



Secretariat

ST/SG/SM/11/11

16 August 1982

ST/AI/288
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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

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

Subject: UNITED NATIONS GARAGE

1. This instruction sets out the arrangements for the authorization of parking in the United Nations garage in the three basement levels of the Secretariat Building. It has been revised to reflect the role of the Garage Review Board, which has been established recently as announced in ST/SGB/192 dated 16 June 1982, and to ensure that the limited space available is used in the best interests of the Organization and that parking authorizations are reviewed when appropriate. This instruction supersedes the provisions of administrative instruction ST/AI/255 and takes effect immediately.

Composition of the Garage Review Board

2. The Garage Review Board will be composed of three members appointed by the Secretary-General, three appointed by the Secretary-General from a list proposed by the staff, and a chairperson appointed by the Secretary-General on the recommendation of the Joint Advisory Committee. A representative of Commercial Management Service (CMS), Office of General Services, will participate in the work of the Board as a non-voting ex-officio member. CMS will provide Secretariat services to the Board.

3. Voting members of the Board will normally serve for a term of two years. The composition of the Board will be announced in an Information Circular.

Functions of the Review Board

4. The Board will function in an advisory capacity to the Secretary-General on matters pertaining to the allocation of garage space to all qualified users at Headquarters except those in possession of DPL and accredited FC plates. In this connexion, the Board will formulate recommendations and advise on and review the

issuance of parking permits under a set of new criteria approved by the Secretary-General as outlined in this instruction.

5. Under the criteria referred to above and enunciated hereinafter, the Board will:

(a) Undertake a one-time review of all current parking permits (formerly known as permits, medallions or stickers) and pending parking permit applications, including applications received after the issuance of this instruction, and establish a list of permit holders on the basis of available space. The Board will also establish a waiting list in order of priority based on the criteria outlined in paragraph 9 below;

(b) Undertake annual audit reviews of all permits issued during the preceding year and of those permits held by staff members whose function and/or address had changed;

(c) Hold reviews to recommend permits and quotas for the duration of the General Assembly or special conferences, and to issue additional permits for the summer;

(d) Exercise its functions and apply the same criteria with regard to all applicants, but not members of delegations of Member States;

(e) Establish procedures for review and recommend disposition of all appeals which shall be submitted in writing by the affected individuals.

6. The Board will normally meet twice a year - once, in May, for the annual audit review and, if space is available, the issuance of temporary permits for the summer, and once before the beginning of the General Assembly session. Between meetings of the Board, CMS will issue additional permits as space becomes available to applicants on a waiting list previously established by the Board. CMS may also call for meetings of the Board to consider priority cases as they arise.

7. With the exception of short-term permits, such as summer and General Assembly permits (temporary permits), all regular permits will be issued without an expiry date, but could be cancelled or withdrawn at the annual audit review or at any time, if the holder is found to have become ineligible. Procedures will be established so that the Board could be automatically informed of any change in the information on which the decision to grant a permit was based.

8. All permit holders will be required to reapply once a year in order to reconfirm the information referred to in paragraph 7 above.

Issuance of permits

9. In establishing the list of permit holders, the Board will make its determination on the basis of the following criteria, listed in order of importance:

(a) Operational needs of the Organization;

(b) Availability and convenience of public transport and time and distance of daily commuting to Headquarters. If the applicant has two or more residences, the criteria under this paragraph will be applied to the residence closest to the Secretariat Building;

(c) Date of initial application.

The above criteria will be applied also in the initial one-time review referred to in paragraph 5 (a) above. In addition, Commercial Management Service will continue to issue permits for medical reasons on the recommendation of the United Nations Medical Service. Except for such medical permits, no permits will be issued to applicants with residence in Manhattan south of 168th Street.

10. Until completion of the initial one-time review, current stickers and permits (except those issued for the 1981 session of the General Assembly) will continue in effect. If this initial review results in the cancellation of an existing sticker, the holder would be given three months' notice prior to its withdrawal. All regular permits will be issued simultaneously soon after the review except those which will be issued as a result of the withdrawals in which case they would be issued after the three months' notice.

11. Except for temporary permits, no quotas will be established by departments or offices. However, pending completion of the initial review by the Board, the existing quotas will remain valid. Temporary permits will be issued by CMS on the basis of the quotas established by the Board and of the recommendation of departments or offices as to the functional need of specific staff for parking privileges.

Review of the new system by the Board

12. Not later than two years after the initial implementation of the new system, the Board shall advise the Joint Advisory Committee of any desirable revisions or amendments to the new system.

