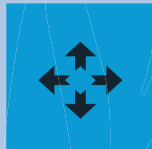# CHAPTER IV

Security Management

UNSMS CONTACT LIST

WARDEN SYSTEM

EVACUATION AND RELOCATION PLANS

MEDICAL PLANS

SPECIFIC RESPONSE PLANS

EMERGENCY COMMUNICATIONS

Section B

SECURITY PLANNING

Promulgation Date: 28 September 2018

A. Introduction

1. Security planning is a core security function contributing to the safety and security of United Nations Personnel, premises and assets. Security planning proactively lays out a set of predetermined and rehearsed responses to various crisis that could impact the United Nations Security Management System (UNSMS) in a security area.

B. Purpose

2. The purpose of this policy is to identify the requirements and obligations related to security planning. This new policy is meant to provide updated guidance on security planning in line with other policies contained in the *Security Policy Manual* (SPM).

3. The "Guidelines on Security Planning" provide additional details on the preparation, format and maintenance of the security plans.

C. Scope and Applicability

4. This policy is applicable to all UNSMS organizations as well as all individuals defined in Chapter III of the SPM ("Applicability of the United Nations Security Management System").

5. All references to the United Nations herein refer to United Nations System organizations and other entities participating in the UNSMS.

D. The United Nations Security Management System in the Field

6. The roles and responsibilities of security decision-makers and security professionals within the UNSMS are identified in the Framework for Accountability[1].

7. The Designated Official for Security (DO) must establish a Security Management System in his/her designated area of responsibility. Depending on the size of the Designated Area, if there are sub-offices, programmes or operations outside of the capital, the DO may need to establish an Area Security Management System.

8. The DO is required to nominate at least three persons that could serve as DO a.i. upon approval and appointment by the Under-Secretary-General for Safety and Security (UNDSS). Such nominees shall be heads of Agencies, Funds, Programmes, or organisations at the Designated Area, members of the Security Management Team (SMT), and accredited to the host Government. In Designated Areas with Peacekeeping Operations (PKO) or Special Political Missions, DO a.i.'s may include the Deputy Special Representatives of the Secretary-General (DSRSG) and, whenever the DO is a Force

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[1] *Security Policy Manual*, Chapter II, Section A : "Framework for accountability"

Commander (FC), the Deputy FC. All nominated DOs a.i. shall obtain clearance from their respective parent organisations before accepting the DO's nomination.

9. The DO shall ensure that one of the appointed DOs a.i. remains in the Designated Area whenever he or she is away from the Designated Area. This will ensure continuity in leadership and decision-making of the UNSMS of respective Designated Areas. A DO a.i. may assume leadership and decision-making authority for the UNSMS in a Designated Area if the DO is incapacitated or otherwise unable to be reached during a crisis, whereby time-sensitive security management decisions have to be taken[2].

10. USG UNDSS shall review, approve and appoint DO a.i. nominees in writing. The most senior security professional directly supporting the DO[3] shall be responsible for maintaining an updated list of DOs a.i. in the Designated Area, in coordination with the relevant UNDSS Division of Regional Operations Desk Officer at UNDSS-HQ.

11. In Designated Areas containing Security Areas, the DO shall also appoint, in writing, Areas Security Coordinators (ASCs) to manage the UNSMS in their respective Security Areas and Area Security Coordinators ad interim to manage the UNSMS in the absence of the ASC. As part security planning, the most senior security professional directly supporting the DO shall be responsible for maintaining an updated list of ASCs for each Security Area.

12. All appointed DOs a.i., ASCs, and ASCs a.i. must complete all mandatory security training courses for UN personnel and applicable specific training for security decision-makers

E. Security Plan

Purpose

13. The Security Risk Management Process (SRM)[4] is the primary tool for security decision-makers to identify threats to the United Nations and enable SRM measures to reduce the level of assessed risks. The Security Plan is a management tool aimed at ensuring security preparedness. While it is recognized that the Host Government is responsible for the security of United Nations premises, the DO must ensure that there are security plans in place to deal with crisis situations.

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[2] The provisions contained in this paragraph also apply to Area Security Coordinators and Area Security Coordinators a.i.

[3] This is usually the Principle Security Adviser (PSA), Chief Security Adviser (CSA) or other Security Adviser (SA), including their officer in-charge *ad interim*. This function maybe performed by a Chief Security Officer, Chief of Security and Safety Services, Country Security Focal Point (CSFP), a Single-Agency Security Adviser or Local Security Assistant (if necessary) in countries where no international professional security adviser has been assigned or is present.

[4] *Security Policy Manual*, Chapter IV, Section A: "Policy on Security Risk Management".

14. The purpose of the Security Plan is to outline the responsibilities of individuals, actions to be carried out and the sequence to be followed in situations which may impact United Nations personnel and operations.

Approval

15. The DO, in consultation with the SMT, is responsible for approving all Security Plans.

Guiding Principles

16. It is the primary responsibility of the most senior UNDSS security professional directly supporting the DO or the ASC, with the assistance of other key personnel, to prepare and maintain Security Plans.

17. Security Plans must be area specific and follow specific scenario identified through the SRM process.

18. The provisions and arrangements of security plans must be realistic, tested and reviewed. They must be coordinated with all relevant United Nations plans and communicated with all relevant United Nations actors. This includes reception areas in case of relocation or evacuation, as well as police, military and logistics in peace operations.

19. Security plans are essential elements of the cooperation and collaboration between the United Nations and the host Government[5]. The DO and the most senior security professional must make every effort to ensure that host government authorities are engaged appropriately to mobilize and coordinate support.

20. The DO will endeavour to inform organizations that do not belong to the UNSMS and diplomatic missions of foreign countries of the security plan arrangements. Specific arrangements may be put in place with diplomatic missions who are willing to assist in the execution of the UNSMS Security Plans.

21. All Security Plans should be developed and reviewed taking into consideration gender sensitive approaches and responses[6].

22. The most senior security professional advising the DO will consult with UNDSS Division of Regional Operations during the development of the Security Plan. The desks will make a technical review of the plans and ensure that they are sound and consistent with the applicable policy, within the agreed timeframe. However, the plans remain approved locally by the DO.

F. Assistance to other persons

23. When possible and to the extent feasible, the UNSMS in the Designated Area may lend assistance in a crisis situation for in extremis support to persons not covered by Chapter III of the Security Policy Manual. Any travel or financial assistance provided to such

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[5] *Security Policy Manual*, Chapter II, Section D: "Relations with Host Countries"
[6] *Security Policy Manual*, Chapter VI, Section L : "Gender Considerations in Security Management"

persons will be on a space-available and reimbursable basis. This includes assistance to NGOs covered under the Saving Lives Together Framework of cooperation with the United Nations[7]. The DO is responsible for authorizing the details of this assistance.

G. Crisis Telecommunications

24. Crisis telecommunications must be an integral part of the security plan. The overriding criteria for crisis telecommunications in any operation is that all personnel have the ability, 24 hours a day, to contact help should the need arise. Therefore, the security plans must make provisions for redundancy and continuity in telecommunications; the type and importance of these provisions are guided by the conclusions of the SRM in regards to security telecommunications. In addition, due to the variety of communication types, coordination between organizations is essential to ensure that inter-operability of communications is achieved and maintained, particularly prior to crisis.

25. It is recognized that each operation will have different local resources available and therefore additional resource requirements will vary.

26. The specific recommendations related to crisis telecommunications will be substantiated in the SRM process and approved as Security Risk Management measures for the security area[8]. Once approved, the provisions for crisis telecommunications measures will be included in the Local Cost-Shared Security Budget[9].

27. Representatives of organizations in the Designated Area are responsible for the communications within their organization and to their headquarters. Each organization is responsible for providing the necessary communications equipment and procedural advice to its personnel to conform to the crisis communications requirements as determined by the Designated Official through the SRM process.

H. Assistance to Locally-Recruited Personnel

28. Security Plans must include provisions for locally-recruited personnel and their eligible family members.

29. Locally recruited personnel must play an active role in the preparation of the section of the security plans which affects them.

30. Each UNSMS organizations must ensure that locally recruited personnel are regularly briefed on the assistance the UNSMS will provide to them and their eligible dependants in times of crisis.

I. Training Requirement

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[7] *Security Policy Manual*, Chapter II, Section F: "Saving Lives Together"
[8] The senior security professional may need to consult with local representatives of the Emergency Telecom Cluster and, or with UNSMS organizations telecoms specialists prior to the determination of SRM measures.
[9] *Security Policy Manual*, Chapter VI, Section B: "Locally Cost-Shared Security Budget"

31. The provisions of this policy must be included in all relevant security training.

J. Final Provisions

32. This policy is to be made available to all United Nations personnel.

33. This policy enters into force on 1 January 2019.