



FREQUENTLY ASKED QUESTIONS REGARDING GOVERNMENT-PROVIDED PERSONNEL

COVID-19 Temporary Administrative Guidance

Government-Provided personnel (GPP), including corrections officers, are generally managed under a different guidance framework than military and police officers. Specifically, the SOP 2014.07 on Government Provided Corrections Personnel on Assignment with United Nations Peacekeeping Operations and Special Political Missions applies to corrections GPP and Guidelines 2015.01 on Non-Uniformed Civilian Government-Provided Personnel on Assignment with United Nations Peacekeeping and Special Political Missions apply to all other categories of GPP. The SG letter of 4 April 2020 instructing a halt on all deployments, rotations and repatriations of uniformed personnel until 30 June 2020 applies to all uniformed personnel, including Government-Provided Corrections Personnel. It does, however, not apply to civilian non-uniformed GPP. The Temporary Guidelines for United Nations Police Personnel on the Novel Coronavirus (COVID-19) Pandemic of 27 March 2020 do not apply to GPP. The Transitional Measures for the Partial Resumption of Deployments and Repatriations of Government-Provided Corrections Personnel were issued on 9 July 2020 and were extended on 17 December 2020. The transitional measures are in effect from 1 July 2020 until further notice.

The below FAQ seek to clarify different scenarios relevant to the application of the UN Secretariat Administrative Guidelines on COVID-19 for MSA Recipients.

DO ALTERNATE WORKING ARRANGEMENTS (AWA) APPLY TO GPP WHEN REQUIRED AT THE DUTY STATION?

Yes, AWA (at the request of the Organization) may be applied to them depending on the requirement in the duty station (mission) to reduce exposure and to mitigate the potential spread of infection. Missions also have the option to additionally limit presence in the workspace via a weekly rotation system or staggered work schedules. MSA payments are not affected by such arrangements.

DO ALTERNATE WORKING ARRANGEMENTS (AWA) APPLY TO GPP WHO ARE “STRANDED” IN THEIR HOME COUNTRY OR ANOTHER COUNTRY OTHER THAN THE COUNTRY OF THE DUTY STATION

GPP who are on leave/CTO in their home country or another country may continue to be on leave/CTO until they exhaust their entitlements. AWA may be applied if the functions can be performed remotely as determined by the mission.

WHAT HAPPENS WHEN A GPP EXHAUSTS THEIR LEAVE/CTO ENTITLEMENTS BUT ARE UNABLE TO RETURN TO THEIR DUTY STATION?

In some cases, GPP may perform their functions remotely from outside the mission area (e.g., the home country or another country) with alternate working arrangements, if possible, for their function as determined by the mission. When under a remote work arrangement, costs for accommodation retained at the regular location of deployment will be reimbursed, upon submission of satisfactory supporting documentation for the duration of the remote work arrangement. The reimbursable costs shall be the actual accommodation costs incurred at the location of deployment not to exceed the accommodation component of the MSA payable at the regular location of deployment.

In cases where the mission deems remote work arrangements not feasible, costs for accommodation retained at the regular location of deployment will be reimbursed, upon submission of satisfactory supporting documentation for a maximum of 30 days. The reimbursable costs shall be the actual accommodation costs incurred at the location of deployment not to exceed the accommodation component of the MSA payable at the regular location of deployment.



When shared and/or substandard accommodation is provided free of charge at the location of deployment by the United Nations, a Government or related institution, MSA shall not be payable. Once CTO/leave entitlements are exhausted and remote work arrangements are not deemed feasible, the Mission will initiate the remote check-out procedure.

HOW IS CHECK-OUT BEING DONE IF THE GPP IS NOT ABLE TO RETURN TO THE DUTY STATION BEFORE THEIR END OF DUTY TOUR?

The mission will initiate administrative check-out remotely and liaise with the individual GPP to facilitate check-out and return of UN property. All outgoing GPP are entitled for shipment of personnel effects. Missions will arrange shipment of their effects up to the maximum applicable entitlement on mission cost if the remote check out option is used.

