



Security Operational Policy and Procedures

Created: September 2018

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Organizational Profile

Bargad is a youth development organization actively working to promote peace, justice and cooperation amongst the youth¹ in Pakistan. The organization has focused on creating opportunities and amplifying the voices of the youth ever since its inception in 1997, leading to a vast network of around 3000 youth volunteers, known as the Bargad Volunteer Network (BVN) throughout the country.

Bargad's Vision:

Politically, socially and economically empowered youth and women, respect, protect and promote peace and harmony

Bargad's Mission:

1. Engage vulnerable youth and women in all diversity to their full potential through education, mentorship and innovative interventions designed to enhance their overall well-being.
2. To invest in youth-led and youth-centred ideas, to convene key stakeholders in the sector and advocate for systems and policy changes that meet youths' needs.
3. Engage youth to end violence against women.

Programme Areas:

1. Socio-Economic Inclusion and Transformation
2. Health and Well-being
3. Civic Education and Leadership
4. Climate Change Education
5. Peace and Youth Cooperation
6. Strengthening Young CSO

Bargad has implemented more than 100 projects on youth training², youth mobilization and policy advocacy, including the provision of technical assistance to all the provincial governments of Pakistan, regions of Gilgit-Baltistan and the State of Azad Jammu Kashmir (AJK) for the formulation of their respective youth policies. These policies have been approved by the provincial governments of Punjab (2012), Khyber Pakhtunkhwa (2016) and Sindh (2018), resulting in governments' pledges to allocate 4% budget to sports and youth affairs, 15% on the women employment quota, implementation of the E-Rozgar programs, and on youth participation in the local governments, respectively. Bargad has also conducted Capacity Enhancement workshops on youth development with officials of the youth affairs departments of Punjab, Baluchistan and Sindh.

Bargad has a youth network of 782 individuals, civil society organizations and government institutions, with Youth engagements with 64 Universities, 40 Colleges and 35 Higher Secondary Schools.

¹ Adolescents: 12-19; Youth age bracket in Pakistan: 15-29

² Since 2003, the organization has trained 7880 youth activists and young faculty only through training workshops and peer sessions in issues of social development.

The organization has previously partnered with 26 membership based student organizations and 15 Youth Groups over Pakistan; producing the largest pool of researches and publications on various aspects of youth than any other civil society organization in Pakistan, while also pioneering a youth track of peace and diplomacy in the South Asian region.

The hallmark of the organization is that its core youth volunteers participate in all aspects of the projects - from action-planning to project execution, while also mapping in the course of its work; issues as well as challenges identified by the youth across the country³.

³ The Youth in the mapping is part of the Youth Cohorts in the districts where Bargad has actively worked or is presently working.

Introduction

The safety and security of our staff and field teams are a key responsibility of our organization. We accept a duty of care for all staff and field teams.

Additionally, as an organization specialized in youth development and human rights protection, we must set a good example. The aim of the policy is to increase the security awareness of all staff and field teams involved to create a culture of security, and ultimately, to fulfil the objectives that our work aims to achieve.

Furthermore, we believe each staff and field team member has a duty to address issues of safety and security – proactively and frankly – at all times.

1. Measures for Office Building

- Security Cameras & DVR Recording for 15 days.
- Razor wires on walls of office premises
- Security Alarms
- Disinfection gate installed to follow COVID-19 SOPs
- During activities use of masks and hand sanitizers etc. is mandatory to minimize the risk of COVID-19.

2. Measures for local staff

The security measures to minimum risk level depend on the organization activities and location. The risk level can be monitored with a security assessment of particular areas and identification of different elements.

The overall security risks and measures to workers are the same, however due to the different nature of rules and responsibility; risk measurements are different between Expat and Local staff.

Orientation session on vision and mission of the organization:

Proper positive orientation sessions should be arranged with local staff about the nature of the project, the vision and the mission and some part of the strategic organization of a particular country. It will help to communicate staff without side in community, which will give positive impact, motivation to staff and acceptance in community.

Orientation session of upcoming challenges on security and risk during working and backup orientation.

