

CHAPTER IV

Security Management



Section G

CLOSE PROTECTION OPERATIONS

Promulgation Date: 15 April 2012
Technical Review: 1 May 2017

A. Introduction

1. The primary responsibility for the security and protection of staff members rests with the host country. Senior United Nations officials can face an increased risk of security incidents due to their potentially higher visibility and the fact that they are often required to issue statements which may make them a focus of hostile entities. Protective Services are designed to enable the ongoing presence of the Senior United Nations Official facing an increased risk. Protective Services deliver a range of flexible options, of which close protection operations are used to manage the highest risk

B. Applicability

2. The policy is applicable to all security personnel and managers in United Nations Security Management System (UNSMS) organizations who are responsible for providing or coordinating protective services, including close protection.
3. Member State-provided close protection teams (e.g., police or military contingents) that are not employed on United Nations contracts are exempt from the provisions of this policy.

C. General Policy

4. Close protection operations are a viable method to manage risks to the security and dignity of United Nations officials. Close protection operations are defined as the 24/7 provision of multiple protection officers, armed, in concentric layers of defence around the protected person to prevent or minimize the effects, primarily through extraction from the area, of an attack intended to cause physical harm or embarrassment.
5. The UNSMS System provides a mechanism by which the need for close protection arrangements can be assessed and delivered where deemed necessary.
6. At the guidance of the General Assembly, close protection is provided on a permanent basis to the following:
 - (a) The President of the General Assembly;
 - (b) The Secretary-General;
 - (c) The Deputy Secretary-General.
7. The deployment of close protection in all other circumstances will be based upon the Security Risk Management (SRM) process and generally for official business only. Further provisions in circumstances under which close protection may be deployed are provided in the *Manual of Guidance on Protective Services*.
8. The SRM process will be conducted according to the procedures outlined in *Security Policy Manual (SPM)*, Chapter IV, Section A “Policy on Security Risk Management (SRM)”.

9. Armed United Nations close protection officers shall be permitted access to all premises and vehicles of organizations of the UNSMS when required to do so as part of their official duties.

D. Notification and Assessment

10. The SRM process will be conducted upon the assignment or travel on official business of a Senior United Nations Official
11. A Senior United Nations Official is defined as an Executive Head of an organization participating in the UNSMS.
12. The United Nations Department of Safety and Security (UNDSS) will maintain a confidential, ongoing review of those Senior United Nations Officials identified as facing an elevated threat and will conduct the SRM process with consideration for these officials. The respective Security Focal Point will be informed of the inclusion of their Senior United Nations Official in this process and is responsible for notifying the UNDSS of the intended travel itinerary and programme. This notification commences the assessment process.
13. The SRM process for all other Senior United Nations Officials will be conducted upon request from the officials concerned.
14. The need for close protection for individuals not included in the definition of a Senior United Nations Official and for those whom the United Nations retains a duty of care, such as Goodwill Ambassadors and Messengers for Peace, will be assessed upon specific requests from the respective organizations.
15. In all circumstances, notification should be made in writing and email to the Under-Secretary-General for Safety and Security at least ten full working days prior to travel and must include details of the itinerary and programme. Where emergency travel is undertaken or changes to existing travel plans are made in transit, the UNDSS should be informed at the earliest opportunity.

E. Operational Planning

16. The most senior security professional directly supporting the Designated Official (DO)¹ in the location to be visited or assigned to is responsible for producing documents related to the following:
 - (a) The SRM process;

¹ This is usually the Chief Security Adviser or another Security Adviser, including their officer-in-charge *ad interim*. Where a Chief Security Adviser or Security Adviser is not present, this term is equivalent to the titles of Chief Security Officer, Chief of Security and Safety Services or the Local Security Assistant (if necessary for countries where no international professional security adviser has been assigned or is present).

- (b) The Concept of Security;
 - (c) The Operational Plan.
17. Where the DO determines that no capability exists within the country to undergo the SRM process on the Senior United Nations Official, the Division of Regional Operations in the UNDSS may assign additional expertise to assist.
 18. The Concept of Security is a broad overview of the security requirements for the operation, including arrival and departure protocols, during movement, at the accommodation and office or event location, and medical support. It includes the division of responsibility between the host country and United Nations, the chain of command for the operation and the intended providers for each requirement. It also outlines any additional assets not available in-country which the UNDSS must source. The Concept is designed to be shared with the headquarters of the UNDSS for information and the Security Focal Point of the Senior United Nations Official for approval, without risking breaches of confidentiality, and it should include a cost estimate.
 19. The Operational Plan is a detailed schedule of the implementation of the Concept of Security, with timings and contingencies for each phase of the operation and emergency actions, communications schedules and contact details and linkage with the host country. The Plan is to be kept strictly confidential and would not normally be shared beyond the DO, the most senior security professional directly supporting the DO and any individuals assisting in the implementation of the Operational Plan.
 20. Where no capability exists to prepare the Concept of Security and/or the Operational Plan, the UNDSS may assign additional experts to assist.
 21. The decision to deploy a close protection team from the United Nations, either in support of host country resources or where these are unavailable, will form part of the SRM process, recommended by the senior most security professional to the Designated Official.
 22. The DO will determine whether the recommendations on close protection are approved or revised.

F. Coordination and Resourcing

23. Where close protection is to be deployed, the most senior security professional directly supporting the DO will appoint an officer in country to act in the role of Close Protection Coordinator to implement the Operational Plan.
24. The Protection Coordination Unit of the UNDSS will facilitate the liaison between the Close Protection Coordinator and the Security Focal Point to the office of the Senior United Nations Official, on a confidential basis.

25. Funding for the close protection detail will be provided by the participating organization sponsoring the visit. In instances of contention, the Protection Coordination Unit will facilitate dialogue between the Security Focal Point to the office of the Senior United Nations Official and senior management within the UNDSS to obtain resolution.

G. Delivery and Review

26. United Nations Close Protection Officer training and refresher courses are required for any individual to function as a United Nations Close Protection Officer.²
27. The delivery of any close protection arrangements will be carried out in accordance with the *Manual of Guidance on Protective Services* and the United Nations Use of Force Policy as found in *Security Policy Manual (SPM)*, Chapter IV, Section H.
28. The Protection Coordination Unit will conduct a Post Operational Review with input from the office of the Senior United Nations Official, the Close Protection Coordinator and the close protection provider to identify best practices and lessons learned.

H. Final provisions

29. This policy is meant to be distributed to all United Nations personnel.
30. This policy enters into force on 15 April 2012.
31. “United Nations Policy on Close Protection Operations” (08 October 2008) is hereby abolished.

² At its 14th Session in January 2011, the IASMN decided that all close protection officers must be fully certified to the UNDSS specified standard by 01 January 2015.