
1. Authority

1.1. This Policy is issued by the Chief of Security pursuant to POLICY.ED.2025.01 - UNOPS Legislative Framework Policy, on the basis of a delegation of authority from the Executive Director.

2. Consequential changes

2.1. This Policy supersedes and abolishes:

- (a) OD.ED.2017.01 - Safety and Security of 13 June 2017;
- (b) OI.Security.2018.01 - Safety and Security Management of 22 February 2018.

3. Effective date

3.1. This Policy shall become effective immediately.

[signature redacted]

John Dunne

Chief of Security

Chapter 1 - General Provisions

1. Purpose

1.1. The United Nations Security Management System (UNSMS) is a system of policies and procedures related to the safety and security of personnel, premises, assets and operations.

1.2. As UNOPS is a member of the UNSMS, UNOPS and its personnel shall comply with all UNSMS policies that are issued by the Under-Secretary-General of the UN Department of Safety and Security (UNDSS), following endorsement by the Inter-Agency Security Management Network (IASMN) and approval or endorsement by the High-Level Committee on Management (HLCM), as required.

1.3. The purpose of this Policy is to set out the UNOPS framework for the safety and security of UNOPS personnel and assets, in line with applicable United Nations policy instruments, in particular the UNSMS Security Policy Manual, Chapter II, "A. Framework of Accountability".

1.4. This Policy shall be read in conjunction with UNSMS safety and security policies, procedures and practices, available on the Headquarters Security Team's intranet page or by contacting the Security Team directly.

2. Application

2.1. This Policy applies to all UNOPS personnel, as defined in section 3.1 (c).

2.2. UNOPS and all UNOPS personnel shall comply with the applicable safety and security policies, procedures and practices of the UNSMS and with this Policy.

3. Definitions

3.1. In this Policy, the following terms have the meanings set out below:

(a) "**designated area**" means the area assigned to a Designated Official (DO) by the Secretary-General, usually equivalent to a country, but not always, such as where a country is divided into two or more designated areas under the responsibility of two or more DOs or where a DO covers more than one country;

(b) "**Designated Official**" or "**DO**" means the most senior UN official in a designated area, accountable to the Secretary-General for the safety and security of all UN personnel in that designated area;

(c) "**personnel**" means UNOPS personnel who fall under UNOPS responsibility in the UNSMS as defined by the UN Security Framework on Applicability;

(d) "**Security Representative**" means the most senior UNOPS personnel member for a designated area who is accountable to the Secretary-General, through the UNOPS Executive Director, for the safety and security of all UNOPS personnel in that area.

4. Information, coordination and incident reporting

4.1. The Executive Director and Deputy Executive Directors shall, through the Chief of Security, stay fully apprised of all aspects regarding safety and security.

4.2. Regional Directors, Multi-Country Office Directors and Security Representatives shall ensure that all information relevant to the safety and security of UNOPS personnel within their respective areas of operation is shared with the Chief of Security in a timely manner.

4.3. Regional Directors, Multi-Country Office Directors and Security Representatives shall ensure effective coordination of safety and security issues with the respective in-country UN safety and security apparatus (DO, United Nations Security Management Team, UNDSS, etc.).

4.4. Safety and security incidents affecting UNOPS personnel, assets or programmes, regardless of severity, shall be reported in a timely manner to the Security Representative, the relevant Regional Security Advisor and the Chief of Security, and to the in-country UN security apparatus in line with locally established procedures. Incidents relating to the death or injury of personnel due to malicious acts, arrest or detention, and any other developments that might have a bearing on personnel safety and security shall be reported immediately.

Chapter 2 - Roles and Responsibilities

5. UNSMS actors

5.1. The roles and responsibilities of the UNSMS actors are described in the UNSMS Security Policy Manual, Chapter II, "A. Framework of Accountability".

6. Executive Director

6.1. The Executive Director is responsible and accountable to the Secretary-General for ensuring that the goals and policies of the UNSMS, as set out in Section D (paragraph 11) of the UNSMS Security Policy Manual, Chapter II, "A. Framework of Accountability" and in Section D of the Annex to that Framework - "Roles and Responsibilities of Actors within the UNSMS", are fully implemented and observed within UNOPS.

6.2. The Executive Director may delegate security functions and responsibilities to Deputy Executive Directors, Regional Directors or other senior UNOPS personnel, as appropriate.

6.3. The Executive Director is responsible for appointing the Chief of Security.

6.4. Where an urgent safety and security matter is referred by the Chief of Security and the Executive Director is unreachable despite reasonable efforts by the Chief of Security to contact the Executive Director, the Deputy Executive Director (Management and Policy) may make a decision on that matter. The authority under this section is not further delegable.

7. Chief of Security

7.1. The Chief of Security is the Security Focal Point for UNOPS globally, as set out in Section E (paragraphs 12 and 13) of the UNSMS Security Policy Manual, Chapter II, "A. Framework of Accountability" and in Section E of the Annex to that Framework - "Roles and Responsibilities of Actors within the UNSMS", and serves as the primary advisor and coordinator on safety and security-related matters across UNOPS.

