

Chapter

II

**UNITED NATIONS SECURITY MANAGEMENT SYSTEM**

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**SECTION**

**B**

**Framework of Accountability for  
the United Nations Security  
Management System**

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## **I. Scope:**

- 1.** The primary responsibility for the security and protection of personnel employed by the United Nations system organizations, their spouse and other recognized dependants and property and of the organizations' property 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 international organizations and their officials, the government is considered to have a special responsibility under the Charter of the United Nations or the government's agreements with the individual organizations.
- 2.** Without prejudice to the above and while not abrogating the responsibility of the Host Government for its obligations, the United Nations has a duty as an employer to reinforce and, here necessary, supplement the capacity of the Host Government to fulfill these obligations in circumstances where United Nations personnel are working in areas which are subject to conditions of insecurity which require mitigation measures beyond those which the Host Government can reasonably be expected to provide; this Framework for Accountability specifies the responsibilities and accountabilities of United Nations officials and personnel for such measures.
- 3.** In this regard, the United Nations Security Management System (UNSMS), in seeking to establish and maintain operations in insecure and unstable environments, adopts the principle of "how to stay" as opposed to "when to leave" as a tenet of its security management approach.
- 4.** In accepting responsibility and accountability for security management, it is recognized that fatalities and/or casualties may occur, even though appropriate efforts are being made and measures implemented to reduce to an acceptable level the risks to United Nations personnel, premises and assets.

## **II. Mission statement of the United Nations Security Management System**

- 5.** The goal of the UNSMS is to enable the conduct of United Nations activities while ensuring the safety, security and well-being of personnel and the security of United Nations premises and assets.
- 6.** To achieve this goal, all organizations shall maintain a robust and cohesive security management system and adhere to three principles:
  - Determination of acceptable risk;
  - Provision of adequate and sustainable resources to manage the risk to personnel and their eligible dependants, premises and assets; and
  - Development and implementation of security policies and procedures.

### **III. Governance mechanism**

7. The governance of security management for the UNSMS as a whole 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 its 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 United Nations security management system 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 him 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, in the context of this framework, the overall safety and security of United Nations personnel, premises and assets at headquarters and field locations. The Secretary-General can delegate authority to the various Under-Secretaries-General who are individually accountable to him.

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

9. The Under-Secretary-General for Safety and Security is appointed in writing by the Secretary-General to whom he/she reports and is accountable. The Secretary-General delegates to the Under-Secretary-General for Safety and Security the authority to make executive decisions relevant to the direction and control of the United Nations security management system and the overall safety and security of United Nations personnel, premises and assets at both field and headquarters locations. He/she represents the Secretary-General on all security-related matters, and serves as the Chairman of the Inter-Agency Security Management Network (IASMN). He/she is responsible for developing security policies, practices and procedures for the United Nations system worldwide, and coordinating with the organizations of the United Nations system to ensure implementation, compliance and support for security aspects of their activities; preparing reports of the Secretary-General on all security-related matters; and advising the Secretary-General on all matters related to security and safety of the United Nations system.

### ***C. The Executive Group on Security***

**10.** The members of the Executive Group on Security (EGS) are appointed by the CEB. When requested by the Under-Secretary-General for Safety and Security, the members of the EGS serve to advise, reinforce and facilitate the rapid decision-making authority and accountability of the Under-Secretary-General for Safety and Security, in accordance with the EGS Terms of Reference. The members of the EGS have a responsibility to support the Under-Secretary-General in the discharge of his/her mandate related to the safety and security of all personnel employed by the organizations of the United Nations system and their recognized dependants, premises and assets.

### ***D. Executive Heads of United Nations system organizations<sup>1</sup>***

**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 the United Nations specialized agencies and of other organizations participating in the UNSMS recognize the coordinating role and authority of the Secretary-General in matters related to the safety and security of United Nations personnel and commit themselves to ensuring that the goal of the UNSMS is met.

### ***E. Senior Security Managers and/or Security Focal Points at Headquarters***

**12.** The Executive Heads will appoint a Senior Security Manager and/or a Security Focal Point at their Headquarters to be responsible for coordinating the organization's response to safety and security and providing the Executive Head and all the relevant actors with advice, guidance and technical assistance.

