



Secretariat

ST/IC/88/57
27 September 1988

INFORMATION CIRCULAR

To: Members of the staff

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

Subject: HOST COUNTRY TRAVEL REGULATIONS

1. The Secretary-General has received from the United States Mission to the United Nations a note verbale dated 18 May 1988 advising of travel regulations to be applied to staff members and their dependants who are nationals of Albania, Bulgaria, Czechoslovakia, the German Democratic Republic and Poland and a note verbale dated 22 August 1988 advising of travel regulations to be applied to staff members and their dependants who are nationals of Romania.
2. Copies of these notes verbales and of the Secretary-General's replies thereto dated 25 May and 2 September 1988 are attached (see annexes I-IV).
3. On 2 September 1988, the Secretary-General received a note verbale from the United States Mission (annex V) containing certain clarifications as to the scope of application of the travel regulations in question.
4. On 20 September 1988, the Secretary-General received a further note verbale from the United States Mission advising of travel regulations to be applied to the employees of the United Nations who are nationals of Hungary, and their dependants (annex VI). The provisions of the note are virtually identical to those announced in the Mission's note of 22 August with respect to staff members of Romanian nationality. The Secretary-General's response is contained in his note verbale of 22 September 1988 (annex VII).
5. As the Secretary-General advised the United States Mission to the United Nations on earlier occasions when similar travel regulations were announced with respect to staff members of certain nationalities, such regulations constitute restrictive measures and discriminate among members of the Secretariat. He has accordingly protested against the newly imposed measures.

6. The Secretary-General maintains the Organization's position of principle stated in information circular ST/IC/85/76 of 20 December 1985 that, under the given circumstances, individual applications for authorization for private travel or booking of travel by common carrier and hotel reservations received by the host country from affected staff members cannot be considered to prejudice the legal position of the United Nations.
7. Existing arrangements for official travel remain unchanged and will be made in the usual manner.
8. The Secretary-General will keep the staff informed of further developments in this matter.

Annex I

NOTE VERBALE DATED 18 MAY 1988 FROM THE ACTING PERMANENT
REPRESENTATIVE OF THE UNITED STATES OF AMERICA ADDRESSED
TO THE SECRETARY-GENERAL

The Acting Permanent Representative of the United States of America to the United Nations presents his compliments to the Secretary-General of the United Nations and has the honour to draw his attention to the following procedures for travel undertaken by employees of the United Nations who are nationals of Albania, Bulgaria, Czechoslovakia, the German Democratic Republic and Poland.

Effective immediately, employees of the United Nations from the above-stated countries (including persons temporarily assigned) and their dependants will be required to submit in writing requests for travel beyond a 25-mile radius of Columbus Circle in New York City. The notification should indicate the traveller's full name, title, dates of travel, desired destinations and means of transportation, including licence plate number, and must be submitted on weekdays to the Host Country Section of the United States Mission at least 48 hours in advance of contemplated travel.

In addition, employees of the United Nations from the above-stated countries (including persons temporarily assigned) and their dependants utilizing common carriers or rented vehicles for transportation or public accommodations for overnight stays outside a 25-mile radius of Columbus Circle will be required to make arrangements for these services through the Office of Foreign Missions, 801 United Nations Plaza, New York, N.Y. 10017, telephone (212) 685-1301.

Questions regarding these new travel procedures should be directed to the Host Country Section of the United States Mission at (212) 415-4135.

Annex II

NOTE VERBALE DATED 25 MAY 1988 FROM THE SECRETARY-GENERAL ADDRESSED
TO THE ACTING PERMANENT REPRESENTATIVE OF THE UNITED STATES OF
AMERICA

The Secretary-General presents his compliments to the Acting Permanent Representative of the United States of America to the United Nations and has the honour to refer to the latter's note of 18 May 1988 concerning procedures for travel undertaken by employees of the United Nations who are nationals of Albania, Bulgaria, Czechoslovakia, the German Democratic Republic and Poland. According to the note, effective immediately, staff members of these nationalities and their dependants must submit in writing requests for travel beyond a 25-mile radius of Columbus Circle, New York City, at least 48 hours in advance of contemplated travel, such submissions to be made on weekdays. The utilization of common carriers or rented vehicles for transportation or public accommodations for overnight stays must be arranged through the Office of Foreign Missions. The Secretary-General understands that the procedures outlined in the note of 18 May 1988 are not intended to affect the arrangements regarding the official travel of United Nations staff members in the United States which have been in effect since 15 January 1986 (see information circular ST/IC/86/4 of 14 January 1986).

