

CHAPTER II

United Nations Security Management System (UNSMS)



Section A

FRAMEWORK OF ACCOUNTABILITY

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I. Scope

1. The primary responsibility for the safety and security of United Nations Security Management System (UNSMS)¹ organizations² rests with the host Government. This responsibility flows from every Government's normal and inherent function of maintaining order and protecting persons and property within its jurisdiction. In the case of the United Nations and their officials, the Government is considered to have a special responsibility under the Charter of the United Nations and the Government's agreements with individual organizations.
2. Without prejudice to the above, and while not abrogating the responsibility of the host Government for its obligations, UNSMS organizations have a duty as employers to reinforce and, where necessary, supplement the capacities of host Governments to fulfil their obligations in circumstances where UNSMS personnel are working in areas that require prevention and mitigation measures beyond those which the host Government can reasonably be expected to provide.
3. All UNSMS organizations accept the coordinating role and authority of the Secretary-General in matters related to the UNSMS and commit themselves to ensuring that the goal of the UNSMS is met. This Framework of Accountability applies to all UNSMS organizations and specifies the responsibilities and accountabilities of these organizations and their personnel in support of the delivery of their mandates and in accordance with their Terms of Reference.
4. UNSMS organizations seek to establish and maintain operations and deliver programmes in insecure and unstable environments. The UNSMS recognizes that even though appropriate security risk management efforts have been made to reduce these risks to acceptable levels³, its processes and procedures cannot eliminate all security risks and, as such, casualties, including fatalities, may occur. The UNSMS recognizes the critical role, dedication and courage of all security decision-makers and local and international security personnel in the discharge of their functions.

II. Mission Statement of the United Nations Security Management System

5. The goal of the UNSMS is to enable the activities of UNSMS organizations within acceptable levels of security risk.

¹ The UNSMS is a system of policies and procedures related to the security of personnel, premises, assets and operations. Security relates to harm caused deliberately. In addition, the UNSMS is also responsible for some safety issues, limited to commercial air travel, road and fire safety. This document uses the term "security" to cover all issues under the UNSMS. Regarding other aspects of safety, the roles and responsibilities for occupational safety and health (OSH) are identified in the United Nations Common System OSH Framework adopted by the HLCM in March 2015. Individual UNSMS organizations, through their Executive Heads, are accountable for OSH.

² Members of the UNSMS are the United Nations Secretariat represented by certain Secretariat departments, Funds and Programmes, Specialized Agencies, Related Organizations and other intergovernmental organizations that have joined the UNSMS through a memorandum of understanding with the United Nations.

³ Acceptable risk is determined when balancing security risks with criticality of programmes. Please refer to *Security Risk Management Manual* for additional information on acceptable risk.

6. To achieve this goal, all UNSMS organizations shall maintain a robust and cohesive security management system and adhere to the following principles:
 - Effective and people-centered⁴ security risk management supportive of diversity and inclusion
 - Provision of adequate and sustainable resources to manage security risk
 - Decentralized decision-making within the parameters of UNSMS policies
 - Decisions are based on acceptable risk

III. Governance Mechanism

7. The governance of security management for the UNSMS is constituted as follows:
 - (a) The Inter-Agency Security Management Network (IASMN), consisting of the senior managers who have oversight of security functions within each member organization of the UNSMS, reviews existing and proposed policies, procedures and practices of the UNSMS and their implementation, and provides recommendations on these to the High-Level Committee on Management (HLCM); and
 - (b) A comprehensive review of policies and resource-related issues pertaining to the entire UNSMS is a standing item on the agenda of the HLCM. The HLCM reviews the recommendations made by the IASMN and either decides on them directly or recommends their endorsement and implementation to the United Nations System Chief Executives Board for Coordination (CEB), which is chaired by the Secretary-General.

IV. Actors within the United Nations Security Management System

A. The Secretary-General

8. Under Article 97 of the Charter of the United Nations, the Secretary-General is the chief administrative officer of the Organization. The mandates promulgated by the principal organs are entrusted to the Secretary-General for their implementation under Article 98. The Secretary-General is thus accountable to the Member States for the proper running and administration of the Organization and implementation of its programmes, to include the overall safety and security of United Nations personnel, premises, assets and operations at Headquarters and field locations. In the context of this Framework, the coordinating role and authority of the Secretary-General shall apply to UNSMS-related matters. The Secretary-General can delegate authority to other senior officials who remain individually accountable to the Secretary-General.

