



Secretariat

ST/IC/1990/67  
11 October 1990

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INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS\*

1. Attached, for information, is a copy of a note verbale of 21 September 1990 from the United States Mission to the United Nations addressed to the Secretary-General (see annex I) concerning the regulations for travel in the United States undertaken by staff members and their dependants who are nationals of Iraq.
2. The reply of the Secretary-General is contained in his note of 24 September 1990, a copy of which is also attached (see annex II). In that note, the Secretary-General specifically refers to the well-known position of principle of the United Nations regarding restrictive and discriminatory treatment by the host country of staff members of the United Nations Secretariat solely on the basis of their nationality. The note states that this position remains unchanged.
3. Existing arrangements for official travel as outlined in information circular ST/IC/86/4 dated 14 January 1986 remain unchanged and will be made in the usual manner.
4. The staff will be kept informed of further developments in this matter.

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\* Personnel Manual index No. 13019/A.

Annex I

NOTE VERBALE DATED 21 SEPTEMBER 1990 FROM THE UNITED STATES MISSION  
TO THE UNITED NATIONS ADDRESSED TO THE SECRETARY-GENERAL

The United States Mission to the United Nations presents its compliments to the Secretary-General of the United Nations and has the honour to transmit the following information at the request of the Department of State pertaining to travel in the United States.

Effective immediately, all employees of the United Nations assigned to New York City (including persons temporarily assigned) who are nationals of Iraq, including members of their families and personal staffs who are nationals of Iraq, will be restricted to travel within a 25-mile radius of Columbus Circle in New York City.

When the persons subject to these restrictions believe they have a justifiable basis to travel beyond these designated limits, a travel authorization form must be submitted to the United States Mission to the United Nations a full two days prior to the date of departure.

In each instance the United States Mission to the United Nations will notify the traveller that the request has either been approved or denied. If approved, the applicant must obtain a stamped or endorsed copy of the travel request from the United States Mission to the United Nations before the intended departure.

Attached please find a copy of the travel authorization form which may be duplicated for official use by the nationals of Iraq employed by the United Nations (see appendix). All forms must be typewritten and filled out in their entirety. All requests should be delivered to the lobby of the United States Mission to the United Nations.

Any questions regarding these new procedures should be directed to the United States Mission to the United Nations at (212) 415-4135 between the hours of 9 a.m. and 5.30 p.m.

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Annex II

NOTE VERBALE DATED 24 SEPTEMBER 1990 FROM THE SECRETARY-GENERAL  
ADDRESSED TO THE PERMANENT REPRESENTATIVE OF THE UNITED STATES  
OF AMERICA TO THE UNITED NATIONS

The Secretary-General of the United Nations presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note verbale of 21 September 1990 transmitting the request of the Department of State concerning the regulations for travel in the United States undertaken by staff members and their dependants who are nationals of Iraq.

These new regulations are similar to those previously notified by the United States with respect to staff members of several other nationalities. Consequently, the Secretary-General is obliged to reiterate the well-known position of principle of the United Nations regarding restrictive and discriminatory treatment by the host country of staff members of the United Nations Secretariat solely on the basis of their nationality. This position remains unchanged.

In so far as the implementation of the measures is concerned the Secretary-General notes that, according to the note, the proposed measures became effective as of 21 September 1990 and that no arrangement has been made regarding staff members who reside beyond the 25-mile limit. It is expected, therefore, that in the implementation of these new regulations due account will be taken of the fact that the staff members concerned must be duly notified of the procedure that is applicable to them and that as in other cases of this nature appropriate arrangements will be made for staff members who reside beyond the prescribed limit.

The Secretary-General understands that the measures outlined in the note of 21 September 1990 are not to affect the existing arrangements concerning the official travel of the United Nations staff members in the United States which have been in effect since 15 January 1986.

