**United Nations Development Programme**

**Security Office, Bureau for Management Services**

**Commercial Air Travel Safety Guidelines**

**May 2022**

**Introduction**

1. This content should be used to meet the requirements of the UNSMS Security Management Operations Manual, [Chapter XIX “Guidance on Commercial Air Travel Safety”](https://undp.sharepoint.com/teams/SO/SO%20Documents/Forms/AllItems.aspx?id=%2Fteams%2FSO%2FSO%20Documents%2FPolicy%20and%20Guidance%2FAir%20Travel%20Safety%2FGuidelines%2FUNSMS%20Air%20Travel%20Safety%20Guidance%20%2D%20Jan%202022%2Epdf&parent=%2Fteams%2FSO%2FSO%20Documents%2FPolicy%20and%20Guidance%2FAir%20Travel%20Safety%2FGuidelines) (here and further referred to as UNSMS Commercial Air Travel Safety Guidance), and read in conjunction with the [UNDP Duty Travel Policy](https://popp.undp.org/taxonomy/term/296).
2. The UNSMS Commercial Air Travel Safety Guidance provides a framework to enable due consideration of aviation safety factors in the selection of commercial air operators for undertaking official travel. For the purpose of these guidelines, aviation safety factors must be considered within the context of the safety and well-being of UNDP personnel supporting the corporate mandate, programmes and activities and in accordance with the requirements of all applicable policies and procedures. This process will serve the purpose of enabling informed decision-making by UNDP Managers with Signature Authority (as detailed in Table 1.).
3. “The primary responsibility for the security and protection of personnel employed by the United Nations system organizations, their recognized family members and property and of the organizations’ property rests with the Host Government.”[[1]](#footnote-2) Similarly, the primary responsibility for the safety of UNDP personnel using commercial passenger air operators rests with the Host Government’s civil aviation authorities, who have the ultimate responsibility for ensuring that air operators are appropriately licensed and regulated in accordance with the International Civil Aviation Organization’s (ICAO) established Standards and Recommended Practices (SARPS).
4. Notwithstanding the responsibility of the Host Government, United Nations Security Management System (UNSMS) personnel also play a role in ensuring their own safety and security and in implementing safe practices with regard to air travel to minimize injuries and loss of life.

**Applicability**

1. These guidelines are applicable to all **UNDP, UNV[[2]](#footnote-3) and UNCDF Personnel[[3]](#footnote-4)** on official travel via commercial air operators, and donated flights as defined in the UNSMS Commercial Air Travel Safety Guidance. They are not applicable to air transport services for specific purposes (e.g. MEDEVAC).

**Compliance and Restrictions**

All UNDP Personnel are expected to comply with UNSMS policies, including the requirements to undergo relevant security training and any other security clearance procedures in place as well as obtain a [security clearance through the Travel Request Information Processing (TRIP) system](https://popp.undp.org/node/3476). In addition to mandatory use of the TRIP system for travelling on official business, it is strongly recommended that UNDP personnel use the TRIP system to obtain security clearance for personal travel as well.

 In line with [Security Clearance](https://popp.undp.org/node/3476) policy, for business continuity and insurance purposes the total number of UNDP personnel permitted on any one individual flight is limited to a maximum of ten persons. In the event there is a need for more than ten to travel together, an exceptional approval of BMS Director is required. This restriction applies to all commercial international and domestic passenger flights as well as to all United Nations chartered aircraft flights. This restriction is not applicable to evacuation and emergency travel.

All UNDP Personnel are expected to comply with the safety requirements and briefings provided by crew members with regard to safety while on board an aircraft.

1. The UNDP Manager with a Signature Authority is the senior UNDP manager with safety accountability that approves the travel from an air safety perspective as per the below table:

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Location** | **Travel by** | **Authorized by** |
| **Headquarters** | UNDP Personnel | Heads of offices |
| Bureau Head | Administrator or Associate Administrator |
| Administrator | Associate Administrator |
| Associate Administrator | Administrator |
| **Country Offices and other Business Units outside of HQ locations** | UNDP Personnel | The senior most UNDP representative at the country level (typically Resident Representative) |
| Resident Representative | Head of the Regional Bureau |

1. The UNDP Resident Representative (RR) is typically the senior most UNDP representative at the country level for approving travel for all UNDP personnel in their area of responsibility. Refer to the UNDP [Framework of Accountability for Security policy page](https://popp.undp.org/node/10836). The RR may delegate the authority to the Deputy Resident Representative (DRR), but overall accountability will be retained by the RR.
2. UNDP Managers with signature authority, in approving personnel travel, may impose further restrictions, such as limiting the number of UNDP personnel allowed on the same flight taking into consideration the potential business impact of the possible loss of UNDP personnel from the same team, project group or discipline; or using alternative means of travel.

**UNDP Global Booking List**

1. The Commercial Air Travel Safety Unit (CATSU) in UNDSS establishes a list of commercial air operators that are recommended for official travel of personnel of the UNSMS, which is made available to the Air Travel Safety Focal Points (ATSFP) of all UNSMS organizations.
2. Based on available information, UNDP develops a UNDP Global Booking List that includes the airlines pre-approved for travel and is posted on the UNDP intranet. The booking list includes:
3. CATSU’s list of recommended commercial air operators for official travel,
4. airlines with a time limited authorization granted by the Directors of Regional Bureaux upon request from UNDP offices and recommendation from the Security Office.
5. The UNDP Global Booking List[[4]](#footnote-5) is published on the [UNDP Security Office Intranet page](https://undp.sharepoint.com/%3Af%3A/r/teams/SO/SO%20Documents/Policy%20and%20Guidance/Air%20Travel%20Safety?csf=1&web=1&e=rgmDyf) and shared with the Travel Service, BMS. The list could be shared with UNDP sub-contracted travel agents provided suitable mechanisms are in place to maintain confidentiality of the information. UNDP offices should refer to the UNDP Global Booking List while arranging official travel for UNDP personnel and follow the process described below if they require to use an airlines not included in the list.

**Airlines Not Included in the UNDP Global Booking List**

 **Ad hoc requests**

1. UNDP may require its personnel to travel on an airline which is not included in the UNDP Global Booking List. To address this requirement, UNDP Managers with Signature Authority approving travel should request, preferably two weeks before the intended date of travel, the UNDSS office in the duty station or the UNDP ATSFP, copying their respective Regional Security Advisor, for additional information on the specific commercial air operator and perform due diligence for decision-making based on the importance/criticality of the mission and the recommendation from the Security Office, after which they can approve ad-hoc one-time travel on an airline.
2. In emergency life-threatening circumstances there may be a need to use an airline which is not on the recommended list where alternative modes of transport may be less safe and timing does not allow other travel arrangements to be made. In such circumstances, the UNDP Managers with Signature Authority may approve emergency travel on any air operator and inform UNDP ATSFP of such decision.

One-Time Authorization Approval Process

Air Operator in UNDP Boking List?

Use alternative mode of travel (road, UN air assets, etc.)

Use Air Operator

UNDP Head of Office authorize the use of air operator

Request Advice from ATSFP

Use Air Operator

No

Yes

No

Yes

**Blanket Authorizations**

1. In addition, the Director of the Regional Bureau may grant a time-limited authorization for certain airlines not included in the UNDP Global Booking List. This authority may be delegated to the Deputy Director, per decision of the Regional Bureau. The time limited authorization is granted upon consultation with the UNDP Security Office/ATSFP, who provides the recommendation based on available information.
2. Time-limited authorizations granted by UNDP Regional Bureaux are applicable for travel of UNDP personnel only.
3. If authorization is granted, the Security Office would request CATSU/UNDSS to share any future information that could potentially result in the revoking of the authorization.

Blanket Authorization Approval Process

UNDP Regional Bureau Director authorize the use of air operator

Use alternative mode of travel (road, UN air assets, etc.)

