# Taxonomy for Recordkeeping in Field Missions of UN Peacekeeping Operations

**Version 1.0**

**June 2006**

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# **Field Operations**

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- Military Support

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- Political Affairs

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  - **Correctional System Institution Building**

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- **Electoral Institution Building**

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- Quick Impact Project (QIP) Management

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  - **QIP Implementation**

  - **QIP Monitoring & Reporting**

## Scope Notes

- ### Civil Society Support

  The function of supporting the reconstruction, operation and development of civil society institutions and organizations.

  *Civil society institutions and organizations* includes all institutions and organizations outside of government e.g. religious organizations, community organizations, trade unions.

  - #### Civil Society Liaison

    The activities involved in establishing and maintaining contact between a mission and civil society institutions and organizations.

  - #### Civil Society Capacity Building

    The activities involved in providing assistance and support to strengthen and improve local capacity to operate and develop civil society institutions and organizations

  - #### Civil Society Institution Building

    The activities involved in providing assistance and support to reform, restructure or re-establish civil society institutions and organizations.

- ### Correctional System Support

  The function of supporting the reconstruction, operation and development of correctional infrastructure.

  - #### Correctional System Monitoring & Reporting

    The activities involved in monitoring correctional processes and/or facilities, and reporting on issues to be addressed.

  - #### Correctional System Capacity Building

    The activities involved in providing assistance and support to strengthen and improve local capacity to operate and develop the correctional system.

  - #### Correctional System Institution Building

    The activities involved in providing assistance and support to reform, restructure or re-establish the correctional system.

▪ **Executive Correctional System Administration**

The activities involved in administering the correctional system where there are no viable institutions or adequate capacity.

▪ Disarmament, Demobilization & Reintegration Support

The function of supporting the disarmament, demobilization and societal reintegration of former combatants.

▪ **Resource Mobilization**

The activities involved in mobilizing resources to implement a DDR programme.

▪ **Disarmament Support**

The activities involved in supporting the disarmament of former combatants.

Includes: collecting surrendered weapons and ammunition; storing surrendered weapons and ammunition pending destruction; destroying surrendered weapons and ammunition.

▪ **Demobilization Support**

The activities involved in supporting the demobilization of former combatants.

Includes: establishing and operating assembly points and cantonment sites.

▪ **Reintegration Support**

The activities involved in supporting the reintegration of former combatants into civil society or new national military forces.

Includes: developing and delivering (or coordinating the development and delivery of) education and training programmes.

▪ Electoral Support

The function of providing support / assistance for the conduct of elections.

▪ **Electoral Assessment**

The activities involved in assessing local requirements for electoral assistance.

▪ **Election Management**

The activities involved in organizing and conducting an election (i.e. where the UN assumes the role of electoral management body).

- **Election Assistance**

  The activities involved in providing assistance to a local electoral management body to organize and conduct an election.

  *Assistance* includes: election verification; election supervision; technical advice and assistance; election observer coordination and support.

- **Electoral Administration Capacity Building**

  The activities involved in providing assistance and support to strengthen and improve local capacity to administer the electoral system.

- **Electoral Institution Building**

  The activities involved in providing assistance and support to reform, restructure or re-establish the electoral system.

## Governance & Civil Administration Support

The function of supporting the reconstruction, operation and development of government and civil administration infrastructure.

- **Governance & Civil Administration Capacity Building**

  The activities involved in providing assistance and support to strengthen and improve local capacity to operate and develop government and civil administration institutions at all levels.

- **Governance & Civil Administration Institution Building**

  The activities involved in providing assistance and support to reform, restructure of re-establish government and civil administration institutions at all levels.

- **Executive Governance & Civil Administration**

  The activities involved in operating government and civil administration systems where there are no viable institutions or adequate capacity.

## Human Rights Support

The function of monitoring and reporting on human rights within a mission area, investigating human rights violations and developing local human rights capability.

- **Human Rights Monitoring & Reporting**

  The activities involved in monitoring and reporting on the human rights situation within a mission area.

