

United Nations  Nations Unies

INTEROFFICE MEMORANDUM

MÉ MORANDUM INTÉRIEUR

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TO: All Heads of UN Organizations
All Staff, United Nations, Kenya

DATE: 27 July 2015

REFERENCE: MORSS/02/2015

FROM: Sahle-Work Zewde
Director-General, UNON
Designated Official, Kenya



SUBJECT: Revised Kenya Minimum Operating Residential Security Standards (MORSS)

1. Further to the proposed country MORSS for Kenya Submitted by the Department of Safety and Security (DSS) on 16 June 2015, and after consultation with Security Focal Points of Agencies, Funds and Programmes, I am pleased to inform you that the Kenya Country MORSS has been revised as of 16 July 2015 (**attached at Annex A**).
2. The revised MORSS will compensate for cost increases since the last version (October 2013) and includes increase in the maximum amount of security guards to Kshs. 114,000.00 and rent of security alarms equipment and back-ups to Kshs. 9,000.00 **These increased rates are effective 01 May 2015 and will be based on actual costs incurred.** Please be advised that the Financial CAP of Kshs. 102,650.00 in the revised MORSS table refers to 1 day Guard + a Dog and a Handler (night only). It is also recognized that some agencies may have their MORSS reimbursement policy different from UNON.
3. In order to ensure equity, home owners in shared compounds will also be able to be reimbursed actual amounts of security fees/rates paid up to Kshs. 20,000.00. There are no changes to the reimbursement ceilings of other MORSS related items.
4. Kindly note that the reimbursement of residential security expenses is subject to an assessment and verification of security requirements and installations and the assessment is conducted by the Department of Safety and Security. As an integral part of the review, UNDSS has initiated random monthly spot-checks of staff members residence compounds to verify compliance with the approved MORSS. Please kindly note Mandatory Security Briefing for staff and the accountability of staff clause.

Best regards.

Cc: Mr. Alexander Barabanov.
Division of Administrative Services, UNON

Mr. Peter Marshall, Chief Security Adviser
UNDSS

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DEPARTMENT OF SAFETY AND SECURITY

DIVISION OF REGIONAL OPERATIONS

INTEROFFICE MEMORANDUM


MEMORANDUM INTERIEUR

DATE: 16 July 2015

TO: Ms. Sahle-Work Zewde
A: Designated Official
Kenya

CC: Mr. Peter Marshall
Chief Security Adviser
Kenya

CC: Security Focal Points
(See attached list)

FROM: Mick Lorentzen 
DE: Director
Division of Regional Operations

SUBJECT: **Minimum Operating Residential Security Standards (MORSS) – Kenya**
OBJET:

1. The proposed country MORSS for Kenya submitted to the United Nations Department of Safety and Security (UNDSS) on 23 June 2015 is approved with immediate effect after consultation with Security Focal Points of Agencies, Funds and Programmes as per the distribution list.
2. The MORSS is now the established security standard for the United Nations in Kenya, subject to compliance evaluation and annual review by UNDSS.
3. Further changes to the security environment may necessitate adjustments to the approved country MORSS. Any revision to the MORSS must be based on an updated Security Risk Assessment.

Enclosures:

- a) SFP Distribution List
- b) MORSS Table

Security Focal Points

Mr. Furio De Tomassi, DESA

Ms. Yasmin Fadlu-Deen, DPA

Mr. Adriaan Bezuidenhout, DPKO

Mr. Piergiorgio Trentinaglia, FAO

Ms. Kamini Balram, ICAO

Mr. Lassi Kuusinen, ICC-CPI

Ms. Paula Kim, IFAD

Mr. Philippe Franzkowiak, ILO

Mr. Warren Young, IMF

Mr. José Espinoza Ferrey, IMO

Mr. William Wairoa-Harrison, IOM

Mr. John Ging, OCHA

Mr. Paul O'hanlon, UN Women

Mr. Peter Koopmans, UNAIDS

Mr. Luc Vandamme, UNDP

Mr. Peter Marshall, UNON/UNEP

Ms. Khadija Zammouri Ribes, UNESCO

Mr. Naqib Noory, UNFPA

Mr. Andrew Cox, UN-HABITAT

Ms. Terry Morel, UNHCR

Ms. Nancy Osborne, UNICEF

Mr. Guillermo Jimenez-Blasco, UNIDO

Ms. Dagmar Thomas, UNODC

Mr. Arve Skog, UNOPS

Mr. Stephen Gluning, WFP

Mr. Richard Preston, WHO

Mr. Martin Fuhr, WMO

Mr. Jeffrey Culver, WORLD BANK

Revised Minimum Operating Residential Security Standards Kenya – 01 May 2015

	MEASURES	Details of Measures	FINANCIAL CAP KES/(USD \$)	JUSTIFICATION/COMMENT
1.	Preliminary security survey required. Mandatory Security Briefing of MORSS to staff. Annual Re-certification process (proof of payment or lease agreement)	To be conducted by UNDSS for all international staff in Kenya Single Agency Security Officers can undertake the survey and obtain certification from the CSA's office.		Staff members are advised to <ul style="list-style-type: none"> • Try and select residences that already meet the Country's MORSS standards (like those previously occupied by other staff members and approved by UNDSS). • Ensure that their residences are MORSS compliant. • Ensure that a final Residential Security Survey is done and the report sent to staff member through Head of Agency prior to signing of Lease Agreement. • Staff to ensure, where necessary, residence is re-assessed after meeting security recommendations in initial Residential Security Survey Report. • Payment of residential security allowances will only be reimbursed after the Final Residential Security Survey Report.
2.	Security Guards	3 guards (1 day guard and 2 guards at night) or 1 day guard and a dog and a handler at night	KES 114,000.00 ¹ (US\$1187.50 ² KES 102,650.00 ³ (US\$1069.00	<ul style="list-style-type: none"> • Guards to be hired from UN approved security service providers. • Measures recommended for all residences assessed as stand-alone properties or in case of shared compounds, specifically approved by the CSA. • Monthly reimbursement of actual cost within CAP maximum. • Amount stated is for 1 day guard and 2 night guards – alternatively, the CSA may approve 1 day guard + 1 dog and a handler at night; • To be reimbursed in KES to avoid dollar fluctuations; • The CSA may exceptionally approve alternative security solutions where these are deemed to provide an equivalent level of security. This will only occur when requested, understood and accepted in writing by the staff member. In all such circumstances, MORSS reimbursement will be based on the actual costs incurred by a staff

¹ Rate for 1 Security Guard calculated at KES38,000.00.

² Currency conversion as of 25 May 2015: US\$1 – KES96.00.

³ Rate for 1 Dog and Handler at night is KES64,650.00. Add KES38,000.00 for day Guard = KES102,650.00

				member and shall not exceed the approved CAP.
	MEASURES	Details of Measures	FINANCIAL CAP KES/(US\$)	JUSTIFICATION/COMMENT
3.	Maintenance of security quick response alarm system equipment & back-up;	Applicable to staff resident in either shared compounds or stand alones.	KES 9,000.00 (US\$93.75)	<ul style="list-style-type: none"> Reimbursed monthly based on actual cost within CAP maximum. Reimbursed in KES to avoid dollar fluctuations.
4.	<p>a. Security services cost for staff members living in shared compounds</p> <p>b. Home owners in shared compounds.</p>	Shared compounds include townhouses, apartment dwelling and/ or stand-alone compounds where there is more than one occupier.	<p>a. Security element of rent up to a maximum of 20% of total monthly rent.</p> <p>b. KES 20, 000.</p>	<ul style="list-style-type: none"> Reimbursed monthly; Reimbursed in currency of rent paid. Where possible, the lease agreement/landlord to provide the exact security portion paid by the staff member. 20% claim will only apply up to the maximum rental amount of KES 350 000. Home owners to be reimbursed actual amounts of security fees/rates paid up to maximum CAP of KES 20, 000.
5.	Security improvements which include: bars on windows/doors, construction of a safe haven, electric fence, purchase of generator/inverter and installation of alarm system.		US\$3,000.00	<ul style="list-style-type: none"> One-time installation paid for the ACTUAL COSTS of security improvements up to maximum CAP based on production of relevant invoices Additional installation costs will only be reimbursed after two years if the staff member changes residence, or four years if the staff member does not change residence and additional improvements are warranted. Moveable installations should be subject to check out processes once SM vacates residence or separates from the organisation, as determined by each UN Agency.
6.	Monthly recurrent security related expenditures.		KES 40,000.00	<ul style="list-style-type: none"> Only applicable to staff members living in residences assessed as stand-alone and not for apartment dwellers or town houses in shared compounds; Reimbursement to cover <i>inter alia</i> - operation and maintenance of electric fence, increased electricity bills as a result of additional perimeter lighting, purchase of fuel, maintenance of generator and/or inverter and communal security costs at barriers.

7.	Fire extinguishers, locks and fire detectors.		Staff member responsibility - no reimbursement provided. (Recommended)	<ul style="list-style-type: none"> • UNDSS to advise on fire extinguishers, locks and smoke detection devices during the initial residential security inspection.
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Mandatory Security Briefing: MORSS orientation is part of the UNDSS Security briefing for all newly arrived UN staff members. Respective UN Heads of Agencies to ensure their staff receive relevant MORSS briefing and are conversant with the requirements in accordance with the Framework of Accountability Policy document.

UN Residential Area: All internationally recruited staff members are advised to live within the designated Blue Zones. However, staff members intending to purchase residential property can do so outside the Blue Zones, but they are encouraged to seek advice from UNDSS.

Procedures: The residential inspection procedure is as follows:

- Staff member requests a preliminary residential security survey from UNDSS through security.investigations@unon.org.
- The initial survey report is sent to the staff member with recommendations for security improvements/upgrades.
- If the survey identifies additional measures to be implemented to meet the minimum criteria, they should be put in place within sixty (60) days of the survey period and verified by the office of the CSA. After the improvements/upgrades, staff member requests a re-survey.
- The re-survey report, together with the receipts and other relevant documents, is sent to the respective Head of Agency for administrative implementation. In this regard Agency Security Officers have delegated authority from the CSA to conduct survey/re-survey and inspect relevant documents thereto.
- MORSS reimbursement for security upgrades or claims for security allowance can only be implemented after certification by the CSA.
- Agency Security Officers to submit residential survey reports to the CSA for certification

Accountability: Proper utilization of the MORSS reimbursements rests with the staff member. Payment is administered and controlled by respective agency Finance/Administration section in conformity with respective Agency policies thereto. Staff members enter into individual contracts with security companies and any disputes will be arbitrated according to the Kenya civil justice system and according to the terms of the individual agreement signed by the staff member.