Appendix

DEPARTMENT OF STATE - UNITED STATES MISSION TO THE UNITED NATIONS

Travel Notification/Travel Authorization/Service Request Form

Sent from: \_\_\_\_\_ TSR# \_\_\_\_\_

THIS FORM MUST BE TYPED AND FILLED IN COMPLETELY TO INSURE PROMPT AND  
EFFICIENT SERVICE. Continuation sheets may be used as necessary.  
A separate form must be filed for each trip. (ofmt 100-90)

Date of Request \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ State Dept. ID# (if applicable) \_\_\_\_\_  
month day year

Name of traveler (Last, First, Middle) \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Position \_\_\_\_\_ Phone# \_\_\_\_\_

Nationality \_\_\_\_\_ Passport# \_\_\_\_\_ Tax Card# \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth \_\_\_\_\_  
month day year city, country

Names of Acc. Travelers Title DOB State Dept ID# Tax Card#

Purpose of Travel (if applicable) \_\_\_\_\_

Signature \_\_\_\_\_

~~TRAVEL ITINERARY~~

1) Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ From \_\_\_\_\_ Dep. \_\_\_\_\_ am/pm  
month day year

Mode \_\_\_\_\_ To \_\_\_\_\_ Arr. \_\_\_\_\_ am/pm

Lodging/Address \_\_\_\_\_

Name of Host \_\_\_\_\_ Phone# ( \_\_\_\_\_ )

Organization \_\_\_\_\_

Host's Address \_\_\_\_\_

If driving, please provide the following:

License Plate # \_\_\_\_\_ State Abb. \_\_\_\_\_ Make/Color of Car \_\_\_\_\_ Year \_\_\_\_\_

Routes \_\_\_\_\_

2) Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ From \_\_\_\_\_ Dep. \_\_\_\_\_ am/pm  
month day year

Mode \_\_\_\_\_ To \_\_\_\_\_ Arr. \_\_\_\_\_ am/pm

Lodging/Address \_\_\_\_\_

Name of Host \_\_\_\_\_ Phone# ( \_\_\_\_\_ )

Organization \_\_\_\_\_

Host's Address \_\_\_\_\_

If driving, please provide the following:

License Plate # \_\_\_\_\_ State Abb. \_\_\_\_\_ Make/Color of Car \_\_\_\_\_ Year \_\_\_\_\_

Routes \_\_\_\_\_

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## -TRAVEL ITINERARY (Continued)

3) Date     /    /     From                                  Dep.        am/pm  
month day year

Mode \_\_\_\_\_ To \_\_\_\_\_ Arr. \_\_\_\_\_ am/pm

Lodging/Address \_\_\_\_\_

Name of Host \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_

Organization \_\_\_\_\_

Host's Address \_\_\_\_\_

If driving, please provide the following:

License Plate # \_\_\_\_\_ State Abb. \_\_\_\_\_ Make/Color of Car \_\_\_\_\_ Year \_\_\_\_\_

Routes \_\_\_\_\_

4) Date      /      /      From                                      Dep.      am/pm  
           month day year

Mode \_\_\_\_\_ To \_\_\_\_\_ Arr. \_\_\_\_\_ am/pm

Lodging/Address \_\_\_\_\_

Name of Host \_\_\_\_\_ Phone# ( ) \_\_\_\_\_

Organization \_\_\_\_\_

Host's Address \_\_\_\_\_

If driving, please provide the following:

License Plate # \_\_\_\_\_ State Abb. \_\_\_\_\_ Make/Color of Car \_\_\_\_\_ Year \_\_\_\_\_

Routes

5) Date      /      /      From                                      Dep.      am/pm  
           month day year

Mode \_\_\_\_\_ To \_\_\_\_\_ Air. \_\_\_\_\_ am/pm

Lodging/Address \_\_\_\_\_

Name of Host \_\_\_\_\_ Phone# ( ) \_\_\_\_\_

Organization\_\_\_\_\_

Host's Address \_\_\_\_\_

If driving, please provide the following:

License Plate # \_\_\_\_\_ State Abb. \_\_\_\_\_ Make/Color of Car \_\_\_\_\_ Year \_\_\_\_\_

Routes