



## **GUIDANCE ON ASSIGNMENT OF PROPERTY TO AN END-USER**

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## **I. Introduction**

1. This document provides guidance to officials with delegated authority for the establishment of an accountability and stewardship framework for property that is issued for use into operations.
2. UN property is issued to UN personnel in support of their duties and to carry out the mandate of the Organization. As per Staff Regulations and Rules, Article 1, Regulation 1.2(q), UN property shall be used for official purposes and UN personnel shall exercise reasonable care, including safeguarding and safekeeping property from damage and theft.

## **II. Accountability and stewardship**

3. For effective stewardship of property that is issued for use into operations, and to ensure that accountability, responsibility and management for property is always established and maintained, the following key information shall be documented in the system of record for property management:

### **a) Organizational unit responsible for on-going operating costs**

4. On-going operating costs for a property include expenditures for upgrades, improvements, repairs, maintenance and technical assessments that are required for the proper day-to-day functioning of the property. The organizational unit responsible for funding the on-going operating costs of a property may be the same organizational unit that funded the acquisition of the property or may be an alternative organizational unit unrelated to the property's acquisition.

### **b) Group responsible for maintaining and keeping up-to-date information records**

5. Duties of the group responsible for maintaining and keeping up-to-date information records for a property include confirming that the upkeep and maintenance requirements for the proper functioning of the property are maintained, and ensuring that information on the physical location, end-user, and status of the property, as well as other relevant information for the management of the property are up-to-date.

### **c) Physical location**

6. Identification of the physical location of the property includes detailed information on the place or site where the property can be physically found. The level and details of granularity to document the physical location of property is dependent on the architectural structure and the specific building management policy of the entity where the property is located which may vary from place to place (e.g.: building, building/floor, building/floor/room). Annex A provides further details on the establishment of a structure to define the physical location of property.

7. In addition to the above key information required, details of the end-user of the property may be required to be documented and reflected in the system of record for property management.

### **III. End-users of property**

8. Property is issued to UN personnel to support their duties and for operations of the Organization. Property issued in support of operations may be used solely by an individual or may be used and shared amongst a group of UN personnel (such as an office, unit or section of the Organization).

9. In both cases, when property is issued for sole use by an individual or for shared use amongst a group of UN personnel, responsibility for custodianship to ensure the property's safekeeping and storage, and to promptly report any changes in the condition or status of the property, including cases of misuse, theft or missing property, should be established.

#### **a) Personal items**

10. Property that are issued for the sole use by an individual are referred to as personal items. When property is issued for the sole use by an individual, the individual is the sole custodian of the property and therefore is the end-user responsible and accountable for the care, guardianship and safekeeping of the property. It is mandatory that any property for the sole use by an individual undergo a formal and documented assignment of the property to the individual. Through a formal and documented assignment, the individual accepts the custodianship for the property and all related responsibilities for the use, safekeeping and safeguarding of such property. Such responsibilities remain with the individual to whom the property is assigned throughout the duration of the assignment and up until the official release of the assignment of the property. Any change of the custodianship throughout the assignment of a property shall be promptly documented and reflected in the system of record for property management<sup>1</sup>.

11. Property that requires formal assignment to an individual, when issued into operations, are the following personal items: satellite telephones, computer laptops, computer desktops, computer handhelds and radio transceivers. Details of such assignment shall be documented, including details of the custodian of the property and start date of the assignment of the property for the sole use by the individual. In addition, there may be operational requirements that result in the sole use by an individual of property other than the personal items listed above. Any property issued for the sole use of an individual must be formally assigned to the individual in the system of record for property management.

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<sup>1</sup> Where Umoja is deployed as the system of record, Umoja must be used to document custodianship of property.

## **b) Shared property**

12. When property is issued for shared use amongst a group of UN personnel, the responsibility and accountability for the care, guardianship and safekeeping of that property resides with the group that uses the property. Responsibility and accountability shall remain with the group of UN personnel (office responsible) throughout the duration of the property's assignment and until the assignment of the property has been officially released.

13. Property issued for shared use by a group of UN personnel is not required to be formally assigned to a specific individual. However, to support the identification of the custodian of the property issued for shared use at any point in time, the name of the organizational unit representing the group of UN personnel (office responsible) that uses the property should be identified and documented in the system of record.

14. Property that are generally issued for shared use amongst a group of UN personnel include printers, photocopier machines, vehicles and generators.

15. There may also be instances when property issued for shared use to a group of UN personnel is, from time to time, used by a sole individual within the group of UN personnel. This may be the case for vehicles, which may be assigned to a group, but its use rotates among individuals that are members of the group. In such cases, where there is a further issuance to a specific individual within the group, such issuance for the use by the specific individual shall be formally assigned to identify the end-user accountable for the property, and documented for liability purposes regardless of the duration of the issuance to the individual.

16. In addition, in order to facilitate the management of property issued for shared use to a group of UN personnel, including the property's routine maintenance, assessments of changes to condition, and periodic physical verification, it is recommended that primary point of contact within the group is identified as the focal point and documented in the system of record. As the property management focal point for the property, the primary point of contact should have knowledge of the location of the property, and the ability to administratively support property management requirements.