B. The Under-Secretary-General for Safety and Security

9. The Under-Secretary-General for Safety and Security is directly accountable and reports to the Secretary-General. The Secretary-General delegates to the Under-Secretary-General for Safety and Security the authority to make executive decisions on UNSMS-related matters for the United Nations. The USG leads and coordinates the UNSMS at both field

⁴ SRM practices that place people at the centre, attentive to the diverse profiles of personnel, and to the different vulnerabilities and threats they may face considering their gender, race, ethnicity, geographic origin, age, sexual orientation, disability and grade/category.

and Headquarters locations. The Under-Secretary-General for Safety and Security represents the Secretary-General on all UNSMS-related matters and serves as the Chair of the IASMN. The responsibilities of the Under-Secretary-General for Safety and Security include:

- (a) Developing UNSMS policies, practices and procedures;
- (b) Coordinating with UNSMS organizations to ensure the implementation of, compliance with and support for security aspects of their activities;
- (c) Preparing the relevant reports of the Secretary-General; and
- (d) Advising the Secretary-General on all UNSMS-related matters.

C. The Executive Group on Security

10. The Executive Group on Security (EGS)⁵ serves as a resource for the Under-Secretary-General for Safety and Security for advice and to reinforce and facilitate the rapid decision-making authority and accountability of the Under-Secretary-General for Safety and Security. The EGS comprises Executive Heads of select UNSMS organizations. The EGS is responsible for supporting the Under-Secretary-General in the discharge of the functions related to the UNSMS.

CI. Executive Heads of UNSMS Organizations

11. Executive Heads of the United Nations Agencies, Funds and Programmes (AFP) are responsible and accountable to the Secretary-General for ensuring that the goal of the UNSMS is met within their respective organizations. Without prejudice to their accountability to their own governing and legislative bodies, Executive Heads of other UNSMS organizations⁶ accept that the coordinating role and authority of the Secretary-General in matters related to the UNSMS under this Framework apply to all organizations of the UNSMS and their personnel, premises, assets and operations.

CII. Senior Security Managers and/or Security Focal Points

12. The Executive Heads of each UNSMS organization will appoint a Senior Security Manager and/or a Security Focal Point to be responsible for coordinating the organization's response to UNSMS matters and providing the Executive Head and all relevant actors with advice, guidance and technical assistance. Senior Security Managers and/or Security Focal Points are responsible and accountable to their Executive Heads.
13. Senior Security Managers or Security Focal Points represent their organization at the IASMN.

⁵ See UNSMS *Security Policy Manual*, Chapter II, Section B, "Executive Group on Security".

⁶ For the purpose of this Framework, heads of the entities of the Secretariat that are considered "UNSMS organizations" assume similar responsibilities to Executive Heads.

F. Designated Officials

14. For each Designated Area⁷, the Secretary-General normally appoints the most senior United Nations official in writing as the Designated Official for Security and informs the host Government of this designation. The Designated Official⁸ (DO) is responsible for ensuring that the goals of the UNSMS in the designated area are met. The DO is accountable to the Secretary-General, through the Under-Secretary-General for Safety and Security, and is responsible for UNSMS matters in the designated area. The Secretary-General delegates to the DO the requisite authority to make security decisions under the framework of UNSMS policies. The DO's authority and decisions shall remain subject to the authority and review of the Under-Secretary-General for Safety and Security. The functions of the Designated Official must be continuous, so Designated Officials ad interim (DO a.i.), must be appointed through official processes⁹. The DO a.i. assumes the accountability and responsibility of the Designated Official when the DO is out of the country or incapacitated.

G. Representatives of UNSMS Organizations

15. Representatives of UNSMS organizations at the country level¹⁰ are accountable to the Secretary-General through their respective Executive Heads or to the Executive Head of the United Nations specialized agencies or related organizations, as appropriate, for all matters related to the security of their personnel at the duty station and for their active participation in the UNSMS processes in-country.

H. Security Management Team

16. The DO chairs the SMT, which is an advisory body, comprising the Representatives of each UNSMS organization for the Designated Area, the most senior security professional directly supporting the DO¹¹ and the heads of military and police components in locations where peacekeeping missions are deployed.

17. Members of the Security Management Team (SMT) are responsible for advising and supporting the DO in discharging the DO's mandate related to all UNSMS matters.

⁷ "Designated Area" is used to describe the area of responsibility of the DO, as assigned by the Secretary-General. This is usually equivalent to the country, but not always.

⁸ Executive Heads of Specialized Agencies appointed as DOs remain accountable to their respective governing bodies and carry out their DO functions based on specific bilateral arrangements agreed with the United Nations Department of Safety and Security.

⁹ See UNSMS *Security Policy Manual*, Chapter IV, Section B, "Security Planning", paragraphs 8, 9, 10 and 12 for more details on the appointment and training requirements of DO a.i.

¹⁰ Normally the head of the UNSMS organization at the country level. If there is no representation in the country or the Designated Area, the UNSMS organization identifies the most appropriate representative with adequate seniority and authority over the security of its personnel, assets and operations. The DO may delegate representation of their organization at the SMT to the next most senior representative with adequate authority.