Local staff should be included in the orientation of upcoming challenges and risk during the implantation of the project. Staff who are positive and willing to work can be recruited. Management should also inform local staff about crisis management.

3. Transportation and travel policy for local staff during working hours:

Proper approved vendors are selected regarding arrangement of transportation, lodging and hotels for professional assignments to local staff. Any exception to the approved vendor shall be discussed & approved by DO/ED prior.

- Use of taxis, public transport etc. should be discouraged in the risky areas during working hours for local staff as major incidents take places on public transport. In case transport needed only rent a car, Uber, Cream will be recommended.
- Sunset policy: no travel after sunset in the risky areas as mostly kidnappings and abductions happened at night.
- Travel monitoring: There should be travel-tracking system via calls, SMS on a frequent basis.

3.1 Travel – Execution

Composing SOPs

Staff at all levels should continually monitor significant political, social, economic, security and military events in the areas where BARGAD works. Often those best able to conduct assessments in a specific country or region are the field teams working within them. Therefore, team and team leader have primary responsibility for composing SOPs.

Communication

- Before travelling, the BARGAD office and the BARGAD team leader will determine the interval of the communication. In case of loss of communications longer than a certain number of hours (8-10 hours), BARGAD will contact the nearest police station and report the situation. Depending on the situation, BARGAD will set the crisis plan in motion.
- Contact within the team will be preserved at all times. Team members must be aware of the location and communication means of their travel companions. If the team goes separate ways for whichever reason, team leader will ensure that the different parties have means of communication and will determine the interval of the communication.
- The BARGAD team leader and each individual member of the BARGAD field team have the obligation to be able to use and operate a mobile telephone.

4. Training on security /crises management

BARGAD defines as a crisis any unstable situation of extreme danger or difficulty, which harmfully affects or can harmfully affect the organization and/or its representatives.

Proper training should be conducted on security and crises management. i.e. kidnapping policy, car hijacking policy, drivers' rules and regulation, watchmen rules and regulations should be cleared and on job training should be given to prepare responses to any incident.

5. Evacuation & Information sharing system

BARGAD staff (Programs & Operations) may need to go out of office either due to performance of their duties or for personal reasons. Any employee when going out from office during office working hour is required to inform the concerned supervisor via WhatsApp, email, verbal, telephone. A proper information sharing system should be in place in case of any major information or incident.

Planning and preparation for evacuation is a key part of any security plan. Preparation should also be made for 'hibernation' - when it is safer to stay in a location rather than to attempt to move.

When during field operations the security situation deteriorates beyond limits of acceptability both BARGAD Coordinators as well as BARGAD team leader have the possibility to decide upon evacuation and this decision cannot be overruled. Both scenarios will be under full responsibility of BARGAD.

In an evacuation, BARGAD's aim is to return staff to their home base / HQ, or place of safety. Notwithstanding legal obligations, we endeavour to undertake, as far as reasonably practicable, to move all staff to a place of safety, if they are at risk directly as a consequence of their work with BARGAD, their nationality, their ethnic origin or are subject to a particularly serious or targeted threat. All staff should be made aware of their own and BARGAD's responsibilities in advance. Staff who are evacuated will, as far as practicable, be offered a formal debrief and counselling if deemed appropriate.

Emergency number excess: all related response and emergency numbers should be provided to staff who must have mobile phones with credit. BARGAD WhatsApp group is operated 24/7 for information sharing

6. Incident Reporting

All incidents involving BARGAD team members must be reported as soon as possible by all means to the BARGAD office. Ultimately, a full written incident report shall be handed over by the BARGAD team leader with an analysis of the sequence of events, and conclusions and recommendations (see Annex for template full incident report).

Acknowledgement

I have received BARGAD Security Policy, which I have read and understood,

NAME: _____

SIGNED: _____

DATE: _____

(Please return this page to Human Resources)

Full Incident Report

Date :

Staff :

Role of Staff (involved or not) :

Full chronological account of the incident
Who was involved?
Reasons for any decisions taken
Identification of any failure of procedures or plans, and recommendations for any actions

Signature Staff: