Policy Title	Policy and Procedures for Security Accountability
Document identifier	PPM/SEC-ACCT/2024/1
Previous title (if any)	Security Accountability Policy
Policy objective	The objective of this policy is to establish the corporate UNFPA's Accountability Framework for Security, which outlines the roles, responsibilities and accountabilities of individuals in relation to safety and security.
Target audience	All UNFPA personnel employed by the organization, as defined in Section E, Applicability.
Risk control matrix	Risk control matrix
Checklist	N/A
Effective date	18 April 2024
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Mandatory review date	18 April 2027
Policy owner unit	Office of the Security Coordinator
Approval	Link to signed approval template

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I.   Purpose

1.   This policy establishes UNFPA's framework of accountability for security and details individual's roles, responsibilities and accountabilities related to safety and security to:

   a. Enable the delivery of the organization's mandate through implementation of United Nations/UNFPA security policies and procedures at all levels throughout the organization.
   b. Mainstream safety[1] and security as core components of the organization's operational and programme activities.

II.   Policy

2.   UNFPA is committed to ensuring the safety and security of its personnel, in accordance with the UNFPA Security Accountability Policy, which states:

   a. All UNFPA personnel are accountable in accordance with their role and responsibility within their respective administrative structure.
   b. All UNFPA's in-country operations shall mainstream security and ensure sufficient funding for personnel, premises, and assets to maintain a robust security management system within an acceptable level of risk.
   c. All offices must have a standardized approach to allocate security costs for premises and assets within their respective country's office space.

A. United Nations Security Management System (UNSMS)

3.   As per the United Nations Security Management System (UNSMS), the Executive Director, on behalf of UNFPA shall maintain a robust and cohesive security management system. UNFPA shall be guided by the UNSMS to ensure the organization operates within acceptable levels of security risks. Accordingly, the organization shall adhere to the following principles:

   a. Effective and people-centered security risk management supportive of diversity and inclusion.
   b. Provision of adequate and sustainable resources to manage security risk.
   c. Decentralized decision-making within the parameters of UNSMS policies.
   d. Decision-making based on acceptable risk.

4.   The Chief, Office of the Security Coordinator represents UNFPA in the Inter-Agency Security Management Network (IASMN), which is the inter-agency forum that supports the HLCM in its comprehensive review of policies and resource-related issues pertaining to the UNSMS.

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[1] Road and fire safety from procedural aspects are covered by this policy. Hardware' (fire alarm systems; vehicle safety) falls under the Facilities and Administrative Services Branch (FASB).

B. Acceptability of security risks in enabling the delivery of UNFPA mandate

5.   UNFPA recognizes that the security environment in which the organization's personnel deliver its mandate is complex and may expose personnel to very high risk in delivering life-saving activities. The Executive Director, on behalf of UNFPA accepts responsibility and accountability for security risk management, commits to make all efforts to reduce these risks to acceptable levels and notes that the organization cannot eliminate all risks, therefore, despite investments in staff safety and security measures, casualties, including fatalities may occur.

C. Roles and Responsibilities

This policy establishes the roles and responsibilities related to security as follows:

UNFPA Headquarters

6.   **UNFPA Executive Director:** The UNFPA Executive Director is responsible and accountable to the Secretary-General for ensuring that the goal of the UNSMS is met within UNFPA. The Executive Director, therefore, has the overall responsibility for the safety and security of all UNFPA personnel. Without prejudice to the Executive Director's accountability, the Executive Director may, at their discretion, delegate authority to represent and/or commit UNFPA to individual UNFPA personnel based on capability and authority needed to operationalize UNFPA's commitments. The detailed security accountability responsibilities of the Executive Director are included in Annex I.

7.   **Deputy Executive Director, Management (DED (M)):** The DED (M) assists the Executive Director in the overall oversight for the coordination and management of UNFPA's strategic direction on safety and security and implementation of all security policies and procedures. The DED (M) works in coordination with the United Nations organizations in advocating that safety and security are core components of all activities. The detailed security accountability responsibilities of the DED (M) are included in Annex I.

8.   **Deputy Executive Director, Programme, (DED (P)):** The DED (P) assists the Executive Director in the overall responsibility for the coordination and implementation of UNFPA programme activities and for the oversight of ensuring implementation of security policies and procedures as they relate to programme activities. The detailed security accountability responsibilities of the DED (P) are included in Annex I.

9.   **Division for Management Services (DMS):** The Director of the Division for Management Services (DMS) is responsible for allocation of financial resources for Special Purpose allotment for the implementation of United Nations/UNFPA security measures throughout the organization. The detailed security accountability responsibilities of the DMS are included in Annex I.

10.   **Division for Human Resources (DHR):** The Director of the Division is responsible to address human resources related issues, and leads pandemic responses, including the duty of care

for UNFPA personnel. The detailed security accountability responsibilities of the Director for Human Resources are included in <u>Annex I</u>.

11.   **Humanitarian Response Division (HRD):** The Director of Humanitarian Response Division (HRD) is responsible for integrating safety and security considerations in UNFPA humanitarian response planning and related activities, including integrating direct security costs for activities funded by HRD. The detailed security accountability responsibilities of the Director of HRD are included in <u>Annex I</u>.

12.   **Division Director/Chief of Branch:** Division Directors/Branch Chiefs are responsible for integrating safety and security as a core component of all UNFPA programme planning and proposals under their responsibility, specifically integrating direct security costs.

13.   **Office of Audit and Oversight Services (OAIS):** is responsible for assessing compliance with UNFPA/United Nations security policies in country office audits, to the extent that the audit risk assessment suggests that is necessary. OAIS is the sole entity responsible for receiving and investigating allegations of wrongdoing (as defined by the Oversight Policy), including proscribed practices committed by UNFPA personnel or any third party doing business with UNFPA.

14.   **Chief, Office of the Security Coordinator (OSC):** is responsible for coordinating UNFPA's global response on safety and security management and the implementation of UN/UNFPA Security Management policies, guidance, and procedures to enable the implementation of the organization's mandate. The detailed security accountability responsibilities of the Chief, OSC are included at <u>Annex I</u>.

15.   **Security personnel at the Headquarters**: report to the Chief, OSC, and are responsible for advising, supporting and assisting in the execution of their duties, as per their respective job descriptions. A senior security professional undertakes the responsibilities of the Chief, OSC during their absence.

16.   **Other Security Personnel**[2]: Employed under exceptional circumstances approved by the Chief, OSC, explained under Country Security Personnel, para 25.

UNFPA Representational Offices

17.   Director/Chief: The director/chief of a UNFPA Representational Office outside of New York, is responsible and accountable to the Executive Director for the security of UNFPA personnel and eligible family members, premises and assets within the geographical country location of the respective office location. They may delegate in writing the day-to-day safety and security activities in support of the office to the Security Focal Point (SFP), preferably a senior member of the office.

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[2] Includes, Security Specialist/Analyst/Officer, National Professional Officer and Local Security Associate (LSA).

Regional Offices

18.   Regional Director: The regional directors are accountable to the Executive Director for the safety and security of UNFPA regional office personnel and eligible family members, premises and assets within the geographical country location of the respective office. Regional directors have an oversight of UNFPA representatives for the implementation of United Nations/UNFPA security measures, and sub-regional offices, and elevate non-compliance with security policies and procedures to the Executive Director in coordination with OSC.

19.   Regional Security Adviser (RSA): The RSA reports directly to the Chief, OSC and is responsible for advising the Regional Director, Representatives and personnel with security responsibilities in accordance with their specific functions in relation to safety and security. They also provide technical guidance, oversight and support in the implementation of internal/external United Nations/UNFPA security management policies and procedures. The detailed security accountability responsibilities of the RSA are included in Annex I.

20.   The regional directors may appoint a Security Focal Point (SFP) for the regional office from among their senior most staff to assist with the day-to-day security tasks. The detailed security accountability responsibilities of the SFP are included in Annex I and in the UNFPA SFP guidelines Annex II.

Country Offices

21.   UNFPA Representatives[3]   The Representative is responsible and accountable to the Executive Director, reporting to the Regional Director, on all matters relating to the safety and security of UNFPA personnel and eligible family members, premises and assets in the respective country. Representatives (or their officer-in-charge or Representative a.i.) are members of the UNSMS, Security Management Team (SMT) and responsible to represent UNFPAs interests by actively participating in SMT meetings. The detailed security accountability responsibilities of the UNFPA Representatives is included in Annex I.

22.   In countries where UNFPA regional offices are located, the UNFPA representative, not the regional director, represents UNFPA on the SMT.

23.   Representatives must appoint a Security Focal Point (SFP) for the country office from among their senior most personnel to assist with day-to-day security activities similar to that of the regional office.

24.   **Country Level Security Personnel:** A dedicated security post may be approved in exceptional circumstances for country offices by the DED (M) on recommendations of the Chief, OSC based on the detailed justification through a business case process, with a detailed Terms of

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[3] UNFPA Representative includes functional titles of Representative, Representative a.i., Head of Offices, Assistant Representative, when appointed to lead the respective office.

Reference. Country Level Security personnel report directly to the Representative with a technical reporting line to the RSAs and OSC.

25   **Security Focal Points (SFP)**: The Security Focal Point is designated by the UNFPA Representative from among the senior most personnel of the Country Office to assist with day-to day security tasks, without abdicating/abrogating the overall responsibility and accountability of the representative. The detailed security accountability responsibilities of the SFP are included in Annex I and in the UNFPA SFP guidelines available in the reference section.