¹¹ This is usually the Principal or Chief Security Adviser (P/CSA) or a Security Adviser (SA) (see section K), including their officer-in-charge. Where a P/C/SA is not present, their functions may be assumed by a Chief Security Officer, Chief of Security and Safety Services, Country Security Focal Point or Local Security Assistant (if necessary) in countries where no international professional security adviser has been assigned or is present.

18. Members of the Security Cell (see Section R) are advisers to their Representatives and attend the SMT meetings as observers. At the discretion of the DO, other observers may be included in SMT meetings, such as Area Security Coordinators (ASCs), Heads of components, offices, of peacekeeping or special political missions, technical experts and representatives of INGOs, for collaboration and information purposes¹².

I. Area Security Coordinators

19. For large Designated Areas, the DO may create Security Areas and appoint in writing Area Security Coordinators (ASC)¹³, in consultation with the SMT, to ensure the goals of the UNSMS are met by coordinating security arrangements applicable to all UNSMS personnel, premises, assets and operations in each Security Area, including the creation and functioning of an Area SMT.
20. The ASC is accountable to the DO, and is responsible for the security of UNSMS personnel, premises, assets and operations throughout their Security Area. The DO delegates to the ASC the requisite authority to make security decisions in exigent circumstances, subject to the DO's oversight.
21. The functions of the ASC must be continuous, so Area Security Coordinators *ad interim* (ASC a.i.), must be appointed through official processes¹⁴. The ASC a.i. assumes the accountability and responsibility of the ASC when the ASC is out of the area or incapacitated.

J. Area Security Management Team

22. Members of the Area Security Management Team (ASMT) are responsible for supporting the ASC in discharging the ASC's mandate related to all UNSMS personnel, premises, assets and operations. Recommendations of the ASC and ASMT are subject to the DO's approval, following consultation with the SMT.
23. The ASMT will consist of the ASC, who acts as chair, and the heads of the office of each UNSMS organization present in the Security Area, the security professional directly advising the ASC. Uniformed commanders of UN peacekeeping missions serving in the Security Area will be ASMT members.
24. Area Security Cell members attend the ASMT meetings as observers. At the discretion of the ASC, other observers may be included in ASMT meetings, such as Heads of components, offices, of a peacekeeping or special political mission, and representatives of INGOs, for collaboration and information purposes.

K. Principal/Chief/Security Advisers

¹² See UNSMS *Security Policy Manual*, Chapter V, Section F: "Saving Lives Together", SLT Framework, attendance of INGO representatives at SMT meetings "should be granted to the representative(s) nominated by their respective platforms or mechanisms".

¹³ This would normally be the most senior UNSMS personnel in the Security Area. The selection should be based upon capability and relevance of experience to the Designated Area, also taking into account the diversity of mandates.

¹⁴ See UNSMS *Security Policy Manual*, Chapter IV, Section B, "Security Planning", paragraphs 11 and 12 for more details on the appointment and training requirements of ASC *ad interim*.

25. The Principal/Chief/Security Adviser (P/C/SA) is a security professional appointed by the Under-Secretary-General for Safety and Security to support and advise the DO and the SMT in their security functions under the overall supervision of the United Nations Department of Safety and Security (UNDSS). In the absence of the P/C/SA, a temporary appointee assumes these functions.
26. An Area Security Adviser, responsible and accountable to the P/C/SA, serves as adviser to the ASC/ASMT on all aspects of security management, crisis readiness and preparedness and in the execution of their responsibilities with regard to the security of UNSMS personnel. Area Security Advisers are appointed in writing by the P/C/SA on behalf of the DO.

L. Other Personnel of the United Nations Department of Safety and Security

27. Other UNDSS personnel, at Headquarters and in the field, internationally or locally recruited, are accountable to the Under-Secretary-General for Safety and Security and are responsible for assisting and supporting the DO and UNSMS organizations, whether directly or indirectly, in accordance with their Terms of Reference.

M. Chief Security Officers

28. In some Designated Areas where peacekeeping operations/special political missions are deployed and the Head of Mission is appointed as the DO for that Area, there may be no presence of UNDSS security professionals. Under these circumstances, in consultation with the Head of Mission, the USG UNDSS will appoint the mission's Chief Security Officer (CSO) as a P/C/SA to assume these responsibilities. Where UNDSS has appointed a P/C/SA, the Mission CSO will support and be a part of the integrated security structure led by the P/C/SA.

N. Chief of Security and Safety Services/Sections

29. In some Designated Areas, if the Director-General or Executive Secretary at Headquarters, Regional Commissions and Offices Away from Headquarters is appointed as DO, the USG UNDSS may appoint, in consultation with the head of the entity, the Chief of Security and Safety Services/Sections within that entity as Principal or Chief Security Adviser.