The Secretary-General notes that staff members of the United Nations who are nationals of Bulgaria, Czechoslovakia, the German Democratic Republic and Poland and their dependants have been subject to the service arrangements for private travel since 6 January 1986. There are, at the present time, no staff members of Albanian nationality.

The additional procedures announced in the note of 18 May 1988, therefore, essentially concern the requirement of prior approval of private travel of staff members who are nationals of Bulgaria, Czechoslovakia, the German Democratic Republic and Poland and their dependants beyond 25 miles from Columbus Circle. In this regard, the Secretary-General can only reiterate his previously expressed protest against distinctions in the treatment, by the host country, of staff members of the United Nations Secretariat solely on the basis of their nationality. The previously expressed positions of the Secretary-General contained in his notes of 9 September 1985 and 14 December 1985 remain unchanged.

In so far as the implementation of these procedures are concerned, the Secretary-General notes that they are effective immediately and that no arrangements have been made for affected staff members who reside more than 25 miles from Columbus Circle. The Secretary-General trusts that due note will be taken of the fact that the staff members concerned must be duly notified of the procedures that have now been made applicable to them and that appropriate arrangements will be made concerning staff members who reside beyond the 25-mile limit.

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Annex III

NOTE VERBALE DATED 22 AUGUST 1988 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 undertaken in the United States of America.

Request for authorization for private travel

Effective 29 August 1988, employees of the United Nations assigned to New York City (including persons temporarily assigned) who are nationals of Romania and their dependants will be required to submit in writing a request for authorization to travel beyond a 25-mile radius of Columbus Circle in New York City. The request should be presented on the attached travel form (see appendix I), which is to be completed in full and delivered to the United States Mission 48 hours (two complete business days) prior to commencement of proposed travel. The request is to be completed in full to include the traveller's full name, title, dates of travel, routes of travel, desired destinations and means of transportation, including licence plate number.

In the event of personal/medical emergencies, the 48-hour requirement can be waived by the United States Mission. In such emergencies, the Host Country Section of the United States Mission to the United Nations should be contacted during working hours at (212) 415-4135, or after business hours the Host Country Duty Officer should be contacted through the Mission's 24-hour number, (212) 415-4444.

Travel services

In addition to the above procedures, all personnel and their dependants will be required to make arrangements for commercial travel through the Office of Foreign Missions. Services provided by the Office of Foreign Missions include all types of commercial bookings such as transportation via airplane and rental vehicle, and lodging in commercial accommodations (including public camping facilities). Bookings for such services must be made through the Office of Foreign Missions, 801 United Nations Plaza, New York City, telephone (212) 585-1301.

No fees are charged for the Office of Foreign Missions travel services. However, should cancellations or other changes in travel plans result in assessment of fees by the affected transportation or lodging companies, such fees will be borne by the traveller.

Requests for travel services (see appendix II) should be delivered at least two full working days in advance of contemplated travel. The processing time does not include the day the request is submitted or the day the travel documents are released. (In practice, this means that personnel wishing to travel on a Thursday must submit a travel service request no later than 5 p.m. the previous Monday.)

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Requests for travel arrangements made prior to the two full working-day minimum will greatly facilitate travel bookings.

Should any changes in an individual's itinerary become necessary during the course of a trip, the Office of Foreign Missions must be notified immediately so that travel arrangements may be adjusted. The after-hours emergency telephone number in New York City is (212) 685-1301.

When travel documents are ready to be released, the Office of Foreign Missions will inform the traveller of the total cost for all transportation and accommodations. A cheque or money order for the entire amount, payable to the Office of Foreign Missions, must be presented at the time the travel documents are released. Incidental expenses such as taxi fares, tips, meals, etc., incurred during travel should be paid directly by the traveller. Host organizations or individuals who sponsor travel of Romanian personnel will be informed by the Office of Foreign Missions that the traveller is responsible for prepaying the cost of travel arrangements.

Queries regarding requests for authorization for private travel should be directed to the Host Country Section of the United States Mission at (212) 415-4135. Questions regarding any procedural aspect related specifically to the Office of Foreign Missions' bookings, accommodation arrangements, car or truck rentals, etc., should be directed to the Office of Foreign Missions at (212) 685-1301.

