WebEx Session 2 – Distance Learning
SUR Module

UCS TRAINING TEAM
Overview of session 2

• Review of session 1
• SAT
• Annexes & Special case equipment
• Create SUR from SAT
• Demo
• Exercise
• 1h support session
Review WebEx1

- UCMS end-to-end process
- Navigation
- Outcomes of Day 1 exercises
SAT
Standard Annex Templates - SAT

A new concept introduced is the **Standard Annex Templates (SATs)** that will be used as a baseline for planning purposes, to avoid planners to start from scratch and to preserve institutional knowledge.

**Aim:**

- To develop an easy way for system users to create SUR documents, through the creation of reusable templates.
- To define unit specific requirements that can be repurposed for mission-specific and unique requirements.
- To leverage available master data in selecting major equipment, unit characteristics before ME and SS and self-sustainment categories.
- Adherence to a standard format for defining ME and SS requirements.
- To standardize the format and structure of SURs.
Standard Annex Templates (SAT), Statement of Unit Requirements (SUR), and Memorandum of Understanding (MOU) would be closely linked and associated to allow better tracking, record keeping, and allow for multi-layer planning.

- Annex A, B and C components
- Mission / T-PCC agnostic
- Leveraged as templates to create mission-specific/RDL SURs
- Used for planning purposes (demand, supply, transportation, budgeting, new mission start-ups)

- Annex A, B and C components leveraging templatized/standard units, tailored for Mission or RDL country
- Baseline for MOUs and MOU negotiations
SAT in SUR Module

Process

1. SUR Template Creation
   - Created by Business Admin Role
     - Military Planning Section in OMA
     - Strategic Policy & Development Section in Police Division
   - To develop an easy way for system users to create SUR documents, through the creation of reusable templates.
   - To leverage available master data in selecting major equipment, unit types and self-sustainment categories.
   - To standardize the format and structure of SURs.

2. SUR Draft Initiation
   - Created & Edited by Business Admin AND Business Standard User Role
     - Military Planning Section in OMA
     - Strategic Policy & Development Section in Police Division
   - To create a draft copy of the SUR document in the system.
   - To guide the user in identifying all the necessary components required for an SUR document to be complete.
   - To capture all the required data, through document validation, by disallowing users from submitting documents which do not contain all the necessary data.

3. SUR Approval
   - To obtain approval of the SUR draft, in accordance to COE policies.
   - To retain a copy of the scanned document after signature.
   - To record the date of signature of the physical copy of the SUR.
   - To form a basis for the creation of MOUs with T/PCCs for the specific Mission and Unit Types.

Roles

- Military Adviser (MILAD)
- Police Commissioner

Objectives
Annexes for SAT and SUR

Annex A – Personnel
- Appendix – Soldier and Police kit

Annex B – Major Equipment
- Appendix 1 – Special Cases Equipment
- Appendix 2 – List of third-party-owned equipment

Annex C – Self-Sustainment
- Appendix 1 – SS services: distribution of responsibilities
- Appendix 2 – List of items provided by troop contributor under self-sustainment subcategories “welfare” and “Internet access”

Additional Annexes:
D. Principles of verification and performance standards for major equipment provided under a wet lease or dry lease arrangement
E. Principles of verification and performance standards for minor equipment and consumables provided under self-sustainment
F. Principles of verification and performance standards for medical support
G. Statement of unit requirement
H. Definitions
I. Guidelines (aide-mémoire) for troop-contributing countries
J. We are United Nations peacekeeping personnel
K. Environmental policy for United Nations field missions
SAT – Steps and Process
SAT – Steps & process

1. SAT – Standard Annex Templates
2. Using Template from the system but updated outside system
3. Annex D – for Military Units
SAT – Steps & Process

SAT Start
Create Template Headers
Specify Category, Unit, Type, Branch & Strength
Create Annex A Header
Create Annex B
Create Annex C
Change Status to "Active" & SAVE
Approval outside system

SAT List/Form
Troop Strength
ME quantity
SS Categories
1. The creation of SAT is done under the SUR module
2. To start creation of an SAT, click on “SAT List”
3. Click on “NEW” button
4. Insert the info needed
5. Note that can be done at List level or Form level
Open the SAT by clicking on the hyperlink on the SAT List once the SAT Header has been created.

1. Click on “Annex A Header”
2. Insert the “Unit Strength” and Remarks if any

*Note that at this stage, the system only allow the creation of Header*
1. Click on “Annex B Header”
2. Click on “New” button
3. Insert Remarks if any
4. To add items, click on “New” in the “Annex B Line Items” section
5. Select an item under the Category or Sub-Category and enter the Quantity
6. If the desired line item (Category/Sub-Category) is visible select it, otherwise click on the "Query" button to search for the desired item
SAT – Steps & Process

Create Annex C

SS Categories

1. Click on “Annex C Header”
2. Click on “New” button
3. Insert Remarks if any
4. To add items, click on “New” in the “Annex C Line Items” section.
5. Select an item under the Category or Sub-Category

Note: Once an item is selected - update Services Provider (CC, UN, AU, Other, N/A) and Applicable Strength

6. If the desired line item (Category/Sub-Category) is visible select it, otherwise click on the “Query” button to search for the desired item
SUR from SAT
SUR from SAT

Process

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   - Created by Business Admin Role
   - Military Planning Section in OMA
   - Strategic Policy & Development Section in Police Division

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   - To record the date of signature of the physical copy of the SUR.
   - To form a basis for the creation of MOUs with T/PCCs for the specific Mission and Unit Types.