7.2. In addition to the roles and responsibilities outlined in Section E of the Annex to the Framework of Accountability - "Roles and Responsibilities of Actors within the UNSMS", as referred to above, the Chief of Security is responsible for:

- (a) advising and supporting the Executive Director in discharging safety and security responsibilities;
- (b) responding to day-to-day safety and security issues at UNOPS;
- (c) providing relevant actors with advice, guidance and technical assistance on safety and security matters;
- (d) representing UNOPS at the IASMN;



(e) preparing relevant Technical Standards and issuing Corporate Processes and Corporate Guidance and Informational Documents for the effective implementation of UNOPS safety and security in accordance with this Policy;

(f) developing control mechanisms to ensure compliance with this Policy and any other safety and security policies applicable to UNOPS.

7.3. The Chief of Security shall operate within, and in support of, the UNSMS and is responsible for the interface with UNDSS and other UNSMS Security Focal Points.

8. Deputy Chief of Security

8.1. The Deputy Chief of Security shall perform the functions and responsibilities of the Chief of Security in their absence.

8.2. The Deputy Chief of Security is the alternate Security Focal Point for UNOPS at the corporate level and shall represent UNOPS at the IASMN in the absence of the Chief of Security.

9. Regional Directors

9.1. Regional Directors are responsible for:

(a) identifying suitable personnel to be appointed as Security Representatives of UNOPS for designated areas, in consultation with the Regional Security Advisor and Chief of Security;

(b) exercising accountability for the effective implementation of the UNSMS security risk management framework across their respective regions, ensuring alignment with UNOPS corporate policies, risk acceptance and strategic priorities;

(c) monitoring the effectiveness of the safety and security management practices put in place by the Security Representative of UNOPS, and escalating issues of concern to the Chief of Security without delay;

(d) ensuring adequate resources, guidance and support are provided to Security Representatives in designated areas within the respective region to enable the effective implementation of security risk management measures.

9.2. Where the Regional Director is the most senior UNOPS personnel member in a designated area, they shall assume the role of Security Representative and shall execute the responsibilities of the Security Representative outlined in section 12. The Regional Director may delegate any of these responsibilities to the next most senior UNOPS personnel member in the designated area, but shall remain accountable for the safety and security of UNOPS personnel and assets in the designated area.

10. Director of the Global Portfolios Office (GPO)

10.1. The Director of the Global Portfolios Office:

(a) is accountable for coordinating safety and security for Global Portfolios Office personnel, ensuring alignment with UNSMS policies;

(b) shall, in consultation with the Chief of Security, ensure that the Security Representatives in the respective countries where Global Portfolios Office personnel are deployed are aware of the presence of such personnel;

(c) shall ensure that Global Portfolios Office personnel operate within UNSMS policies and report to the Security Representative in the designated area on safety and security-related matters.

10.2. If a GPO office considers it prudent to establish a dedicated security function to support the security responsibilities of the GPO Director, it shall submit a proposal for such a position, including the terms of reference (ToRs) and how the position relates to the rest of the security functions and procedures, to the Chief of Security for approval.

11. Multi-Country Office Directors

11.1. Multi-Country Office Directors shall:

(a) ensure adequate resources, guidance and support are provided to Security Representatives in designated areas within the respective Multi-Country Office to enable the effective implementation of security risk management measures;

(b) coordinate closely with Security Representatives, Regional Directors, respective Regional Security Advisors and the Chief of Security;

(c) ensure compliance with the UNSMS framework and promptly address deficiencies or non-compliance.

12. Security Representatives

12.1. The Executive Director shall, through a formal written delegation letter, designate the most senior UNOPS personnel member, who shall be at the level of ICS-8 or above, as the Security Representative in a designated area.

12.2. Where there are no personnel at ICS-8 or above in a designated area, the Executive Director shall, on the recommendation of the Regional Director and Chief of Security, designate a Multi-Country Office Director or any other UNOPS personnel member at ICS-8 or above as the Security Representative for a designated area, even though the personnel member is not assigned or based in that designated area.

12.3. In UNOPS offices where there are several programmes or offices where no single most senior UNOPS personnel member can be clearly identified, the Regional Director, in consultation with the Chief of Security and the GPO Director, if relevant, shall recommend to the Executive Director a UNOPS personnel member to act as the Security Representative for the designated area.

12.4. The Security Representative of UNOPS:

(a) is responsible and accountable to the Secretary-General, through the Executive Director, for all matters related to the security of all UNOPS personnel (irrespective of the funding source) in the designated area, as set out in Section G (paragraph 15) of the UNSMS Security Policy Manual, Chapter II, "A. Framework of Accountability" and in Section G of the Annex to that Framework - "Roles and Responsibilities of Actors within the UNSMS";

(b) is accountable to the Executive Director for all security matters through the Chief of Security;

(c) is the UNOPS representative on the United Nations Security Management Team for the designated area;

(d) shall apprise themselves of all applicable safety and security policies, procedures and guidelines;

(e) shall promote adherence to this Policy and the UNSMS framework, including through regular internal reviews to identify and address gaps in implementation;

(f) shall ensure that security risk management considerations are integrated into project design, budgeting and implementation planning, in consultation with the Chief of Security or a personnel member delegated by the Chief of Security;

(g) shall ensure that no programme activity in high-risk areas proceeds without documented alignment with applicable security risk management measures.