### ***F. Designated Officials***

**13.** In each country or designated area where the United Nations is present, the senior-most United Nations official is normally appointed in writing by the Secretary-General as the Designated Official for Security, and accredited to the Host Government as such. The Designated Official<sup>2</sup> (DO) is accountable to the Secretary-General, through the Under-Secretary-General for Safety and Security, and is responsible for the security of UN

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<sup>1</sup> The term 'organizations' includes: the major organizational units 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.

<sup>2</sup> Elected Executive Heads of Specialized Agencies appointed Designated Officials remain accountable to their respective governing bodies and carry out their DO functions based on specific bilateral arrangements agreed with DSS

personnel, premises and assets throughout the country or designated area. The Secretary-General delegates to the DO the requisite authority to take decisions in exigent circumstances, including, but not limited to, the mandatory relocation or evacuation of personnel. This authority and decisions taken pursuant to it shall remain subject to the authority and review of the Under-Secretary-General for Safety and Security. The DO is responsible for ensuring that the goal of the UNSMS is met in his/her country or area.

#### ***G. Representatives of organizations participating in the United Nations security management system***

**14.** Representatives of organizations of the United Nations system at the country level who participate in the UNSMS are accountable to the Secretary-General through their respective Executive Heads, or to the Executive Heads of the United Nations specialized agencies, as appropriate, for all matters related to the security of their personnel at the duty station.

#### ***H. Security Management Team***

**15.** The Security Management Team (SMT) will consist of the DO, who acts as chair, the head of each United Nations organization present at the duty station and the Chief Security Adviser/Officer. The SMT advises the DO on all security-related matters.

**16.** In peacekeeping missions, where the Head of Mission serves as the DO, the SMT may also include Heads of components, offices or sections, as specified by the DO. Heads of military and police components of peacekeeping missions will always serve as members of the SMT.

**17.** Members of the SMT are responsible for supporting the DO in discharging his/her mandate related to the safety and security of all UN personnel, premises and assets.

#### ***I. Area Security Coordinators***

**18.** Area Security Coordinators (ASC) are staff members appointed in writing by the DO, in consultation with the SMT, in areas of larger countries which are separated from the capital in terms of both distance and exposure, in order to coordinate and control security arrangements applicable to all personnel, premises and assets in their area of responsibility. ASCs are accountable to the DO for their security-related responsibilities, in accordance with their respective letters of appointment.

#### ***J. Chief Security Advisers/Security Advisers***

**19.** The Chief Security Adviser/Security Adviser (CSA/SA) is a security professional appointed by the Under-Secretary-General for Safety and Security to advise the DO and the SMT in their security functions. The CSA/SA reports to the DO and maintains a technical

line of communication to the Department of Safety and Security. In countries where a Deputy Security Adviser is authorized, these provisions also apply.

### ***K. Chief Security Officers***

**20.** In some countries where peacekeeping missions are deployed and the Head of Mission is appointed as the DO for that country or area, there may be no presence of security professionals appointed by the Under-Secretary-General for Safety and Security. Under these circumstances, the mission's Chief Security Officer will act as an SA and assume this level of accountability.

### ***L. Country Security Focal Points***

**21.** In the absence of a Chief Security Adviser/Security Adviser, the DO, in consultation with the United Nations Department of Safety and Security (UNDSS) and the staff member's employing organization, will appoint an international staff member to act as Country Security Focal Point (CSFP) for the SMT. CSFPs are accountable to the DO, through their head of agency, for the security-related responsibilities, in accordance with their respective letters of appointment.

### ***M. Other Security Personnel of the Department of Safety and Security***

**22.** The Department of Safety and Security personnel at headquarters and in the field are responsible for assisting the DO and Agencies, Funds, Programmes and Organizations of the United Nations system, and are accountable to the Under-Secretary-General according to the terms of the UNDSS internal framework for accountability.

### ***N. Single-Agency Security Officers***

**23.** Single-Agency Security Officers are security professionals hired by organizations of the UNSMS to advise their respective organizations and to be responsible for the security aspects of activities which are specific to their organizations. Single-Agency Security Officers are accountable to their respective organization, and at the same time are responsible to support the DO under the coordination of the CSA/SA.

