ADMINISTRATIVE INSTRUCTION No. 2010/001

To: All UNMIL Personnel

Date: 22 January 2010

From: Stephen L. Lieberman, Director of Mission Support

Subject: Procedures for requesting/processing Electronic Movement of Personnel (e-MOP) for Air Transportation via UNMIL/UN Transport assets (Scheduled and non scheduled)

1. The purpose of this Administrative Instruction is to set out procedures to be followed by all UN personnel in using the Mission’s air assets in traveling for official and private purposes.

2. The procedures for requesting e-MOP on UNMIL aircraft’s are specified as follows:

   (a) The procedure for requesting UNMIL personnel movement on UNMIL aircraft is described in Annex A.

   (b) The procedure for requesting Non-UN passenger movement on UNMIL aircraft is described in Annex B.

   (c) The procedure for requesting UNCT Agency passenger movement on UNMIL aircraft is described in Annex C.

3. This Administrative Instruction supersedes Information Circular No. 2005/033

4. Attachments:

   Annex D: General Release from liability in connection with travel by third parties on UN provided aircraft - Single Waiver

   Annex E: General Release from liability in connection with travel by third parties on UN provided aircraft - Group Waiver
Annex A: Procedures for requesting movement of UNMIL personnel on UNMIL aircraft

The following procedure is to be utilized by UN Personnel (civilian staff, UNV's, Military Force, UNMO and UNPOL) requesting travel on UNMIL Aircraft.

a. Action required prior to submission of an electronic Movement of Personnel (e-MOP) request to MOVCON Booking Office

i. All personnel requesting to travel on UN aircraft must complete and submit an e-MOP using the electronic MOP system. A Group e-MOP can be submitted for two or more UN personnel who travel on the same itinerary, as long as they work in same Section/Office and have the same Authorizing Officer or from different Sections but travelling as a group on the same itinerary for the same task.

ii. The requestor must indicate the purpose of travel. In the case of using the Accra Shuttle for a connecting flight, the requestor should indicate on his/her e-MOP connecting flight information utilizing the available extra itinerary form attached to the bottom of the e-MOP. Additionally, the requestor should provide contact details at his/her final destination, so the requestor can be contacted by Movcon in the event of any flight irregularity.

iii. Medical Procedures:

For a medical cases (Medevac/Casevac) referred by the Medical Unit, the e-MOP will be raised and authorized by the Medical Section.

Medical Referral

All medical referrals are not considered duty/official travel. Staff members will take annual leave for medical referral. Approved leave request must be attached to MOP. Upon submission of medical report, the Chief Medical Officer will certify/approve and the sick leave days are then charged for the days utilized. However, approval of e-MOPs should be given the same priority as medical evacuation. The emergency e-MOP feature is to be strictly used by the Medical Section for medical cases only.

iv. Official duty travel outside Mission Area

For official duty travel outside the UNMIL Mission Area, a copy of the source document relating to the reason for travel (e.g. PT-8 / Travel Authorization etc.) must be attached to the e-MOP at the time of submission.

UNMIL/UNCT Agency National staff members are entitled to travel on Accra/Freetown shuttle flights for official purposes only.

v. Non-duty travel outside Mission Area

All UN personnel traveling outside the Mission area for both duty and unofficial reasons must complete the e-MOP providing detailed information on their itinerary. Section-approved eLeave request (Civilians: Lotus document link of eleave request; Military and UNPOL: PDF copy of leave
vi. Within Mission Area duty travel with travel claim

Section Chiefs or their alternate, when authorizing within-mission area eMOPs with travel claim, should ensure that the travel is budgeted and that funds are available. E-MOP is an important supporting evidence for official "within-mission" travel claims. Section chiefs approving the e-MOP should review travel dates while authorizing it. Any within-mission official travel with travel claims must indicate in the e-MOP Travel Details beginning and ending date of duty/training, and how many days will be claimed.

vii. All e-MOPs must be electronically signed by the appropriate Authorizing Officer. The Authorizing Officer(s) for each category of UNMIL personnel is as follows:
- Military - Force COS, CMPAO or designated Alternates
- UNPOL - UNPOL COS, Chief Personnel Officer or designated Alternates.
- UNMIL Civilian staff and UNV's in Monrovia - Section Chief or Designated alternates.
- UNMIL Mission Support civilian staff and UNV's in Sectors -RAOs or designated alternates.
- UNMIL substantive civilian staff and UNV’s in Sectors – Section Chief or Designated alternates.

viii. For Newly Arrived Personnel:

The respective Personnel Office(s) (Civilian, Military and UNPOL) should submit an e-MOP on behalf of the new arrival(s). A copy of the travel advisory/arrival notification must be attached to the e-MOP at the time of submission. In the event that a new arrival has no approved e-MOP prior to his travel, a verbal approval must be sought from the O/DMS and a post facto e-MOP must be submitted by his Section or Unit for record.

ix. All approved e-MOPs must be received in the MOVCON Booking Office at least 2 working days (48 hours – excluding Saturdays, Sundays and UN Holidays) prior to the date of travel. Incomplete, incorrect e-MOPs will not be processed. Immediate Operational Requirement (IOR) MOPs should be received by MOVCON Booking Office by 13:00 hours the day before travel. IOR MOPs after 13:00 hours the day before travel, should not be authorized, unless the Office of the DMS is consulted first and proper justification is given.

x. Access to Immediate Operational Requirement Emergency e-MOP Button:

The Immediate Operational Requirement (IOR) Emergency e-MOP button is available for submission of e-MOPs for travel which is less than 48 hours. This button will only be available to designated authorizers/alternates and the selected section's Administrative Assistants who will submit e-MOPs for staff member(s) in a Section who requires traveling on an Immediate Operational Requirement (IOR).

xi. Procedures for staff members from other UN Mission using UNMIL Flight:
Staff members from other UN Missions may avail themselves of the UN shuttle flights (Accra flights and Freetown flights) provided they are in possession of the following documents:

- Approved Leave Request from home Mission
- Approved Movement of Personnel Form from home Mission
- Security clearance

The required documents must be scanned to UNMIL Movcon Booking e-mail address: unmilmovconbooking@un.org for processing at least 5 working days prior to the date of travel. An electronic MOP will be raised by Movcon booking attaching the approved requests from their home mission as supporting documents while submitting to the Chief of Movcon for authorization and Office of DMS for approval.

UN Staff members who are travelling to UNMIL on official duty, the relevant/concerned office/section within UNMIL will submit their e-MOP.

b. Action required by MOVCON Booking Office, upon receipt of a request for travel on UNMIL aircrafts:

After the successful completion of e-MOP the request will be received as follows:

xii. MOVCON Booking Office will compile all flight booking lists no later than 1600hrs of the day prior to travel and distribute copies of the booking lists in accordance with current procedures.

xiii. MOVCON Booking Office will retain a copy of all approved and authorized e-MOPs in accordance with current procedures.

c. Action required by the passenger the day prior to travel:

xiv. All intending passengers must contact MOVCON Booking Office, on extension 4999 (mobile phone 05-314999, voice mail on 24 hours), before 1500hrs the working day prior to travel, to confirm their flight reservation status, the departure location, check-in time and departure time. For flights of Sunday and Monday, confirmation must be made on the Friday prior to date of travel. Failure to confirm your flight might result in the cancellation for your flight reservation.

xv. If/when flights are being cancelled due to weather conditions, other operational requirements or for technical reasons, passengers who have checked-in for their flights will be re-scheduled for first next available flight only when their request is made known to Movcon Personnel.
Annex B: Procedures for requesting movement of Non-UN personnel on UNMIL aircraft

The following procedure will be utilized by Non-UN personnel, requesting travel on UNMIL aircrafts. Non-UN personnel may be authorized to travel on a ‘non-interference, space available’ basis only, unless priority is received from appropriate authority within UNMIL. Refer to SRSG’s letter to the Minister of Foreign Affairs dated 2 March 2007, in connection with procedures for Cost Recovery for Non-UN Passengers on Accra shuttle flights. (Annex G).

Definition of non-UN Personnel:

Any person other than the following:

(i) Staff members of the UN Secretariat, Funds and Program’s holding a valid UNLP or UN ID card; and

(ii) Members of other UN Peacekeeping Operations holding a valid UN identity Card.

a. Action required prior to submission of request of movement of Non-UN personnel on UNMIL Aircraft to MOVCON

i. A formal request from the individual organization requesting travel on an UNMIL flight must be submitted 72 hours before travel to the O/SRSG or UNMIL partner section for certification/verification. The request must be accompanied by completed and signed MOP and Waiver form(s). It is the responsibility of the individual organization requesting travel to check timetables, airfields and check-in times. Copies of the individual and group MOP and Waiver forms are attached (Annexes D & E).

ii. When the travel is in direct support of UNMIL’s mandate, the UNMIL sponsoring sections/offices must certify the travel request prior to submitting e-MOP to Head of Mission. The request must provide complete justification and the purpose of the travel.

iii. UNMIL sponsoring sections/offices will submit e-MOP for Non-UN Personnel attaching the formal request. Once the e-MOP is submitted, the individual organization submitting the travel request should check with the sponsoring section/office on whether it is approved. Once the e-MOP is approved, the individual organization submitting the travel request should check the travel schedule and check-in time at the airfield.

iv. All Waivers must be witnessed by an UNMIL/UN International staff member prior to travel. This can, with proper verification of traveler (ID card), be done by Movcon personnel at the various airfields.

v. If there is a cancellation, the individual organization should inform both UNMIL MOVCON Booking Office and the sponsoring section at any time prior to the date of travel to ensure that the passengers are removed from the manifest.

vi. Special policy for Harper flights: Elysian Airlines is a commercial operator providing domestic air services in Liberia. Elysian currently flies to Harper
twice weekly and charges $250 round trip. UNMIL does not want to be seen in competition with a commercial carrier and has stopped providing service to NGO and GOL on Harper flights, except emergency cases or when the passengers are verified to be travelling directly in support of UNMIL activities. For the above two exceptional categories, personal approval by DSRSG is required. The DMS will also personally approve these e-MOPs.

b. Action required by MOVCON Booking Office upon receipt of a request for travel on UNMIL aircraft

vii. MOVCON Booking Office will compile Passenger Manifest no later than 1600hrs of the day prior to travel and distribute copies of the booking lists in accordance with current procedures.

viii. MOVCON Booking Office will retain a copy of the authorized request in accordance with current procedures.

c. Action required by the passenger the day prior to travel

ix. All intending passengers must contact MOVCON Booking Office, on extension 4999 (mobile phone 05-314999, voice mail on 24 hours), before 1500hrs the working day prior to travel, to confirm their flight reservation status. For flights of Sunday and Monday, confirmation must be made on the Friday prior to date of travel. Failure to confirm your flight might result in the cancellation for your flight reservation.

x. If / when flights are being cancelled, due to weather conditions, other operational requirements or for technical reasons, passengers who have checked-in for their flights will be re-scheduled for first next available flight only when their request is made known to Movcon Personnel. Non-UN travelers will have only one chance of rescheduling without processing new e-MOPs after which they will be required to submit a new e-MOP.
Annex C: Procedures for requesting movement of United Nations Country Team (UNCT) personnel on UNMIL aircraft

The following procedure will be utilized by UNCT personnel, requesting travel on UNMIL aircrafts.

Definition of UNCT Personnel:

Staff members of the UN Secretariat, Funds and Program’s holding a valid UNLP or UN ID card;

a. Action required prior to submission of request of movement of Non-UN personnel on UNMIL Aircraft to MOVCON

i. Hard copy MOPs from the UNCT Agency requesting travel on an UNMIL flight must be submitted 72 hours before travel to Civil Affairs office in PAP Annex Compound (former HCSO office) for certification/verification. MOPs must be signed by Country Directors/Representatives or designates.

ii. UNMIL/UNCT Agencies National staff are entitled to travel on Accra/Freetown shuttle flights for official purpose only. When UNCT Agencies request for a national staff to travel on Accra/Freetown shuttle flight, a formal letter with proper justification from Country Director/Representative or OIC is required. If the travel purpose is for training/workshop, a training/workshop schedule together with invitation from sponsor should be provided.

iii. When all travel documents have been verified by the Civil Affairs office, the UNCT Agency can use the eMOP station in that office to submit an electronic MOP. All UNCT eMOPs should be submitted to DSRSG-R&G Office for authorization.

iv. Once the e-MOP is submitted, the individual UNCT Agency submitting the travel request should check whether it is approved and confirm travel arrangements accordingly. Once the e-MOP is approved, the individual UNCT Agency submitting the travel request should check the travel schedule and check-in time at the airfield.

v. If there is a cancellation, the individual UNCT Agency should inform UNMIL MOVCON Booking Office at any time prior to the date of travel to ensure that the passengers are removed from the manifest.

b. Action required by MOVCON Booking Office upon receipt of a request for travel on UNMIL aircraft

vi. MOVCON Booking Office will compile Passenger Manifest no later than 1600hrs of the day prior to travel and distribute copies of the booking lists in accordance with current procedures.

vii. MOVCON Booking Office will retain a copy of the authorized request in accordance with current procedures.
c. Action required by the passenger the day prior to travel

viii. All intending passengers must contact MOVCON Booking Office, on extension 4999 (mobile phone 05-314999, voice mail on 24 hours), before 1500hrs the working day prior to travel, to confirm their flight reservation status. For flights of Sunday and Monday, confirmation must be made on the Friday prior to date of travel. Failure to confirm your flight might result in the cancellation for your flight reservation.

ix. If flights are being cancelled, due to weather conditions, other operational requirements or for technical reasons, passengers who have checked-in for their flights will be re-scheduled for first next available flight only when their request is made known to Movcon Personnel. Non-UN travelers will have only one chance of rescheduling without processing new e-MOPs after which they will be required to submit a new e-MOP.
United Nations Mission in Liberia UNMIL

GENERAL RELEASE FROM LIABILITY
IN CONNECTION WITH TRAVEL BY THIRD PARTIES ON UN-PROVIDED AIRCRAFT
ALL NON-UN PERSONNEL MUST COMPLETE THIS FORM

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I, the undersigned, hereby recognize that my travel on the aircraft provided by the United Nations that is scheduled as above is solely for my own convenience and benefit (or that of my employer), and may take place in areas or under conditions of special risk and consequently, may pose an increased risk of death or injury. In consideration of being permitted to travel on such means of transport, I hereby:

a) Acknowledge that:
   (i) this flight is operated by an independent operator for the official business and purposes of the United Nations, and is not offered as a commercial service or as a service for the general public;
   (ii) this flight is operated in an area of possibly hazardous conditions including areas with hostilities;
   (iii) the operating conditions and facilities for this flight may not meet ICAO or other international or national standards, which could pose special risks for the flight;
   (iv) my travel on this flight is not covered by the Warsaw Convention or related treaties and/or conventions.

b) Understand that the United Nations acts only as agent of the passengers, who shall be regarded as having a direct contractual relationship with the carrier as a principal, for the purposes of all liability hereunder

c) Agree to assume all risks and liabilities during such travel arising out of the conditions under which the flight is operated referred to in sub-paragraph (a) (i), (ii) and (iii) above, and recognize that the United Nations shall not be held responsible for any loss, damage, injury or death that I may sustain due to such conditions;

d) Recognize that the officials, employees and agents of the United Nations shall not be held responsible for any loss, damage, injury or death that may be sustained by me during such travel;

e) Agree, for myself as well as for my dependents, heirs and estate, that in the event that I sustain any loss, damage, injury or death during such travel, for which the United Nations otherwise may be found to be liable, such liability, if any, shall be subject to the terms of paragraph 6 and 9 of General Assembly resolution 52/247 of 17 July 1998, whether or not the flight is operated in the context of peacekeeping operations, and whether or not such terms or otherwise directly apply by virtue of that resolution.

(Signature of Passenger)  

Date

Signature of UN Staff Member acting as a witness  

Date

Name of UN Staff Member  

Title and Section/Unit
Annex E:

United Nations Mission in Liberia

GROUP WAIVER: (GENERAL RELEASE FROM LIABILITY IN CONNECTION WITH TRAVEL BY NON-UN PERSONNEL ON UN-PROVIDED AIRCRAFT)

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We, the below named, hereby confirm that we have read and understood the contents of this General Release from Liability in connection with travel by non-UN Personnel on UN provided transportation and affix our signatures in confirmation and agreement.

We, the undersigned, hereby recognize that our travel on the aircraft provided by the United Nations that is scheduled as above is solely for our own convenience and benefit (or that of our employer), and may take place in areas or under conditions of special risk and consequently, may pose an increased risk of death or injury. In consideration of being permitted to travel on such means of transport, we hereby:

a) Acknowledge that:
   (i) this flight is operated by an independent operator for the official business and purposes of the United Nations, and is not offered as a commercial service or as a service for the general public;
   (ii) this flight is operated in an area of possibly hazardous conditions including areas with hostilities;
   (v) the operating conditions and facilities for this flight may not meet ICAO or other international or national standards, which could pose special risks for the flight;
   (vi) my travel on this flight is not covered by the Warsaw Convention or related treaties and/or conventions.

b) Understand that the United Nations acts only as agent of the passengers, who shall be regarded as having a direct contractual relationship with the carrier as a principal, for the purposes of all liability hereunder.

c) Agree to assume all risks and liabilities during such travel arising out of the conditions under which the flight is operated referred to in sub-paragraph (a) (i), (ii) and (iii) above, and recognize that the United Nations shall not be held responsible for any loss, damage, injury or death that I may sustain due to such conditions;

d) Recognize that the officials, employees and agents of the United Nations shall not be held responsible for any loss, damage, injury or death that may be sustained by me during such travel;

e) Agree, for myself as well as for my dependents, heirs and estate, that in the event that I sustain any loss, damage, injury or death during such travel, for which the United Nations otherwise may be found to be liable, such liability, if any, shall be subject to the terms of paragraph 8 and 9 of General Assembly resolution 52/247 of 17 July 1998, whether or not the flight is operated in the context of peacekeeping operations, and whether or not such terms or otherwise directly apply by virtue of that resolution.

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Name of Organization: ____________________________

Contact details (tel. number/ email): ____________________________

Signature of UN Staff Member acting as a witness: ____________________________ Date: ____________________________

Name of UN Staff Member: ____________________________ Title and Section/Unit: ____________________________