12.5. Where a project manager is designated as the Security Representative for a designated area, the project manager shall fulfil the roles and responsibilities outlined in section 12.4, as applicable, for all UNOPS projects and activities in the designated area.

13. Regional Security Advisors

13.1. A Regional Security Advisor is accountable to the Chief of Security and to the respective Regional Director.

13.2. A Regional Security Advisor shall:

(a) advise and support the Chief of Security and the respective Regional Director on security matters in the respective region;

(b) provide strategic security advice and technical guidance to the Regional Director, Security Representatives, other senior managers and Security Focal Points on security risk management, threat trends, mitigation strategies, and compliance with UNSMS and UNOPS security policies;

(c) maintain regular communication with country offices to ensure effective alignment of regional security strategies and timely escalation in the event of increases in risk levels.

14. Country Security Professionals

14.1. Country Security Professionals, who include field security advisors, security officers, and security associates, are accountable to their respective Security Representatives for implementing country-specific safety and security measures, maintaining compliance with UNSMS standards, and performing other activities as set out in Section P (paragraphs 31, 32 and 33) of the UNSMS Security Policy Manual, Chapter II, "A. Framework of Accountability" and in Section N of the Annex to that Framework - "Roles and Responsibilities of Actors within the UNSMS".

14.2. Country Security Professionals:

(a) shall not be appointed unless the technical clearance of the Chief of Security has been obtained;

(b) have a technical reporting line to their respective Regional Security Advisors and are accountable to them, ensuring oversight, compliance monitoring and support.

14.3. Where a UNOPS security professional is recruited for a specific project managed by a person other than the Security Representative, the primary reporting line is to the project manager, but with the UNOPS security professional providing advice and support to the Security Representative if needed.

15. Country Security Focal Points

15.1. In designated areas where there is no dedicated security professional, the Security Representative for the designated area shall, in writing, formally appoint a Country Security Focal Point, after consulting the Chief of Security.

15.2. A person appointed as a Country Security Focal Point shall be a national or international personnel member with adequate seniority, operational experience and knowledge of local security conditions.

15.3. The Country Security Focal Point reports to the Security Representative and performs the duties as set out in Section Q (paragraph 34) of the UNSMS Security Policy Manual, Chapter II, "A. Framework of Accountability" and in Section O of the Annex to that Framework - "Roles and Responsibilities of Actors within the UNSMS".

15.4. Notwithstanding the appointment of a Country Security Focal Point, the Security Representative retains ultimate accountability for security.

15.5. The Country Security Focal Point:

- (a) is responsible for overseeing daily safety and security management activities, including, but not limited to, maintaining updated security plans and security records, and ensuring adherence to security policies and procedures;
- (b) shall regularly liaise with the respective Regional Security Advisor and the Chief of Security to obtain guidance and technical support, and to escalate issues as necessary;
- (c) shall maintain logs of training, drills, security briefings and compliance reviews.

16. Area Security Focal Points

16.1. Where a complex security environment exists or where UNOPS offices are operating across multiple distinct geographical areas, the Country Security Professional or Country Security Focal Point may, in writing, following consultation with the Security Representative, appoint Area Security Focal Points, clearly outlining their responsibilities.

16.2. Area Security Focal Points shall manage localized security operations and ensure effective compliance with security measures within their clearly defined geographical areas of responsibility.

16.3. Area Security Focal Points shall report to the Country Security Professional or, if there is none, the Country Security Focal Point.

16.4. Area Security Focal Points shall maintain logs of training, drills, security briefings and compliance reviews.

17. UNOPS personnel and UNOPS offices

17.1. All UNOPS personnel shall:

- (a) comply with the safety and security policies, procedures, and practices of the UNSMS and this Policy;
- (b) comply with safety and security protocols and avoid unwarranted risks;
- (c) promptly report all security incidents, threats, or identified vulnerabilities to their designated Security Focal Point or Security Representative;
- (d) report policy non-compliance, in a timely manner, through established reporting channels;(e) comply with other obligations as set out in Section S (paragraph 37) of the UNSMS Security Policy Manual, Chapter II, "A. Framework of Accountability" and in Section Q of the Annex to that Framework - "Roles and Responsibilities of Actors within the UNSMS".

17.2. UNOPS personnel may be appointed as wardens and shall perform that function in accordance with Chapter XXII - Guidelines on the Warden System of the United Nations Security Management Operations Manual.

Chapter 3 - Exceptions

18. Exceptions

18.1. In accordance with section 10.2. of the POLICY.ED.2025.01 - UNOPS Legislative Framework Policy, only the Executive Director, the Deputy Executive Director (Management and Policy), and the Chief of Security may grant an exception to a requirement under this Policy.

18.2. Any exception granted under this section shall be justified, documented and time-bound.