Roles

- Created by Business Admin Role
- Military Planning Section in OMA
- Strategic Policy & Development Section in Police Division

Objectives

- To develop an easy way for system users to create SUR documents, through the creation of reusable templates.
- To leverage available master data in selecting major equipment, unit types and self-sustainment categories.
- To standardize the format and structure of SURs.
Create SUR from SAT

1. Existing SAT
2. Select Standard Annex Template
3. Select Mission and Unit Specialization
4. Update SUR Header details
5. Update Annex A Header, B & C
6. Select SUR Main Body Template
7. Create/Update Annex A (Unit One)
9. Create Additional Annexes if any
10. Generate entire SUR Doc for preview
11. Approve SUR

Update outside system
outside system
outside system
outside system

Select Mission and Unit Specialization
Update SUR Header details
Select SUR Main Body Template
Create/Update Annex A (Unit One)
Create/Update Annex D + Update text Annex A&B
Create Additional Annexes if any
Generate entire SUR Doc for preview
Approve SUR

Select Mission and Unit Specialization
Update SUR Header details
Select SUR Main Body Template
Create/Update Annex A (Unit One)
Create/Update Annex D + Update text Annex A&B
Create Additional Annexes if any
Generate entire SUR Doc for preview
Approve SUR
Special case equipment is major equipment for which, because of the uniqueness of the item, its high value or the lack of a generic group, a standard rate of reimbursement has not been defined in the tables of reimbursement.

Special case major equipment should be of a value greater than US$ 1,000 (collective value of all items in the set), and with a life expectancy greater than one year.

The value alone should not determine whether equipment is treated as a special case.

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Special Case equipment

- On SUR
- On MOU
1. Select the desired SAT
2. Click on “Create SUR” button
3. Only the Active SAT can be used to create SUR
1. Select the mission. Note that for PCRS/RDL Agreements, select the Mission as UNPCRS.
2. Select the Unit Specialization
3. Note that the Unit Category is predefined
4. Click on Submit
1. SUR Document Number field is generated by system in the format specified below: Dept/Mission/Unit Specialization-Branch-Strength/Year/Version. (You may have to expand the column to read all this information).

2. Check the Unit Category, Unit Type, Branch, Strength as well as the Mission Name and Unit Specialization.

3. By default, • status = draft, • Sub-Status = Work in Progress, • Effective Date = date of SUR Creation.

4. Enter the missing Mandatory elements: Unit Location, Unit Structure, Troop/Police Strength.
SUR from SAT – Steps & Process

Best Practice for Status and Sub-Status:
by default
- Status = Draft
- Sub-Status = Work in Progress

→ WP1A: manually update

1. Status:
   - Draft
   - Internal Concurrence
   - Internally Concurred

2. Sub-Status:
   - Work in Progress
   - Awaiting LSD Desk Officer
   - Awaiting MPS/SPDS Desk Officer
   - LSD Desk Officer Review
   - With LSD Director
   - MPS/SPDS Desk Officer review
   - With MILAD/Police Commissioner
   - Approved
   - Signed
SUR from SAT – Steps & Process

To open a SUR and Update the Annexes, click on the Document Number hyperlink.
1. Click on the Annex A Header
2. Update the Unit Strength and Remarks if needed
1. Click on “Annex B Header”
2. Update the Remarks section if needed
3. Check the list of Items copied from the SAT and updated if needed – Quantity and remarks
4. To add an item
   - click on “New” in the “Annex B Line Items” section
   - Select an item under the Category or Sub-Category and enter the Quantity
   - If the desired line item (Category/Sub-Category) is visible select it, otherwise click on the "Query" button to search for the desired item
5. To delete an item
   - Select by clicking on the item needed
   - Click on Delete
   - A confirmation Pop-Up will appear – click OK
1. Click on “Annex C Header”
2. Update the Remarks section if needed
3. Check the list of items copied from the SAT and updated if needed – Services Providers, Applicable Strength and remarks
4. To add an item
   - click on “New” in the “Annex C Line Items” section
   - Select an item under the Category or Sub-Category and enter the Quantity
   - If the desired line item (Category/Sub-Category) is visible select it, otherwise click on the “Query” button to search for the desired item
5. To delete an item
   - Select by clicking on the item needed
   - Click on “Delete”
   - A confirmation Pop-Up will appear – click OK
1. Go on System Documents
2. Select the SUR Template to download it
3. Click on the downloaded document to open it

Note that the update of the SUR template is done outside the system.
To add attachments to the SUR:
1. Click on “Attachments” Header
2. Select the desired SAT
3. Click on “Create SUR” button

Create/Update Annex A (Unit Org)
Create/Update Annex D
Create Additional Annexes if any
Generate entire SUR Doc for preview

Approve SUR

outside system

Best Practice: the printed Annex B and C reports should be merged with the main body SUR in MS Word - outside of the system:
Select the element(s) you want to export/print
1. Click on Menu
2. Select “Export” or “Print Preview” or “Print”
3. A Pop-Up will be generated
Demo
Exercises

For users with Administrator access*
Create an SAT
• Follow instructions provided in the documents sent to you via email
• Send back the SAT name created to ucstraining@un.org

For all users
Create an SUR from SAT
• From the SAT allocate to you, create an SUR and update annexes based on instructions provided in the documents sent via email
• Send back the SUR name created to ucstraining@un.org

Instructions:
• 2 documents
  • Word doc with instructions for the exercises
  • Excel with “credentials” per participants to create SAT and/or SUR
• 1h support session after the WebEx for the exercises

*Note: Local Process Experts (LPEs) will be responsible to create SATs in UCMS
Thank you!

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