

## SECURITY ACCOUNTABILITY BRIEFING/STATEMENT

### **Background**

In his report A/57/365 of 28 August 2002, the Secretary-General outlined a **framework for accountability** for the United Nations field security management system, which was elaborated and agreed upon on an inter-agency basis by all organizations of the United Nations system. In its resolution A/RES/59/276 of 23 December 2004, the General Assembly requested the Secretary-General to submit to the General Assembly at its sixtieth session an accountability framework for the United Nations security management system as a whole. This briefing/statement summarises the main components referred to in the Framework for Accountability for the United Nations Security Management System.

The **goal** of the United Nations security management system is to enable the effective and efficient conduct of United Nations activities while ensuring the security, safety and well-being of staff as a high priority.

### **Responsibilities for Security within the United Nations Security Management System**

The primary responsibility for the security and protection of personnel of the organizations, their spouse and dependants and property and of the organizations' property rests with the **Host Government**.

The **Under-Secretary-General for Safety and Security** is directly accountable and reports to the Secretary-General for the executive direction and control of the United Nations security management system and the overall safety and security of United Nations civilian personnel and their recognized dependants at both headquarters locations and in the field, as well as United Nations premises and assets at field and headquarters locations.

The **Administrator of UNDP** has the overall responsibility for the safety and security of UNDP personnel and is accountable to the Secretary-General for ensuring that the goal of the United Nations security management system is met within the UNDP.

**UNDP Resident Representatives** (RRs) are accountable to the Administrator for the safety, security and welfare of UNDP personnel under their supervision, their eligible dependents and for the protection of all assets, property and information belonging to UNDP. In most cases the RR is also the Designated Official (DO) for safety and security.

**Personnel of the United Nations** system are accountable to their respective organizations. All personnel of the United Nations system have the responsibility to abide by security policy, guidelines, directives, plans and procedures of the United Nations security management system and their organizations. UNDP personnel who do not adhere to security policy, rules, regulations and directions will be accountable under relevant staff rules and disciplinary procedures. Summarized below are the key obligations of staff and other personnel, in general, in this regard:

- UNDP personnel are responsible for their own safety and security as well as for looking out for the well being of others with whom they work. They must therefore exercise

proper precaution and avoid taking unwarranted risks that jeopardize either their own safety and security or that of other staff members, as well as the assets, property and information of the organization.

- UNDP personnel and eligible dependants must ensure that the required security clearances have been received, prior to commencing travel. All personnel must have a recorded written security clearance each time that they deploy outside the city area where they normally work. This authorization is required for safety and security planning, so that the whereabouts of all UNDP personnel and those employed by other UN organizations, together with their eligible dependants, are known at all times.
- Personnel are to receive a security briefing and country information package upon arrival at the duty station, and sign a document certifying that they have been briefed.
- Personnel are to attend all security training and briefings offered at the duty station. Specialized security management training is provided for all managers with security responsibilities. Attendance at security training is mandatory.
- All UNDP supervisors and personnel must make themselves aware of the contents of the security reference documents listed in this statement, and adhere to their direction and advice.
- UNDP supervisors should never, directly or indirectly, instruct or request UNDP personnel to disregard security policy, rules, regulations or instructions, and should never knowingly permit personnel to expose themselves to unnecessary risk.
- UNDP country office managers and other personnel must ensure that their offices have security preparedness and contingency plans and familiarize themselves with the contents and procedures of security plans. All staffs are expected to be familiar with the plan and its contents and are required to adhere to its provisions.
- Personnel are to supply information on any changes in their personal information for timely updates of the security plans.
- Staffs are expected to comply with the Minimum Operation Security Standards (MOSS) applicable at the duty station.
- Any UNDP staff member who does not comply with security instructions is required to explain in writing his/her non-compliance through their Head of Office and the UNDP Senior Security Manager, to the Administrator.
- UNDP personnel who do not adhere to security policy, rules, regulations and directions will be accountable under relevant staff rules and disciplinary procedures.

At Headquarters level, the **UNDP Security Unit** (SU) (part of the BOM Office for Administration and Security), will provide policy and technical advice to Country Offices' managers and staff regarding safety and security within the context of UNDP's development role, while dovetailing with and respecting the Department of Safety and Security's (DSS's) mandate and role, and working within the UN and UNDP security policy and framework. The [Service Lines](#) of the SU are explained in detail on the UNDP Security website.

Where **UNDP Field Security Advisors** (FSAs) are deployed at the field level, they are accountable to the Resident Representative/Country Director for UNDP security support and implementation, but work under the direction of and in close collaboration with the DSS Field Security Officer (FSO) regarding the implementation of UN security policy and the country specific security plan.

