



# STREAMLINE AND SIMPLIFY THE PROCESS FOR CLAIMS AND REIMBURSEMENT FOR EXPENDED OR EXPIRED AMMUNITION

Secretariat Issue Paper #7 - Mandated Study

Issue Paper Theme: **Cross-cutting**

## BACKGROUND

The Uniformed Capability Support Division (UCSD) was tasked to undertake a study for streamlining and simplifying the process of submitting claims for reimbursement of expended or expired ammunition. Ammunition once expended operationally or expired in the mission area is recorded in an OAEC (Operational Ammunition Expenditure Certificate). Pursuant to the 2019 Delegation of Authority (DoA), the Mission is responsible for raising the Purchase Order (PO) as well as the Service Entry Sheet (SES) to enable UCSD to process the claim. After a critical review, it has been observed that the procedure is not standardized across various missions at present. Delays also occur due to considerable time taken by permanent missions for preparing the claims and providing information on the costs of ammunition from their capitals. In the absence of standard rates for reimbursement of ammunition, the process will involve three stakeholders, namely: the Permanent Mission, Mission and UNHQ. This paper presents two proposals to standardize the existing process across all the field missions (in absence of standardized rates of ammunition) as well as introduces an additional option for claim processing if standardized rates are recommended by this Working Group (IP # 24).

## PROPOSAL

The two proposals are presented below:

### **Proposal Number – 1 – Process in the Absence of Standard Reimbursement Rates of Ammunition**

- Ammunition once expended operationally or expired in the mission area is recorded in an OAEC signed by stake holders in the field mission (Force Commander/Police Commissioner, Director of Mission Support, Contingent Commander and SATO).
- OAEC is sent by the respective contingents to their Permanent Mission to support a subsequent submission of claim to United Nation Headquarters.
- Permanent Mission submits claim vide a note verbale along with, OAEC and an invoice (invoice will be mandatory for processing of claims in absence of which the claim will be rejected) to Uniformed Capability Support Division (UCSD).
- UCSD receives the claim, checks for completion, and sends the claim to Office of DMS in the field mission.



- Field mission raises Purchase Order (PO) and Service Entry Sheet (SES).
- RCMPs / UCSD receive PO and SES from the field mission and processes payment.

### **Proposal Number – 2 – Establishment of Standard Rates of Ammunition Proposed Separately in another Issue Paper (IP # 24)**

A generic fair market value for the ammunition used in UN POs needs to be developed by UNHQ. Standardized rates reviewed periodically will manage changes in prices over time, simplify the process of claim management as the time taken to gather cost data individually for every claim including invoices will no longer be required and reduce the back-and-forth clarifications with missions. In addition, the standard rates for ammunition will also reduce time in raising of PO and SES by the field mission as the appropriation of funds can be made at the time of creation of OAEC. The procedure which will be followed if rates are standardized is tabulated below:

- Ammunition once expended operationally or expired in the mission area is recorded in an OAEC.
- Field mission, while preparing and signing OAEC, will raise PO and SES simultaneously using the standardized rates and forward the OEAC to UCSD.
- Permanent mission submits the claim vide a note verbale and OAEC to Uniformed Capability Support Division (UCSD) for processing payments.

## **PROPOSED MANUAL TEXT**

Subject to the deliberations and recommendations of the 2023 COE Working Group on the two proposals above, Chapter 3, Annex A will be adjusted accordingly.

## **FINANCIAL IMPLICATIONS**

There are no financial implications to this proposal. This paper is streamlining process, hence it not applicable.

## **PREVIOUS HISTORY**

The COE Working Group 2020 made the following recommendation:

The Secretariat undertake a comprehensive study on streamlining and simplifying the process of submitting claims for reimbursement of expended or expired ammunition and that it presents the results to the 2023 Working Group.