New parking arrangements

13. From June 1982, parking in the United Nations garage will be allowed as follows:

- (a) Regular parking. A regular permit (without an expiry date) will be issued to any person who is authorized to park regularly, seven days a week,
 - (i) For day-time parking only (i.e., between 6 a.m. and the following 1 a.m.), or night-time parking only (i.e., 4 p.m. to the following 1 a.m. and 12 midnight to 9 a.m.), at the rate of \$15.00 a month;
 - (ii) Authority for 24-hour parking will no longer be granted. However, in exceptional cases and upon the unanimous recommendation of the entire Board, permission may be given, in which event the fee will be \$120.00 per month.

(b) Temporary parking. Temporary permits will be issued to any person who is authorized to park temporarily, any day of the week, IF SPACE IS AVAILABLE, in day-time only, i.e., between 6 a.m. and the following 1 a.m. at the rate of \$1.00 a day (special arrangements will be made for shift workers who do not work the normal working hours).

(c) Night-time parking. Holders of parking permits for parking in day-time only (regular or temporary) may occasionally park at night-time, i.e., between 1 a.m. and 6 a.m. at the rate of \$10.00 a night.

(d) Staff members without a parking permit will not normally be allowed to park in the United Nations garage except on week-ends, United Nations official holidays and between the hours of 6 p.m. and 1 a.m. on week-days at the rate of \$2.00, when presentation of their grounds pass is sufficient. Any vehicle left in the garage beyond 1 a.m. will be subject to a violation fee of \$15.00.

(e) On an exceptional basis, for justifiable cases, a limited number of spaces (to be determined by and under procedures established by the Board) will be available for ad hoc daily parking. Requests should be made to the Garage Administration one day before the desired date. Persons authorized to park under this arrangement will be allowed to park on the specific day listed and upon the payment of the daily fee.

14. Holders of regular parking permits will be permitted to enter the garage at any time. Holders of temporary parking permits will be permitted to enter the garage only if space is available. Temporary permits do NOT constitute any guarantee that parking space will be available on any given day. However, every effort will be made to ensure that the number of regular and temporary parking permits issued is appropriate to the number of vehicles that will normally be expected on any day. If NO SPACE is available, vehicles with temporary permits will not be admitted to the garage. Permit holders are reminded to carry their grounds pass and to present them to the Security Staff when requested.

15. The Garage Administration, in the office of Commercial Management Service, will affix regular permits to the vehicle concerned, or mount them on cards to be displayed in the vehicle in such a way that they will be clearly visible to the Security Staff when the vehicle enters the garage and while it is parked there. Permits mounted on cards will be issued only to car pools and other applicants who want the permit to be valid for two or more approved vehicles. A single permit will be issued for each car pool and will be valid only for vehicles identified on the permit. Car pool vehicles with temporary parking permits will be admitted only IF SPACE IS AVAILABLE.

16. Parking permits must always be properly displayed on entering and during the time the vehicle is in the garage. A parking ticket must be purchased for each entry from the Security Garage Officer at the desk on the service drive or from the Garage Administration if the vehicle concerned is admitted on the basis of a temporary permit and both parking permit and parking ticket must always be displayed in the vehicle in such a way that they will be clearly visible to the

Security Staff while the vehicle is in the garage. Parking tickets must be surrendered on leaving the garage.

17. Regular and temporary parking permits are not transferable. They will be issued only to staff members or authorized persons who hold valid grounds pass and only in respect of vehicles registered in the name of the applicant or the applicant's spouse. Regular permits will not normally be issued to applicants whose contract with the United Nations is for less than one year. Holders of parking permits are responsible for informing the Garage Administration in advance of any change in the conditions on the basis of which the parking permit was granted, e.g., if a different vehicle is to be used, vehicle registration or the car-pool membership is changed. The Garage Administration is responsible for ensuring that any permit which is no longer valid is removed from the vehicle, withdrawn or otherwise invalidated.

18. All temporary permits will be reviewed before and after each session of the General Assembly and withdrawn, extended or issued according to whether the holder's functions continue to justify parking privileges. With effect from June 1982, the right of the holder of a regular parking permit will be reviewed at any time if the holder has changed his or her residence or if other circumstances which justified the issuance of the permit are known to have changed, such as the functions of the holder. The holder of a regular permit which it is decided to withdraw may address a memorandum outlining the holder's reasons for continuing to hold the permit to the Review Board with a request that the decision be reviewed.