O. Country Security Focal Points

30. In Designated Areas where UNDSS has not designated an in-country P/C/SA, the DO, in consultation with UNDSS and the SMT, will appoint in writing a Country Security Focal Point (CSFP) for the SMT. CSFPs are accountable to the DO, for UNSMS-related matters, under the oversight of a P/C/SA with regional responsibilities.

P. Security Personnel from UNSMS Organizations

31. To respond to their mandates, UNSMS organizations may employ internationally and/or locally recruited security personnel to advise, support and/or assist on the security aspects

of their organizations' activities in their area/country/region of assignment. They are accountable to their organization in accordance with their internal framework for accountability. At the same time, they are responsible for supporting the DO under the coordination of the P/C/SA.

32. In the absence of the C/SA or ASA, the DO may appoint in writing security personnel from UNSMS organizations as the C/SA or ASA *ad interim* for a specified period, following agreement of the individual concerned, as well as their organization and UNDSS. In this situation, they will assume the operational accountabilities of the C/SA or ASA in accordance with this framework.¹⁵
33. Security personnel from UNSMS organizations are members of the Security Cell in accordance with Section R below.

Q. UNSMS Organization Country Security Focal Points

34. If a UNSMS organization does not employ dedicated security personnel at the country level, its Representative may designate a Focal Point to support them on UNSMS-related matters, including participation in the Security Cell.

R. Security Cell

35. A Security Cell must be established at each Designated Area or Security Area to collaborate on all aspects of security management and support security operational needs in country. Its outputs and recommended options support the SMT (or ASMT, as applicable).
36. The P/C/SA or Field Security Coordination Officer (FSCO) (or *ad interim*) establishes and chairs the Security Cell, composed of security personnel from UNSMS organizations and UNSMS Organization Security Focal Points, present in the Designated Area or Security Area. To contribute to the successful collaborative work of a Security Cell, security personnel from UNSMS organizations who directly cover that Designated Area under their regional responsibility shall coordinate with the P/C/SA with respect to participating in the Security Cell as applicable. The Security Cell comprises locally and/or internationally recruited personnel¹⁶. The chair may invite representatives of INGOs and IGOs to participate as observers¹⁷. The Security Cell assists the P/C/SA or FSCO in all aspects of security management, including with the SRM, security plans, physical security assessments and advice on residential security, among other activities.

S. Personnel Employed by UNSMS Organizations

37. Personnel employed by UNSMS organizations are accountable to their respective organizations. All personnel, regardless of their rank or level, have the responsibility to abide by security policies, guidelines, directives, plans and procedures of the UNSMS and its organizations. In consultation with the P/C/SA or FSCO (or *ad interim*), their organization may assign personnel security tasks based on the measures approved through the SRM process.

¹⁵ This does not include decisions/responsibilities over HR, finance or similar issues.

¹⁶ See *Security Policy Manual*, Chapter 4, Section C, "Security of Locally Recruited Personnel", paragraph 9c.

¹⁷ In line with the SLT Framework and guidance.

Roles and Responsibilities of Actors within the United Nations Security Management System

This Annex details the roles and responsibilities of all actors of the UNSMS for which they will be held accountable.

A. The Secretary-General

1. Has overall responsibility for the safety and security of UNSMS personnel, premises, assets and operations at Headquarters and field locations.

B. Under-Secretary-General for Safety and Security

1. Advises the Secretary-General on all matters related to the security of personnel, premises, assets and operations of the United Nations system.
2. Represents the Secretary-General on all security-related matters.
3. Leads and manages the Department of Safety and Security.
4. Chairs the Inter-Agency Security Management Network.
5. Prepares and publishes an internal framework document outlining individual roles, responsibilities and accountabilities related to safety and security in the Department.
6. Oversees the development of people-centred security policies, practices and procedures for the UNSMS worldwide considering the diverse profiles of personnel and adapting practices and measures in support of diversity and inclusion.
7. Coordinates with UNSMS Organizations to ensure implementation, compliance and support for security aspects of their activities.
8. Prepares reports of the Secretary-General on all security-related matters.
9. Directs the organizational response to security crises.
10. Reminds Member States of their responsibilities under international law for the security and protection of UNSMS personnel, premises and assets.
11. Oversees and provides security-related guidance to DOs.

C. The Executive Group on Security

1. When requested by the Under-Secretary-General for Safety and Security, or at the request of any Executive Group on Security (EGS) member, the EGS convenes and advises the Under-Secretary-General for Safety and Security in situations where a rapid decision is required to avoid loss of life or to resolve an impasse at the Security Management Team (SMT) level.
2. Supports the Under-Secretary-General for Safety and Security in the implementation of decisions taken in consultation with the EGS.