Field Offices[4]

26.   **Head of Field Office (HoFO)**: The HoFO is responsible for the safety and security of UNFPA personnel, eligible dependents, assets and premises in their assigned areas of responsibility. They represent UNFPA at the local security management structure, serve as Area Security Management Team (ASMT) members in locations an ASMT is established, and are accountable to implement the area specific security measures and procedures based on the area specific SRM process.

UNFPA Personnel:

27.   **All UNFPA personnel**, regardless of their rank or level, are accountable to the Executive Director to comply with security policies, guidelines, directives, plans and procedures of the UNSMS and UNFPA**.** All UNFPA personnel are expected to familiarize themselves with UNSMS information, security risks, and approved measures. It also the sole responsibility of the UNFPA personnel on contract to ensure that eligible family members act in accordance with security guidance provided to that member. The detailed security accountability responsibilities of the UNFPA Personnel is included in Annex I.

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[4] Field Office includes offices located away from the capital city country office location, where UNFPA personnel works from, regardless of office typology. This includes project offices, offices co-located with government entities, third party implementing partners.

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Special Appointments within the United Nations Security Management System (UNSMS)

28.   The responsibilities of UNFPA personnel appointed in writing to special security roles within the UNSMS such as designated official and ASC are included in the [UNSMS Security Policy Manual, Chapter II, Section A, Framework of Accountability](#).

D. Applicability of United Nations Security Management System (UNSMS) and UNFPA Security Policies and Procedures

29.   In line with [UNSMS policy on applicability,](#) the UNFPA Security Accountability Policy applies to all UNFPA personnel, this includes:

   i.   Persons employed on a staff contract (temporary, fixed term or permanent appointment).
   ii.   Persons employed on a non-staff contract. This includes but is not limited to Independent Contractors (IC), , Local Service Contract (SC) Local Individual Contractor (LICA) and National Personnel Services Agreement (NPSA) holders.
   iii. United Nations Volunteer (UNV), assigned to UNFPA offices.
   iv.   Interns, Fellows, and Experts on Mission.

Eligible Family Members

30.   It remains the sole responsibility of the UNFPA personnel on contract to ensure that eligible family members act in accordance with security guidance provided to that member.

   i.   Eligible family members of UNFPA staff, recognized as such in accordance with United Nations Staff rules.
   ii.   Eligible Family members of non-staff contracts**:** shall be deemed to comprise a spouse and children under 21 of personnel recruited on non-staff contracts at the duty station.

Security Related Expenditures

31.   All offices are required to obtain technical clearance for all security related expenditures, irrespective of the funding source, as outlined in the respective Security Risk Management (SRM) and mandatory security risk management measures (SRMM) available in the respective country offices through UNDSS.

   a.   **Budgeting:** All security costs directly related to programmes (direct cost) must be in line with the [UNFPA Cost Recovery Policy](#). Accountability for the inclusion of security costs in funding proposals lies with budget holders . In the field, these are typically Representatives (cf. [Resource Management Policy](#)).

b. **Staff entitlements**

i.   Country Offices are required to obtain technical clearance from the Chief, OSC for all staff related security costs. This includes one-time costs for Residential Security Measures (RSMs) for international professional staff (regardless of the funding source) which is a standard post costs of all international professional staff in the field.

ii. Recurrent personal security measures (such as residential security) and Rest and Recuperation (R&R) are not included in the Standard Post Costs. Offices will need to assess the financial implications and budget accordingly and need to submit their request to headquarters to obtain OSC's clearance prior to disbursements.

iii. Country offices are required to obtain prior clearance for dedicated security personnel, whether national or internationals from the Chief of OSC.

c. **Premises and assets**

i.   Security costs for premises and assets is prorated between funding sources based on a headcount of posts, service contracts, and individual consultants utilizing the respective office space.

ii. The special purpose fund shares of one-time security expenditures/investments to implement approved security risk management measures are budgeted and managed centrally by OSC. Offices must budget for the programme share of such expenditures.

III.   Procedures

Relevant procedures are outlined in the United Nations Security Management Operational Manual and/or relevant guidance notes issued by the Office of the Security Coordinator.

IV.   Other (as needed)
No other content available

V.   Process Overview Flowchart(s)
No process overview available

VI.   Risk Control Matrix

The risk control matrix is available here.

Annexes:

Annex I. Roles and Responsibilities of actors within UNFPA

Annex II. UNFPA Guidelines for Security Focal Points

Annex III. ToR Security Management Group

Annex IV. Standard Operating Procedure, Management of Critical Incident by Headquarters Crisis Response Team (CRT)

Reference: The Framework of Accountability for the United Nations Security Management System, October 2021.