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TO: MONUSCO

FROM: DPKO

DATE: Fri May 16 2014 16:11 EDT

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DEPARTEMENT
DES OPERATIONS DE MAINTIEN
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OUTGOING FACSIMILE

002185

odms/14/17/00527

Date: 16 May 2014

Reference: 2014-UNHQ-006811

<p>TO: All CMS and DMS </p> <p>ATTN: Chiefs, IMTC/Training Focal Points</p> <p>INFO: Mr. Anthony Duncker, QUAIMS/FPSSS/FPD/DFS</p> <p>Mr. Leonard Otti, ROCDS/FPSSS/FPD/DFS</p> <p>Ms. Mary Dellar, HRPS/HRM/DM</p>	<p>FROM: Omowunmi Omo Chief, a.i. </p> <p>Integrated Training Service, DPET, DPKO and DFS</p>
<p>FAX NO: TEL NO:</p>	<p>FAX NO: 3-4398 TEL NO:</p>
<p>SUBJECT: Approval of "No Cost" Official Travel</p>	
<p>Total number of transmitted pages including this page: 3</p>	
<ol style="list-style-type: none"> Further to Chief PMSS Henning's Fax No. 3.0664 of 19 September 2002, in which missions received the authority to approve 'No Cost' Official Travel, the purpose of the present fax is to provide additional clarification on the use of 'No Cost' Official Travel (NCOT), in light of subsequent administrative instructions issued since then, on training and staff development activities. The additional clarification now issued, is in alignment with the framework advised in the ST/AI/2010/10 on the Upgrading of Substantive and Technical Skills. It is issued by the Integrated Training Service, the successor of the old PMSS unit responsible for training, in collaboration with the DFS Field Personnel Division and the OHRM Human Resources Policy Service. NCOT concerns travel which is relevant and beneficial for the work of the mission and is conducted for the purpose of upgrading the substantive and technical skills of staff and also provides them with opportunities for professional growth and development. Such activities shall be those that are not being offered by the mission or 	

planned for delivery.

4. As stipulated in Section 1.2 of ST/AI/2010/10, staff development activities that may take place include specialized training, research, seminars, refresher courses, professional conferences, workshops and other activities mentioned in Section 2.6 of ST/SGB/2009/9 on Learning and Development Policy. Support for a course which is part of a degree programme may be offered at the discretion of the DMS/CMS, provided that the other conditions have been met.

5. Activities under the NCOT may be carried out either outside or within the mission area. This includes activities to be conducted in duty stations within the mission area, other than that in which the staff member is based.

6. Absences related to NCOT travel should not be charged to the staff member's annual leave days but recorded as official business days. Travel days for participation in the staff development activity, the number of which is to be determined at the discretion of the DMS/CMS, in accordance with existing rules on official travel, shall also not be charged to the staff member's annual leave days.

7. As applicable under Section 6.3 of ST/AI/2010/10, both the number of days to be given as time-off for travel and the actual learning and development activity, shall not exceed the twenty (20) working days that may be given, according to the applicable delegation of authority, discretion of the DMS/CMS, release by the section chief and within the financial period operated by peacekeeping missions, that is, from 1 July of each year to 30 June of the following year. Approval is not automatic but at the discretion of the mission.

8. For monitoring purposes, all NCOT shall be recorded on the monthly attendance record. In accordance with the period for recording of all mission training and development activities, the days given per staff member shall be calculated, recorded and reported against each financial year, provided prior approval was received, completion of the learning activity confirmed and a training evaluation report submitted by the staff member.

9. In accordance with Section 6.3 (c) of ST/AI/2010/5 on Performance Management and Development System, programme managers are encouraged to discuss competencies that staff members wish to strengthen and career aspirations for future assignments with individual staff. These competencies and the applicable training courses and learning activities for career development should be incorporated into the staff member's development plan for the year. Approval should be based on an expectation of continued service with the Secretariat for at least one year, after completion of the proposed training activity.

10. The focal point for managing NCOT is the Chief Training Officer/Training Focal Point while recording of attendance shall continue to be monitored and undertaken by the Human Resources Section. In making recommendations to the Director of Mission Support or his designated official for approval of NCOT requests, the Chief Training Officer/Training Focal Point shall confirm that the planned learning activity is considered to be relevant and beneficial both to the staff member's professional development and mission operations. Post-facto approval of NCOT requests after the activity has been conducted should not be granted.

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11. All enquiries on the subject should be directed to the Integrated Training Service. Thank you.

Best regards,
Omowunmi Omo

Drafted by: Boris Lissassi 

Authorized by:

Through:

TO: MONUSCO

FROM: DPKO

DATE: Fri May 16 2014 16:11 EDT

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UNITED NATIONS FACSIMILE SWITCHING SYSTEM

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