



United Nations  
Educational, Scientific and  
Cultural Organization

Organisation  
des Nations Unies  
pour l'éducation,  
la science et la culture

Memo

**The Deputy Director-General**

To : Assistant Directors-General  
Directors of Bureaux, Offices and Divisions at Headquarters  
Directors and Heads of Established Offices and Institutes away from Headquarters

cc: DIR/ODG  
DIR/BFC  
DIR/HRM  
EOs  
AOs

Ref.: BFC/ML/09/042

31 March 2009

Subject : **UNESCO Field Security Awareness Training**

1. As outlined in my memo of 18 February 2008 on mandatory security related travel requirements (ref. BFC/ML/08/026), all UNESCO staff, consultants and any individual on official travel on behalf of the Organization should satisfactorily complete the following interactive UNDSS field security training courses:

- i. Basic Security in the Field (BSITF) – mandatory for any travel;
- ii. Advanced Security in the Field (ASITF) – mandatory for travel, assignment or reassignment to a duty station that is in Phase I or above.

2. Despite these two existing mandatory UN system-wide field security training packages, and the fact that UNESCO has taken all necessary measures to enforce them, the practice and certain security incidents have demonstrated that they may not fully prepare our personnel and consultants for coping with security duties and responsibilities and even less with security incidents and crisis situations.

3. Consequently, UNESCO-specific comprehensive web-based field security training has been developed to remedy this deficiency. Its objective is to enhance awareness among personnel and consultants, in the field and at Headquarters, of field security policies and related responsibilities and accountability as well as to strengthen their capacity to effectively and responsibly handle their security and safety. This training programme is not intended as a one-off exercise only, but it also serves as a consolidated reference source on field security procedures, policies and nomenclature that can be consulted at any time.

4. This UNESCO-specific field security e-training is available on UNESCO intranet: <http://intranet.unesco.org/fieldsecurity>. For those persons without access to UNESCO intranet (i.e. consultants) the training can also be accessed directly through internet at the following address: <http://unesco.moschorus.com/mosssrv/>.

5. The UNESCO Field Security Awareness training represents an additional training facility and it **does not replace already existing mandatory UNDSS training programmes (BSITF and ASITF)**.

6. All members of UNESCO personnel and consultants assigned or travelling to the field are requested to complete this e-training as soon as possible. **As of 1 June 2009 completion of this training will be mandatory prior to any mission travel.** Administrative Units of Sectors, Bureaux, Field Offices and Institutes are entrusted with the responsibility of ensuring that all staff and consultants have completed this training before proceeding on mission.

Thank you for ensuring dissemination and full implementation of these instructions.

  
Marcio Barbosa