D. Executive Heads of UNSMS Organizations¹⁸

1. Ensure that security is embedded as a core component of all programmes and activities and resourced from the start of all planning processes and throughout the programming cycle (“no programme without security, no security without resources”).
2. Ensure the proper application of Security Risk Management (SRM) as the basis for security decisions.
3. Prepare and publish an internal Framework of Accountability, documenting individual roles, responsibilities and accountabilities related to UNSMS matters for their organizations.
4. Ensure that all their managers and personnel are informed of, and compliant with, the policies, procedures and other requirements of the UNSMS.
5. Ensure their organization works with the Under-Secretary-General for Safety and Security to ensure a coherent, system-wide approach to security and contribute to the development of the UNSMS.
6. Remind Member States of their responsibilities under international law for the security and protection of UNSMS personnel, premises and assets.
7. Ensure that their UNSMS personnel are not exposed to unacceptable security risk and that reasonable measures are taken to manage these risks.
8. Appoint a Senior Security Manager and/or Security Focal Point (SFP) for their organization.
9. Recognize, evaluate and establish mechanisms to ensure security responsibilities and accountabilities are incorporated in job descriptions and performance appraisals, where applicable, and address cases of non-compliance at all levels in the organization.
10. Ensure the implementation of people-centred Security Risk Management approaches considering the diverse profiles of personnel and adapting practices and measures in support of diversity and inclusion.

E. UNSMS Organization Senior Security Managers and/or SFPs

1. Advise their Executive Head and senior management on UNSMS matters and keep them updated on security management issues.
2. Provide advice to their organization for the implementation of security policies and procedures as applicable.
3. Monitor and report on their organization’s compliance with UNSMS policies, procedures and approved SRM measures.
4. Assist and support the organization in the identification of resource needs for the implementation of security requirements.

¹⁸ The term “organizations” includes: the entities of the Secretariat which have heads officially accountable to the Secretary-General; other bodies subsidiary or related to the United Nations, such as the United Nations Agencies, Funds, and Programmes; and organizations participating in the United Nations Security Management System.

5. Ensure that all personnel of their organizations are aware of security learning obligations and facilitate the provision of security training and briefings.
6. Disseminate information and educational materials regarding security matters.
7. Actively represent the security needs of their organization and collaborate with the UNSMS to develop and support policy and procedures as a member of the Inter-Agency Security Management Network (IASMN) and other senior-level security fora.
8. Work closely with other UNSMS organizations to support the goals of the UNSMS.

F. Designated Officials (DOs)

Overall responsibilities

1. Ensure the implementation of all arrangements detailed in the UNSMS *Security Policy Manual* or other directives from the Under-Secretary-General for Safety and Security for the Designated Area.
2. Using the SRM process, and in consultation with the SMT, apply the acceptable risk management approach to all activities and operations.
3. Lead and direct all security activities in the Designated Area.
4. Recommend to the Under-Secretary-General for Safety and Security members of the SMT, preferably heads of UNSMS organizations, to act as Designated Officials *ad interim* (DOs a.i.). Such nominees would be required to have authorization from their organizations and must complete all applicable specific training for security decision makers.
5. Keep the Under-Secretary-General for Safety and Security informed of all developments in the designated area which affect the security of the United Nations system.
6. Take appropriate action of instances of non-compliance with UNSMS policies, practices, procedures and approved SRM measures, including referral to the organization concerned; report serious instances of non-compliance to the Under-Secretary-General for Safety and Security.
7. Support the participation of the Principal/Chief/Security Adviser (P/C/SA) in relevant country team discussions to enable UNSMS programmes and operations.
8. Ensure the implementation of people-centred SRM approaches whereby security assessments and resultant security measures and procedures are guided by a nuanced evaluation of specific threats or vulnerabilities of personnel supporting diversity and inclusion.

Liaison with Host Governments

9. Implement any arrangements decided by the Secretary-General in support of the host Government's measures for the security of United Nations personnel, premises, assets and operations, as well as maintaining liaison with the Government of the host country on matters concerning the safety and security of United Nations personnel, premises, assets and operations.
10. Engage with the authorities of the host country to advocate implementation of the host country's security responsibilities in respect of UNSMS personnel, premises, assets and operations.

Management of the Security Management Team

11. Chair and manage the SMT, ensuring participation and inclusion of its members, and that minutes are recorded.
12. Ensure the members of the SMT are apprised of all UNSMS-related information and measures being taken in the country.
13. Maintain an operational and reliable Security Communications System (SCS) for security management.
14. Oversee the preparation, consultation and approval of the Locally Cost-Shared Security Budget (LCSSB).
15. In consultation with the SMT, appoint and ensure appropriate training for Area Security Coordinators (ASCs) and Country SFPs (as necessary).
16. Ensure, where applicable, that the Saving Lives Together (SLT) Framework is established with relevant international partners, in particular implementing partners, in order to ensure security collaboration.
17. In collaboration with the SMT, liaise and cooperate with partners in field locations regarding security issues with a view to supporting measures for the security of United Nations personnel, premises, assets and operations.

