**ANNEX C**

**Roles and Responsibilities of those involved in OSJA**

**Lead Department/Agency**

**Foreign and Commonwealth Office**

**Post**

Writes and maintains a country-specific Stage 1

Files completed OSJAs

Updates project/programme managers when situation changes

Advises, with Geog Desk when necessary, on Stages 2-4

**Project Lead**

Collates advice from OSJA Lead, Post and legal advisers

Writes Stages 2-4 and takes appropriate action. Shares finished assessment with Post and OSJA Lead

Reviews assessment regularly

**Coordinator/funding body**

When involved in activity, jointly conducts assessment and secures any necessary further approvals

**Geographical Desk**

Advises, when necessary, on Stages 2-4

**OSJA Lead**

Advises Project Lead on process

Accountable for consistent implementation within Department

Files completed OSJAs

**Human Rights and Democracy Department**

Updates OSJA policy and guidance as necessary

Coordinates Departmental OSJA Leads

**Legal Advisers**

Advise, when necessary, on points of law concerning FCO-led OSJAs

**Senior personnel, legal advisers and Ministers**

Consider assessments as appropriate