

CHAPTER IV

Security Management



Section F

SPECIAL EVENTS

Promulgation Date: 8 November 2012
Technical Review: 1 May 2017

A. Introduction

1. United Nations Security Management System (UNSMS) organizations sponsor and organize many events and conferences each year. These events and conferences often gather large numbers of United Nations personnel and other participants in locations that are normally not under organizational control. These unique security challenges and the broad variations in size, scale and security requirements for these events necessitate a UNSMS policy. This policy should be read in conjunction with the *Security Management Operations Manual (SMOM)* guidelines entitled “Security Arrangements for Special Events Organized or Sponsored by United Nations Security Management System Organizations”.

B. Purpose

2. The purpose of this policy is to ensure the proper management of security issues associated with special events organized or sponsored by UNSMS organizations.

C. Application/Scope

3. The policy is applicable to all organizations participating in the UNSMS.

D. Conceptual Framework

4. UNSMS organizations routinely coordinate and organize meetings and other similar events as part of their regular country program or normal work both within and outside their respective office facilities. These meetings are program activities that fall within the normal scope of the Program Assessment within the Security Risk Management process and are not the focus of the present policy.
5. Some events (herein “Special Events”), however, create unique security challenges because of their scope, size or public profile. To ensure that these unique security requirements are properly met, this policy outlines the key notifications and planning steps required.

E. Definitions

6. For the purposes of this policy, a “Special Event” is defined as any event, conference, meeting or special conference sponsored or organized by a UNSMS organization that meets all the following criteria:
 - (a) The event is held at a venue other than a UNSMS organization’s premises;
 - (b) Participants include both personnel and other individuals of the organizations¹ and third parties (i.e., government officials or private individuals) are participating in the event.

¹As per *Security Policy Manual* Chapter III, Section A “Applicability of UN Security Management System”

- (c) The UNSMS organization has concluded or intends to conclude a legal agreement with the host country with respect to the “Special Event”.

F. Notification

7. The responsibility of each UNSMS organization is to notify the Designated Official (DO) and most senior security professional² of their programme activities; however, each organization shall make specific notification of any event that they are planning that would meet the criteria of a Special Event as per paragraph 6 above.
8. The most senior security professional directly supporting the DO will inform the headquarters of the United Nations Department of Safety and Security (UNDSS) of the above notification.
9. This notification is not a request for clearance for the conference to take place. It merely initiates the required process, including allowing the DO to determine whether the security situation permits the holding of the conference and assess whether adequate security measures can be implemented for the conference.
10. If a UNSMS organization is not sure if its event qualifies as a “Special Event” for the purposes of this policy, it should notify the most senior security professional directly supporting the DO, who will work with the headquarters of UNDSS to clarify the fact.
11. The above notifications should ideally come at least three months in advance of the planned start date of the Special Event.

G. Assessment

12. The most senior security professional directly supporting the DO, in coordination with other security professionals of the UNSMS organizations, will complete the Security Risk Management (SRM) process³ for the proposed event and venue and make recommendations on the security risk management measures needed to bring the residual security risks to the conference to acceptable levels.
13. The decision about whether a Special Event should be held at any particular location at any particular time must be supported by the SRM process and a resultant security plan that shows the residual security risks to the event will be within acceptable levels. As guidance, Special Events should not normally be held in locations with high and very high residual risks because of the complexity involved in managing security risks to large events in such locations.

H. Planning and Support

14. If the DO, in consultation with the Security Management Team and on the advice of

² This is usually the Chief Security Adviser, other Security Adviser, or most senior security professional directly supporting the DO.

³ Please refer to *Security Policy Manual* Chapter IV, Section A: Policy on Security Risk Management.

UNDSS, provides clearance for the event to occur, the Department will coordinate with the most senior security professional directly supporting the DO to establish whether to provide additional specialized assistance is required for the event.

15. Should such additional specialized assistance be needed, an Event Security Coordinator (ESC) will be assigned. Either a security professional with relevant experience from the UNSMS organization sponsoring or organizing the event or UNDSS official(s) will be appointed. The costs of UNDSS personnel appointed to the event will be charged to the hosting organization. The designated ESC will visit the event venue, update the event's SRM process and security plan, update all applicable agreements with the host Government and establish any additional security requirements for the conference. The ESC will work in close collaboration with UNDSS.
16. The UNSMS organization sponsoring or organizing the event shall ensure the all applicable legal documents and agreements (for example, the Host Country Agreement) are established with the relevant government authority hosting the event. In addition, a more detailed operational-level written agreement between the host Government and the UNSMS organization may be required to clarify and confirm the understanding of both parties concerning the division of responsibilities and tasks outlined in the operational plan.
17. The UNSMS organization sponsoring or organizing the event shall request the host Government provide a senior officer to directly supervise and direct all host country security elements supporting the Special Event. This senior officer must work in close cooperation with representatives of UNDSS, where applicable.
18. More details on the above are found in the *Security Management Operations Manual* guidelines entitled "Security Arrangements for Special Events Organized or Sponsored by United Nations Security Management System Organizations".

I. Final Provisions

19. This policy is to be made available to all United Nations personnel.
20. This policy enters into effect on 08 November 2012.