Preparing for and Managing Security Crisis¹⁹

18. Approve the security plans, ensuring they are regularly maintained and tested; inform all UNSMS personnel of their personal requirements in relation to the security plan.
19. Activate crisis management response and inform USG UNDSS; assume the role of Crisis Manager; chair the Crisis Management Team (CMT); designate the Crisis Coordinator²⁰; establish the Crisis Coordination Centre or equivalent.
20. In exigent circumstances, where it has not been possible to communicate with the Under-Secretary-General for Safety and Security, use their best judgment in carrying out relocations/evacuations and reports to the Secretary-General, through the Under-Secretary-General for Safety and Security, immediately thereafter.
21. In instances where the crisis is multidimensional (political, economic, humanitarian) or safety-related (natural, accidental, health hazards)²¹, ensure that security personnel collaborate and provide security support to the crisis response.

G. Representatives of UNSMS Organizations

¹⁹ Crisis management across the Organization is guided by the United Nations Crisis Management Policy (2016; revised 2018). This policy specifies that the most senior UN official in country is responsible and accountable for coordinating the management of the UN response to the crisis in country. Depending on the nature of the crisis, different UN entities have coordinating responsibilities. UNDSS coordinates the crisis response for major safety and security incidents and/or hostage incidents. Other types of crises are coordinated by different entities.

²⁰ Specific arrangements exist in peacekeeping and special political missions. These arrangements are governed by the respective UN Secretariat Departmental Crisis Management SOPs, stemming from the United Nations Crisis Management Policy cited above. The DPO policy on Authority Command and Control outlines the crisis management arrangements in peacekeeping missions.

²¹ See *Security Policy Manual*, Chapter VII, Guidance on UNSMS Role in OSH.

Organizational responsibility

1. Ensure that security is a core component of their respective programmes in the country and that appropriate resources and attention are provided from the start of the planning process and throughout the programming cycle.
2. Ensure that resources are available to implement all cost-shared security arrangements.
3. Ensure that security support to activities of their organization is conducted in line with UNSMS policies, specifically to manage the risks to personnel, premises, assets and operations to an acceptable level.

UNSMS responsibilities

4. Serve as a member of the SMT, participate in its meetings and complete security training related to their role.
5. Assist the DO on all security matters in particular for the development, implementation and maintenance of security plans, SRM, residential security measures and any other security requirements established in accordance with UNSMS policies.
6. Participate in the CMT as required by the DO.
7. Support the P/C/SA's participation in relevant country team discussions to enable UNSMS programmes and operations (such as the Operational Management Team, Humanitarian Country Team and UN Country Team meetings).
8. Consult and advise the DO, P/C/SA and their respective SFP at Headquarters on their organization's particular security concerns or challenges with a view to finding an acceptable security solution.
9. Notify the SMT where they determine the necessity to implement alternate work modalities, including temporary closure of offices.

Compliance

10. Ensure compliance within their organization with all approved SRM measures.
11. Ensure that all personnel maintain an accurate Travel Request Information Process (TRIP) profile including for their eligible family members.
12. Take corrective action on instances of non-compliance with approved SRM measures, UNSMS policies, practices and procedures and inform the DO on actions taken or challenges encountered.

Reporting

13. Report to the DO and their respective SFP at Headquarters all security-related incidents impacting their personnel, assets or operations.

Collaboration with Partners

14. Ensure collaboration and sharing of information with their partners, especially implementing partners, in line with the SLT Framework.

Information – Security Awareness and Learning

15. Ensure personnel of their organization have available information on the security environment, security risks and security risk management measures approved at the designated area and comply with them.

16. Ensure that their respective personnel attend appropriate security awareness briefings and learning.

H. Security Management Team

1. Collectively provide advice and support to the DO.
2. Participate in all security learning activities applicable to the members of the SMT.
3. Meet on a regular basis to review the prevailing situation and ensure that security is being managed effectively at all locations throughout the Designated Area where UNSMS personnel are present.
4. Ensure that there are functioning, inclusive, and effective security plans and processes which are maintained, tested and implemented for all locations where UNSMS personnel and their eligible family members are present; Ensure that locally recruited personnel are consulted on the plans.
5. Review, maintain and implement SRM measures and any other security requirement established in accordance with UNSMS policies.
6. Ensure collaboration with relevant partners through the SLT framework.
7. Review and discuss Locally Cost-Shared Security Budget, as required.
8. Ensure the implementation of people-centred SRM approaches whereby security assessments and resultant security measures and procedures are guided by a nuanced evaluation of specific threats or vulnerabilities of personnel supporting diversity and inclusion.

