



eTA POLICY and Legal Framework

12-March-2020

The Electronic Travel Advisory (eTA) is a UNDSS security information and management tool that provides a means to notify and account for personnel of the United Nations. It is linked with the UNSMS premises, Safety and Security Information Recording System (SSIRS) and the Travel Request Information Process (TRIP) data. As a geo-aware system, it has the capacity to provide a visual representation of users on a map-based eTA dashboard.

The Department of Safety and Security (UNDSS) has consulted with Staff Unions and Federations, the Office of Legal Affairs and the Office of Human Resources Management to ensure that the use of the eTA is used exclusively for the benefit of UN personnel safety and security and is in line with Staff Rules and UNSMS Policies. UNDSS has also acted to ensure that any misuse of eTA functions, uses or data can be swiftly identified and rectified.

UNDSS has put in place administrative procedures and controls to ensure that each authorized administrator of the eTA dashboard understands the purposes and limitations of the use of the eTA system and the consequences for misuse.

Each security professional of the UNSMS granted access and control of the eTA system must perform or acknowledge the following:

- Successfully completed the eTA course on the Learning Management System
- Use the eTA according to the UNSMS Guideline and UNDSS SOP on the operation of the eTA dashboard
- Use the eTA system for security purposes only
- AFP personnel using the eTA system:
 - Can only do so with respect to its own personnel
 - Must Inform UNDSS of the names, functions and locations of its personnel assigned to serve as an administrator of the eTA dashboard and provide timely notification of any changes to those personnel, including their functions and locations; and
 - Agree that any violation in the use of the eTA, as determined by UNDSS may result in their administrator-level access to eTA being rescinded.