









Session 4	<b>Shared Responsibilities</b>		 Duration: <b>30 mins</b>
<b>Session Summary</b> This session explores security roles and responsibilities and emphasises the collective responsibility all staff have to manage risks to themselves, their colleagues and the organisation.			
<b>Session Objectives</b>  <ul style="list-style-type: none"> <li>• Explain the organisation's security management structure.</li> <li>• Define the responsibilities of individual staff.</li> </ul>			
<b>Learning Outcomes</b> By the end of this session participants should be able to: <ul style="list-style-type: none"> <li> Define the roles and responsibilities of individuals, management, and the organisation with regards to staff security and safety.</li> </ul>			
<b>Supporting Material</b>  <ul style="list-style-type: none"> <li>• <a href="#">GISF Security Risk Management: a basic guide for smaller NGOs.</a></li> </ul>			
Time	Suggested Activities		Resources
2 mins	<b>Introduction</b>  Ask participants: <i>Who is responsible for the security and safety of staff?</i> After a few initial suggestions, move on to the exercise.		
28 mins	<b>ACTIVITY: Who's Responsible?</b> Split participants into three groups. Explain that you want participants to consider the key security and safety responsibilities associated with different levels within an organisation: <ul style="list-style-type: none"> <li>• Organisational (HQ)</li> <li>• Management (Country Office)</li> <li>• Individual (Staff)</li> </ul> Allocate one level to each group. Ask participants to represent different security and safety responsibilities for their level in the form of pictures only – no words – on a flip chart sheet. Give them a maximum of 15 mins to quickly identify and draw some responsibilities for their level. Once completed, each group should present and explain their pictures to other groups. Ask others if there are any key responsibilities missing for that level. To conclude the exercise, emphasise the shared responsibility individual staff have to manage and reduce risks to all staff.  Managing risk to staff is a shared responsibility. Every staff member has a responsibility for their own safety and security, and for their colleagues.		