



**Information Circular – Circulaire d'information**

Ref. ICC/INF/2011/006

Date: 23 August 2011

**MANDATORY SECURITY ARRANGEMENTS**

The purpose of this Information Circular is to remind all Court personnel about their obligation to comply with established security and safety rules.

**1. Security responsibilities**

The Host State bears primary responsibility for the security and safety of all Court personnel within its territory.

The Court has the duty and responsibility to ensure safety of activities carried out by its personnel and accordingly puts in place mechanisms to consistently ensure and improve the security and security of its personnel.

Each staff member is responsible for his/her own safety in that he or she must comply with the mandatory security arrangements.

**2. Mandatory safety and security arrangements**

**2.1 Security Briefing**

Attendance of a security briefing delivered by Security and Safety Section (SSS) is mandatory for all Court personnel upon commencement of employment and upon arrival at the Court's Field Office or mission area for every mission.

In the absence of the Court's field security personnel the security briefing in the field may be delivered by United Nations Department of Safety and Security (UNDSS) personnel.

**2.2 Security Training**

The successful completion of the Basic and Advanced Security in the Field training packages are mandatory for all Court personnel. Completion of the training packages is a condition for receiving a security clearance for any travel in official capacity. Without security clearance the Court's personnel cannot be issued with air travel tickets.

The Basic and Advanced Trainings must be completed:

- Prior to travel to the field in official capacity for the first time;
- In general, within 3 months after commencement of employment at the Court;
- An updated certification must be obtained every 3 years by completing the Advanced Security in the Field program;

A copy of the certificate must be forwarded to the Field Security Unit.

### 2.3 Security Clearance

Security clearance is required for all travel in official capacity.

It is also strongly recommended that security clearance be requested for any private travel so that UN security managers at the destination can be informed of the presence of ICC personnel there and their travel can be included in the destination country's emergency response arrangements, thereby maintaining an up-to-date tracking mechanism.

It is therefore essential that all Court personnel register on UNDSS website ([www.dss.un.org](http://www.dss.un.org)) in order to request security clearance through TRIP (Travel Request Information Process) application.

### 2.4 Mission Planning and Staff Tracking

Completion of a mission plan for all official travel is mandatory and must comply with the following:

- Mission plan must be submitted at least 30 days prior to travel;
- Detailed mission plan must be submitted at least 14 days prior to travel;
- All personnel travelling in official capacity for the Court must keep the Court Field Security Unit informed of their movements in the field and of any change in mission plans.

The above measures allow for a functional internal tracking mechanism, enabling the Court's Field Security Officers to coordinate with Headquarters and UNDSS in emergency situations.

The compliance with the mandatory security arrangements is also taken into consideration in case of investigation of an incident and may impact insurance coverage and other related compensation.



Silvana Arbia  
Registrar