UNITED NATIONS SYSTEM STAFF COLLEGE

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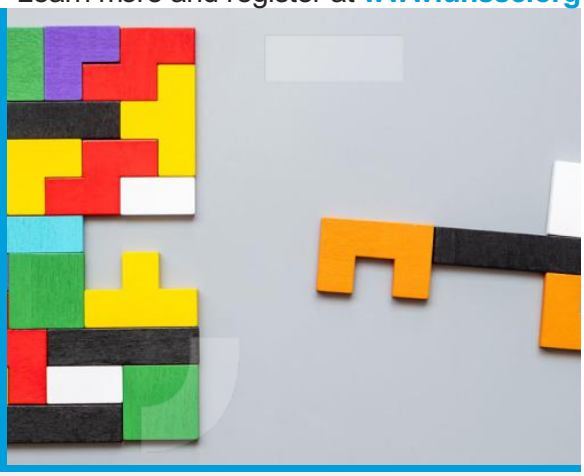
ONLINE

01 JAN 2026 - 31 DEC 2026

Common Premises Online Training

ManagementAdministration and Operational Excellence



LANGUAGE
English

DURATION
self-paced

ENROLL BY
31 Dec 2026

PRICE
Free

LOCATION
ONLINE

TARGET
UN Only

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The "Common Premises online training" is a self-paced learning path developed by the United Nations Development Coordination Office (UNDCO) in collaboration with the UN System Staff College (UNSSC) with the aim of providing learning solutions for the Common Premises working groups in each country.

Introduction

Premises shared by United Nations(UN) organizations are an important component of the Secretary-General's UN Reform Programme. The objective of common premises (CP) is to build closer ties among United Nations staff and promote a more unified presence at country level in a cost-effective manner.

There are five modalities outlined for the development of these common premises:

1. Consolidation within existing premises whereby current spaces are reviewed so that another / other agencies can be accommodated on the premises.
2. Several, if not all, UN agencies in a city joining in a government-provided rent-free building.
3. UN-funded construction of a new building to accommodate at least two agencies.
4. Consolidation of UN agencies into one UN-leased commercial building.
5. Consolidating in a facility built through public-private partnership on government-provided land.

Common premises is a key enabler for common services and shared services between agencies and forms an integral part of the United Nations efforts to harmonize common operations at the country level.

Objectives

The overall objective of the programme is to train staff in the field (mainly the CP working groups under the operations management teams) on CP elements, processes and procedures of the task team on common premises and facilities services (TTCP+FS) and the CP methodology, which includes the setting up of a country common premises plan. At the end of this learning programme, CP working group members will be able to:

- Identify the core principles and enablers of the Reform.
- Describe the common premises process and main components and how they contribute to the Reform.
- Describe the concepts and key elements of common premises and premises projects.
- Develop sufficient capacity to contribute to the common premises process in your duty station.
- Explain how to identify project options.
- Describe the process of setting up common premises and understand the role of TTCP+FS throughout the project.
- Describe the process of implementation of the different types of projects.

Course methodology

The Common Premises Online Training is a structured self-paced learning path. The learning is based on micro-learning modules, videos from subject matter experts, storytelling and scenario-based learning. Course participants will be able to consolidate takeaways through reflective practices and interaction with other participants via discussion forums, and other activities.

Each module is estimated to require approximately one to two hours of study and reflection time to complete at your own pace.

Course contents

The common premises online training is hosted on the UNSSC Blue Line platform. The learning path currently consists of the following four modules:

- Module 1: The UN Development System Reform
- Module 2: Planning Fundamentals for Common Premises Projects
- Module 3: Implementing UN Premises Projects: The overall process
- Module 4: Implementing UN Premises Projects: Types of projects

Participants will receive a certificate upon successful completion of the four modules.

Target audience

The primary target audience of this learning path are the common premises working groups in each country, which usually include staff from:

- UN operation management teams
- Security, IT and administration
- UNCT (head of agency or deputy heads of agencies) as well as the working group champion – general coordinator