Session 3	**Security Risk Management**	Duration: **45 mins**

Session Summary

This session introduces an organisational approach towards security risk management and highlights the framework, documents and processes in place to ensure the effective management of risks to staff.

Session Objectives

- Introduce an organisational framework that supports effective security risk management.
- Define roles and responsibilities for security risk management.
- Outline the components of a systematic planning process that enables the management of risks in specific contexts.

Learning Outcomes

By the end of this session, participants should be able to:

- Recall the key responsibilities, processes and tools involved in a systematic approach to managing security in the field.

Supporting Material

- GISF Security Risk Management: a basic guide for smaller NGOs.
- GISF Security to go: a risk management toolkit for humanitarian aid agencies – Module 1.

Time	Suggested Activities	Resources
2 mins	**Introduction** Introduce the session and provide a brief overview of what this session will cover.	• S.3 Security Risk Management Presentation - Slide 1
5 mins	**Security Risk Management** Highlight the importance of security risk management and its role in supporting decision making and enabling staff and programmes to operate in challenging environments. Emphasises that this is more than 'box ticking', and draw attention to the need to create a positive security culture. Explain what a positive security culture looks like and how, if embedded across all departments and levels of staff, it can safeguard staff and enable programming in the most insecure environments.	• Slides 2 - 3
3 mins	**SRM Framework** Introduce participants to a security risk management framework, highlight the key documents and processes involved, and how they fit together. If an internal training, adapt the slide to include your organisation's Security Risk Management Framework, if available. ℹ A Security Risk Management Framework is NOT a single document, but a collection of various policies, protocols, plans, mechanisms and processes that supports the management of security and safety risks to staff.	• Slide 4

10 mins	**Roles & responsibilities** Briefly explain the difference between responsibility and accountability. ❓ Ask participants: *Who is responsible and who is accountable for security within your organisation?* In many organisations, accountability rests with senior management, for example the CEO or Executive Director who are accountable to the trustees, whereas the Country Directors are responsible for staff security within their respective areas. If an internal training, explain where accountability and responsibility sits within your organisation. Emphasise the responsibility and accountability of individual 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. However, individuals are also accountable for their own actions. Outline the key roles and responsibilities for security at the country level. If an internal training, adjust the slide to reflect role titles and key security responsibilities within your organisation.	• Slides 5 - 6
5 mins	**Policy, Procedures & Requirements** Draw attention to the key security documents at different levels in the organisation – Global, Country and Field - and explain how these relate to each other. Refer participants to examples of the different documents, or if an internal training, your organisation's global security policy, and current security plans and risk assessments for their location. Explain the purpose of these documents, their key contents, and how they are reviewed and kept updated.	• Slide 7
15 mins	***ACTIVITY:* Essential Steps** Split participants into 3 groups. Ask each group to create a simple flowchart that highlights the essential steps in a security risk management planning process. Groups should visualise their process on a flip chart sheet, incorporating the components randomly highlighted on the slide (or print a list of components to give to each group). Participants should highlight connections between each step to indicate the flow of the process. After 10 mins ask groups to place their sheets on the flip chart stand or wall, for others to see. Ask each group to briefly explain their security risk management planning process. Once each group has provided feedback on their work, use the slides to provide an example of how the SRM planning process could be visualized. Draw attention to the different stages and how they are connected. Explain that organisations may use slightly different versions of these diagrams but they all address similar aspects. If an internal training, adjust the slide to include your organisation's SRM process diagram.	• Slide 8 - 9
5 mins	**Resources & Tools**	• Slide 10

	Highlight to participants some of the resources and tools available to support them in managing security in the field. If an internal training, adapt the slide to include specific resources available within your organisation and explain how participants should access and use these.	