

Annex 2.5: Security Protocol

Updated: January 2024

I. Organization Profile

The International Group for Peace and Development Foundation - GIP, with N.I.T 900.285.449-0 (UNGM 453135), is a non-governmental organization that seeks to strengthen the capacities of individuals and communities for peacebuilding in societies that have traditionally used violence to resolve conflicts. Over 10 years of work, more than 120 communities have benefited, directly impacting 13,000 children and adolescents, around 35,000 people in their protective environment, and improving over 100 sports facilities, through its 7P Strategy for Sport for Peace implemented in 24 departments of the country, including humanitarian zones, binational border areas, indigenous communities, among others. Since 2016, it has extended its presence to 6 territories in Mexico and one in Brazil, on the border with Colombia. This has been achieved by working jointly with people and organizations in the territories, international organizations, the National Government, universities, and the private sector, with proposals aimed at favorably influencing peacebuilding and reconciliation from the territory and with local actors.

II. Introduction

Given that the mission of the International Peace Group is primarily carried out in areas affected by armed conflict and high levels of violence, it is important to take measures that contribute to communities within a framework of security and self-care. This protocol contains the security guidelines established by the organization for all its field activities and has been developed considering the type of work it undertakes to achieve its mission. The document includes the main preventive actions that professionals must carry out obligatorily.

While the measures contained herein do not guarantee the elimination, they do mitigate the risk faced by professionals providing services in the field, aiming to contribute to the quality of their working conditions concerning their safety and physical integrity. The safety of people cooperating with the International Peace Group, whether employees, contractors, or volunteers,

is very important to the organization.

III. General considerations

- This security protocol is a fundamental tool provided by the general management and is an integral part of all labor, service provision, internship, or university practice and volunteer contracts signed by the International Peace Group.
- The organization's Administrative Directorate is responsible for socializing the protocol and training professionals in self-care and basic emergency response training.
- The Operations Directorate is responsible for ensuring compliance or sanctioning non-compliance, under the leadership of the Operational Coordination, who is the direct contact with professionals in the field, must monitor actions and respond to team requests on this matter. The Operational Coordination is supported by the SIGIP professional, who must monitor and notify registered early warnings.
- The safety of field workers fundamentally depends on respecting and executing all measures established, discussed, and deployed for their safety. Disregarding the measures outlined poses a severe risk to the professional and the organization and, therefore, may lead to disciplinary sanctions.

IV. Preventive Actions Before the Field Trip

- All International Peace Group professionals conducting field activities or attending one or more community activities must have participated in the socialization of this protocol, led by the Administrative Directorate, and complete the BSAFE course from the United Nations Department of Safety and Security, available at the following link: <https://training.dss.un.org/course/detail/19954>
- For the development of various field activities, professionals must establish effective contacts with trainers, leaders, and representatives of different grassroots social organizations in the sector, inform them about their role, the tasks they will undertake and when, and request support in case of potential contingencies if necessary.
- A detailed schedule of visits and the itinerary to be followed during the time in the field must be presented to the Operational Coordination and kept up-to-date. Once approved, it will be understood as authorized to start the trip. The professional must adhere to the planned itinerary and activities. If a last-minute change is indispensable, it must be immediately reported to the Operational Coordination.
- The visit must be communicated to the local contact, with arrival and departure dates.
- Sufficient and reliable information about the public order situation at the destination and the routes to be used for transportation must be obtained.

V. Preventive Actions During the Field Trip

- Institutional insignia must be carried during the trip; this includes ID cards and uniforms.
- Transport personnel contracted in the field must be suitable individuals, knowledgeable about the region, and recognized by the population.
- Movement in the region should be done in vehicles with optimal observable mechanical conditions. If this is not possible in certain areas, the professional must notify the operational coordination and refrain from visiting the location until measures are agreed upon.
- The locations of hospital units and the nearest police station must be known, and emergency contacts provided in this protocol must be kept at hand.
- In the event of a medical contingency, the professional must communicate with the organization's Operational Coordination.
- In the case of a public order emergency, calm must be maintained above all, and the Operational Coordination must be informed. If unable to communicate with the Operational Coordination, the Administrative Directorate should be notified. As soon as possible, the red alert should be registered in the SIGIP, and if necessary, emergency contacts should be reached.
- Caution should be exercised in using recording devices (audio or video), image capture, field journals, etc.

VI. Code of Conduct

General behavior parameters that field teams must follow include:

- Always carry the following documents: ID card, organization ID card, valid POS ID card, and vaccination certificates (for required areas).
- The principle of any relationship the professional establishes must be respect, ethics, neutrality, and cooperation, which largely constitutes a protection mechanism.
- Concerning personal information, the professional should not make public aspects related to personal finances, place of residence, family members, or belongings.
- Under no circumstances should the professional agree to carry any objects on behalf of strangers or provide personal or telephone reasons upon request from unknown actors
- Political insignia should not be displayed, nor should political opinions be expressed publicly.
- The professional must not forget their mission in the field and should establish clear boundaries between their obligations and any additional actions undertaken. It is not permitted to respond personally within the community, and they must always remember



they represent the International Peace Group.

- Work should be conducted exclusively in locations approved by the Operational Coordination.
- All safety measures provided must be followed, the security protocol must be adhered to, and established communication means must remain active.
- Responsible, prudent, and respectful behavior must be maintained in the field. Do not travel alone in unsafe areas at inappropriate hours (primarily at night). If necessary, be accompanied by a community member.
- Avoid wearing conspicuous clothing and accessories that make one too visible and easily identifiable. Maintain a low profile at all times.
- Do not consume alcoholic or psychoactive substances during fieldwork.
- Do not visit the residences of program participants without a third person present.
- Avoid traveling in a vehicle belonging to any conflicting parties.
- Stay in lodgings provided for the task in the region, and behavior must comply with the conduct rules of the hosting institution.

VII. Emergency Contacts

All professionals associated with the International Peace Group must carry the following information and have it readily available for use in emergencies:

Contact	Phones
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Grupo Internacional de Paz	(034)4129208
National Highway Police	#767
National Police Gaula	165
National Emergency Number	123
Colombian Red Cross	132

Additionally, carry the contact details of relevant individuals or institutions in the community to and from where you are heading.