Request Advice from ATSFP

Use Air Operator

No

Air Operator in UNDP Boking List?

Yes

No

Yes

Use Air Operator

The Air Operator is added to UNDP Booking List

**UN Contracted Chartered Services**

1. Air charter agreements refer to a contractual arrangement between an air operator and an organization employing its aircraft, crew and other necessary personnel for the sole purpose of providing short-term or long-term air transport services. Air charter agreements, procured for use to support UN-mandated activities are governed by the UN Aviation Standards for Peacekeeping and Humanitarian Air Transport Operations (AVSTADS), which are established common aviation standards for chartered humanitarian and peacekeeping air transport operations to facilitate interoperability and that are applicable to UNSMS organizations involved in the provision of air charter agreements.
2. Charter services offered by air carriers that are available on the UNDP Global Booking List may be accepted by UNDP. It should be noted that CATSU does not provide assessment of airlines for chartering purposes.
3. The following process should be adhered to:
4. UNDP offices can charter one-time or short-term services of an air operator that appear on the UNDP Global Booking List.
5. The services can be procured only under the standard [UNDP Air Charter Agreement](https://undp.sharepoint.com/%3Aw%3A/r/teams/SO/SO%20Documents/Policy%20and%20Guidance/Air%20Travel%20Safety/SOPs%20and%20Templates/UNDP%20Air%20Charter%20Agreement%20%28Short-term%29.docx?d=wb767f8f6a24543928bb9dc66d964adb4&csf=1&web=1&e=ykTV18). Any deviation should be cleared by the Legal Office.
6. Although the procurement is decentralized, BMS can assist in chartering on behalf of the CO. The focal point in BMS to facilitate procurement of the charter service is as follows:

Ms. Adenike Akoh,

Procurement Specialist

Email: adenike.akoh@undp.org

1. Any one-time, short-term or long-term charter services by airlines not included in the “UNDP Global Booking List of Airlines” pre-approved for travel by UNDP personnel, should be contracted solely via Air Transport Unit, WFP. WFP has expertise and makes a safety assessment of airlines in accordance with the UN Aviation Standards (AVSTADS) as a part of their procurement process. Should UNDP offices require such services, they should contact ATSFPs for further guidance.

**Donated Flights**

1. Donated flight references air transport offered and provided at no cost to UNDP by the air operator, whether the flight is operated by commercial air operator, by a private operator or by a civilian, government or military entity of a member state. The approval for the use of donated flight rests with the UNDP Managers with Signature Authority as detailed in Table 1 above.
2. The assessment of the donated flight is initiated by completing the “[Donor Flight Information Collection Template](https://undp.sharepoint.com/%3Ax%3A/r/teams/SO/SO%20Documents/Policy%20and%20Guidance/Air%20Travel%20Safety/SOPs%20and%20Templates/Donated%20Flight%20Information%20Collection%20Template%20-%20March%202019.XLSX?d=wcbe621ede3dd420394b9714ebdbfe033&csf=1&web=1&e=J3hZtQ)” (Attachment 3) and forwarding it to UNDSS CATSU, via UNDP ATSPF and/or UNDSS personnel in the field. CATSU requires at least three (3) working days for a special assessments of donated flights. It is recommended that the Form contains well-elaborated justification for taking the flight, availability of other options for travel if any, and also as much information as possible about an aircraft to be used. Incomplete or inaccurate information may delay or make it impossible to conduct an assessment.
3. In a crisis setting,[[5]](#footnote-6) whereby immediate deployment is required, approval may be granted by the UNDP Managers with Signature Authority in lieu of a donated flight assessment.
4. UNDP personnel are sometimes offered transport with little or no notice in private aircraft or aircraft operated by an airline which is not in UNDP booking list. In such cases CATSU and UNDP ATSFP will not be in a position to provide advice on the operator’s safety in a timely manner. In such cases the unknown safety risk should be weighed against other security and non-security risks that may arise from declining the offer. The manager with signature authority is responsible for taking these elements into consideration and inform UNDP ATSFP of such decision.