Appendix I

REQUEST FOR AUTHORIZATION FOR PRIVATE TRAVEL

By members of United Nations Secretariat

(to be delivered to the United States Mission to the United Nations)

Name of Traveller	(Last)	(First)	(Middle)
Full Title of Traveller			
Accompanying Members of Family (Non-U.S. citizens or permanent residents)		(Name)	(Relationship)
Purpose of Travel			
Dates of Travel			
(a) Departure			
(b) Return			
Destination			
Local address (if overnight)			
Means of Travel (Automobile - give licence #)		(Train)	(Plane)
(a) Departure			
(b) Return			
Itinerary (If via automobile, give routes of travel)			
Date of approval		Date of Request	

		Signature of Traveller	

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Appendix II

TRAVEL SERVICE REQUEST

Date of Request _____ Placed by _____ Phone # _____

Name of Traveller (Last, First, Middle) _____

Title/Position _____ Nationality _____

Date and Place of Birth ____ / ____ / _____ Diplomatic ID # _____

Current Passport # _____ Tax Exemption Card # _____

Office Phone # _____

Mailing Address _____

Names of Accompanying Travellers _____

Names of Accompanying Dependants	DOB	Dip ID #	Tax Exempt #
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Destination(s) _____

Dates of Travel _____

Mode of Transportation (licence plate #) _____

Accommodation Needs _____

Name of Host (if applicable) _____ Phone # _____

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DO NOT WRITE BELOW THIS LINE

Time Rec'd _____ TSR # _____ Status _____

ITINERARY:

(1) Date _____ From _____ Dep. _____ am/pm
Mode _____ To _____ Arr. _____ am/pm
Lodging _____

(2) Date _____ From _____ Dep. _____ am/pm
Mode _____ To _____ Arr. _____ am/pm
Lodging _____

(3) Date _____ From _____ Dep. _____ am/pm
Mode _____ To _____ Arr. _____ am/pm
Lodging _____

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Annex IVNOTE VERBALE DATED 2 SEPTEMBER 1988 FROM THE SECRETARY-GENERAL
ADDRESSED TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Secretary-General presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note dated 22 August 1988 concerning regulations for travel undertaken by employees of the United Nations, including persons temporarily assigned, who are nationals of Romania and their dependants.

According to the note, the regulations in question, effective 29 August 1988, require inter alia prior authorization for private travel beyond a 25-mile radius of Columbus Circle, New York City. The note further provides that "all personnel and their dependants will be required to make arrangements for commercial travel through the Office of Foreign Missions", at least two full working days in advance, for "all types of commercial bookings such as transportation via airplanes and rental vehicles, and lodging in commercial accommodations (including public camping facilities)".

The existing arrangements regarding official travel in the United States of United Nations staff members remain unaffected.

As on earlier occasions when similar travel regulations were announced with respect to staff members of certain other nationalities, the Secretary-General wishes to reiterate that such regulations are restrictive and discriminatory among members of the Secretariat solely on the basis of their nationality and thus are in violation of the fundamental principles of international civil service as envisaged in the Charter of the United Nations. The protests expressed repeatedly by the Secretary-General with respect to similar host country travel regulations in the past should now be regarded as also extending to the travel regulations in the present case.

Annex V

NOTE VERBALE DATED 2 SEPTEMBER 1988 FROM THE UNITED STATES MISSION
TO THE UNITED NATIONS ADDRESSED TO THE SECRETARY-GENERAL

The Permanent Mission of the United States of America to the United Nations presents its compliments to the Secretary-General of the United Nations and has the honour to refer to the latter's note of 25 May 1988, which questions the host country's legal right to impose travel controls on the private recreational travel of certain affected staff members and their dependants and raises the matter of certain United Nations staff members presently under travel controls (Albania, Bulgaria, Czechoslovakia, German Democratic Republic, Poland and Romania), who presently reside beyond a 25-mile radius of Columbus Circle in New York City.

The implementation of these measures related to private recreational travel have been taken in the national security interests of the host country and does not restrict the official travel of these individuals and in no way impedes their proper functioning as international civil servants. With respect to staff currently residing outside a 25-mile radius of Columbus Circle, the affected employees are being informed by letter that they have received a blanket waiver for travel between their residences and the United Nations and private movement in the vicinity of their residences normally involved in the daily maintenance of their household and attendant responsibilities resulting from residence in the particular area.

The United States Mission takes this opportunity to point out to the Secretary-General of the United Nations that future staff members of the affected nationalities will not be permitted to reside beyond the 25-mile radius. In addition, presently affected staff members may not move to a new location which is beyond this radius.