Surrender of regular parking permits

19. Staff members who surrender their regular permits (formerly known as stickers) due to mission or field assignment or secondment within the United Nations system will be given priority in having their permits reinstated upon their return to Headquarters provided, however, that the basis on which the original permit (sticker) was given has not substantially changed. It is incumbent upon permit holders to advise the Garage Administration officially of each renewal or extension of their field assignment of more than six months' duration. Staff members who hold stickers and are now on mission or field assignment will be reviewed by the Board together with other sticker holders under the one-time review referred to in paragraph 5 (a) above. After the review, Commercial Management Service will inform such staff members whether or not they will continue to be holders of the permits. Priority will also be given to staff members who, under the old system, held stickers but surrendered them voluntarily up to a maximum period of 12 months, and staff members who, under this new arrangement, will hold regular permits but may surrender them voluntarily for a minimum period of 6 months and a maximum period of 12 months for any of the reasons mentioned below and provided that the basis on which the original permit was given does not substantially change:

- (a) Because the vehicle for which the permit was issued is no longer in service due to damage, theft or sale;
- (b) For medical reasons and/or sick leave;
- (c) For maternity leave, leave without pay or study leave.

In determining the priority to be given to other applicants, the Review Board shall give due regard to the operational needs of the Organization and to the waiting list established by it as referred to in paragraph 5 (a) above.

Applications for regular and temporary parking permits

20. Application forms for regular and temporary parking permits may be obtained from the Garage Administration and submitted to them after completion, together with the vehicle registration, a copy of the driver's licence (front and back) and current insurance form. In the case of temporary permits issued under the quota system, a statement by the staff member's executive officer or official with comparable functions that the permit is necessary to assist the applicant in the performance of his/her official duties must accompany each application.

Garage parking tickets

21. Garage parking tickets are not transferable nor refundable. Tickets for occasional overnight parking, holiday and week-end parking must be purchased in advance either from the Security Garage Officer on the third basement level of the garage or from the Garage Administration.

Cancellation of regular permits

22. Holders of regular permits who wish to discontinue payment of charges and give up their parking privileges must give at least one whole calendar month's notice to the Garage Administration. Holders of regular permits may surrender them for a minimum period of 6 months and a maximum period of 12 months as stated in paragraph 19 above on giving one month's notice to the Garage Administration. Approval for the cancellation of regular permits retroactively and for refunds will only be given by the Garage Administration in very exceptional cases, e.g., when sent on mission at short notice, on the basis of appropriate justification submitted at the earliest possible moment. Holders of regular permits who are separating from the United Nations must surrender their permits one month before the date of separation. Special arrangements will be provided by the Garage Administration for parking up to the last day of the staff member's service. Permits must also be returned to the Garage Administration in case of mission and field assignment, study leave or leave without pay. Failure to do so will entail payment of the appropriate fees for the period the permit is not returned. Staff members who hold permits are reminded that at the time of their separation from service, release by the Garage Administration is necessary.

Parking regulations

23. The first level of the garage is reserved for authorized vehicles with DPL and accredited FC plates. Holders of regular permits shall normally park on the second level and holders of temporary permits shall normally park on the third level of the garage area unless the Medical Director certifies that they need to park on the first level for medical reasons. If this rule is not observed, a violation will be issued for which a fee of \$10.00 per occurrence will be charged as being in "No Parking" zone.

24. All persons operating a vehicle within the United Nations garage and Headquarters area are required to obey the posted signs and speed limits and comply with the lighted signals and directions of the Security Officers; to be courteous and to follow the instructions of the Security Officers on duty.

25. Parking is permitted only within the bays painted on the floor of the garage. In this connexion, the staff are reminded that a number of bays have been painted for compact and sub-compact cars. Parking outside these bays or in two bays is NOT permitted and will entail a fee of \$10.00 per violation. All other areas are considered "no parking" zones.

26. Holders of permits are authorized to park their vehicles in the garage only within the specific hours covered by the particular permit. Exceeding such time will be considered a violation for which a special fee of \$10.00 will be charged.

27. Entry to the garage will normally be by the 48th Street service drive entrance. The 42nd Street gate serves as an exit only. Holders of temporary permits must use the north lane by the Security Garage Officer's desk on the third basement level and must park on the third level upon payment of the \$1.00 daily fee at the Security Garage Officer's desk. At night, between 7 p.m. and 8 a.m., the service drive is open only at the 48th Street entrance, and the Security Officer's desk is moved to that entrance.

