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INFORMATION CIRCULAR

To: Members of the staff

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

Subject: UNITED NATIONS GARAGE - REPORT AND RECOMMENDATIONS
OF THE GARAGE REVIEW BOARD ON ITS SECOND REVIEW

Addendum

The full report and the recommendations of the Garage Review Board on its second comprehensive audit of garage permit applications is hereby issued as an addendum to information circular ST/IC/86/14 of 11 March 1986.

REPORT AND RECOMMENDATIONS OF THE GARAGE REVIEW BOARD FOLLOWING ITS
SECOND REVIEW OF GARAGE PERMITS

Acknowledgements

The Garage Review Board expresses its gratitude to the New York Computing Service of the Department of Administration and Management for its co-operation and invaluable technical assistance. The Board is most indebted to the Commercial Management Service and its Garage Administration, Office of General Services, without whose excellent support it could never have completed its task.

INTRODUCTION

1. The Garage Review Board was constituted on 7 February 1983, in accordance with bulletin ST/SGB/192, to advise the Secretary-General on the allocation of garage space at Headquarters except for holders of DPL and FC plates. It carried out a one-time review of all garage permit applications and, on the basis of criteria worked out in accordance with ST/AI/288, established a list of permit holders as well as a waiting list which were annexed to its first report transmitted to the Secretary-General on 19 March 1984.
2. The present report contains the findings and recommendations of the Board resulting from the work carried out thereafter and reflects, in particular, the outcome of the second comprehensive audit of permit applications. The revised list of permit holders and the related waiting list form a separate annex. To save on printing costs the annex will not be distributed desk to desk, but posted in key areas in all United Nations buildings. The full report should be distributed to executive offices as well as to all members of the Staff Council, who will make them available to staff members. Copies should also be available for perusal in the office of the Garage Administration.
3. During the period under review, the Board met at first under the chairmanship of Mr. Abdennour Abrous. After the expiration of his term of office, and on the recommendation of the Joint Advisory Committee (JAC), the Secretary-General appointed Mr. Frederic Siegenthaler as Chairman for a two-year term starting 1 October 1985.

I. REGULAR PERMITS (STICKERS)

4. In paragraph 12 of ST/AI/288 the Board is asked to "advise the Joint Advisory Committee of any desirable revisions ... to the new system". The Board felt that there was currently no need for fundamental changes in the system outlined in ST/AI/288 and further developed by the Board during its one-time review. Such minor adjustments as are deemed advisable in the light of experience are described hereafter. Unless noted otherwise, the rationale, conclusions and recommendations set out in the first report on this and other questions remain valid.

(a) Eligibility

5. Staff members who have been continuously employed for at least 12 months prior to the date of application and who do not have a residence in Manhattan south of 168th Street are eligible for a sticker.

(b) Application of criteria

6. Under ST/AI/288, three criteria, listed in order of importance, i.e. operational needs of the Organization, convenience of public transport (commuting time etc.) and date of initial application, were to serve as a basis for establishing a list of permit holders.

7. During the first review, the application of the criterion of operational need gave rise to considerable difficulty and the Board eventually arrived at a definition which, in practice, could be applied in only two cases. The Board had also recognized that ad hoc operational needs could be accommodated through the temporary permit system. The Board therefore decided that all operational needs should henceforth be met through temporary permits issued to departments.

8. The zip code has served as a basis for the application of the second criterion, convenience of public transport. In its second review, the Board made some changes in the points awarded for each zip code. Originally, point values had been calculated on the basis of a spread of 20 points between the minimum and the maximum allotted. This had resulted in too many applicants being grouped together with the same number of points. The Board had therefore decided to multiply the points awarded by 2.5. However, this led to a situation where the minimum point difference between two zip codes was 12 points. To ensure greater fairness, the Board has interpolated intermediate values. It has also corrected a few inconsistencies that were revealed during that exercise.

9. In awarding points with regard to the date of initial application, the Board followed the method employed during the first review: 2 points for each year that had elapsed since the application, 50 points for permit holders who had applied before 1972, for whom there was no record of the date of application. The Board decided to continue to award two points for each year that had passed since the initial application, except that those who had not applied during the first review would not receive any credit for points previously accumulated, unless they were on mission and could not apply. The Board also awarded two points to permit holders for each year they had held a permit.

10. During the first review, the Board had introduced an additional element to ensure equity and fairness for all applicants and to grant two points for each year of service in the Organization. The Board sees no reason to change that practice.

(c) Permits issued

11. As a result of the second review, 170 additional stickers will be issued, which will bring the total number of stickers to 990. Since the number of additional permits is so large, only one current permit holder, who has moved much

closer to the United Nations, will lose his sticker. During future annual reviews, however, new applicants might well overtake sticker holders in the point standing, and the latter might have to give up their stickers. In particular, this will happen if they have moved to a zip code area qualifying for fewer points.

(d) Waiting list

12. All qualified applicants who will not receive a permit will be placed on the waiting list in the order of their point score. The Board may decide to have additional permits issued on the basis of the waiting list during the coming months if additional vehicles can be accommodated in the garage. Early next year, permits will again be issued from the waiting list to replace those that are eliminated through attrition. At that time, the Board will also review new applications which may be submitted at any time during the course of 1986.

