



SERVICE ORDER No. 13/12

**MANDATORY SAFETY AND SECURITY TRAINING
FOR OFFICIAL TRAVEL**

**(This Service Order abrogates and replaces Service Order No. 04/15 of 1 October 2004
and Service Order No. 07/17 of 31 May 2007)**

1. The UN Security Management System (UNSMS) policy requires that all UN System personnel who undertake official travel (i.e. official travel is any travel paid by the Organization; such as Statutory Mission Travel - Home Leave and any other Entitlement Travel) shall follow and pass the interactive training courses developed by the UNSMS that are as follows: **Basic Security in the Field II (BSITF II) and Advanced Security in the Field (ASITF)**.
2. The provisions of the present Service Order are applicable to ITU staff members only (staff having a contractual relation with the Union such as, holders of a short-term, fixed-term, continuing or permanent contracts).
3. Individuals or experts that are hired on Special Service Agreements as well as Interns (covered by an internship agreement) are not required to undertake this training.
4. These training courses contain vital safety and security information for personnel covered by the UNSMS, it is mandatory for all ITU staff members mentioned above regardless of grade or function.
5. The courses are available in English, Arabic, Chinese, French, Russian and Spanish and can be viewed at the following UN DSS web site: <http://dss.un.org>.
6. Upon the successful completion of each training course, a certificate is generated. The staff member must retain one copy for himself/herself and send a copy also to the Protocol and Security Division (PSD) and the Human Resources Management Department (HRMD).
7. The training certificate is valid for three (3) years and must be renewed by retaking the interactive training course.
8. Staff should note that the training process is estimated to take from two (2) to three (3) hours. Managers should therefore, ensure that staff under their supervision is given sufficient time to complete the training courses prior to the submission of the request for official travel.
9. For further information regarding the interactive training course, please contact the Head of PSD (Tel: 5171 or security@itu.int).

Dr. Hamadoun I. Touré
Secretary-General

General distribution