- ### Human Rights Violations Investigation

  The activities involved in investigating reported, suspected or known violations of human rights.

  Includes: providing support to international commissions of enquiry.

- ### Human Rights Violations Assessment & Analysis

  The activities involved in assessing and analyzing information about human rights violations, to identify trends or patterns as a basis for action.

- ### Human Rights Education & Training

  The activities involved in increasing awareness of human rights issues in the local population, and in developing and delivering human rights education and training programmes.

- ### Human Rights Capacity Building

  The activities involved in providing advice and assistance to strengthen and improve local capacity to operate and develop human rights institutions.

- ### Human Rights Institution Building

  The activities involved in providing assistance and support to establish human rights institutions.

  *Human rights institutions* includes: human rights commissions; truth and reconciliation commissions.

## Humanitarian Assistance

The function of providing humanitarian assistance within a mission area.

- ### Humanitarian Assistance Co-ordination

  The activities involved in coordinating the provision of humanitarian assistance within a mission area.

  Includes: facilitating the work of humanitarian agencies; coordinating emergency response in the field.

- ### Humanitarian Assistance Provision

  The activities involved in delivering direct humanitarian assistance to the local population within a mission area.

- # Legal & Judicial System Support

The function of supporting the reconstruction, operation and development of legal and judicial infrastructure.

- ## Legal Framework Support

The activities involved in providing assistance and support to reform, restructure or re-establish the legal framework.

- ## Judicial System Monitoring & Reporting

The activities involved in monitoring judicial processes and facilities and reporting on issues to be addressed.

- ## Judicial System Capacity Building

The activities involved in providing assistance and support to strengthen and improve local capacity to operate and develop the judicial system.

- ## Judicial System Institution Building

The activities involved in providing assistance and support to reform, restructure or re-establish the judicial system.

- ## Executive Judicial Administration

The activities involved in administering the judicial system where there are no viable institutions or adequate capacity.

- # Military Support

The function of providing military support to peacekeeping operations.

- ## Observation, Monitoring & Reporting

The activities involved in observing, monitoring and reporting on the implementation of a military arrangement (e.g. ceasefire agreement, safe zone, troop withdrawal).

Includes: establishment and operation of static observation posts; patrolling; inspecting. Might also include investigation of suspected violations.

- ## Peacemaking / Political Support

The activities involved in providing technical support to political mediators conducting negotiations with the parties to a conflict.

- ▪ **Military Operations**

  The activities involved in undertaking military operations to implement a mission's mandate to, for example, provide a secure environment to allow other aspects of a mission's mandate to be carried out or to enforce sanctions authorized by the UN Security Council.

  Includes: patrolling; controlling civilian movement and access; providing armed escorts; conducting cordon and search operation; controlling crowds; confiscating weapons.

- ▪ Mine Action Assistance

  The function of clearing and disposing of mines, and of providing assistance to mine victims.

  Includes coordinating mine action activities undertaken by other organizations within a mission area.

  - ▪ **Resource Mobilization**

    The activities involved in mobilizing resources to fund mine action assistance work with in a mission area.

  - ▪ **Mine Action Coordination Centre (MACC) Establishment**

    The activities involved in the establishment and operation of a Mine Action Coordination Centre

  - ▪ **Mine Clearance**

    The activities involved in clearing mines from land.

    Includes: mine surveys; minefield marking; mine mapping; mine removal / disposal.

  - ▪ **Mine Stockpile Destruction**

    The activities involved in destroying stockpiles of mines.

  - ▪ **Mine Risk Education**

    The activities involved in developing and delivering education programmes to make the local population aware of the risk of mines.

    *Education programmes* include: public information programmes; school education programmes.

- **Mine Victim Assistance**

  The activities involved in providing aid, relief, comfort and support to mine victims.

- **Mine Action Capacity Building**

  The activities involved in developing local capacity to undertake mine action.

## Police Support

The function of supporting the reform, operation and development of police forces.