Use of service station

28. Staff members who wish to use the service station (see ST/IC/80/55) for repairs and/or maintenance of their vehicles should contact the Manager directly for an appointment one day before the desired date of service. Staff members not in possession of a parking permit will be admitted upon payment of the daily parking fee at the Security Garage Officer's desk and permitted to park in the designated area at the south end of the garage in 3B. Vehicles for repairs are not to be driven straight to the service station.

Liability for loss or damage

29. Vehicles are parked in the garage at the owner's risk. The United Nations is normally not liable for any loss of or damage to vehicles in the garage. All users of the garage should remove ignition keys and lock their vehicles upon parking. They must report to the Security Staff any damage they cause to any vehicle or property. Any user whose vehicle is damaged while in the garage should also check immediately with the Security Staff as to whether a report has been made and should make his or her own report if no other has been received.

Special fees

30. Holders of regular and temporary parking permits, for day-time parking from 6 a.m. to 1 a.m., whose vehicles remain in the garage beyond 1 a.m. without displaying current night parking tickets (at \$10.00 each) and shift workers who park between 4 p.m. and 1 a.m. and between 12 midnight and 9 a.m., whose vehicles remain in the garage beyond their respective authorized times without displaying

current parking tickets (at \$10.00 each for beyond paid parking period) will be charged a special fee of \$15.00 unless his or her executive officer or the United Nations Medical Service certifies that official duties or medical reasons, respectively, necessitated parking beyond the paid parking period.

31. Whenever the Office of Personnel Services declares that road conditions make driving hazardous in bad weather, the Garage Administration will waive these special fees. Mechanical disorder is not a valid reason for not purchasing tickets for the period the car is left in the garage.

32. Holders of parking permits who fail to display a permit or current parking ticket clearly, as required in paragraph 16 above, will be charged a special fee of \$5.00.

33. Garage users who cannot find an empty parking bay after entering the garage must request the assistance of the Security Staff at the Security Garage Officer's desk on the third basement level in finding a place to park. Staff members may not presume to occupy spaces alongside vehicles or park in certain areas where parking is not normally allowed without the written authorization from the Security Staff on duty. Any garage user who parks a vehicle in a "No Parking" zone, who blocks an aisle, fire hydrant or exit with a vehicle or who parks in two bays or on an unauthorized level will be liable to a special fee of \$10.00.

34. Any person who parks a vehicle in the garage without a valid parking permit or any valid authorization from the Garage Administration and/or a garage parking ticket, will be liable to a special fee of \$10.00.

35. For ease of reference, the various fees mentioned in this instruction are summarized as follows:

Parking fees:

\$15.00 per month - regular permits

1.00 per day - temporary daily parking

2.00 between the hours of 6 p.m. and 1 a.m. - occasional parking

120.00 per month - 24-hour parking when approved by the Board

10.00 per night - night-time parking 1 a.m. to 6 a.m. and beyond authorized parking period for shift workers.

Special fees (As a result of violations):

\$15.00 - parking beyond limit of paid parking period

5.00 - parking without permit or ticket displayed clearly

10.00 - parking without valid authorization

10.00 - parking on wrong level

10.00 - parking in "No Parking" zone, in two bays, or blocking aisles, fire hydrants or exits.

36. If a holder of a parking permit allows his or her vehicle to be driven in the garage by another person, the holder of the parking permit shall be held personally liable for any special fees which may become payable.

37. Any person who disputes a decision that he or she is liable to pay a special fee must, WITHIN 15 DAYS from the date of the violation, put the reasons for objection to the decision in a memorandum to the Chief of Commercial Management Service, with a request for the decision to be reviewed. Payment for violations will be made to the "United Nations" and submitted to the Garage Administration WITHIN 1 WEEK from the date indicated in the violation.

Payment instructions

38. Payment of monthly charges for regular parking permits will be by monthly payroll deduction or by payment in advance for a period of at least six months. Payment of monthly charges for temporary storage will be by cash or cheque, paid in advance. Payment of special fees will be by cash or cheque. Payroll deduction will be made by the Office of Financial Services at the request of the Garage Administration for charges which remain unsettled for more than one month.

Withdrawal of parking privileges

39. Any garage user who, within any 12-month period, incurs three violations for disregard of any of the garage rules, regulations and instructions contained in this administrative instruction may have his or her parking privileges withdrawn and must submit a new application for consideration by the Board for a new parking permit. Any holder who allows his or her permit to be duplicated or otherwise used illegally, will have his or her parking privileges withdrawn automatically and be liable for payment of any fees which may be due.