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Annex VI

NOTE VERBALE DATED 20 SEPTEMBER 1988 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 undertaken in the United States of America.

Request for authorization for private travel

Effective immediately, employees of the United Nations assigned to New York City (including persons temporarily assigned) who are nationals of Hungary and their dependants, will be required to submit in writing a request for authorization to travel beyond a 25-mile radius of Columbus Circle in New York City. The request should be presented on the attached travel form (see annex III, appendix I), which is to be completed in full and delivered to the United States Mission 48 hours (two complete business days) prior to commencement of proposed travel. The request is to be completed in full to include the traveller's full name, title, dates of travel, routes of travel, desired destinations and means of transportation, including licence plate number if travel is by vehicle.

In the event of personal/medical emergencies, the 48-hour requirement can be waived by the United States Mission. In such emergencies, the Host Country Section of the United States Mission to the United Nations should be contacted during working hours at (212) 415-4135, or after business hours the Host Country Duty Officer should be contacted through the Mission's 24-hour number, (212) 415-4444.

Travel services

In addition to the above procedures, all personnel and their dependants will be required to make arrangements for commercial travel through the Office of Foreign Missions. Services provided by the Office of Foreign Missions include all types of commercial bookings such as transportation via airplane and rental vehicle and lodging in commercial accommodations (including public camping facilities). Bookings for such services must be made through the Office of Foreign Missions, 801 United Nations Plaza, New York City, telephone (212) 685-1301.

No fees are charged for the Office of Foreign Missions travel services. However, should cancellations or other changes in travel plans result in assessment of fees by the affected transportation or lodging companies, such fees will be borne by the traveller.

Requests for travel services (see annex III, appendix II) should be delivered at least two full working days in advance of contemplated travel. The processing time does not include the day the request is submitted or the day the travel documents are released. (In practice, this means that personnel wishing to travel on a Thursday must submit a travel service request no later than 5 p.m. the

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previous Monday.) Requests for travel arrangements made prior to the two full working day minimum will greatly facilitate travel bookings.

Should any changes in an individual's itinerary become necessary during the course of a trip, the Office of Foreign Missions must be notified immediately so that travel arrangements may be adjusted. The after-hours emergency telephone number in New York City is (212) 685-1301.

When travel documents are ready to be released, the Office of Foreign Missions will inform the traveller of the total cost for all transportation and accommodations. A cheque or money order for the entire amount, payable to the Office of Foreign Missions, must be presented at the time the travel documents are released. Incidental expenses such as taxi fares, tips, meals, etc., incurred during travel should be paid directly by the traveller. Host organizations or individuals who sponsor travel of Hungarian personnel will be informed by the Office of Foreign Missions that the traveller is responsible for prepaying the cost of travel arrangements.

Queries regarding requests for authorization for private travel should be directed to the Host Country Section of the United States Mission at (212) 415-4135. Questions regarding any procedural aspect related specifically to the Office of Foreign Missions' bookings, accommodation arrangements, car or truck rentals, etc., should be directed to the Office of Foreign Missions at (212) 685-1301.

Annex VII

NOTE VERBALE DATED 22 SEPTEMBER 1988 FROM THE SECRETARY-GENERAL
ADDRESSED TO THE UNITED STATES MISSION TO THE UNITED NATIONS

The Secretary-General presents his compliments to the United States Mission to the United Nations and has the honour to refer to the latter's note dated 20 September 1988 concerning procedures pertaining to travel undertaken in the United States of America by the employees of the United Nations including persons temporarily assigned who are nationals of Hungary and their dependants.

The Secretary-General notes that the procedures outlined in the note are effective immediately and that its provisions are virtually identical to those announced in the Mission's note of 22 August 1988 with respect to staff members of Romanian nationality.

The existing arrangements regarding official travel in the United States of United Nations personnel remain unaffected.

The Secretary-General, as on earlier occasions in this respect, wishes to reiterate his position of principle that such procedures are restrictive and discriminatory among members of the Secretariat solely on the basis of their nationality and, thus, are in violation of and detrimental to the fundamental principles of international civil service as envisaged in the Charter of the United Nations. Accordingly, in the present case, the Secretary-General is obliged to reiterate his previously expressed protest against the host country travel procedures providing for distinctions in the treatment of staff members of the United Nations Secretariat on the basis of their nationality.