I. Area Security Coordinators

1. Act under the authority and on behalf of the DO to coordinate and control the security arrangements for operations and crises in their areas of responsibility.
2. Ensure the implementation of people-centred SRM approaches whereby security assessments and resultant security measures and procedures are guided by a nuanced evaluation of specific threats or vulnerabilities of personnel supporting diversity and inclusion.
3. Ensure that area-specific security plans are developed and maintained.
4. Coordinate the implementation of SRM measures, based on the SRM process.
5. Keep the DO systematically informed regarding incidents or developments in their areas of responsibility which have a bearing on the security and safety of personnel employed by organizations of the United Nations system and their eligible family members.
6. Establish and convene regular meetings of the Area SMT (ASMT) and prepare records of meetings, to be shared with the DO and P/C/SA.
7. Ensure that all the security risk management measures proposed by the ASMT are submitted in a timely manner for SMT review and DO approval.
8. In exigent circumstances, where it has not been possible to communicate with the DO, use their best judgment in implementing additional measures, possibly including carrying out relocations/evacuations and report immediately thereafter.

9. Under the guidance of the DO, engage host country authorities at the local level in coordinating the implementation of their security responsibilities in respect of UNSMS personnel, premises, assets and operations.

J. Area Security Management Teams

1. Collectively provide advice and support to the ASC.
2. Meet on a regular basis to review the prevailing situation and the SRM, and ensure that security is being managed effectively at all locations throughout the Security Area.
3. Ensure that there are security plans which are maintained and implemented for the Security Area.
4. After DO approval, in consultation with the SMT, implement SRM measures throughout the Security Area and monitor their compliance.
5. Ensure the implementation of people-centred SRM approaches whereby security assessments and resultant security measures and procedures are guided by a nuanced evaluation of specific threats or vulnerabilities of personnel, where procedures and measures developed are supporting diversity and inclusion.

K. Principal Security Advisers/Chief Security Advisers/Security Advisers

Overall responsibilities

1. Serve as primary adviser to, and support for, the DO and the SMT on all aspects of security risk management, security crisis readiness and preparedness in their area of responsibility.
2. Serve as a member of the SMT at the Designated Area and provide secretariat support for the meetings.
3. Participate in and provide security inputs to programmes and operational planning as a member of the UN Country Team/Humanitarian Country Team and the Operations Management Team (OMT).
4. Cooperate closely on security matters with representatives of UNSMS organizations to ensure everything reasonable has been done to manage the security risk.
5. Actively assist with security operations conducted by UNSMS organizations with a view to enabling mandate delivery and programme implementation.

Managerial responsibilities

6. Manage security resources under their responsibility, to include personnel, finance, budget and logistics.

Operational responsibilities

7. Develop contacts with host country security officials, with a view to obtaining the best possible security for UNSMS personnel, their eligible family members, premises, assets and operations.
8. Advise and assist the DO and the SMT in the development and implementation of SRM measures with a view to enabling mandate delivery and programme implementation.
9. Report security incidents affecting UNSMS personnel and/or their eligible family members and record them in accordance with UNSMS policies.

10. Report to the DO and concerned representatives of UNSMS organizations instances of non-compliance with security policies, practices and procedures.
11. Establish and maintain Saving Lives Together collaboration.
12. Establish contact with security counterparts as required.
13. Maintain regular communication with and submit all mandatory reports in a timely manner to UNDSS.

Security Cell-Related Responsibilities

14. Establish and chair a Security Cell to ensure collaboration and synergies to further security management.
15. In collaboration with the Security Cell:
 - Undertake timely reviews of the SRM process and facilitate the implementation of approved security risk management measures.
 - Prepare, maintain and update security plans and processes in accordance with UNSMS policies.
 - Ensure the SRM process, security plans, local security SOPs, operations and processes are guided by a nuanced evaluation of specific threats or vulnerabilities of personnel supporting diversity and inclusion, to the extent feasible.
 - Maintain an effective and functioning security communications system.
 - Conduct security surveys of residential areas and premises.
 - Prepare and share records of meetings.

Security Briefing and Communication

16. Establish a system for briefing all UNSMS personnel and their eligible family members upon initial arrival, providing local security training as necessitated by SRM measures and ensuring they are kept informed of matters affecting their security.
17. Communicate to UNSMS personnel and their eligible family members instructions contained in the security plans to allow them to make necessary preparations in case of emergency or crisis if the plans are activated; consult with locally recruited personnel on the security plans.