WILL THE TOUR OF DUTY BE EXTENDED DUE TO COVID-19 MEASURES?

If GPP who are away on leave/CTO are unable to return to the duty station before their tour of duty ends, missions can initiate extensions in line with regular procedures only if the GPP can reasonably fulfill their duties remotely. In all other cases, GPP will not be extended. Regular repatriation will be facilitated through remote check out.

If GPP who are away on official travel are unable to return to the duty station before their tour of duty ends, missions can initiate extensions in line with regular procedures if the GPP can reasonably fulfill their duties remotely. Missions can also initiate the extension of the tour of duty for GPP who are 'stranded' while on official travel as required for the duration of their absence until they can either return to their duty station for regular check out or to their home country, in which case check out will take place remotely.

The tour of duty for GPP who are in the duty station and unable to leave, may be extended as required in line with regular procedures, with approval of the proponent office and in coordination with the relevant Member State.

SHOULD CORRECTIONS GPP LEAVE THE MISSION EARLY SO THAT THEIR END OF TOUR INCLUDES ANY QUARANTINE REQUIREMENT IN THEIR HOME COUNTRY?

In general, no. The quarantine measures applied by the contributing countries fall under their own purview and legislation and the mission should normally not take them into consideration when determining the repatriation date. If, however, a contributing country specifically requests that a GPP be repatriated two weeks before the usual repatriation date to allow for the quarantine period, such a request may be granted if operationally feasible. Such requests should be made by the respective Permanent Mission to the Justice and Corrections Service. Requests will be reviewed by JCS in consultation with the respective mission.

SHOULD CORRECTIONS GPP UNDERGO QUARANTINE MEASURES BEFORE LEAVING THE MISSION?

Only in cases where a contributing country has not set quarantine measures on their own, corrections GPP who are being repatriated shall undergo a 14-day quarantine period in the mission before leaving. All outgoing corrections GPP shall be screened in the 14-day period before departure, i.e. they shall be checked for signs and symptoms of Upper Respiratory Tract Infections such as fever, cough, sore throat. More information can be found in paragraph 28 of the quarantine guidance.

WHAT IS THE IMPACT OF QUARANTINE IN THE MISSION ON MSA PAYMENTS?

During quarantine measures in the mission area MSA will be payable as normal. This applies to all quarantine whether following a new deployment or when returning from CTO/leave. Missions shall consider putting in place systems that will allow the disbursement of advance MSA payments for newly arriving GPP prior to the quarantine period



WHAT MEASURES APPLY TO CORRECTIONS GPP RETURNING FROM LEAVE/CTO OUTSIDE THE MISSION AREA?

Corrections GPP returning from leave/CTO outside the mission area, will undergo 14-day mandatory quarantine and will have to comply with any additional measures required by the host country. Missions will inform corrections GPP of specific local requirements as needed. Quarantine is considered as time in mission and thus MSA payments will not be affected. Should host countries require “COVID-19 free” attestations, the cost has to be borne by the corrections GPP. They will not be reimbursed by the mission.

WHAT MEASURES APPLY TO CORRECTIONS GPP IN THEIR HOME COUNTRY WHEN ARRIVING FOR CTO/ANNUAL LEAVE?

Corrections GPP should check their home country requirements or the requirements for any other location they are traveling to as well as transit country requirements before departure. Any time in quarantine, whether at the destination or in transit, will have to be covered by their leave/CTO entitlements, unless the mission deems it feasible to apply remote work arrangements during the quarantine period. If operationally feasible, corrections GPP may be put on remote work arrangements for the quarantine period within or outside of the mission area. MSA payments continue as normal during absence for leave/CTO or as applicable on remote work arrangements.

