

**Headquarters, Copenhagen
13 June 2017**

OPERATIONAL DIRECTIVE REF. OD.ED.2017.01

SAFETY AND SECURITY

1. Authority:

- 1.1. This Operational Directive (OD) is promulgated by the Executive Director, on the basis of my authority under UNOPS Financial Regulations 3.01.

2. Purpose:

- 2.1. The purpose of this OD is to set out UNOPS safety and security framework for the safety and security of UNOPS personnel and assets in line with applicable United Nations' legislative instruments, in particular the Framework of Accountability for the United Nations Security Management System (UNSMS).

3. Effective Date:

- 3.1. This OD shall become effective **immediately**.

4. Consequential changes:

- 4.1. This OD shall supersede and abolish OD 7 (rev. 1) – Safety and Security Policy of 18 December 2009.

[signature redacted]

Grete Faremo
Executive Director

OPERATIONAL DIRECTIVE REF. OD.ED.2017.01**SAFETY AND SECURITY****Table of Contents**

| | |
|--|----------|
| 1. Introduction: | 3 |
| 2. Roles and Responsibilities Outside of UNOPS: | 3 |
| Host Government | 3 |
| Secretary-General | 3 |
| Under-Secretary-General for Safety and Security | 3 |
| Designated Officials | 3 |
| UN Security Management Team..... | 3 |
| Chief Security Advisers/Security Advisers..... | 3 |
| UN Area Security Coordinator..... | 4 |
| 3. Roles and Responsibilities within UNOPS: | 4 |
| Executive Director..... | 4 |
| Chief of Security | 4 |
| Regional Directors..... | 5 |
| Operational Hub Directors | 5 |
| Operation Centre Director and Project Centre Managers | 5 |
| Project Managers..... | 5 |
| Managers of Global Programs | 6 |
| Field Security Advisers..... | 6 |
| All Personnel..... | 6 |

1. Introduction:

- 1.1. This OD sets out UNOPS safety and security framework, in particular the roles and responsibilities of the different actors responsible for the safety and security of UNOPS personnel and assets.
- 1.2. This OD shall be read in conjunction with all UN safety & security policies, procedures and practices, and in particular the Framework of Accountability for the United Nations Security Management System (UNSMS).

2. Roles and Responsibilities Outside of UNOPS:

Host Government

- 2.1. In each country the primary responsibility for the safety and security of UNOPS personnel, their spouses and dependants, and UNOPS assets rests with the host government.

Secretary-General

- 2.2. Responsibility for the management of the UNSMS rests with the Secretary-General.

Under-Secretary-General for Safety and Security

- 2.3. He/she represents the Secretary-General on all security-related matters and serves as the Chairman of the Inter-Agency Security Management Network (IASMN)

Designated Officials

- 2.4. In each country or designated area where the UN is present, a Designated Official (DO) for Security is appointed in writing by the Secretary-General. This is normally the senior-most UN official in the country. The DO is accountable to the SG through the USG DSS and is responsible for the security of the UN throughout the country or designated area.

UN Security Management Team

- 2.5. In each country, the UN Security Management team (UNSMT) is responsible for supporting the DO in discharging his/her mandate related to the safety and security of all UN personnel, premises and assets.
- 2.6. The UNOPS representative on the UNSMT shall be the most senior UNOPS personnel in the country, who shall also be the designated UNOPS Security Focal Point in the country (see below).

Chief Security Advisers/Security Advisers

- 2.7. 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 on their security functions.

UN Area Security Coordinator

- 2.8. In some countries, UNOPS personnel may be appointed by the DO to act as an UN Area Security Coordinator (ASC). This shall be done in consultation with the most senior UNOPS personnel in the country and the UNOPS Chief of Security (see below).

3. Roles and Responsibilities within UNOPS:

Executive Director

- 3.1. The Executive Director of UNOPS is directly responsible and accountable to the Secretary-General for ensuring that the goals and policies of the UNSMS are fully met within UNOPS.

Chief of Security

- 3.2. A Chief of Security (CoS) shall be appointed by the Executive Director.
- 3.3. The CoS shall be UNOPS Global Security Focal Point and the primary advisor and coordinator on safety and security related-matters for UNOPS globally.
- 3.4. He/she shall be responsible to support the Executive Director in the delivery of his/her responsibilities on safety and security, for co-ordinating UNOPS day-to-day response to safety and security issues, and for providing all relevant actors with advice, guidance, and technical assistance.
- 3.5. The CoS shall also be responsible for preparation of Operational Instruction(s) (OI(s)) required for the management of UNOPS safety and security in accordance with this OD, and for developing control mechanisms to ensure compliance with this OD, underlying OI(s) and any other safety and security legislative instruments applicable to UNOPS.
- 3.6. The CoS shall operate within and in support of the UNSMS and shall be responsible for the interface with UNDSS and other UNSMS Security Focal Points. He/she shall also represent UNOPS at the Inter Agency Security Management Network (IASMN).

