

# **Field Mission Management**

## **Classification Structure : Level 1**

- Crisis Management
- Gender Mainstreaming
- HIV / AIDS Coordination
- Mission Integration & Coordination
- Mission Monitoring & Evaluation
- Mission Planning
- Mission Reporting
- Mission Safety Management
- Mission Security Management
- Oversight, Audit & Investigation
- Political & Diplomatic Relations Management
- Public Information & Communications Management

## **Classification Structure : Levels 1-2**

- **Crisis Management**
    - **Crisis Management Team Administration**
    - **Crisis Risk Assessment & Preparedness Planning**
    - **Crisis Response Training**
    - **Crisis Response**
    - **Crisis Investigation**
  - **Gender Mainstreaming**
  - **HIV / AIDS Coordination**
    - **HIV / AIDS Training**
    - **HIV / AIDS Counselling & Testing**
    - **HIV / AIDS Monitoring & Analysis**
    - **HIV / AIDS Capacity Building**
  - **Mission Integration & Coordination**
  - **Mission Monitoring & Evaluation**
  - **Mission Planning**
    - **Mandate Implementation Planning**
    - **Resource Allocation & Budgeting**
    - **Contingency Planning**
  - **Mission Reporting**
    - **UN Headquarters Reporting**
    - **In-mission Reporting**
  - **Mission Safety Management**
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- **Road Safety Committee Administration**
  - **Aviation Safety Council Administration**
  - **Safety Assessment**
  - **Safety Training**
  - **Safety Incident Investigation**
  - **Mission Security Management**
    - **Security Assessment**
    - **Security Training**
    - **Security Surveillance**
    - **Security Control**
    - **Security Incident Investigation**
  - **Oversight, Audit & Investigation**
    - **Internal Audit**
    - **External Audit**
    - **Internal Oversight / Investigation**
  - **Political & Diplomatic Relations Management**
    - **Political Relations Management**
    - **Diplomatic Relations Management**
  - **Public Information & Communications Management**
    - **Media Relations Management**
    - **Publication Production**
    - **Website Management**
    - **Broadcasting**
    - **Public Event Management**
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- **Community Outreach**
- **Local Media Capacity Development**

## **Classification Structure : Levels 1-3**

- **Crisis Management**
  - **Crisis Management Team Administration**
  - **Crisis Risk Assessment & Preparedness Planning**
  - **Crisis Response Training**
  - **Crisis Response**
  - **Crisis Investigation**
- **Gender Mainstreaming**
- **HIV / AIDS Coordination**
  - **HIV / AIDS Training**
    - HIV / AIDS Training Programme Development
    - HIV / AIDS Training Programme Delivery
    - HIV / AIDS Training Programme Review
  - **HIV / AIDS Counselling & Testing**
  - **HIV / AIDS Monitoring & Analysis**
  - **HIV / AIDS Capacity Building**
- **Mission Integration & Coordination**
- **Mission Monitoring & Evaluation**
- **Mission Planning**
  - **Mandate Implementation Planning**
  - **Resource Allocation & Budgeting**
  - **Contingency Planning**
- **Mission Reporting**

- **UN Headquarters Reporting**
  - Report Preparation
  - Report Submission
- **In-mission Reporting**
  - Report Preparation
  - Report Submission
- **Mission Safety Management**
  - **Road Safety Committee Administration**
  - **Aviation Safety Council Administration**
  - **Safety Assessment**
  - **Safety Training**
    - Safety Training Programme Development
    - Safety Training Programme Delivery
    - Safety Training Programme Review
  - **Safety Incident Investigation**
- **Mission Security Management**
  - **Security Assessment**
  - **Security Training**
    - Security Training Programme Development
    - Security Training Programme Delivery
    - Security Training Programme Review
  - **Security Surveillance**
  - **Security Control**
  - **Security Incident Investigation**