Exceptionally, Corrections GPP may be granted additional authorized absence to cover one quarantine period upon arrival in the home country or at a transit point (maximum of 14 days and provision of proof that such quarantine was mandated by national policy in the home country or at a mandatory transit point). This period will not be counted against accrued CTO/Annual Leave and MSA will NOT be payable. Additional periods of quarantine in the home country or at transit points must be covered by CTO/Annual Leave.

WHAT HAPPENS IF CORRECTIONS GPP HAVE TO QUARANTINE DURING TRANSIT WHEN LEAVING OR RETURNING TO THE MISSION AREA FROM LEAVE OR CTO?

Corrections GPP should check their home country requirements or the requirements for any other location they are traveling to as well as transit country requirements before departure. Any time in quarantine, whether at the destination or in transit, will have to be covered by their leave/CTO entitlements, unless the mission deems it feasible to apply remote work arrangements during the quarantine period. If operationally feasible, corrections GPP may be put on remote work arrangements for the quarantine period within or outside of the mission area. MSA payments continue as normal during absence for leave or CTO.

Exceptionally, Corrections GPP may be granted additional authorized absence to cover one quarantine period upon arrival in the home country or at a transit point (maximum of 14 days and provision of proof that such quarantine was mandated by national policy in the home country or at a mandatory transit point). This period will not be counted against accrued CTO/Annual Leave and MSA will NOT be payable. Additional periods of quarantine in the home country or at transit points must be covered by CTO/Annual Leave.

IS QUARANTINE IN THE MISSION REQUIRED FOR CORRECTIONS GPP THAT ALREADY UNDERWENT QUARANTINE IN ENTEBBE WHILE TRANSITING?

Quarantine in Entebbe or any other transit point does not replace quarantine upon arrival in the mission. Whenever feasible, remote check-in and check-out are encouraged, particularly for those GPP that would normally undertake their check-in in Entebbe, to avoid additional quarantine periods.

IS THERE FLEXIBILITY IN ACCRUING LEAVE/CTO WHEN TRAVEL IN AND OUT OF THE MISSION IS RESTRICTED?

Corrections GPP may accrue up to 2.5 cycles of CTO, a total of 30 days. Accrued CTO may be taken if operationally feasible. Approval of such CTO is subject to local situations and operational requirements and will be granted by the head of the corrections component or the senior most officer overseeing corrections GPP. Missions may exercise utmost flexibility to allow corrections GPP to accrue leave beyond the maximum amounts stated in the local SOP. Corrections GPP may be granted exceptions to take leave in the last month of their tour of duty or leave the mission area early to account for such untaken leave/CTO if operational requirements permit.



WHEN DO CORRECTIONS GPP CHECK OUT IF THEY LEAVE THE MISSION AREA EARLY AT THE END OF THEIR TOUR TO TAKE ACCRUED LEAVE/CTO?

Corrections GPP complete all parts of the check-out process that require physical presences or return of equipment prior to leaving the duty station. Their check-out will be completed remotely at the end of their tour. Corrections GPP should ensure that they check any quarantine requirements for their home country or any transit location as such quarantine will be counted against their leave/CTO entitlements, unless the Mission deems remote work arrangements feasible during the quarantine period. When leaving the Mission area earlier than the normal end of mission date to account for untaken leave/CTO, travel shall be considered as repatriation travel and shall be provided by the mission.

WHO COVERS THE COST OF MANDATORY COVID-19 TESTS?

Please refer to the United Nations Secretariat Guidance on Official Travel during the COVID-19 pandemic of 19 August 2020 for detailed guidance.

For authorized official travel, such as official business travel, deployment, repatriation or medical evacuation, GPP may be reimbursed subject to a case-by-case review and upon presentation of documentation (for the requirement to be tested and for the actual expenses). This only applies when COVID-19 testing/certificate is mandatory for travel by a government, airline, airport or the United Nations (upon arrival at the destination or return) and as long as the cost is not reimbursable by medical insurance schemes or other arrangements.

Testing for travel on annual leave/CTO is not covered by this provision.