**24.** In the absence of the CSA/SA, Single-Agency Security Officers act as the CSA/SA ad interim for a specified period when required and requested. This will be confirmed in writing by the DO, following consultation with the relevant head of agency, and include the terms of reference of the CSA/SA for accountability purposes.

### ***O. Local Security Assistants***

**25.** The Local Security Assistant (LSA) is recruited at the country level by UNDSS, AFPs or DPKO-led or -supported missions.

**26.** Under the immediate supervision of the respective security professional, the LSA provides assistance in preparing Security Risk Assessments (SRA), Minimum Operating Security Standards (MOSS), Minimum Operating Residential Security Standards (MORSS) and contingency plans, and monitors the implementation of security policies and procedures and all matters pertaining to the safety and security of personnel, premises and assets. It is important to note that the security professionals maintain responsibility and accountability for safety and security in accordance with the Framework of Accountability.

***P. Wardens***

**27.** Wardens are appointed in writing by the DO/ASC, in consultation with the SMT, to assist in the implementation of the security plan. Wardens are accountable to the DO/ASC for their security related functions, irrespective of their employing organization.

***Q. Personnel employed by organizations of the United Nations system***

**28.** Personnel employed by the organizations of the United Nations system are accountable to their respective organizations. All such personnel, regardless of the rank or level, have the responsibility to abide by security policies, guidelines, directives, plans and procedures of the United Nations security management system and their organizations.

**V. CONCLUSION**

**29.** This framework for accountability provides clear guidance on how to enable the conduct of United Nations activities, while ensuring the safety, security and well-being of personnel, premises and assets. This goal may be attained by ensuring that all actors of the UNSMS are empowered by providing them with the necessary resources, training and a clear understanding of their roles and responsibilities.

**30.** The roles and responsibilities of all actors of the UNSMS for which they will be held accountable are attached as an Annex.

## ANNEX

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### **Roles and responsibilities of actors within the United Nations Security Management System**

#### ***A. The Secretary-General***

The Secretary-General has overall responsibility for the safety and security of United Nations personnel, premises and assets 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 and safety of personnel, premises and assets 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 for accountability documenting individual roles, responsibilities and accountabilities related to safety and security in his/her department;
6. Oversees the development of security policies, practices and procedures for the United Nations system worldwide;
7. Coordinates with the organizations of the United Nations system to ensure implementation, compliance and support for security aspects of their activities;
8. Prepares reports of the Secretary-General on all security-related matters; and
9. Directs the organizational response to crisis management as required.

#### ***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 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. Meets as requested by the Under-Secretary-General or confers with the Under-Secretary-General by telephone or other means when the situation does not permit a meeting; and
3. Supports the Under-Secretary-General in the implementation of his/her decision taken in consultation with the EGS.

#### ***D. Executive Heads of United Nations organizations<sup>3</sup>***

- 1.** Implements the “no programme without security, no security without resources” strategy in all programmes;
- 2.** Ensures that safety and security are core components of all programmes and activities, and that security risk assessments are considered and given due priority from the start of all planning processes;
- 3.** Prepares and publishes an internal framework for accountability documenting individual roles, responsibilities and accountabilities related to safety and security for his/her organization;
- 4.** Ensures that all managers and personnel working for them not only support the Secretary-General but also discharge their responsibilities in ensuring compliance with the United Nations security management system;
- 5.** Liaises closely with the Under-Secretary-General for Safety and Security to ensure a coherent, system-wide approach to security;
- 6.** Have a collective responsibility to work together to implement and contribute to the development of the United Nations security management system;
- 7.** Advocates in all available forums to ensure that Member States provide for the safety and security of all personnel, premises and assets of the United Nations system and that crimes against UN personnel, premises and assets will not be tolerated and the perpetrators brought to justice;
- 8.** Has a “duty of care” to ensure that personnel employed by his/her own organization and their recognized dependants are not exposed to unacceptable risk and that all measures are taken to mitigate risks;
- 9.** Appoints a Senior Security Manager and/or Security Focal Point at Headquarters;
- 10.** Recognizes and rewards good performance in security management by including security in job descriptions and performance appraisals, and addresses cases of non-compliance at all levels in the organization; and
- 11.** Addresses specific security concerns for women as required.

