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DEPARTMENT OF SAFETY AND SECURITY
OFFICE OF THE UNDER-SECRETARY-GENERAL

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

UNDSS COMMUNIQUÉ

DATE: 25 March 2021

TO: All UN Designated Officials
A: All Agency Security Focal Points
All Integrated Security Workforce Personnel

FROM: Gilles Michaud
DE: Under-Secretary-General
Department of Safety and Security

SUBJECT: **Promulgation of Guidelines on Security Communications Systems and on**
OBJET: **Optimization of TRIP for Security Purposes**

1. The Inter-Agency Security Management Network, at its 33rd session, endorsed the Security Communications Systems Guidelines and Guidelines on Optimization of TRIP for Security Purposes, *Security Management Operations Manual* chapters 17 and 18, respectively. With the issuance of this communiqué, both sets of guidelines are hereby officially promulgated, with immediate implementation.

2. The first set of guidelines offer targeted advice for security professionals on working with security communications systems and provide detailed guidance in its extensive annexes. The production of these guidelines was spearheaded by the "Telecommunications Security Standards" Service, known as {TESS+}, which is mandated to provide recommendations on the standardization of security communications systems for the United Nations Security Management System (UNSMS). These guidelines supersede the Communiques "Guidance on Future Security Telecoms systems" dated 30 July 2018 and "Further Guidance on SCS" dated 29 April 2019.

3. The second set of guidelines assists with the maintenance of UNSMS profile and security clearance data through the Travel Request Information Process (TRIP) to help make data more accurate and up to date. A template Standard Operating Procedure is included to be adapted to the local circumstances.

4. The production of both sets of guidelines was field-driven, with an emphasis on practical application through extensive consultations with field security personnel. Webinars on both sets of guidelines are also being planned to ensure ease of implementation.

5. The guidelines, along with fillable annexes, are available on UNSMIN: https://unsmin.dss.un.org/Library/Policy-and-Guidance/SMOM.

6. For any questions, please email the Strategic Planning and Policy Service at undss.policy@un.org.