## **Mainstreaming Security as a Fundamental Component of UNDP Operational Activities**

The recent increase in threat against UNDP assets and activities underscores the fact that the safety and security of personnel are no longer an issue that is given priority attention only in certain high-risk duty stations. It has become an underlying element of all operations for all organizations. This means that security must be part of the programming process itself, including being an integral part of planning from the outset. It must figure systematically into the budgeting of country offices and of program activities, this is explained in more detail in the [UNDP Security Policy](#). MOSS must be understood and taken seriously for all duty stations. Security must become part of the training of all staff, especially for those deployed to countries where a security phase is in effect. In this regard, Security Risk Management becomes of great importance. Risk management applies to operational planning by managers and it does not represent an end by itself. The purpose of Risk Management is to enhance operational capabilities and mission accomplishment, with minimal loss of life, assets and mission scope. Security Risk Management comprises two main phases: threat and risk assessment and risk mitigation. The UNDP [Programming for Results Management Guide](#) now includes risk management as an integral part of the project management cycle.

### **Minimum Operating Security Standards**

In practical terms, the way to carry out this requirement for adequate provision for security arrangements is to apply the [Minimum Operating Security Standards](#) (MOSS) to determine what are the security needs and their cost. These standards are not a rigid and invariable formula. They are designed to be adaptable to different security situations, depending on different threat levels and security phases and are determined in accordance with the threat and risk assessment as risk mitigation measures. Designated Officials and Security Management Teams have an important responsibility in this regard to decide what Minimum Operating Security Standards apply at the duty station, using the generic MOSS as a guideline. MOSS typically address, in response to the security phase in effect, the security requirements associated with premises, telecommunications, the security plan, training and equipment, as these apply to staff, offices and vehicles.

### **Minimum Operating Residential Security Standards**

It may become necessary under these circumstances to take additional measures to enhance the safety and security of United Nations staff members and their families at their place of residence. These measures, known as [Minimum Operating Residential Security Standards](#) (MORSS), include such items as security guards, alarm systems, door and window bars, locks, safe havens, or other protective devices. The approval of any such measures would only be made in exceptional cases, where the Designated Official has confirmed that the security situation was indeed serious, and following an evaluation by UNDSS of a submission by the Designated Official.

### **Security Training**

At each duty station, DSS regularly conducts security training for all Country Representatives as well as for all personnel employed by the organizations of the UN system. UNDP's Security Unit, in

close collaboration with OHR, also helps organize security training and briefings that compliment and are consistent with that provided by DSS. All staff must be certified through the completion of the security awareness training “Basic Security in the Field”. This training is available in CD ROM format, or online at <https://extranet.undp.org/undss/cd.asp>. **A security clearance, to travel to a duty station in a security phase, is contingent upon the staff member producing certification to prove that he/she completed the training. Attendance at security training is mandatory.**

### **Security Clearance Procedures**

All UNDP personnel and their eligible dependants, who are travelling to a duty station where a security phase is in effect, require a security clearance (obtained in accordance with the UN [Security Clearance Procedure](#)) from the DO. All personnel must have a recorded written security clearance each time that they deploy outside the city area where they normally work. This authorisation is required for safety and security planning, so that the whereabouts of all UNDP staff and those employed by other UN organisations, together with their eligible dependants, are known at all times. It is also a requirement to ensure validation of the [Malicious Acts Insurance policy \(MAIP\)](#). Before travel to a duty station, the most recent relevant [Travel Advisories](#) should be reviewed.

### **Air Safety**

All staff members have a responsibility for their own safety and security and that of their colleagues which extends to utilizing safe practices regarding air travel. Although statistical analysis shows that people are much safer to travel by air than by rail or other vehicle, UN staff can significantly reduce the residual risks associated with air travel by adopting the range of safe practices described in the UN [Commercial Aviation Safety Guidelines](#) whenever travelling by air.

### **Staff Assigned to UNDP Headquarters**

UNDP staff assigned to Headquarters should become familiar with the [Headquarters Security Plan](#). The safety and security of UNDP Headquarters staff is a critical function of the Security Unit. To accomplish a safe environment, the unit has employed several measures which all UNDP HQ Staff sure become familiar with. They are as follows:

- The [Security Focal Point](#) (SFP) for the staff member. Each Staff member is assigned a Security Focal Point. The SFP is responsible for accountability of the staff member and disseminating safety and security related information in the event of an incident. After an incident, it is the staff member’s responsibility to locate the SFP and report their condition and status.
- [Fire and Safety Team Members](#) (FAST) are assigned to each floor. The FAST Team is responsible for evacuating the staff on the floor and directing the staff to the Assembly Areas (AA) for their floors. Once at the Assembly Area, the staff will be informed on further instructions from management. It is the responsibility of each staff member to be familiar with the AA for their floor.

- [Personal Emergency Contact](#) (PEC) Database provides emergency contact information on each employee. It is the responsibility of each staff member to update his/her information in the case of any change. There are periodic reminders provided to each staff member to update information.

I, -----, hereby state that I read the above security information on --/--/----. I fully understand its contents and implications and undertake to abide by them fully.

Signed -----