**Fly/Don’t Fly Decision**

1. All Personnel are expected to comply with the safety requirements and briefings provided by the crew on all air operators. It is advisable to take into account seasonal and local weather conditions in travel planning. Excessively bad weather or a forecast of such weather should be considered good reason for postponing travel to avoid delayed flights, and additional risks.
2. Airlines may require assurance that pregnant travelers are "fit to fly", so a prior medical clearance certificate should be obtained and carried to ensure that there are no problems with travel plans.
3. Having arrived for a flight, the Traveler may see something which causes concern. UNDP Personnel are fully authorized and expected to refuse to fly in any circumstance where travelers have serious concerns about the general conditions of the proposed flight to the extent that it threatens their personal safety. These concerns may include the following:
4. There is no co-pilot on the plane;
5. The aircraft is clearly overloaded, such as too many passengers for the number of seats, excess and/or unsecured baggage or freight visible in the cabin;
6. There is no seat with attached safety belt available for the Traveler, even though there may be room in the cabin;
7. In winter, snow and ice removal procedures for aircraft are not being adequately observed prior to flight.
8. The crewmember(s) seem(s) to be impaired.
9. UNDP Personnel should confer with their Manager with Signature Authority or UNDP’s ATSFP prior to the departure of the proposed flight. If this is not possible, a written report should be made as soon as possible to their Manager with Signature Authority with copy to UNDP’s ATSFP, indicating the deficiencies observed and the action taken by the UNDP traveler.
10. UNDP Travelers are expected to report any abnormality. All information that may increase risks for travelling with air operators should be reported to ATSFP copying the UNDP Regional Security Advisors.

**Arranging Air Travel for other UN Agencies**

1. When UNDP offices provide a service by arranging air travel it should be limited to administration of travel only. If travel involves use of airlines not included in the UNDP Booking List (but excluding those with time limited authorizations, which are for use of UNDP personnel only), prior Agency authorization should be obtained by the requesting unit.

**Roles and Responsibilities**

1. **UNDSS Commercial Air Travel Safety Unit (CATSU):** serves as a central repository of commercial aviation safety information from specialized industry sources, analyses the information, based on advice provided by the Aviation Technical Advisory Group (ATAG)[[6]](#footnote-7), and establishes a list of commercial air operators that are recommended for official travel of personnel within the UNSMS. CATSU also provides aviation safety information and advice regarding the air operators that are not on the recommended list and on donated flights upon request and as available. Real-time information is posted on the UNSMIN web page, which is accessible by UNDSS senior security professionals and Air Travel Safety Focal Points (ATSFPs) appointed by Agencies.
2. **Designated Official (DO):** the Designated Official has authority, in emergency situations, such as CASEVAC/MEDEVAC, evacuation and relocation for safety and security purposes, to approve the use of any commercial air operator or commercially operated donated flight in the interest of ensuring UN personnel safety and security. Whenever practicable, such approval should be taken in consultation with the Representatives of UNSMS organizations or their designate(s). In emergency situations, the DO may also contact CATSU directly when urgent information is needed.
3. **UNDSS Senior Security Professionals:** the most senior security professional advising the DO[[7]](#footnote-8) is the channel of communication between the DO and CATSU. He or she conveys to the DO and the SMT, advice and guidance on the interpretation and application of this policy. He or she refers all issues regarding commercial aviation safety to the CATSU.
4. **UNDP Manager with Signature Authority:** authorizes travel of UNDP personnel and based on the information and analysis available, and importance/criticality of the mission, may authorize the use of flight operated by an airline not on the UNDP booking list and the use of donated flight (refer to the table at paragraph 9).
5. **UNDP Security Office:** UNDP Senior Security Manager (Director, Security Office/BMS), supported by Regional Security Advisors, is responsible for coordinating the organization’s response to security and safety concerns and provides advice to the Senior UNDP Managers, including Regional Bureau Directors and the UNDP Managers with Signature Authority for the implementation of security policies and procedures, including guidance and procedures related to air travel safety.
6. **UNDP Air Travel Safety** **Focal Point (ATSFP):** assigned UNDP individuals, acting as liaison with UNDSS CATSU and are responsible for responding to questions relating to air travel safety in accordance with the UNSMS Commercial Air Travel Safety Guidance and these guidelines. Based on available information, ATSFPs prepare an analysis and provide a recommendation to UNDP units on the use of airlines not on UNDP booking list. UNDP ATSFPs are:

Ms. Nurana Sadikhova Mr. Andrei Voicu

Management Specialist (Security) Management Specialist (Security)

Security Office, BMS Security Office, BMS

nurana.sadikhova@undp.org andrei.voicu@undp.org

1. **UNDP Duty Travel Focal Points:**

Mr. George Peradze

Chief

General Operations, Bureau for Management Services

George.Peradze@undp.org

Ms. Jillian Kellow

Manager, Travel Section

General Operations, Bureau for Management Services

jillian.kellow@undp.org

1. **Acronyms**

AVSTADS United Nations Aviation Standards

ATSFP Air Travel Safety Focal Point

BMS Bureau for Management Services

CATSU Commercial Air Travel Safety Unit

GA General Assembly

IATA International Air Transport Association

IASMN Inter-Agency Security Management Network

ICAO International Civil Aviation Organization

IOSA IATA Operational Safety Audit

OLA Office of Legal Affairs

RR Resident Representative

SARPS Standards and Recommended Practice

SMT Security Management Team

SO Security Office

TRIP Travel Request Information Processing

UN United Nations

UNDSS United Nations Department of Safety and Security

UNHAS United Nations Humanitarian Air Service

UNSMS United Nations Security Management System

WFP World Food Programme

**Forms**

Attachment 1: One Time Authorisation form

Attachment 2: Air Travel Evaluation Form for Time-Limited Blanket Authorization

Attachment 3: Donated Flight Information Collection Template

**Attachment 1:**

**REQUEST FOR AUTHORIZATION FOR ONE TIME TRAVEL ON AIRLINES NOT INCLUDED ON THE UNDP BOOKING LIST**

**Background:**

For the implementation of certain programmes, UNDP, UNV and UNCDF may require their personnel to travel on an airline which is not included in the [UNDP Booking List](https://intranet.undp.org/unit/oolts/so/_layouts/15/WopiFrame.aspx?sourcedoc=/unit/oolts/so/Doc_Depot/Latest_UNDP_Air_Travel_Booking_List.xlsx&action=default). To address this requirement, Managers approving travel should request the UNDP Security Office to provide additional information on specific commercial air operator and perform due diligence for decision-making based on the criticality of the mission.

The purpose of this form is to bring together both mission criticality and the recommendation of the Security Office to allow Managers with security and safety accountability for personnel to make an informed decision. In line with UNDP’s Framework of Accountability, the approving manager will also carry the accountability for this decision.

**Instructions for using the form:**

For the first step, the requesting office should fill out the name of the senior manager with safety accountability who would ultimately be approving this travel. **At this point the approval should not be sought**. [As per POPP](https://popp.undp.org/policy-page/authorizing-official-business-travel), the Line Managers approving travel are as per table below:

|  |  |  |
| --- | --- | --- |
| **Location**  | **Travel by**  | **Authorized by**  |
| **Headquarters**  | General (UNDP, UNV, UNCDF) | Head of the organizational unit funding the travel  |
| Bureau Head  | Administrator or Associate Administrator  |
| Administrator  | Associate Administrator |
| Associate Administrator  | Administrator  |
| **Country Offices and other Business Units outside of HQ locations**  | General (UNDP, UNV, UNCDF)  | The Senior most UNDP representative at the country level (typically the Resident Representative)  |
| Resident Representatives  | Head of the Regional Bureau  |

At the second step, the requesting office should fill out Part I of the form. The form should then be forwarded to the UNDP Security Office Air Travel Safety Focal Point (contacts: Nurana Sadikhova and Andrei Voicu), who will provide a recommendation from a safety perspective. The form will be returned to the requester for the decision of the senior manager with security and safety accountability of the personnel to approving travel on the airline. The final decision should be shared with the Security Office.

