



SAFETY AND SECURITY REQUIREMENTS

CAF WORKSHOPS



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I. Introduction

In general, a workshop is a gathering in which a group of people with interests, experience, or professions in a specific field actively participate in extensive talks and research on a specific topic or project. The primary goal of the event is to develop the expertise of everyone who participates on content relating to group work.

CAF workshops attract a varied range of attendees. It includes both persons who are new to the organisation and those who are well-versed in its functioning. Workshops often last one to three days, depending on the topic covered. As a result, the event lasts 5-9 hours per day.

CAF Workshops usually require relatively long preparations and large amounts of energy. Often involves many people, so it takes the workshop coordinator time for proper planning. Thus, safety and security of all participants including all other stakeholders is critical and very important as the workshop may be considered a high-risk event that requires proper and thorough security planning process. A workshop commences as soon as the first event staff enter the premises and ends only after the last workshop staff has departed.

This document is to spell out the requirements of safety and security for the organisation of the CAF workshop and shall serve as a guide to host countries to enable them to understand the specific requirements of CAF safety and security.

II. Scope of safety and security operations

The safety and security scope for the awards covers the following areas:





III. Composition of LOC safety and security commission

We would like to advise that each host member association for a CAF Workshop should constitute a local organising committee specifically responsible for the coordination of all safety and security operations during the workshop.

The committee should be composed of the following:

- Workshop coordinator, preferably the national safety and security officer of the member association
- Representative of the Police
- Representative of the Private Security Company
- Representative of Airport security
- Representative of Fire service / Emergency Services
- Representative of traffic police
- Representative of the Workshop venue security team
- Representative of hotels security
- Representative of football venue security
- Representative of transport company
- Any CAF safety and security officer from host country if he or she available.

The coordinator must be a member of the main organizing committee. The safety and security committee can also include as member anyone who has a role to play in the execution of the safety and security operations of the workshop.

IV. Requirements for Hotels

Each selected hotel to be used for the delegates and guests of CAF including the workshop participants must meet the following requirements.

- Must present a copy of the hotel safety certificate not more than 1 year old.
- Must have a hotel security manager or director.
- Must have vehicle screening materials and protocol.
- Must have pedestrian and guests screening equipment's and protocol.
- Must have a functional CCTV control room with permanent operator.
- Must have available walkie-talkies for security staff.



- Elevator should have access key system installed.
- Rooms must have access key system installed.
- CCTV cameras must cover, Parking, Floors, Elevators, and all general areas.
- Must be open to having enhance security support if considered necessary by CAF safety and security department.
- Must have secured parking for CAF VVIPs vehicles and operational vehicles.
- Must have clear security access protocol to rooms for all hotel staff.
- Must have 24hrs security cover by either inhouse security, private security, or police.
- CAF President and FIFA President rooms must have proper security sweeps before occupation at least -7hrs before occupation in case they attend the workshop.
- Must have a secured external perimeter fence.

V. Requirements for a Workshop Centre

The selected awards venue to be used for the workshop, training and retreat must meet the following requirements.

- Must present a copy of the venue safety certificate not more than 1 year old.
- Must have a venue security manager or director.
- Must have vehicle screening equipment's and protocol.
- Must have pedestrian and guests screening equipment's and protocol.
- Must have a functional CCTV control room with permanent operator.
- Must have available walkie-talkies for security staff.
- CCTV cameras must cover, Parking, Floors, Elevators, and all general areas.
- Must be open to having enhance security support if considered necessary by CAF safety and security department.
- Must have secured parking for CAF VVIPs vehicles and operational vehicles.
- Must have clear security access protocol to the venue for all staff.
- Must have 24hrs security cover by either inhouse security, private security, or police.
- Bomb Sweep must be carried out and must not exceed 6:00am on the day of the workshop.
- Must have a secured external perimeter fence. workshop



VI. Requirements for Airport Security

The airport security requirements are as follows.

1. There must be an appointed officer responsible for liaising with CAF safety and security on all airport security related matters.
2. There must be a secured pathway for all CAF delegation upon arrival.
3. There must be a dedicated parking for all CAF vehicles in the airport.
4. CAF security must have access to a minimum of two (2) passes for its team to enable them access restricted airport zones to receive VVIPs this is different from the CAF meet and assist request of access.
5. Airport security should facilitate the reception and departure of CAF VVIPs i.e CAF President- (Consideration given to pick up from tarmac depending on airport structure)

VII. Pre- Workshop Venue Inspections

It is important to note that during the planning stages of the workshop there shall be several inspections organised leading to the event hence there is need to have inspections security plan ready to be executed.

1. Security plan for 1-3 men delegation.
2. Security plan for 3 and above members of CAF delegation.
3. All CAF inspections team must enjoy adequate security protection including security escort services where applicable to ease their work demands while in the host country.

VIII. Requirements for Transport Security

The following are the requirements for transport security.

- All drivers must undergo police background check and clearance protocol.
- All cars, vans, and buses to be used must be examined and confirmed clean by the police bomb squad.
- All cars and transport from airport, hotel and the workshop centre must operate the bubble-to-bubble system on event day (Must be accompanied with police escort)
- Details of the president and general secretary cars, their driver and close protection must be submitted 7 days before arrival of President to the host country
- All drivers must be accredited and must have a uniform for easy identification.
- There must be a well-defined route plan



- All CAF vehicles must have secured parking areas and monitored by security 24hrs.

IX. Requirements for CAF VVIP

All participants during the CAF Workshop are VIPS however, CAF may from time to time invite some VVIPs to attend the Workshop and these VVIPs may include heads of government and international business and sports leaders such as the presidents.