- **Police Monitoring & Reporting**

  The activities involved in monitoring and reporting on the work and conduct of police forces.

  Includes: observing; advising; investigating complaints.

- **Police Capacity Building**

  The activities involved in providing assistance and support to strengthen and improve local capacity to operate and develop police forces.

- **Police Institution Building**

  The activities involved in providing assistance and support to reform, restructure or re-establish police forces.

- **Executive Law Enforcement**

  The activities involved in providing law enforcement services where there are no viable local police forces.

## Political Affairs

The function of providing political support to peacekeeping operations.

- **Political Liaison**

  The activities involved in establishing and maintaining political relations between a mission and local governmental, diplomatic and other agencies and groups (e.g. media, civil society groups).

- ### Political Monitoring, Analysis & Reporting

   The activities involved in monitoring and analyzing political developments within a mission area, in the sub-region and elsewhere pertaining to a mission, and in reporting to UN Headquarters.

- ### Political Strategy Development & Planning

   The activities involved in developing political strategies and plans to achieve a mission's mandate.

- ### Political Coordination

   The activities involved in coordinating the overall work of a mission from a political perspective.

   Includes:  coordinating reporting from a mission, and from other UN organizations working within a mission area, to UN Headquarters; providing advice / guidance to other mission components on the political implications of their activities; coordinating visits to a mission by political officials.

## Quick Impact Project (QIP) Management

The function of developing and implementing Quick Impact Projects (QIPs) within a mission area.

- ### QIP Committee Administration

   The activities involved in establishing a mission's QIP Committee and administering its work.

   Includes:  appointing members of the committee; organising committee meetings; recording the committee's discussions and decisions.

- ### QIP Proposal Development

   The activities involved in working with local authorities, the local population and other organizations working within a mission area to develop QIP proposals for submission to a mission's QIP Committee.

- ### QIP Proposal Review

   The activities involved in reviewing QIP proposals to determine whether they should be funded from a mission's QIP funds.

- ### QIP Implementation

   The activities involved in implementing QIPs directly by mission components.

▪ ## QIP Monitoring & Reporting

The activities involved in monitoring the progress of QIPs implemented by other organizations working with in a mission area, including local authorities and civil organizations, and producing reports on progress as required by UN Headquarters.