### **Expendable Property**

17. There may be expendable property that are issued into operations for use by individuals or by a group. Examples of such property include consumables, spare parts, accessories, medicine, and raw materials.

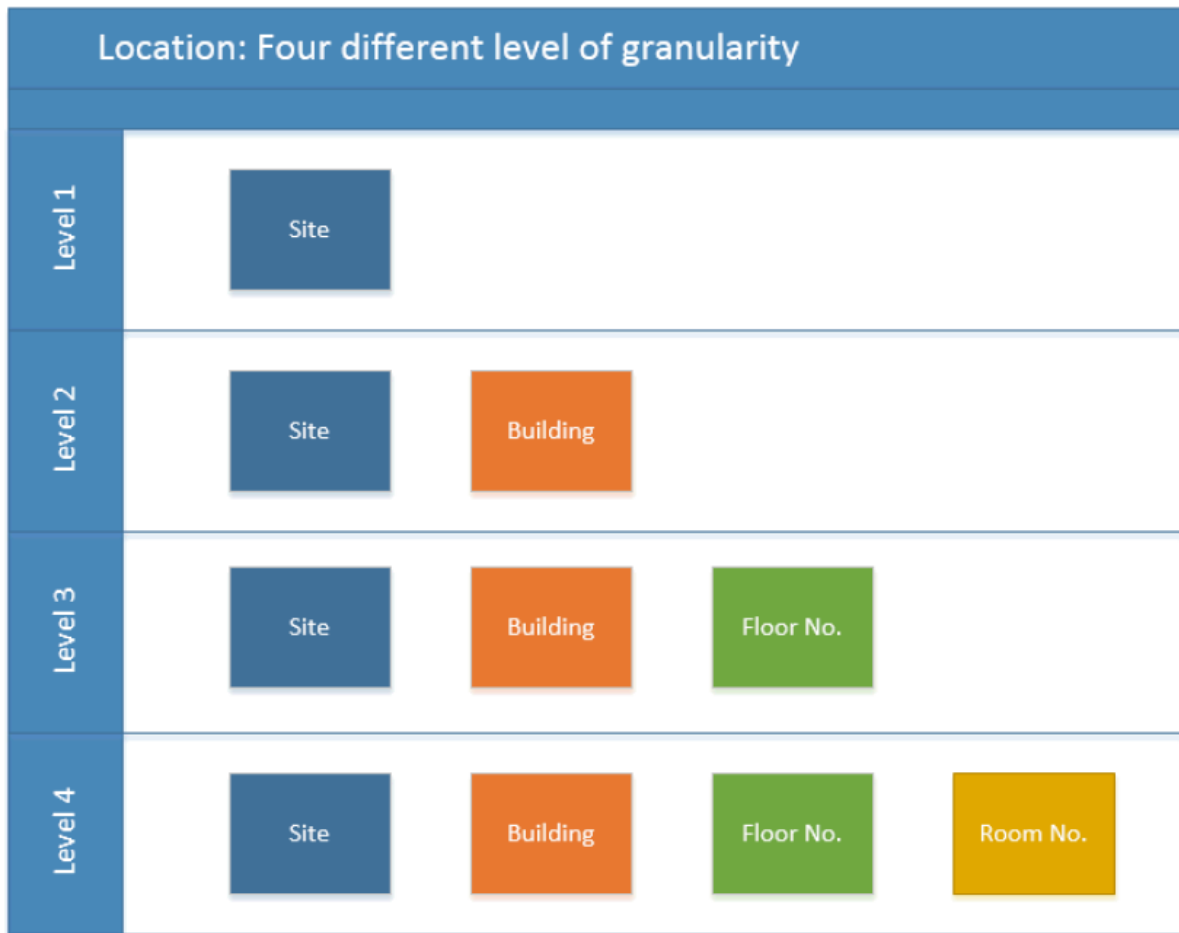
18. Expendable property is not required to be formally assigned to an individual or group when issued into operations. However, when there is an operational need to enhance accountability and enable consumption analysis, the group or the name of the individual maybe documented and recorded at the point of issuance of the property.

19. Notwithstanding the minimum requirements set in this guidance to assign property to an individual or a group, there may be instances where more stringent procedures are warranted for assignment of property as part of the overall local stewardship and management of property. When there is a specific operational necessity to establish more stringent procedures beyond the general principles stated in this document, then the impact of such implementation should be analysed, and due consideration should be given to the benefits of implementing such stringent procedures vis-a-vis the resources required to apply and maintain such procedures.

## Annex A: Structure to define the physical location of property

1. In order to identify the physical location of property that is issued into operations, the physical layout and design of sites, buildings, floors, rooms shall be clearly defined. The level and details of granularity for the physical location of property is dependent upon the architectural structure and the building management policy where the property is located and may vary from place to place.
2. An example of four different levels of granularity of a site is presented in *Diagram I* below for reference.

*Diagram I*



3. The four levels of granularity as defined in *Diagram I* are acceptable and sufficient as long as the level of granularity provides sufficient details to indicate the precise location of the property such that the property can be easily found when required for periodic physical verification exercises for property or as needed for the management of property.