#### ***E. Senior Security Managers and/or Security Focal Points at Headquarters***

- 1.** Advises the Executive Head and senior management on security matters and keeps them updated on security management issues;

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<sup>3</sup> The term ‘organizations’ includes: the major organizational units 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.

2. Ensures that representatives of his/her organization are aware that they must participate fully in the SMT as applicable;
3. Assists/supports in the mobilization of resources to assist field offices in the implementation of security requirements;
4. Serves as a member of the IASMN and other senior-level forums;
5. Works in close association with UNDSS and other members of the IASMN, as well as supports the Under-Secretary-General for Safety and Security in the discharge of his/her responsibilities;
6. Provides advice to representatives of their organization for the implementation of security policies and procedures as applicable;
7. Ensures that all personnel of their organization and their recognized dependants are aware of security training requirements and facilitates the provision of security training and briefings;
8. Disseminates information and educational materials regarding security matters;
9. Monitors and reports on compliance with security policies, practices and procedures.

#### ***F. Designated Officials***

1. Implements the arrangements detailed in UN security policies and procedures as well as developing and implementing the required plans for the duty station with the aim of maintaining the security and safety of UN personnel, premises and assets;
2. Engages with the authorities of the Host Country to advocate full implementation of the Host Country's security responsibilities in respect of United Nations personnel, premises and assets;
3. Applies the Security Risk Management approach to all United Nations activities and operations;
4. Manages and directs all security activities at the duty station;
5. Recommends to the Under-Secretary-General for Safety and Security suitable nominations to act as Designated Official ad interim. Such appointees will be the head of an Agency, Fund, Programme or Organization;
6. Keeps the Secretary-General informed, through the Under-Secretary-General for Safety and Security, of all developments in the country which have a bearing on the safety and security of the United Nations system;
7. In the event that operational matters affect safety and security, communicates this information to the Under-Secretary-General for Safety and Security;
8. Implements any arrangements decided by the Secretary-General in support of the Host Government's measures for the safety and security of UN personnel, premises and assets, as

well as maintaining liaison with the Government of the Host Country on matters concerning the safety and security of UN personnel, premises and assets;

**9.** Collaborates on safety and security matters with intergovernmental and nongovernmental organizations working as operational partners of the United Nations system in accordance with established guidelines;

**10.** Chairs the SMT and submits minutes to UNDSS;

**11.** Keeps the members of the SMT, as well as the senior officials of each organization at the duty stations (as applicable) fully apprised of all security related information and measures being taken in the country;

**12.** Includes in security arrangements at the duty station staff members and the recognized dependants of intergovernmental and non-governmental organizations which have signed a Memorandum of Understanding;

**13.** Maintains a fully integrated operational communications system for security management;

**14.** In consultation with the SMT, appoints Area Security Coordinators and Wardens, verifies that they are adequately trained and equipped and provides their parent agency with input for the individual's performance appraisal;

**15.** Prepares special arrangements, agreed on an inter-agency basis, for the evacuation of internationally-recruited personnel, and an internal relocation plan for locally recruited personnel;

**16.** In an emergency where it has not been possible to communicate with the Under-Secretary-General for Safety and Security, uses his/her best judgment in carrying out relocations/evacuations and reports to the Secretary-General, through the Under-Secretary-General for Safety and Security, immediately thereafter;

**17.** Provides all UN personnel and their recognized dependants information on specific measures which they should take in relation to the security plan, and ensures that all such personnel receive adequate and appropriate security training;

**18.** Provides all requested reports to UNDSS, as outlined in the United Nations Security Policy Handbook or other directives from the Under-Secretary-General for Safety and Security;

**19.** Takes appropriate action when advised of non-compliance with United Nations security policies, practices and procedures, including referral to the organization concerned, as well as reports serious instances of non-compliance to the Under-Secretary-General for Safety and Security;

**20.** Addresses specific security concerns for women as required; and

**21.** If applicable, appoints, in consultation with the employing organization, a Country Security Focal Point and ensures that the Country Security Focal Point receives appropriate training to fulfill his/her responsibilities.