# Field Mission Management

## Classification Structure : Level 1

- Crisis Management

- Gender Mainstreaming

- HIV / AIDS Coordination

- Mission Integration & Coordination

- Mission Monitoring & Evaluation

- Mission Planning

- Mission Reporting

- Mission Safety Management

- Mission Security Management

- Oversight, Audit & Investigation

- Political & Diplomatic Relations Management

- Public Information & Communications Management

## Classification Structure : Levels 1-2

- Crisis Management

  - **Crisis Management Team Administration**

  - **Crisis Risk Assessment & Preparedness Planning**

  - **Crisis Response Training**

  - **Crisis Response**

  - **Crisis Investigation**

- Gender Mainstreaming

- HIV / AIDS Coordination

  - **HIV / AIDS Training**

  - **HIV / AIDS Counselling & Testing**

  - **HIV / AIDS Monitoring & Analysis**

  - **HIV / AIDS Capacity Building**

- Mission Integration & Coordination

- Mission Monitoring & Evaluation

- Mission Planning

  - **Mandate Implementation Planning**

  - **Resource Allocation & Budgeting**

  - **Contingency Planning**

- Mission Reporting

  - **UN Headquarters Reporting**

  - **In-mission Reporting**

- Mission Safety Management

  - **Road Safety Committee Administration**

  - **Aviation Safety Council Administration**

  - **Safety Assessment**

  - **Safety Training**

  - **Safety Incident Investigation**

- Mission Security Management

  - **Security Assessment**

  - **Security Training**

  - **Security Surveillance**

  - **Security Control**

  - **Security Incident Investigation**

- Oversight, Audit & Investigation

  - **Internal Audit**

  - **External Audit**

  - **Internal Oversight / Investigation**

- Political & Diplomatic Relations Management

- **Political Relations Management**

- **Diplomatic Relations Management**

- Public Information & Communications Management

  - **Media Relations Management**

  - **Publication Production**

  - **Website Management**

  - **Broadcasting**

  - **Public Event Management**

  - **Community Outreach**

  - **Local Media Capacity Development**

## Classification Structure : Levels 1-3

- Crisis Management

  - **Crisis Management Team Administration**

  - **Crisis Risk Assessment & Preparedness Planning**

  - **Crisis Response Training**

  - **Crisis Response**

  - **Crisis Investigation**

- Gender Mainstreaming

- HIV / AIDS Coordination

  - **HIV / AIDS Training**

    - HIV / AIDS Training Programme Development

    - HIV / AIDS Training Programme Delivery

    - HIV / AIDS Training Programme Review

  - **HIV / AIDS Counselling & Testing**

  - **HIV / AIDS Monitoring & Analysis**

  - **HIV / AIDS Capacity Building**

- Mission Integration & Coordination

- Mission Monitoring & Evaluation

- Mission Planning

- **Mandate Implementation Planning**

- **Resource Allocation & Budgeting**

- **Contingency Planning**

- Mission Reporting

  - **UN Headquarters Reporting**

    - Report Preparation

    - Report Submission

  - **In-mission Reporting**

    - Report Preparation

    - Report Submission

- Mission Safety Management

  - **Road Safety Committee Administration**

  - **Aviation Safety Council Administration**

  - **Safety Assessment**

  - **Safety Training**

    - Safety Training Programme Development

    - Safety Training Programme Delivery

    - Safety Training Programme Review

  - **Safety Incident Investigation**

- Mission Security Management

- **Security Assessment**

- **Security Training**

  - Security Training Programme Development

  - Security Training Programme Delivery

  - Security Training Programme Review

  - **Security Surveillance**

  - **Security Control**

  - **Security Incident Investigation**

- Oversight, Audit & Investigation

  - **Internal Audit**

  - **External Audit**

  - **Internal Oversight / Investigation**

- Political & Diplomatic Relations Management

  - **Political Relations Management**

  - **Diplomatic Relations Management**

- Public Information & Communications Management

  - **Media Relations Management**

    - Media Liaison

    - Media Communications Coordination

    - Media Monitoring & Analysis

- **Publication Production**

  - Publication Development

  - Publication Production

  - Publication Distribution

- **Website Management**

  - Website Design

  - Website Content Management

- **Broadcasting**

  - Programme Development

  - Programme Production

  - Programme Broadcasting

- **Public Event Management**

- **Community Outreach**

- **Local Media Capacity Development**

## Scope Notes

- ## Crisis Management

  The function of establishing and implementing a mission's crisis management system.

  - ### Crisis Management Team Administration

    The activities involved in establishing and administering a mission's standing Crisis Management Team.

  - ### Crisis Risk Assessment & Preparedness Planning

    The activities involved in identifying and assessing the nature, likelihood and potential impact of incidents which might affect a mission, and planning appropriate responses.

  - ### Crisis Response Training

    The activities involved in providing crisis response training to mission personnel.

  - ### Crisis Response

    The activities involved in responding to crises affecting a mission.

    Includes: establishing crisis centres; establishing communications with UN Headquarters and other organizations.

  - ### Crisis Investigation

    The activities involved in investigating crises affecting a mission.

    Includes: convening crisis investigation teams; preparing and distributing investigation reports; acting on approved recommendations of crisis investigation teams.

  The function of promoting, facilitating and supporting consideration of cross cutting issues in all areas of a mission's work.

- ## Gender Mainstreaming

  The activities involved in promoting, facilitating and supporting consideration of gender issues in all aspects of a mission's work.