Security Focal Points

- 3.7. In each country, the most senior UNOPS personnel shall act the UNOPS Security Focal Point (SFP) and shall be the UNOPS representative on the UNSMT for this country (see above). The Security Focal Points must play an active role and represent UNOPS and the security and safety of its personnel in the UNSMT.
- 3.8. The SFP shall apprise themselves of all applicable safety and security policies, procedures,

and guidelines. The SFPs are accountable on all security matters to the Executive Director through the UNOPS Chief of Security.

- 3.9. In those offices where there are several programs and offices with no clear “most senior UNOPS personnel”, the Regional Director will designate the UNOPS personnel who shall act as SFP for the country, in discussion with the CoS.

Regional Directors

- 3.10. Regional Directors (RD) shall be responsible for overseeing the safety and security of UNOPS personnel and assets (including assets of others under UNOPS custody) within their respective regions.
- 3.11. The RD, if the most senior UNOPS personnel in the country of duty station, shall be the UNOPS Security Focal Point (as per paragraphs 3.7 and 3.8) in that country. The RD can, in consultation with the CoS, delegate this role to other senior UNOPS personnel in the country. However, the RD shall remain accountable for the safety and security of UNOPS personnel and assets in the country.

Operational Hub Directors

- 3.12. Operational Hub Directors (OHD) shall be responsible for oversight through broad based responsibility for the safety and security of UNOPS personnel and assets (including assets of others under UNOPS custody), within the countries forming part of the Operational Hub.
- 3.13. The OHD, as the most senior UNOPS personnel in the country of duty station, shall be the UNOPS Security Focal point (as per paragraphs 3.7 and 3.8) for the country. The Security Focal Point for other countries forming part of the Operational Hub shall be appointed in accordance with paragraph 3.7 and/or paragraph 3.9.

Operation Centre Director and Project Centre Managers

- 3.14. Operations Centre Directors (OCD) and Project Centre Managers (PCM) when appointed as the UNOPS Security Focal Point for a country (as per paragraphs 3.7 and 3.8), shall be responsible for the safety and security of UNOPS personnel and assets (including assets of others under UNOPS custody) in the country.

Project Managers

- 3.15. Project Managers (PM) when appointed as the UNOPS Security Focal Point for a country (as per paragraphs 3.7 to 3.9) shall be responsible for the safety and security of UNOPS personnel and assets (including assets of others under UNOPS custody) in the country.

Managers of Global Programs

- 3.16. Managers of Global Programs shall be responsible for coordinating the safety and security of UNOPS personnel and assets (including assets of others under UNOPS custody) within their respective programs.
- 3.17. They shall also be responsible for ensuring that the UNOPS Security Focal Point in the respective countries where UNOPS personnel working on the program are deployed are aware of the presence of such personnel (this should be done in consultation the CoS), and that such personnel operate within the guidance of the UNSMS and report to the UNOPS Security Focal Point in the country on safety and security related-matters.

Field Security Advisors

- 3.18. Field Security Advisors (FSAs) are recruited by UNOPS to advise the UNOPS Security Focal Point on regional, country, or program specific securities matters and are accountable to their respective heads of offices.

All Personnel

- 3.19. All UNOPS personnel shall be responsible and accountable to comply with the safety and security policies, procedures and practices of the UNSMS and UNOPS, including this OD and underlying OI(s).
- 3.20. It shall be the responsibility and accountability of every UNOPS personnel to exercise proper precautions and avoid taking unwarranted risks that may jeopardise either their own safety and security or that of colleagues or UNOPS assets.
- 3.21. Except in extreme situations where current security procedures would not sufficiently mitigate against an explicit, impending threat, UNOPS Supervisors shall not instruct nor request, directly or indirectly, any UNOPS personnel to disregard applicable safety and security policies, procedures and practices, and shall not knowingly permit personnel to expose themselves to unnecessary threats and risks that contravene applicable safety and security policies, procedures and practices. Any supervisor who breaches this shall be held accountable under the relevant UN staff rules and disciplinary procedures.