L. Country Security Focal Points

1. Support the DO by managing the day-to-day security-related matters, guided and supported by the P/C/SA responsible for the country/area.
2. Maintain up-to-date lists of personnel and their eligible family members.
3. Support the preparation, maintenance and updating of security plans.
4. Support the submission of all mandatory reports in a timely manner to UNDSS.
5. Immediately report security-related incidents involving UNSMS personnel and their eligible family members to the DO and UNDSS, and record the significant security incidents in line with UNSMS policies.

6. Assist the DO and SMT in the development and implementation of approved SRM measures and residential security measures, based on the SRM process.
7. Serve as a member of the SMT.
8. Provide information on residential security to UNSMS personnel.

M. Area Security Adviser (responsible and accountable to the P/C/SA)

1. Serve as adviser to, and support for, the ASC/ASMT on all aspects of security management, crisis readiness and preparedness and in the execution of their responsibilities with regard to the security of UNSMS personnel.
2. Establish an Area Security Cell, where possible, to support the above.
3. Ensure the implementation of people-centred SRM approaches whereby security assessments and resultant security measures and procedures are guided by a nuanced evaluation of specific threats or vulnerabilities of personnel supporting diversity and inclusion.
4. Undertake the SRM process for all locations in the area where personnel employed by UNSMS organizations and their eligible family members are present.
5. Prepare, maintain and update area-specific security plans and security listings of personnel employed by organizations of the United Nations system and their eligible family members.
6. Establish contacts with host country security officials.

N. Security Personnel of UNSMS Organizations

1. Advise and/or assist their respective UNSMS organization Representative on their security responsibilities, including participation in programme and operational planning, and provide security inputs, including information regarding compliance with UNSMS security policies, practices and procedures.
2. Support the DO, ASC, CSA or ASA in the discharge of their respective responsibilities, as required.
4. Participate in the Security Cell for their area of responsibility.
5. Advise the Security Cell on particular concerns of their organizations and of their personnel regarding security to support diversity and inclusion.
6. Act as the C/SA *ad interim* during their absence for a given duty station, in coordination with the DO and their employing organization.
7. Participate in the SMT/ASMT as an observer.
8. Complete core security training as determined by the UNSMS.
9. Contribute to the SRM process and facilitate the implementation of approved SRM measures.
10. Report to the UNSMS Organization representative and UNDSS instances of non-compliance with security policies, practices, and procedures.
11. In line with the SRM policy, conduct *ad hoc* SRM processes and surveys for their

organization's specific programmes, operations and/or premises to identify appropriate SRM measures and facilitate their implementation.

12. Contribute to the preparation and maintenance of security plans.
13. Support briefings to UNSMS personnel and/or eligible family members, as applicable.
14. Support Saving Lives Together collaboration.

O. UNSMS Organization Country Security Focal Points

1. On behalf of their representative, manage day-to-day security-related matters of their respective organization.
2. Assist the UNSMS organization representative in monitoring the implementation of security policies, practices and procedures.
3. Submit up-to-date lists of their organization's personnel and eligible family members, and all mandatory reports, to the P/C/SA in a timely manner.
4. Immediately report all security-related incidents involving their organization's personnel and eligible family members to P/C/SA.
5. Serve as a member of the Security Cell and attend the SMT as an observer.

P. Security Cell

1. In support of the SMT, collaborates on all aspects of security management in-country.
2. Members collectively contribute and support each step of the SRM process.
3. Meets on a regular basis to review the prevailing security situation and potential impact on programme delivery.
4. Collectively reviews particular security considerations and concerns of UNSMS organizations.
5. Contributes to the preparation and review of documents mandated by UNSMS policies for the Designated Area such as the security plan, residential security measures, and the Locally Cost-Shared Security Budget providing recommendations to the SMT for DO endorsement.
6. Addresses the other security concerns related to discrimination and/or bias due to such issues as gender, race, ethnicity, geographic origin, age, sexual orientation, disability and personnel grade/category.
7. Incorporates inputs from the Operations Management Team and the Information and Communications Technology Working Group for Security Communications, as required.

Q. UNSMS Personnel

1. Must familiarize themselves with information provided to them regarding the UNSMS, including on the security environment, security risks and approved security risk management measures at their location of assignment or travel.
2. Create and maintain an accurate profile on the TRIP website for themselves and their eligible family members, and obtain security clearance prior to travelling.

3. Attend security briefings and complete all mandatory security trainings required globally or locally.
4. Familiarize themselves with, and appropriately use, security equipment, including security communication systems and related applications.
5. Comport themselves in a manner which will not endanger their security or that of others, and ensure that their eligible family members are informed of security-related instructions that are applicable to them.
6. Comply with all UNSMS security regulations and procedures at all times.
7. Report all security incidents in a timely manner.
8. When applicable, fulfil assigned security responsibilities and incorporate tasks in performance appraisals.