  Includes: building capacity for gender mainstreaming within a mission; providing leadership and guidance for all mission components on

mainstreaming gender perspectives in their areas of work; monitoring and evaluating progress on gender mainstreaming; liaising and collaborating with other organizations in a mission area (e.g. UN agencies and programmes, national government offices, local women's organizations) to promote and support a mission's work on gender mainstreaming.

# ▪ HIV / AIDS Coordination

The activities involved in raising the awareness of a mission's personnel about HIV / AIDS as an issue affecting peacekeeping operations and in coordinating HIV / AIDS-related activities across a mission.

## ▪ HIV / AIDS Training

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

Includes: providing general awareness training for mission personnel; training peer educators; training HIV / AIDS counsellors to support voluntary confidential counselling and testing (VCCT) services (see HIV / AIDS Counselling and Testing below).

### · HIV / AIDS Training Programme Development

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

Includes: developing training materials.

### · HIV / AIDS Training Programme Delivery

The activities involved in delivering a mission's HIV / AIDS training programmes.

Includes: scheduling training sessions; arranging and monitoring attendance at training sessions.

### · HIV / AIDS Training Programme Review

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

Includes: collecting and analyzing feedback on training programmes.

- ▪ **HIV / AIDS Counselling & Testing**

  The activities involved in providing voluntary confidential counselling and testing (VCCT) services for a mission's personnel and for others in a mission area, including the local population.

  Includes: establishing and operating VCCT facilities (static and mobile).

- ▪ **HIV / AIDS Monitoring & Analysis**

  The activities involved in collecting, monitoring and analyzing data on the prevalence of HIV / AIDS within a mission area, and on cases among mission personnel.

- ▪ **HIV / AIDS Capacity Building**

  The activities involved in providing assistance and support to government and civil society institutions to develop and implement national HIV / AIDS strategies, and to strengthen and improve local capacity to provide HIV / AIDS services for the local population.

- ▪ Mission Integration & Coordination

  The function of ensuring integration and coordination of all mission components at a strategic level.

  Includes: administering meetings of a mission's 'cabinet' and permanent or *ad hoc* committees and working groups; administering meetings of formal bodies established as mechanisms for consultation between a mission and other organizations.

- ▪ Mission Monitoring & Evaluation

  The function of monitoring and evaluating a mission's progress on fulfilling its mandate at a strategic level.

  Includes: reviewing formal reports on activities and progress.

- ▪ Mission Planning

  The function of developing strategic plans to fulfil a mission's mandate.

  - ▪ **Mandate Implementation Planning**

    The activities involved in developing a mission's mandate implementation plan (MIP).

    Includes: developing component work plans; integrating component work plans; developing the MIP; reviewing the MIP.

- ▪ **Resource Allocation & Budgeting**

  The activities involved in planning the allocation of a mission's resources and
  preparing its annual budget.

  Includes: forecasting resource requirements; preparing a mission budget for
  submission to UN Headquarters for review and approval.

  For budget allocation and monitoring, use Budget Execution.

- ▪ **Contingency Planning**

  The activities involved in developing a mission's contingency plans.

  Includes: identifying and assessing risks as a basis for developing contingency
  plans; testing contingency plans.

# ▪ Mission Reporting

The function of reporting on a mission's activities and progress (1) to UN
Headquarters (2) within a mission.

- ▪ **UN Headquarters Reporting**

  The activities involved in preparing reports on a mission's work and progress
  and submitting them to UN Headquarters.

  *Reports* includes: flash reports; situation reports; thematic reports; briefings for
  the Security Council; drafts of reports of the Secretary-General to the Security
  Council.

  - · Report Preparation

    The activities involved in preparing reports.

    Includes: collecting information; drafting reports; reviewing and revising draft
    reports; approving / authorizing final reports.

  - · Report Submission

    The activities involved in submitting reports.

- ▪ **In-mission Reporting**

  The activities involved in preparing and distributing reports on work and
  progress and submitting them to other offices within a mission.

  *Reports* includes: situation reports; thematic reports; joint operations reports.

- Report Preparation

  The activities involved in preparing reports.