- **Oversight, Audit & Investigation**
    - **Internal Audit**
    - **External Audit**
    - **Internal Oversight / Investigation**
  - **Political & Diplomatic Relations Management**
    - **Political Relations Management**
    - **Diplomatic Relations Management**
  - **Public Information & Communications Management**
    - **Media Relations Management**
      - Media Liaison
      - Media Communications Coordination
      - Media Monitoring & Analysis
    - **Publication Production**
      - Publication Development
      - Publication Production
      - Publication Distribution
    - **Website Management**
      - Website Design
      - Website Content Management
    - **Broadcasting**
      - Programme Development
      - Programme Production
      - Programme Broadcasting
    - **Public Event Management**
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- **Community Outreach**
- **Local Media Capacity Development**

## Scope Notes

- **Crisis Management**

The function of establishing and implementing a mission's crisis management system.

- **Crisis Management Team Administration**

The activities involved in establishing and administering a mission's standing Crisis Management Team.

- **Crisis Risk Assessment & Preparedness Planning**

The activities involved in identifying and assessing the nature, likelihood and potential impact of incidents which might affect a mission, and planning appropriate responses.

- **Crisis Response Training**

The activities involved in providing crisis response training to mission personnel.

- **Crisis Response**

The activities involved in responding to crises affecting a mission.

Includes: establishing crisis centres; establishing communications with UN Headquarters and other organizations.

- **Crisis Investigation**

The activities involved in investigating crises affecting a mission.

Includes: convening crisis investigation teams; preparing and distributing investigation reports; acting on approved recommendations of crisis investigation teams.

The function of promoting, facilitating and supporting consideration of cross cutting issues in all areas of a mission's work.

- **Gender Mainstreaming**

The activities involved in promoting, facilitating and supporting consideration of gender issues in all aspects of a mission's work.

Includes: building capacity for gender mainstreaming within a mission; providing leadership and guidance for all mission components on mainstreaming gender perspectives in their areas of work; monitoring and evaluating progress on gender mainstreaming; liaising and collaborating with other organizations in a mission area (e.g. UN agencies and programmes,

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national government offices, local women's organizations) to promote and support a mission's work on gender mainstreaming.

- **HIV / AIDS Coordination**

The activities involved in raising the awareness of a mission's personnel about HIV / AIDS as an issue affecting peacekeeping operations and in coordinating HIV / AIDS-related activities across a mission.

- **HIV / AIDS Training**

The activities involved in providing HIV / AIDS training for a mission's personnel.

Includes: providing general awareness training for mission personnel; training peer educators; training HIV / AIDS counsellors to support voluntary confidential counselling and testing (VCCT) services (see [HIV / AIDS Counselling and Testing](#) below).

- HIV / AIDS Training Programme Development

The activities involved in developing HIV / AIDS training programmes for a mission's personnel.

Includes: developing training materials.

- HIV / AIDS Training Programme Delivery

The activities involved in delivering a mission's HIV / AIDS training programmes.

Includes: scheduling training sessions; arranging and monitoring attendance at training sessions.

- HIV / AIDS Training Programme Review

The activities involved in assessing the value and impact of HIV / AIDS training programmes for a mission's personnel.

Includes: collecting and analyzing feedback on training programmes.

- **HIV / AIDS Counselling & Testing**

The activities involved in providing voluntary confidential counselling and testing (VCCT) services for a mission's personnel and for others in a mission area, including the local population.

Includes: establishing and operating VCCT facilities (static and mobile).

- **HIV / AIDS Monitoring & Analysis**

The activities involved in collecting, monitoring and analyzing data on the prevalence of HIV / AIDS within a mission area, and on cases among mission personnel.

- **HIV / AIDS Capacity Building**

The activities involved in providing assistance and support to government and civil society institutions to develop and implement national HIV / AIDS strategies, and to strengthen and improve local capacity to provide HIV / AIDS services for the local population.

- **Mission Integration & Coordination**

The function of ensuring integration and coordination of all mission components at a strategic level.

Includes: administering meetings of a mission's 'cabinet' and permanent or *ad hoc* committees and working groups; administering meetings of formal bodies established as mechanisms for consultation between a mission and other organizations.