(e) Car pools

13. While recognizing, as in the first report, that "car-pooling is an efficient means by which optimal use can be made of limited Secretariat parking facilities", the Board concluded that it was not feasible to build a general preference in favour of potential car-poolers into the permit system as a whole. It has, however, decided to look into the possibility of granting some preferential treatment in this regard.

(f) Appeals

14. In accordance with paragraph 5 (e) of ST/AI/288, applicants who feel that their cases have not received due consideration may appeal to the Board. Detailed provisions governing appeals are set out in paragraph 24 of the report on the first review.

II. TEMPORARY (DEPARTMENTAL) PERMITS

15. As already stated above, the Board had recognized during the first review that operational needs could be accommodated through temporary permits guaranteeing daily access to the garage. This recognition has led the Board to establish quotas based on the needs of each department. Departments may then decide for themselves how to distribute these permits among their staff. No person living in Manhattan south of 168th Street may be issued a temporary permit and, except for Eichwald personnel, only staff members are eligible. Initially, these permits were issued only for the duration of the General Assembly session, but will henceforth be reissued automatically for successive three-month periods until the beginning of the following session of the General Assembly, unless a department wishes to change the distribution within its quota in the light of changing needs. They guarantee access to the garage.

16. The current list of departmental permit holders will be available to interested parties in executive offices and at the Garage Administration. The Chairman of the Garage Review Board, in consultation with the Board, will serve as

ombudsman and will follow up on complaints from staff members who feel that they should have received such a permit.

17. Before the next General Assembly session, the Board will review and revise departmental quotas. To this end, it will hold consultations with departments and request them to provide the criteria they used to allocate temporary permits on the basis of operational need. This will help the Board to review the appeals submitted by staff members who feel that they should have been granted a temporary permit and to make recommendations to the departments accordingly. In this context, the Board will attempt to advise departments on how to interpret the concept of operational need.

III. OTHER TYPES OF PERMIT

18. The recommendations of the Board concerning medical permits, night-shift permits, temporary permits at the disposal of the Assistant Secretary-General/Office of General Services as well as parking by Under-Secretaries-General and Assistant Secretaries-General as contained in its first report remain unchanged, except that the Board does not feel that it is in a position to approve or disapprove recommendations of the Medical Director for temporary parking on medical grounds. It will, however, remain in consultation with the Medical Director so as to prevent abuse.

IV. VIOLATIONS AND PENALTIES

19. In its first report, the Board had distinguished between such violations as overtime parking, parking in restricted areas, etc. and violations that entail a deliberate attempt to mislead the Board, allowing a permit to be used by an unauthorized person, forging or duplicating a permit and similar offences. For the first type of offence, the penalty would be a fine, except that any user who, in a 12-month period, incurs three such violations would have his/her permit suspended temporarily (ST/AI/288). The Board had felt that permanent revocation of the parking permit, or denial of future parking should the perpetrator not possess a permit, would be appropriate in violations of the second type. In the view of the Board, this distinction and the related penalties remain valid. It feels, however, that depending on the gravity of the offence, penalties short of permanent permit revocation should be possible. The Board wishes to underline that these penalties apply to all types of permit.

20. Violations falling under the first category will be dealt with routinely by the Garage Administration, except that any permit suspension will be reviewed by the Board. For violations of the second category, the Garage Administration may withdraw the permit on a provisional basis. It will bring the matter to the Board within two weeks, and the Board will determine the penalty. The Board feels that all provisions governing violations and appeals should be consolidated in a revised administrative instruction.

V. AMENDMENT OF ST/AI/288

21. The Garage Review Board has now been functioning for more than three years. It has endeavoured to work in accordance with ST/AI/288. Even during the first review, however, it found that this might not always be possible in practice, e.g., in the application of the criterion of operational need to regular permits. Moreover, the calendar and the activities mandated in paragraphs 5 to 8 involve such a heavy workload both for the Board (whose members have other responsibilities) and the Garage Administration, that they could not be followed to the letter and the second review of regular permits has thus been delayed by more than one year. While this report is not the place to suggest specific new language to amend ST/AI/288 (which will be done in due course in a separate document containing recommendations to JAC), the Board feels that the instruction should be amended to define the functions and the related calendar of the Board as follows.

(a) Regular permits

22. In January each year, on the basis of information provided by the Garage Administration, the Board decides on the number of new permits to be issued from the waiting list as spaces become available by attrition. At the same time, it reviews new applications received in the course of the previous year and incorporates them in the waiting list. If it is felt necessary, permit holders who have received a sticker for the first time the previous year may be required to again supply proof of residence to be examined at this time. (The work involved in having some 1,000 permit holders reapply once a year does not seem justified.) The Board may also issue permits between January and June as more space becomes available. Between June and December, no regular permits will be issued so as to create a reserve to be used for additional temporary permits during the General Assembly. Arrangements should be made to inform the Garage Administration immediately of all address changes.

(b) Temporary permits

23. In view of the fact that the criterion of operational need has not been applied to regular permits, that need has to be met by temporary departmental permits. Such permits will be issued on the basis of departmental quotas, which the Board may review from time to time in the light of changing needs. It will also issue some guidelines as to the definition of operational need.

24. In paragraph 4 above, the Board concluded that the system currently in operation was fundamentally sound. With the adjustments that have already been made, and with the additional changes that the Board will recommend to JAC, it should work satisfactorily in the years to come.