***G. Representatives of organizations participating in the United Nations security management system***

- 1.** Implements appropriate actions to provide for the safety and security of their respective personnel and their recognized dependants at the duty station;
- 2.** Ensures that safety and security is a core component of their respective programmes in the country and that appropriate funding is provided;
- 3.** Consults with and assists the Designated Official on all matters concerning security, and the implementation and maintenance of the security plan, Minimum Operating Security Standards (MOSS) and Minimum Operating Residential Security Standards (MORSS);
- 4.** Serves as a member of the SMT;
- 5.** Advises the Designated Official, Chief Security Adviser and their respective Security Focal Point at Headquarters on the particular concerns of their organization regarding security;
- 6.** Ensures full and complete compliance by their personnel and their recognized dependants with all security-related instructions;
- 7.** Takes action on instances of non-compliance of security policies, practices and procedures and advises the Designated Official on actions taken;
- 8.** Ensures that activities of their organization are conducted in a way that manages the risks to personnel, premises and assets;
- 9.** On a regular basis, provides the Designated Official with updated lists of all their personnel and their recognized dependants in the country;
- 10.** Routinely advises the Designated Official regarding the whereabouts and the movement of their respective personnel and their recognized dependants, in accordance with procedures established at the duty station;
- 11.** Reports to the Designated Official and their respective Security Focal Point at Headquarters all security-related incidents;
- 12.** Reports all recognized dependants residing at the duty station of internationally recruited staff who are serving elsewhere so they are accorded the same provision for security as dependants of international staff serving at the duty station;
- 13.** Ensures that arrangements are in place for intergovernmental and nongovernmental organizations working as operational partners with the concerned United Nations agencies;
- 14.** Ensures that movement of all personnel is undertaken in accordance with United Nations system rules and procedures;
- 15.** Equip their respective personnel with required safety and security equipment as specified in MOSS and trained in its use;
- 16.** Requires that their respective personnel attend appropriate security awareness training and briefings;

17. Attends all security training for members of the SMT; and
18. Coordinates activities of agency security personnel, where applicable, with the DO.

#### ***H. Security Management Team***

1. Collectively provides advice and support to the Designated Official;
2. Meets on a regular basis to review the prevailing situation and ensures that security is being managed effectively at all locations throughout the country where personnel employed by the United Nations system are present;
3. Ensures that there are functioning and effective security and contingency plans which are maintained and implemented for all locations throughout the country where personnel employed by the United Nations system and their recognized dependants are present;
4. Ensures that lists of personnel and their recognized dependants are up to date;
5. Ensures that each ASC and Warden is trained, equipped and can carry out their responsibilities;
6. Establishes MOSS and MORSS, based on a credible Security Risk Assessment (SRA), at all locations throughout the country where personnel employed by the United Nations system and their eligible dependants are present, including the monitoring of its implementation and compliance;
7. Ensures that resources are available to implement all measures which are approved;
8. Provides input on the performance appraisal of senior security officers employed in the country by the United Nations system, where they have personnel operating as appropriate; and
9. Addresses specific security concerns for women as required.

#### ***I. Area Security Coordinators***

1. Acts under the authority of the DO to coordinate and control the security arrangements for operations in his/her area of responsibility;
2. Appoints Wardens for his/her area of responsibility;
3. Develops and maintains area-specific security plans;
4. Maintains lists of personnel employed by the organizations of the United Nations system and their recognized dependants at their location;
5. Coordinates the implementation of MOSS, based on an up-to-date security risk assessment prepared by a security adviser;

6. Keeps the DO systematically informed regarding incidents or developments in their area of responsibility which have a bearing on the security and safety of personnel employed by organizations of the United Nations system and their recognized dependants;
7. Convenes meetings of the Area SMT; and
8. Manages the security clearance system for their area of responsibility.