- **Mission Monitoring & Evaluation**

The function of monitoring and evaluating a mission's progress on fulfilling its mandate at a strategic level.

Includes: reviewing formal reports on activities and progress.

- **Mission Planning**

The function of developing strategic plans to fulfil a mission's mandate.

- **Mandate Implementation Planning**

The activities involved in developing a mission's mandate implementation plan (MIP).

Includes: developing component work plans; integrating component work plans; developing the MIP; reviewing the MIP.

- **Resource Allocation & Budgeting**

The activities involved in planning the allocation of a mission's resources and preparing its annual budget.

Includes: forecasting resource requirements; preparing a mission budget for submission to UN Headquarters for review and approval.

For budget allocation and monitoring, use Budget Execution.

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- **Contingency Planning**

The activities involved in developing a mission's contingency plans.

Includes: identifying and assessing risks as a basis for developing contingency plans; testing contingency plans.

- **Mission Reporting**

The function of reporting on a mission's activities and progress (1) to UN Headquarters (2) within a mission.

- **UN Headquarters Reporting**

The activities involved in preparing reports on a mission's work and progress and submitting them to UN Headquarters.

*Reports* includes: flash reports; situation reports; thematic reports; briefings for the Security Council; drafts of reports of the Secretary-General to the Security Council.

- Report Preparation

The activities involved in preparing reports.

Includes: collecting information; drafting reports; reviewing and revising draft reports; approving / authorizing final reports.

- Report Submission

The activities involved in submitting reports.

- **In-mission Reporting**

The activities involved in preparing and distributing reports on work and progress and submitting them to other offices within a mission.

*Reports* includes: situation reports; thematic reports; joint operations reports.

- Report Preparation

The activities involved in preparing reports.

Includes: collecting information; drafting reports; reviewing and revising draft reports; approving / authorizing final reports.

- Report Submission

The activities involved in submitting reports.

- **Mission Safety Management**

The function of developing and implementing measures to ensure the safety of mission personnel.

- **Road Safety Committee Administration**

The activities involved in establishing a mission's Road Safety Committee and administering its work.

- **Aviation Safety Council Administration**

The activities involved in establishing a mission's Aviation Safety Council and administering its work.

- **Safety Assessment**

The activities involved in undertaking mission safety assessments.

- **Safety Training**

The activities involved in providing safety training for a mission's personnel.

- Safety Training Programme Development

The activities involved in developing safety training programmes for a mission's personnel.

Includes: developing training materials.

- Safety Training Programme Delivery

The activities involved in delivery a mission's safety training programmes.

Includes: scheduling training sessions; arranging and monitoring attendance at training sessions.

- Safety Training Programme Review

The activities involved in assessing the value and impact of safety training programmes for a mission's personnel.

Includes: collecting and analyzing feedback on training programmes.

- **Safety Incident Investigation**

The activities involved in investigating safety incidents involving a mission's personnel or property.

- **Mission Security Management**

The function of developing and implementing measures to ensure the security of a mission and its personnel.

- **Security Assessment**

The activities involved in undertaking mission security assessments.

- **Security Training**

The activities involved in providing security awareness training for a mission's personnel.

- Security Training Programme Development

The activities involved in developing security training programmes for a mission's personnel.

Includes: developing training materials.

- Security Training Programme Delivery

The activities involved in delivering a mission's security training programmes.

Includes: scheduling training sessions; arranging and monitoring attendance at training sessions.

- Security Training Programme Review

The activities involved in assessing the value and impact of security training programmes for a mission's personnel.

Includes: collecting and analyzing feedback on training programmes.

- **Security Surveillance**

The activities involved in conducting routine surveillance to prevent and detect unauthorized access to mission property or unlawful activities.

- **Security Control**

The activities involved in controlling access to and within a mission area, and access to mission property.

- **Security Incident Investigation**

The activities involved in investigating security incidents involving mission personnel or property.

- **Oversight, Audit & Investigation**

The function of reviewing and evaluating a mission's work.

