



9 September 2014

Security clearance

Introduction

1. The purpose of this Procedure is to update ILO Circular No. 645, Series 6, entitled *Travel security clearance*, dated 22 May 2007, and convert it into IGDS format. The Procedure supersedes the circular.
2. A security clearance is essential for the ILO and the United Nations Department of Safety and Security (UNDSS) to be able to locate, advise and, if necessary, evacuate personnel, should such actions become required by the security situation in a given country.
3. It is mandatory to obtain a security clearance for all official travel,¹ regardless of the location. Authorization for official travel will not be granted to officials who have not obtained a security clearance.
4. This Procedure is effective as of the date of issue.

Procedure applicability

5. This Procedure is applicable to the following persons (hereinafter, referred to as "ILO travellers"):
 - ILO officials;
 - dependants of ILO officials, when undertaking statutory travel at the expense of the ILO;
 - external collaborators;
 - ILO volunteers and fellows;
 - interpreters;
 - individuals co-opted to promote the work of the ILO and travelling for this purpose;

¹ Official travel includes missions, home leave, reassignment, scholastic travel and all other forms of statutory travel paid for by the ILO.

- Governing Body members, when travelling on official business using an ILO travel authorization.
6. Please contact Field Security (FIELDSECURITY@ilo.org) for advice on the applicability of this Procedure to any other individuals travelling on behalf of the ILO.
 7. ILO travellers are also recommended to apply the same rules for personal travel and to inform the Designated Official (DO) at the duty station of their presence (including their dependants).

Security training requirements

8. All ILO officials and other ILO travellers, except Governing Body members and the dependants of ILO officials, have to complete the UNDSS' online course "Basic Security in the Field" (BSITF). Travellers going to any location other than ILO headquarters or the headquarters of another UN agency are further required to complete the companion online course "Advanced Security in the Field" (ASITF). Both courses are valid for three years and can be found on the ILO Field Security intranet page.²

Requesting clearance

9. The ILO traveller or the administrative support/travel preparer for the unit concerned must use the Travel Request Information Processing system (TRIP) to submit a Security Clearance Request (SCR). The TRIP page provides guidance for registration and use in multiple languages.
10. ILO officials must register on the UNDSS website³ using the ILO email address as the user name to access TRIP.
11. By providing accurate information about itinerary and contact details, security officials will be able to establish contact, locate ILO travellers and provide updated information in the event of an unstable security situation. The TRIP system will prevent an SCR from being processed if all mandatory data elements are not provided.
12. The unit or travel preparer in charge of the travel of individuals other than ILO officials must create a profile in TRIP as non-ILO officials will not be able to register themselves without an ILO email address. ILO travellers have to provide the following details:
 - (a) copies of the security certificates;
 - (b) date of birth;
 - (c) email address;
 - (d) present nationality and nationality at birth;
 - (e) full address (address, city, postal code and country);
 - (f) phone number;

² <https://www.ilo.org/intranet/english/support/servsec/internal/travelsecprocedures.htm>.

³ <https://dss.un.org>.

- (g) a scanned copy of an identity document indicating the type of document, number and expiry date.
13. Before undertaking official travel, ILO officials are expected to check the UNDSS travel advisory for information on the security situation in all locations to be visited. The travel advisory also provides information on particular prerequisites for each country, security levels and precautions in effect. The responsible unit and travel preparer must provide this information to non-ILO officials.
 14. Before undertaking official travel, ILO officials should update their personal information and contacts. This enables the ILO and UNDSS to provide appropriate security support while they are travelling.
 15. A security clearance covers the exact period for which travel has been requested. Any changes to travel plans (such as arrival or departure dates or contact information) should be reflected in the TRIP system or reported to the DO via the UNDSS country security office if the official is already travelling. Failure to do so will result in the traveller not being included in communications or evacuation plans, based on the assumption that they are no longer in situ.
 16. A security clearance is valid for the specific location for which it has been requested and approved, in most cases the capital city. Travel within the country also requires a security clearance. Internal travel destinations must be included either in the initial request, if available, or added to the TRIP system prior to departure to the location from the capital city.

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