***J. Chief Security Advisers/Security Advisers<sup>4</sup>***

1. Serves as principal adviser to the DO and the SMT on all aspects of security management, crisis readiness and preparedness at their respective duty stations and in the execution of responsibilities with regard to the security of personnel employed by the organizations of the United Nations system and their eligible dependants, premises and assets;
2. Participates in and provides security inputs to operational planning;
3. Cooperates closely on security matters with representatives of organizations at the country level and all other officials of the United Nations system at the duty station to ensure the best possible security management;
4. Manages the security unit to include personnel, finance, budget and logistics;
5. Assists with security operations conducted by agencies as requested;
6. Establishes and chairs a security cell for duty stations where there are also Single-Agency Security Officers, in order to ensure that all security officers at the duty station are working together to further security management;
7. Prepares appropriate records of meetings of the security cell;
8. Develops contacts with national security agencies, with a view to obtaining the best possible protection for personnel employed by the organizations of the United Nations system and their recognized dependants and their property;
9. Serves as a member of the SMT at the country level;
10. Undertakes security risk assessments for all locations in the country where personnel of the organizations of the United Nations system and their recognized dependants are present, and facilitates the implementation of recommended mitigating measures;
11. Prepares, maintains and updates the country-specific security plan, contingency plans and security lists of personnel employed by the organizations of the United Nations system and their recognized dependants;
12. Prepares and maintains current, feasible and implemental plans for relocation/evacuation to a safe area;
13. Maintains an effective and functioning security and emergency communications system;

14. Establishes a system for briefing all personnel employed by the organizations of the United Nations system and their recognized dependants upon initial arrival, providing local security training as necessitated by changes in the security environment and ensuring such personnel are kept informed of matters affecting their security;
15. Maintains up-to-date instructions for personnel employed by the organizations of the United Nations system and their eligible dependants on precautions they should take in relation to the implementation of the security plan, including providing a comprehensive listing of emergency supplies they should have on hand and providing guidance on their behavior during emergencies, including natural disasters and political crises;
16. Reports all cases in which personnel employed by the organizations of the United Nations system and/or their recognized dependants have been victims of crime;
17. Conducts security surveys of residential areas and premises;
18. Maintains an appropriate level of confidentiality regarding security matters;
19. Advises and assists the DO and the SMT in the development and implementation of MOSS and MORSS;
20. Maintains regular communications with their respective Regional Desk and submits all mandatory reports in a timely manner to UNDSS; and
21. Reports to the DO and concerned representatives of organizations all instances of non-compliance with security policies, practices and procedures.

***K. Country Security Focal Points (applicable in countries where there are no professional security staff assigned)***

1. Manages day-to-day security-related matters supported by UNDSS;
2. Maintains up-to-date lists of personnel and their recognized dependants;
3. Prepares, maintains and updates the country-specific security plan;
4. Submits all mandatory reports in a timely manner to UNDSS;
5. Immediately reports all security-related incidents involving UN staff and their recognized dependants to the DO and UNDSS;
6. Assists the DO and SMT in the development and implementation of MOSS and MORSS, based on an SRA;
7. Serves as a member of the SMT; and
8. Provides information on residential security to international staff.

***L. Other Personnel of the Department of Safety and Security***

***Chief of Security and Safety Services/Sections***

1. Provides for the security and safety of delegates, staff, visiting dignitaries and other visitors within a United Nations complex at Headquarters and Offices away from Headquarters;
2. Assists the Chief Security Adviser and participates in the work of the security cell for the development of security policies and procedures as appropriate;
3. Prepares, monitors and maintains safety and security standard operating procedures and systems, emergency preparedness and crisis management, as well as conducts security risk assessments;
4. Manages all human resources, finance, budget and logistical matters for his/her Service/Section;
5. Provides standardized and specialized training for staff and security personnel;
6. Provides personal protection for United Nations senior officials and dignitaries present and/or visiting his/her area of responsibility as required;
7. Advises and assists the DO and SMT in the development and implementation of relevant MOSS;
8. Coordinates with local authorities and local law enforcement agencies;
9. Cooperates closely on security and safety matters with all other offices of the United Nations system at the duty station to ensure the best possible security management;
10. Retains day-to-day operational responsibility and reporting in accordance with the reporting lines established for the duty station;

***Chief Security Officer for Peacekeeping Missions (where the Head of Mission is not the Designated Official and where a UNDSS Chief Security Adviser is present).***

11. Manages the day-to-day operations of the security section and serves as the mission Security Adviser to the Head of Mission on all security-related matters;
12. Coordinates with the Chief Security Adviser and participates in the security cell for the development of security policies and procedures;
13. Contributes to security risk assessments for all locations in the mission area where personnel are present, and actively participates in the planning and evaluation of the effectiveness of the country security plans and other aspects of security operations;
14. Reviews and monitors activities related to the mission security programme and mission security plans. Identifies air and land evacuation requirements to be used in emergencies;
15. Maintains emergency communications by making periodic checks to determine if the system is operational and functioning properly;
16. Establishes a 24-hour emergency response system;

17. Maintains continuing awareness of prevailing local security conditions, identifying probable threats and advising mission and project personnel to follow appropriate preventative steps;
18. Provides personal protection for senior personnel or visiting VIPs as required;
19. Compiles and maintains an updated staff list which includes all mission personnel, including visiting missions and consultants;
20. Monitors and evaluates office physical security measures, and conducts security surveys of installations and facilities;
21. Provides training and advice to mission personnel on MORSS, as well as determining the need for such resources;

***Field Security Coordination Officers (responsible and accountable to the Chief Security Adviser/Security Adviser)***

22. Implements all aspects of security management, crisis readiness and preparedness at the duty station;
23. Prepares, maintains and updates country-specific security plans, contingency plans and security listings of personnel employed by organizations of the United Nations system and their recognized dependants;
24. Undertakes security risk assessments for all locations in the country/area where personnel employed by organizations of the United Nations system and their recognized dependants are present;
25. Establishes contacts with national law enforcement agencies, with a view to obtaining the best possible protection for personnel employed by the organizations of the United Nations system and their recognized dependants; and
26. Conducts security surveys of residences and premises.

***M. Single-Agency Security Officers***

1. Advises and assists the agency country representative or operations manager on his/her security responsibilities, including participation in operational planning, and provides security inputs, including information regarding compliance with United Nations security policies, practices and procedures;
2. Advises and assists the DO, ASC or CSA in the discharge of his/her responsibilities as required;
3. Participates as a member of the security cell established by the CSA/SA;
4. Advises the security cell on particular concerns of his/her organization regarding security; and

5. Acts as the CSA/SA ad interim during the absence of the CSA/SA for a given duty station, as appropriate and when required by his/her employing organization.

***N. Local Security Assistants***

1. Assists in monitoring the implementation of security policies and procedures;
2. Assists in supporting all matters pertaining to the safety and security of personnel, premises and assets;
3. Assists in developing security contingency plans and the country security plan;
4. Assists in preparing security risk assessments;
5. Assists in preparing MOSS and MORSS and monitoring compliance;
6. Assists in preparing contingency plans; and
7. Assists in conducting security training for UN personnel, locally-recruited guards and others as appropriate.

***O. Wardens***

1. Functions as a channel of communication between the DO and personnel employed by the organizations of the United Nations system and their recognized dependants and visitors staying at hotels in his/her zone;
2. Regularly informs personnel regarding security arrangements and the security phases in effect;
3. Undertakes other security-related duties as assigned by the DO or the CSA/SA;
4. Ensures that recognized dependants left at the duty station by internationally recruited staff who are serving elsewhere are accorded the same provision for security as dependants of international staff serving at the duty station; and
5. Visits every family living in his/her area to ensure that they are aware of the security arrangements.

***P. Personnel employed by the organizations of the United Nations system***

1. Must familiarize themselves with information provided to them regarding the United Nations security management system at their location;
2. Obtain security clearance prior to traveling;
3. Attend security briefings and sign a document certifying that they have been briefed;
4. Know their Warden, CSA/SA, FSCO or CSFP;
5. Are appropriately equipped for service at the duty station;

- 6.** Comply with all United Nations system security regulations and procedures at the duty station, both on and off duty;
- 7.** Comport themselves in a manner which will not endanger their safety and security or that of others;
- 8.** Report all security incidents in a timely manner;
- 9.** Attend and complete security training relevant to their level and role; and
- 10.** Complete the Basic Security in the Field CD-ROM and Advanced Security in the 890Field CD-ROM security learning programmes as appropriate.