- **Internal Audit**

The activities involved in conducting internal audits of a mission's work.

- **External Audit**

The activities involved in conducting external audits of a mission's work.

- **Internal Oversight / Investigation**

The activities involved in conducting internal reviews of, and investigations into, a mission's work.

- **Political & Diplomatic Relations Management**

The function of establishing and maintaining relations between a mission and political and diplomatic organizations in a mission area.

- **Political Relations Management**

The activities involved in establishing and maintaining relations between a mission and political organizations in a mission area.

- **Diplomatic Relations Management**

The activities involved in establishing and maintaining relations between a mission and diplomatic organizations in a mission area.

- **Public Information & Communications Management**

The function of managing communications between a mission and its stakeholders.

- **Media Relations Management**

The activities involved in managing relations between a mission and the media.

*Media* includes international, national and local print and broadcast media.

- **Media Liaison**

The activities involved in establishing and maintaining relationships between a mission and media organizations.

Includes: establishing and developing contacts in media organizations; issuing mission press credentials; handling media enquiries;

- Media Communications Coordination

The activities involved in coordinating a mission's communications with and through the media.

Includes: preparing and issuing press releases and press statements; holding press briefings and press conferences; arranging media interviews and other contacts with mission personnel; organizing visits by accredited media within a mission area; organizing media coverage of mission events.

- Media Monitoring & Analysis

The activities involved in monitoring and analysing media coverage of a mission's work.

Includes: preparing and distributing media monitoring reports.

- **Publication Production**

The activities involved in developing and producing publications to promote / support a mission's work.

*Publications* include print and photographic products (including video) for distribution directly by mission personnel, via a mission's website and by other organizations (including the media).

For acquisition of equipment for publication production, use the relevant section of Procurement.

For maintenance and disposal of equipment for publication production, use the relevant section of Materiel Management.

For operation of IT systems used in publication production, use the relevant section of Information and Communications Technology (ICT) Systems Management.

- Publication Development

The activities involved in developing publications.

- Publication Production

The activities involved in producing publications.

- Publication Distribution

The activities involved in distributing publications.

Includes: maintaining publication stock, including photograph / video libraries; providing technical support to media organizations.

▪ **Website Management**

The activities involved in developing and maintaining a mission's website.

For the development and operation of the website (system), use the relevant section of Information & Communications Technology (ICT) Systems Management.

• Website Design

The activities involved in designing a mission's website.

• Website Content Management

The activities involved in developing and maintaining the content of a mission's website.

Includes: sourcing, commissioning or producing content; editing content.

▪ **Broadcasting**

The activities involved in developing, producing and broadcasting radio and television programmes to promote / support a mission's work, both in a mission area and elsewhere.

Includes: producing material for broadcast by other organizations.

For acquisition of equipment for broadcasting activities, use the relevant section of Procurement.

For maintenance and disposal of equipment for broadcasting activities, use the relevant section of Materiel Management.

For operation of IT systems used in broadcasting activities, use the relevant section of Information and Communications Technology (ICT) Systems Management.

• Programme Development

The activities involved in developing programmes.

• Programme Production

The activities involved in producing programmes.

• Programme Broadcasting

The activities involved in broadcasting programmes.

- **Public Event Management**

The activities involved in organizing events, and participating in events organized by others, to promote / support a mission's work or to officially represent the UN.

*Events* includes: conferences and meetings; lectures and seminars; celebrations / commemorations; sporting and cultural events.

Includes: organizing the production / acquisition of promotional / commemorative items; organizing sponsorship.

- **Community Outreach**

The activities involved in developing and organizing community outreach activities to communicate with targeted groups within a mission area.

*Outreach activities* includes: 'town hall' meetings; sporting and cultural activities and events.

- **Local Media Capacity Building**

The activities involved in providing assistance and support to strengthen and improve local capacity to operate and develop independent local media.

Includes: mobilizing resources to provide training or other assistance to build local media capacity; providing training to local journalists and broadcasters.