- There might be a need to assign close protection officers to all CAF VVIPs from arrival to departure. (Details will be shared with the LOC security if whenever this service will be required)
- Escorts provision for CAF VVIPs are required during their visit and stay in host country.
- Enhance security at hotel will also be required and the details of this will be discussed with the LOC security team.
- CAF President shall have a permanent Close Protection unit, dedicated escort lead supervisor and back up unit during the workshop period.

X. Operational Responsibility Matrix

S/No	Activities	CAF Sec	LOC Sec	Police
1.	Produce access cards	✓		
2.	Provide escorts for VVIPs		✓	✓
3.	Provide close protection for VVIPs		✓	✓
4.	Provide security at external perimeter of Event centre.		✓	✓
5.	Provide security in event centre	✓	✓	
6.	Provide security at dinner venue		✓	✓
7.	Carryout all bomb sweeps			✓

XI. Development of safety and security concept

Upon receiving the CAF safety and security requirements for the Workshop, CAF shall require that the LOC safety and security committee immediately commence the development of a clear safety and security concept for the Workshop addressing all the areas covered in the requirements. The safety and security concept document must be ready one month to the Workshop.



1. Further Explanatory notes on specifics

1.1 The Organizing Association shall ensure that appropriate safety and security measures are planned and implemented to achieve the highest level of security throughout the workshop.

1.2 No later than one (1) month prior to the hosting of the workshop date, the Organising Association, and appropriate governmental agencies, with CAF's advice and assistance, shall develop a detailed written safety and security plan for airports protocol, transit / route plan, hotel safety and security as well as the venue safety and security and reduce the plan into a binding written agreement between the Organising Association and relevant governmental authorities.

1.3 The safety and security plan shall be based on best practices from prior the CAF workshop and other major international events and give consideration for risks surrounding each VIP guests/ Candidate. The safety and security plan shall not require background checks on members of the CAF Delegation, the Commercial Affiliates, the Media Rights Holders, or the Media Representatives unless dictated by the government of the host country or required by the law of the host country or decided otherwise by CAF in writing.

1.4 The Organising workshop coordinator shall guarantee that for all travel to and from airport and hotel, all necessary security measures shall be taken by appropriate governmental authorities or private security companies provided that the Organising Association has been informed in writing, within a reasonable period prior to the CAF VIP's and Candidates travel plans in the Host Country.

1.5 The Organising Association shall use its best efforts to safeguard the safety and security of all persons (including all guests, all members of the CAF Delegation, all personnel of the Media Rights Holders, the Commercial Affiliates and the Media Representatives) participating at and/or attending the workshop at Controlled Access sections of the centre, and Media Conferences and any official areas in the Host Country where accreditation is required to gain access.

1.6 All costs associated with the workshop, safety and security services shall be borne by the Organising Association and/or governmental authorities in the Host Country and, in case safety and security issues occur, the Organising Association will be liable in accordance with this agreement.

1.7 The Organizing Association shall provide the safety and security officials (ie police, stewards, security guards, etc.) with meals and water on workshop day.

1.8 The Organizing Association shall appoint a single point of contact on safety and security matters that shall liaise with CAF Safety and Security on all matters relating to Safety and Security.



2. Delegates Safety and Security Requirements

- 2.1 The Organizing Association shall provide Police Escort for delegates from arrival till departure. The police Escort shall include a lead vehicle. The Police Escort provided for the delegates is to cover the official movements (i.e movement from airport to hotel, hotel to and from official engagements, Hotel- to and from the workshop centre and Finally to the Hotel – Airport for departure to their Countries).
- 2.2 The Organizing Association shall provide adequate safety and security at the delegates Hotels by police officer and relevant agencies on a 24hrs shift.
- 2.3 The VVIP delegates Flows are to be secured from general hotel guests by security or secret service.
- 2.4 The delegates Hotel access is to be secured and a dedicated entrance should be provided – (If possible) otherwise the delegates departures and arrival times must be coordinated to ensure seamless access in and out of the hotel.
- 2.5 CAF may request that a particular VVIP delegate be assigned with a close protection security Officer from arrival until departure he/she must have a room in the delegates hotel.
- 2.6 Only approved banners by CAF for delegates shall be allowed into the workshop centre and this will be shared with the host.
- 2.7 The workshop centre should have a security operation room to accommodate mainly police security officers assigned for delegates monitoring and protection.
- 2.8. All necessary traffic measures should be taken to guarantee free flow of CAF delegates / CAF VIPs movement from hotel to designated sites.

3. CAF Delegation Security Requirements

- 3.1 ONLY the CAF President will require a 24hrs Police Protection/ Escort at his disposal and this Escort shall consist of a lead and back –up escort team.



The Escort service shall be provided from his arrival till departure from the Country.

- 3.2 CAF reserves the rights to request for 24hrs Police Protection / Escort for the VVIP Guests as may be determined depending on who is attending.
- 3.3 Members of the CAF Executive Committee shall be escorted from airport to the hotel and from the hotel to the airport.
- 3.4 The organizing association shall ensure that a 24hrs Police Security is provided at the CAF Delegation Hotel.

XII. Conclusion

This guidance recognizes the terms safety and security which means keeping people safe from injury or physical harm. As such safety includes any concerns of security. The local authority, together with the emergency services may advise management on how to discharge its responsibility and in certain circumstances may require measures to be taken to archive reasonable safety standards. Safety and security officers need to have a system and procedures in place to ensure that the strategies and tactics for the safety and security management of the workshop ceremony are understood and will be acted upon by its safety and security personnel at all levels.

Also, it is essential that the LOC management maintains a clear and contemporaneous audit trail of all decisions, actions, and incidents on the day of the workshop. If possible, the CCTV images should be backed up and saved for use of evidence if required by authorities.

