring the status of allotments; preparing and distributing financial reports..

For processing salaries and allowances to mission personnel, use Finance Management – Pay & Allowances Administration.

- **Pay & Allowances Administration**

The activities involved in processing payments of salaries and allowances to mission personnel.

Includes: payment of salaries to locally-recruited staff; payment of Mission Subsistence Allowance (MSA) and other allowances to eligible personnel; recovery of receivables from mission staff; administration of locally-recruited staff contributions to the UN Joint Staff Pension Fund.

- **Treasury Management**

The activities involved in managing a mission's cash resources.

Includes: administering receipts; administering disbursements; administering bank accounts; administering petty cash and imprest funds.

- **Human Resources Management**

The function of managing a mission's human resources.

Human resources includes: UN staff; UN police personnel; Military (UN personnel who are not UN staff); Police (UN personnel who are not UN staff).

Human resources excludes: UN Volunteers; civilian contractors; members of national military contingents.

▪ **Recruitment / Appointment**

The activities involved in recruiting / appointing a mission's staff.

• Vacancies Advertising

The activities involved in advertising vacancies.

• Employment Applications Handling

The activities involved in reviewing applications for employment received in response to advertised vacancies and selecting suitable candidates to appoint.

Includes: shortlisting applicants; interviewing applicants; notifying unsuccessful applicants.

▪ **Training**

The activities involved in providing training for a mission's personnel.

For contractual matters relating to training for individual staff, use Human Resources Management - Employment Contracts Administration.

For contracting with third party organizations to develop or deliver training programmes, use the relevant section of Procurement.

For security awareness training, use Mission Security Management – Security Training.

For safety training, use Mission Safety Management – Safety Training.

For HIV / AIDS training, use HIV / AIDS Coordination – HIV / AIDS Training.

• Training Needs Assessment

The activities involved in identifying and analyzing training needs for a mission's personnel and evaluating options for meeting these needs.

• Training Programmes Development

The activities involved in developing training programmes for a mission's personnel.

Includes: selecting and adopting / adapting training programmes developed by other organizations; selecting third party training programmes to be attended by mission personnel.

- **Training Programmes Evaluation**

The activities involved in assessing the value and impact of training programmes for a mission's personnel.

Includes: collecting and analyzing feedback on training programmes.
- **Training Programmes Administration**

The activities involved in administering a mission's training programmes.

Includes: scheduling training; arranging and monitoring attendance at training events.
- **Travel Administration**

The activities involved in administering travel arrangements for a mission's personnel.

Travel includes travel to, from and within a mission area.

For contractual matters relating to an individual's travel arrangements / entitlements, use Human Resources Management – Employment Contracts Administration.
- **Attendance & Leave Administration**

The activities involved in monitoring and analyzing attendance / leave for a mission's personnel.

For contractual matters relating to an individual's attendance / leave arrangements / entitlements, use Human Resources Management - Employment Contracts Administration.
- **Employment Contracts Administration**

The activities involved in managing the UN's contractual relationships with individual mission staff.

Includes: conducting performance reviews; promoting / supporting career development; taking disciplinary action; administering benefits and entitlements; maintaining personnel records.
- **Information & Communications Technology (ICT) Systems Management**

The function of managing a mission's information and communications systems.

Information and communications systems includes: desktop computing systems; proprietary information systems; internet; telephone systems; radio systems; data systems.

For purchasing / leasing of ICT equipment, use the relevant section of Procurement.

For receipt and inspection, maintenance and disposal of ICT equipment, use the relevant section of Materiel Management.

- **ICT Systems Development**

The activities involved in developing a mission's ICT systems.

Includes: specifying requirements; evaluating potential systems / solutions; installing, testing and commissioning; controlling changes; decommissioning.

- **ICT Systems Operation**

The activities involved in operating a mission's IT systems.

Includes: monitoring performance; testing; investigating and resolving faults; managing data storage, including backup, archiving and deletion; maintaining licences; controlling access and use.

- **Information Resources Management**

The function of managing a mission's information resources.

- **Records Management**

The activities involved in managing a mission's records.

Includes: classifying, filing, storing and controlling active records; transferring inactive records to local storage facilities; transferring records for permanent retention to UN Archives and Records Management Section (ARMS); authorizing destruction of redundant records.

Excludes: destroying redundant records.

For destruction of redundant records, use Waste Management – Waste Disposal.

- **Legal Support**

The function of providing legal support to a mission.

- **Legal Agreements Development & Review**

The activities involved in drawing up / reviewing mission-specific legal agreements.

Legal agreements includes: Status of Mission Agreement (SOMA); Status of Forces Agreement (SOFA); Memorandum of Understanding (MoU).

- **Legal Advice Provision**

The activities involved in providing legal advice and assistance to mission personnel.

- **Logistics Management**

The function of organizing a mission's resources to meet administrative and substantive requirements for the movement of personnel and cargo.

- **Joint Logistics Operations Centre (JLOC) Management**

The activities involved in establishing and operating a mission's joint logistics operations centre (JLOC).

- **Movement Control**

The activities involved in planning, implementing and monitoring the movement* of personnel and cargo to, from and within a mission area.

*by air, rail, river, road and sea

- **Road Transport Operation**

The activities involved in operating road transport to, from and within a mission area.

Includes: coordinating the utilization of civilian and military vehicles.

For purchasing / leasing of vehicles, use the relevant section of Procurement.

For receipt and inspection, maintenance and disposal of vehicles, use the relevant section of Materiel Management.

- **Air Transport Operation**

The activities involved in operating air transport to, from and within a mission area.

Includes: coordinating the utilization of commercial and military aircraft; providing air traffic control services; providing airfield services; providing ground handling services.

For purchasing / leasing of aircraft, use the relevant section of Procurement.

For contracting with third party organizations to provide air operations / services, use the relevant section of Procurement.

For receipt and inspection, maintenance and disposal of aircraft, use the relevant section of Materiel Management.

▪ **Mail Services Management**

The function of managing the transmission of mail to, from and within a mission area.

▪ **Postal Service Operation**

The activities involved in operating mail services using Postal Boxes (P.O. Boxes).
Includes: providing free mail services for contingent members.

▪ **Diplomatic Pouch Service Operation**

The activities involved in operating the diplomatic pouch service.

▪ **Materiel Management**

The function of managing materiel allocated to, or acquired directly by, a mission.
Materiel includes: expendable and non-expendable moveable assets.

For purchasing of new materiel, use the relevant section of Procurement.

▪ **Materiel Receipt & Inspection**

The activities involved in receiving & inspecting materiel procured by a mission.

▪ **Materiel Storage**

The activities involved in storing mission-owned materiel pending use / re-use.
Includes: monitoring the condition of materiel in storage.

▪ **Materiel Maintenance**

The activities involved in maintaining mission-owned materiel in use.

Includes: carrying out periodic inspections / tests; carrying out planned preventive maintenance, modifications and repairs.

▪ **Materiel Disposal**

The activities involved in disposing of redundant mission-owned materiel by donation, sale, transfer or destruction.

Includes: undertaking cleaning / sanitization of materiel prior to disposal; packing materiel for transfer, sale or donation and providing necessary certification or other documentation to recipients of transferred, sold or donated items.

For writing-off redundant materiel, use Assets Management – Assets Write-Off.

For financial transactions associated with the sale of redundant materiel, use Finance Management – Financial Accounting.

For destruction of redundant materiel, use the relevant section of Waste Management.

- **Contingent Owned Equipment (COE) Verification**

The activities involved in verifying the quantity, quality and condition of contingent-owned equipment (COE) supplied to a mission.

Includes: verification on arrival in a mission area; periodic verification throughout the deployment period; verification prior to departure from a mission area.

- **Medical Services Management**

The function of managing the provision of medical services for a mission's personnel.

Medical services includes dental services.

For HIV / AIDS counselling and testing, use HIV / AIDS Coordination – HIV / AIDS Counselling & Testing.

- **Medical Treatment Provision**

The activities involved in providing medical treatment to mission personnel.

Includes: carrying out routine medical examinations; providing preventive treatment (e.g. vaccination).

- **Health & Welfare Services Provision**

The activities involved in providing health and welfare services to mission personnel.

Includes: providing counselling services (other than HIV / AIDS counselling).

- **Medical Evacuation**

The activities involved in organizing emergency medical evacuation of mission personnel and others in the mission area who require urgent medical treatment elsewhere.

Includes: evacuation of casualties.

- **Premises Management**

The function of managing a mission's premises.

Premises includes: offices; warehouse facilities; training facilities; medical facilities; accommodation / catering / recreational facilities for contingent members.

- **Premises Acquisition & Disposal**

The activities involved in acquiring / disposing of a mission's premises.

- **Premises Development**

The activities involved in undertaking construction / renovation / refurbishment of a mission's premises.

Includes: specifying requirements; monitoring the progress of work.

For engineering services provided to carry out the work, use Engineering Services Management – Engineering Services Provision.

For engineering projects, use Engineering Services Management – Engineering Projects Management.

- **Premises Maintenance**

The activities involved in maintaining a mission's premises.

Includes: carrying out inspections of premises; carrying out routine maintenance and repairs to premises.

- **Facilities Management**

The activities involved in managing the operation of a mission's facilities.

Includes: space planning; organizing internal moves; operating security systems.

- **Procurement**

The function of purchasing materiel and services for a mission.

- **Vendors Approval / Registration**

The activities involved in identifying potential vendors of goods and services to a mission, assessing them as potential suppliers and maintaining a register of approved suppliers.

- **Supply Contracts Tendering**

The activities involved in tendering contracts to supply goods or services to a mission.

Includes: drawing up contract specifications; drawing up invitations to tender and tender evaluation criteria; advertising contracts and / or issuing invitations to tender; reviewing tenders.

- **Supply Contracts Management**

The activities involved in managing contracts with vendors for the supply of goods or services to a mission.

Includes: negotiating contracts; monitoring vendor performance and taking action to deal with unacceptable performance.

- **Supply Management**

The function of managing the supply of materiel to mission facilities and personnel.

- **Inventory Control**

The activities involved in controlling and maintaining a mission's stocks of materiel.

Includes: developing order / delivery schedules; monitoring inventory levels, usage and shrinkage; authorizing disposal of redundant materiel from stock.

Excludes: disposal of redundant materiel.

For disposal of redundant materiel, use Waste Management – Waste Disposal.

- **Distribution Control**

The activities involved in distributing stocks to mission facilities and personnel.

Includes: developing distribution schedules; dispatching stock to mission facilities; issuing stock directly to mission personnel.

- **Warehouse Operation**

The activities involved in operating a mission's warehouses and other facilities for holding stocks of materiel.

- **Waste Management**

The function of managing a mission's waste.

Waste includes: office waste; clinical waste; redundant materiel; redundant records.

Waste excludes: weapons and ammunition collected during Disarmament, Demobilization and Reintegration (DDR) operations.

For managing weapons and ammunition collected during DDR operations, use Disarmament, Demobilization and Reintegration – Disarmament Support.

▪ **Waste Collection**

The activities involved in collecting a mission's waste.

Includes: developing waste collection schedules; designating waste collection sites; equipping and marking waste collection sites.

▪ **Waste Storage Site Operation**

The activities involved in operating mission's waste storage sites.

Includes: designating waste storage sites; equipping and marking waste storage sites; monitoring the condition of stored waste.

▪ **Waste Disposal**

The activities involved in disposing of a mission's waste by destruction, sale or transfer.

For legal agreements relating to the sale or transfer of redundant materiel, use Legal Support – Legal Agreements Development & Review.

For the establishment of contracts with waste disposal organizations, use the relevant section of Procurement.