  Includes: collecting information; drafting reports; reviewing and revising draft reports; approving / authorizing final reports.

- Report Submission

  The activities involved in submitting reports.

## Mission Safety Management

The function of developing and implementing measures to ensure the safety of mission personnel.

### Road Safety Committee Administration

The activities involved in establishing a mission's Road Safety Committee and administering its work.

### Aviation Safety Council Administration

The activities involved in establishing a mission's Aviation Safety Council and administering its work.

### Safety Assessment

The activities involved in undertaking mission safety assessments.

### Safety Training

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

- Safety Training Programme Development

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

  Includes: developing training materials.

- Safety Training Programme Delivery

  The activities involved in delivery a mission's safety training programmes.

  Includes: scheduling training sessions; arranging and monitoring attendance at training sessions.

- Safety Training Programme Review

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

  Includes: collecting and analyzing feedback on training programmes.

- **Safety Incident Investigation**

  The activities involved in investigating safety incidents involving a mission's personnel or property.

# Mission Security Management

The function of developing and implementing measures to ensure the security of a mission and its personnel.

## Security Assessment

The activities involved in undertaking mission security assessments.

## Security Training

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

- Security Training Programme Development

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

  Includes: developing training materials.

- Security Training Programme Delivery

  The activities involved in delivering a mission's security training programmes.

  Includes: scheduling training sessions; arranging and monitoring attendance at training sessions.

- Security Training Programme Review

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

  Includes: collecting and analyzing feedback on training programmes.

- **Security Surveillance**

  The activities involved in conducting routine surveillance to prev ent and detect unauthorized access to mission property or unlawful activities.

- **Security Control**

  The activities involved in controlling access to and within a mission area, and access to mission property.

- **Security Incident Investigation**

  The activities involved in investigating security incidents involving mission personnel or property.

- ## Oversight, Audit & Investigation

  The function of reviewing and evaluating a mission's work.

  - **Internal Audit**

    The activities involved in conducting internal audits of a mission's work.

  - **External Audit**

    The activities involved in conducting external audits of a mission's work.

  - **Internal Oversight / Investigation**

    The activities involved in conducting internal reviews of, and investigations into, a mission's work.

- ## Political & Diplomatic Relations Management

  The function of establishing and maintaining relations between a mission and political and diplomatic organizations in a mission area.

  - **Political Relations Management**

    The activities involved in establishing and maintaining relations between a mission and political organizations in a mission area.

  - **Diplomatic Relations Management**

    The activities involved in establishing and maintaining relations between a mission and diplomatic organizations in a mission area.

## ▪ Public Information & Communications Management

The function of managing communications between a mission and its stakeholders.

### ▪ Media Relations Management

The activities involved in managing relations between a mission and the media.

*Media* includes international, national and local print and broadcast media.

#### · Media Liaison

The activities involved in establishing and maintaining relationships between a mission and media organizations.

Includes: establishing and developing contacts in media organizations; issuing mission press credentials; handling media enquiries;

#### · Media Communications Coordination

The activities involved in coordinating a mission's communications with and through the media.

Includes: preparing and issuing press releases and press statements; holding press briefings and press conferences; arranging media interviews and other contacts with mission personnel; organizing visits by accredited media within a mission area; organizing media coverage of mission events.

#### · Media Monitoring & Analysis

The activities involved in monitoring and analysing media coverage of a mission's work.

Includes: preparing and distributing media monitoring reports.

### ▪ Publication Production

The activities involved in developing and producing publications to promote / support a mission's work.

*Publications* include print and photographic products (including video) for distribution directly by mission personnel, via a mission's website and by other organizations (including the media).

For acquisition of equipment for publication production, use the relevan t section of <u>Procurement</u>.

For maintenance and disposal of equipment for publication production, use the relevant section of <u>Materiel Management</u>

For operation of IT systems used in publication production, use the relevant section of <u>Information and Communications Technology (ICT) Systems Management</u>.

· Publication Development

The activities involved in developing publications.