**REQUEST FOR AUTHORIZATION FOR ONE TIME TRAVEL ON AIRLINES NOT INCLUDED ON THE UNDP BOOKING LIST**

|  |
| --- |
| **Considering the operational imperative and the recommendation of the Security Office, I hereby exceptionally**  |
| **[ ]** | **Approve** | **[ ]** | **Do not approve** |
| **the travel of the personnel named below, using the air operator below which is not included on the UNDP Booking list.**  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Name of approver:*(see instructions above)* | Enter the name of the approver. | Title: | Enter the title of the approver. |

|  |
| --- |
| **PART I:** (*To be completed by the requesting office or traveler)* |
| **Travelers** *(no more than 10 travelers on the same flight)* |
| **No.** | **Name of traveler** | **Title** | **Office** | **Duty Station** |
| 1. | Traveler name | Traveler title | Org setting | Traveler DS |
| 2. | Traveler name | Traveler title | Org setting | Traveler DS |
| 3 | Traveler name | Traveler title | Org setting | Traveler DS |
| 4. | Traveler name | Traveler title | Org setting | Traveler DS |
| 5. | Traveler name | Traveler title | Org setting | Traveler DS |
| 6. | Traveler name | Traveler title | Org setting | Traveler DS |
| 7. | Traveler name | Traveler title | Org setting | Traveler DS |
| 8. | Traveler name | Traveler title | Org setting | Traveler DS |
| **Airline and route** *(please only include legs of travel for which airline is not included on the booking list)* |
| Airline name: | Name of Airline.  | ICAO & IATA CODES: | Codes if known. | One way [ ]  | Round Trip[ ]  |
| City and country of departure: | City and country of departure | Departure date: | Click or tap to enter a date. |
| City and country of arrival: | City and country of departure | Arrival date:(*if round trip, date of return*) | Click or tap to enter a date. |
| Purpose of mission: | Give details on the mission to be undertaken, including why it is critical that this mission take place |
| Availability of alternatives for travel: |  |
| Submitted by: *(name and title)* | Name and title of the form submitter | Date of request: | Click or tap to enter a date. |
| ***Please do not write below this line*** |

|  |
| --- |
| **PART II:** *(to be completed by the Air Travel Safety Focal Point in Security Office, BMS)* |
| Airline specific factors: | Click or tap here to enter text. |
| Availability of alternative airlines: | Click or tap here to enter text. |
| Security Office recommendation: | Click or tap here to enter text. |
| Recommended by:  | Click or tap here to enter text. |
| Recommendation endorsed by: | Click or tap here to enter text. |
| Date of recommendation: | Click or tap to enter a date. |

**Attachment 2:**

**REQUEST FOR TIME-LIMITED AUTHORIZATION TO USE CATEGORIZED AIRLINES NOT INCLUDED INTO THE UNDP GLOBAL BOOKING LIST**

|  |  |
| --- | --- |
| **Approved by Regional Bureau** | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **PART I:** **Details of request** *(To be completed by the requesting office)* |
| Requesting Office: |  |
| Date of Request: |  |
| Name of the Airline: |  |
| 2 digit IATA / 3 digit ICAO Codes if available: |  |
| Route (City-Pairs) of travel *(e.g. Baghdad, Iraq – Erbil, Iraq)*: |  |
| Type of aircrafts on the route to destination: |  |
| Schedule of departure/arrival: | (*please indicate if take-off and landing may occur between 12 am and 5.30 am*)Yes [ ] No [ ] Comments, if any: |
| Frequency of Travel to the Destination: | Every day [ ] Once a week [ ] Few times a week [ ] One a month [ ] Less frequently than once a month [ ] Comments, if any:  |
| Name of alternative Air Carrier/s on the route, if available: |  |
| Availability of alternative travel by road, water : |  |
| Assessment of safety of alternative modes of travel: |  |
| Use by International Organizations, Embassies: |  |
| Use by UN Agencies: |  |
| Criticality of missions to the destination | PC1 [ ] PC2 [ ] PC3 [ ] PC4 [ ]  |
| Justification of criticality |  |
| Notes: (*pls. provide any other additional information in regard to flights to the destination that may be available on the ground, such flight delays due to maintenance problems, presence of bird flocks on the airport field, missing or faulty seat belts, etc.*) |  |
| Submitted by *(name and title):*  |  |
| ***UNDP Security Office completes part II*** |

