

## CHAPTER I

# Security Policy Framework



## SECURITY POLICY FRAMEWORK

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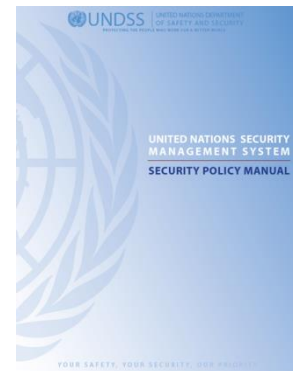
A clear and coherent written policy framework supports the effective, efficient and accountable management of security operations. The security policy framework is comprised of guidance material, hereby defined as all types of documents that explain principles, responsibilities and procedures to United Nations personnel. These include Policies, Guidelines, Manuals, Handbooks, Aide Memoires and Communiqués.

All UNSMS policy materials are subordinate to, and consistent with, the legislative issuances of the inter-governmental governing bodies, United Nations Staff Regulations and Rules, and applicable system-wide policies of the Secretary-General.

The Inter-Agency Security Management Network (IASMN), chaired by the Under-Secretary General for Safety and Security (USG UNDSS), is mandated to develop, establish and review security guidance for the United Nations Security Management System (UNSMS) under the auspices of the High-Level Committee on Management (HLCM). UNSMS policy guidance is promulgated by the USG UNDSS following endorsement from the IASMN, and approval or endorsement by the HLCM, as required. UNSMS policy material is endorsed at the highest level of the United Nations system and is applicable system-wide. The organizations of the UNSMS may complement the UNSMS guidance with their own policies, procedures and instructions.

All UNSMS guidance material is developed, managed and disseminated following the format below:

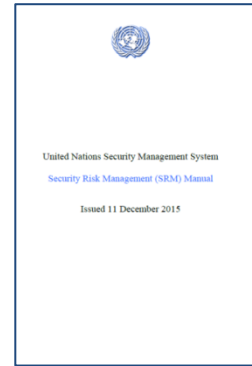
**I. Policy**—is a formal statement by the UN system that commits its organizations and their personnel falling under the UNSMS to a set of global principles and objectives. Policy documents are the highest form of guidance specific to the UNSMS and articulate the UN system’s institutional position, intent, direction or expectations for the UNSMS. A Policy is the basis of institutional consistency in managing security processes or issues and lays down principles for the achievement of one or more goals. UNSMS Policies are issued following endorsement of the IASMN and approval by the HLCM. They are compiled in the *Security Policy Manual* (SPM), also known as the “blue book”. Compliance is mandatory.



**II. Guideline**— offers additional practicalities of how to implement a Policy and may include good practices. Guidelines define the “how” rather than the “what” and are therefore more operational than a Policy by nature. Guidelines are compiled in the *Security Management Operations Manual*(SMOM), also known as the “red book”. Compliance is expected (except where indicated as mandatory), and some flexibility is inherent *as* security professionals are expected to adapt the guidance to their specific situation. Guidelines are generally developed to complement Policies and are approved by the IASMN.



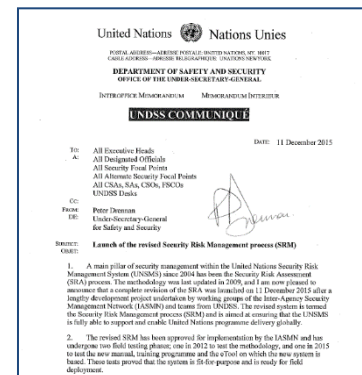
**III. Manual** –is a document that provides detailed technical instructions on how to carry on specific tasks related to a Policy or Guidelines. A Manual will generally refer to the parent Policy (i.e. Security Risk Management (SRM) Manual, Safety and Security Incident Recording System – SSIRS Manual). Manuals are developed and approved by the IASMN. Compliance with Manuals is expected (except where indicated as mandatory – an example being many parts of the Manual of Instruction on Use of Force Equipment Including Firearms). Where manuals are directly related to a superior UNSMS policy, they are approved by the IASMN, otherwise at the point of drafting.



**IV. Handbook** –is a book giving information on a policy area or addressed to a particular audience, to assist in performing their role (i.e. *Designated Officials Handbook*). Handbooks are approved at the point of drafting.

**V. Aide-Memoire** –is a written summary or outline of important policy guidance and acts often as a handy pocket reference to Policy. Aides-Memoire are approved at the point of drafting.

**VI. UNDSS Communiqué** –is used by the USG UNDSS to disseminate communications across the UNSMS. Policies and Guidelines are always initially promulgated through a UNDSS Communiqué, which may include key elements and outlines of the UNSMS Policies and Guidelines being disseminated. Policy clarification or additional or new guidance may be circulated by means of a Communiqué before being taken up as informal Policy or Guidelines. Communiqués are also used to disseminate a variety of UNSMS operational messages including evacuation instructions, threat warnings, distribution of new equipment standards and the like. Communiqués are approved by USG UNDSS or as delegated by him/her.



**VII. Other** -In addition to the above, there are documents disseminated by UNDSS that are not UNSMS policies. A sample is indicated below, although the list is not exhaustive:

- **Standard Operating Procedures (SOP)** (can be inter-departmental, intra-departmental within the Secretariat or within a division or service). The Policy Planning and Coordination Unit (PPCU) provides numbering and keeps records of original documents only for interdepartmental and intra-departmental SOPs on security.
- **Physical Security Unit Bulletin**: is a document that provides technical advice or standards on topics related to physical protection and equipment.