· Publication Production

The activities involved in producing publications.

· Publication Distribution

The activities involved in distributing publications.

Includes: maintaining publication stock, including photograph / video libraries; providing technical support to media organizations.

▪ **Website Management**

The activities involved in developing and maintaining a mission's website.

For the development and operation of the website (system), use the relevant section of <u>Information & Communications Technology (ICT) Systems Management</u>.

· Website Design

The activities involved in designing a mission's website.

· Website Content Management

The activities involved in developing and maintaining the content of a mission's website.

Includes: sourcing, commissioning or producing content; editing content.

▪ **Broadcasting**

The activities involved in developing, producing and broadcasting radio and television programmes to promote / support a mission's work, both in a mission area and elsewhere.

Includes: producing material for broadcast by other organizations.

For acquisition of equipment for broadcasting activities, use the relevant section of <u>Procurement</u>.

For maintenance and disposal of equipment for broadcasting activities, use the
relevant section of <u>Materiel Management</u>.

For operation of IT systems used in broadcasting activities, use the relevant
section of <u>Information and Communications Technology (ICT) Systems
Management</u>.

- Programme Development

  The activities involved in developing programmes.

- Programme Production

  The activities involved in producing programmes.

- Programme Broadcasting

  The activities involved in broadcasting programmes.

- **Public Event Management**

  The activities involved in organizing events, and participating in events
  organized by others, to promote / support a mission's work or to officially
  represent the UN.

  *Events* includes: conferences and meetings; lectures and seminars; celebrations /
  commemorations; sporting and cultural events.

  Includes: organizing the production / acquisition of promotional /
  commemorative items; organizing sponsorship.

- **Community Outreach**

  The activities involved in developing and organizing community outreach
  activities to communicate with targeted groups with in a mission area.

  *Outreach activities* includes: 'town hall' meetings; sporting and cultural activities
  and events.

- **Local Media Capacity Building**

  The activities involved in providing assistance and support to strengthen and
  improve local capacity to operate and develop independent local media.

  Includes: mobilizing resources to provide training or other assistance to build
  local media capacity; providing training to local journalists and broadcasters.

# 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 reimbursemen t by governments.

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

  For payment of claims, use <u>Finance Management – Financial Accounting</u>.

- ▪ 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: shortlistingapplicants; 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 <u>Human Resources Management – Employment Contracts Administration</u>.

- **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 <u>Human Resources Management - Employment Contracts Administration</u>.

- **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 <u>Procurement</u>.

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

- ### 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 <u>Waste Management – Waste Disposal</u>.

## 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 <u>Procurement</u>.

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

  - ## 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 <u>Procurement</u>.

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

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

- # 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 <u>HIV / AIDS Coordination – HIV / AIDS Counselling & Testing</u>.

  - **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 an d 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.

# Common Activities

## Classification Structure : Level 2

- [Function]

    - **Policy Development**

    - **Procedure Development**

    - **Strategy Development**

    - **Planning**

    - **Evaluation**

    - **Partnership Management**

    - **In-Mission Coordination**

    - **Administration**

## Scope Notes

- [Function]

  - **Policy Development**

    The activities involved in developing mission-specific policy relating to the function.

  - **Procedure Development**

    The activities involved in developing mission-specific procedure for carrying out the function.

  - **Strategy Development**

    The activities involved in developing mission-specific strategy for the function.

  - **Planning**

    The activities involved in developing mission-specific plans for the function.

  - **Evaluation**

    The activities involved in evaluating a mission's performance and/ or impact in relation to the function.

  - **Partnership Management**

    The activities involved in establishing and managing working partnerships between a mission and other UN organizations or external organizations in relation to the function.

  - **In-Mission Co-ordination**

    The activities involved in coordinating work across a mission in relation to the function.

  - **Administration**

    The activities involved in administering work relating to the function.

    Includes: planning, scheduling and tracking work; organizing and recording internal meetings, other than those specified elsewhere in the taxonomy.