|  |
| --- |
| **PART II:** **Security Office Review and Recommendation** *(to be completed by the UNDP Security Office, BMS)* |
| Partnership with other airlines |  |
| Availability of wet-lease agreements | Yes [ ] No [ ] (*if positive*, *pls indicate airline/category*) |
| Accidents within the last 3 years (*number and severity*) |  |
| Banned by European Aviation Safety Agency | Yes [ ] No [ ] N/A[ ] *Comments, if any:*  |
| New aircrafts on order, type |  |
| Age of airplanes on the route |  |
| IATA registration | Yes [ ] No [ ]  |
| IOSA registration | Yes [ ] No [ ]  |
| Volume of operations | Increased [ ] Same level [ ] Decreased [ ] Not known [ ]  |
| New contributing factors (*pls specify*): |   |
| Recommendation: |  |
| Recommended by: Recommendation endorsed by:   |  |

**Attachment 3: Donated Flight Information Collection Template**

Link: [“Donor Flight Information Collection Template”](https://undp.sharepoint.com/%3Ax%3A/r/teams/SO/SO%20Documents/Policy%20and%20Guidance/Air%20Travel%20Safety/SOPs%20and%20Templates/Donated%20Flight%20Information%20Collection%20Template.XLSX)



**DOCUMENT PROPERTIES [Link]**

|  |  |
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| **Responsible Unit** | Security Office, BMS |
| **Focal Point**  | Nurana Sadikhova, Andrei Voicu |
| **Issuance/POPP Publishing date** | Tentative May 2022 |
| **Approval Date\*** |  |
| **Effective Date\*** |  |
| **Planned Review Date\*** |  |
| **Last Revision Date\*** |  |
| **Summary of Changes (One entry per revision)** | New |
| **Applicability** | ALL UNDP personnel |

1. Framework of Accountability for the United Nations Security Management System . [↑](#footnote-ref-2)
2. This includes United Nations Volunteer Agency Personnel and United Nations Volunteers hosted by UNDP. For UNVs hosted by other Agencies Funds and Programmes the Administrator discharges this responsibility to the Executive Head of the respective host Organisation. [↑](#footnote-ref-3)
3. All other references to UNDP personnel will be understood to also encompass applicable UNV and UNCDF personnel. [↑](#footnote-ref-4)
4. UNDP booking list excludes Taiwanese carriers due to a long-standing ruling in effect from the UN OLA, dating back to March 1997, proscribing the use of Taiwanese carriers for official UN business due to potential implications relating to [GA Resolution 2758 (XXVI)](https://documents-dds-ny.un.org/doc/RESOLUTION/GEN/NR0/327/74/img/NR032774.pdf?OpenElement) of 25 October 1971 on the Restoration of the lawful rights of the People's Republic of China in the United Nations. [↑](#footnote-ref-5)
5. As defined by the Organization and in line with UNSMS Security Policy Manual, Chapter IV, Section C, "Guidelines for Determining Acceptable Risk”. [↑](#footnote-ref-6)
6. An inter-agency group established by the General Assembly consisting of aviation specialists from UN Department of Operational Support (DOS) and the World Food Programme (WFP) with the International Civil Aviation Organization (ICAO) in an advisory capacity. [↑](#footnote-ref-7)
7. Principal/Chief/Security Advisers and Country Security Focal Points in their absence. [↑](#footnote-ref-8)