



Secretariat

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1 copy per staff member
Permanent Missions and
Specialized agencies

INFORMATION CIRCULAR No. 14

Subject: New Policy on Vehicle Access to UNOG Grounds

1 Foreword

- 1.1 The present circular replaces Office Instruction OI/130/Rev.4 dated 30 November 1992 and the relevant sections on vehicle access included in Information Circular IC/Geneva/4261 dated 11 November 1996. This circular is designed to establish a new policy on vehicle access which is congruent with the enhancement of security requirements, with the need to preserve UNOG premises and with the implementation of the Mobility Concept in Geneva, as described in the joint circular of the United Nations Joint Staff Pension Fund and the International Civil Servants' Mutual Association of the United Nations and Specialized Agencies dated 3 February 2004.
- 1.2 The new procedure links the access of vehicles with the professional needs of the users, parking availability and the declaration of security phases in accordance with the UNOG Emergency Plan. The circular provides for the use of new vehicle authorizations, which contain information on the vehicle, identity of the users, their access authorizations, as well as the period of validity. The circular also includes the issuance procedure and a plan for the replacement of the stickers currently in use.

2 Vehicle Access types

In order to enhance the control over vehicles entering UN premises, and to improve overall security of the staff and the individuals working or visiting the Palais, vehicle access authorizations have been categorized in three types. **Type 1** ensures unrestricted access, unless a security phase is declared. For **Type 2** authorizations, access is conditional to parking availability and may, in addition, be denied if a security phase has been declared. Finally, **Type 3** authorizations are subject to the same two conditions as **Type 2**, but are for a more limited period of time.

2.1 **Type 1**

2.1.1 The following categories of users may be granted parking facilities within UNOG premises, except in case of the declaration of a security phase:

- Representatives of Missions and other diplomatic staff with or without CD plates under the auspices of a Diplomatic mission;
- Heads of Geneva-based United Nations Specialized Agencies;

- United Nations staff and consultants occupying offices at the Palais des Nations;
- Permanently accredited journalists;
- Staff of private companies who have an office inside the Palais, and
- Staff of the private companies performing work on the premises while under contract with UNOG, subject to the restriction provided under paragraph 2.1.5.

- 2.1.2 Each UN staff member occupying an office at the Palais des Nations may be entitled to a maximum of two (2) car authorizations under his/her name. Persons having interchangeable registration plates will be allowed one extra vignette for that vehicle. Registration documents must be presented in support of all requests. UN staff members whose vehicle is temporarily unavailable can apply for an access authorization to be used for a replacement vehicle. This authorization shall be valid for the period of unavailability of the regular vehicle.
- 2.1.3 UN staff's dependants shall not be entitled to any vehicle authorization under their names. They can nevertheless access UNOG's grounds with a staff member's authorized car provided they hold a valid UNOG ground pass. Consultants occupying an office in the Palais des Nations shall be entitled to no more than one (1) authorization.
- 2.1.4 Heads of the Geneva-based United Nations Specialized Agencies will be granted one (1) vehicle authorization for their official vehicle. Mission representatives and other diplomatic staff, with or without CD plates, provided they are under the auspices of the Mission, supervisors of external companies with an office inside UNOG or performing work on UNOG's premises and permanently accredited journalists shall be issued no more than (1) vehicle authorization per person.
- 2.1.5 Only a predetermined, limited number of **Type 1** authorizations will be issued to private companies performing work on the premises while under contract with UNOG. Each company shall determine which of its employees should be given one of the available stickers on hand and provide a consolidated list of beneficiaries to the Security and Safety Section.

2.2 Type 2

- 2.2.1 The access of the following categories of users should be subject to parking space availability and may be denied if a security phase has been declared. **Type 2** vehicle authorizations may be delivered to courtesy badge holders (former diplomats, United Nations retirees, members of the United Nations Women's Guild (UNWG) and other UN Clubs), to the exception of Organizers and participants in exhibitions and special events held on the Palais premises.
- 2.2.2 Individuals eligible for **Type 2** authorizations may not be issued more than one (1) vehicle authorization per person. As in 2.1.2, persons having interchangeable registration plates will be allowed one extra vignette for that vehicle; both registration documents must be presented.

2.3 Type 3

- 2.3.1 The following categories of users are eligible for a short-term vehicle authorization, should security phases and parking availability allow it:
- Organizers and participants in exhibitions and special events held on the Palais premises to whom a courtesy badge has been delivered;

- Non-Diplomatic staff from Missions on official business;
- UN Staff occupying offices outside the Palais and staff from the Geneva-based Specialized Agencies on official business;
- Visiting journalists covering an event;
- Enterprise vehicles on deliveries;
- Visitors to UNOG staff (for professional reasons only);
- Individuals whose physical impairment renders access by foot to the Palais difficult;
- Affiliated staff and organisations (Group of 15, GCSP, etc.)
- Retired staff members from other Specialized Agencies or Organisations, for MEC, UNJSPF, UNJMS, GPAFI, UBS and SAFI.

2.3.2 In principle, the short-term authorizations will be only issued for one day. Exceptions can be granted on ad hoc basis upon request.

2.3.3 Both **type 2** and **type 3** authorizations are limited to the Office's normal working hours.

3. Issuance procedures and replacement plan

3.1 The replacement of the current vehicle authorizations shall start on 1 May 2004 through 31 July 2004. After this date, all the other parking authorizations will no longer be valid to access the United Nations grounds.

3.2 In all cases, to obtain an access authorization it is indispensable to present the "carte grise" or the "permis de circulation".

3.3 The new parking authorizations may be requested via three (3) different ways: through the Intranet, via internal mail or personally at the Villa les Feuillantines.

3.3.1 **Through the Intranet:** The Security Identification and Garage Management Unit (ID Unit) has created an Intranet page for this purpose, http://157.150.79.33/npa_requests, which staff members are encouraged to use. Those staff whose ground pass expires before or on 31 July 2004 do not need to fill in the online form, as the parking authorization will be issued directly on the next update of their ground pass at the Villa les Feuillantines. The Intranet page will only be available until the end of the Replacement Scheme, i.e. 31 July 2004.

3.3.2 **Via internal mail:** The Security Identification and Garage Management Unit (ID Unit) will make available a "Request for Parking Authorization" (Annex 1) to the administrative assistants. This request is to be completed and forwarded to the ID Unit, Villa les Feuillantines, via internal mail, along with a copy of the "carte grise" or the "permis de circulation". If the information is correct and complete, the vehicle authorization will be forwarded, via internal mail. This option will only be available until the end of the Replacement Scheme, i.e. 31 July 2004.

3.3.3 **Personally at the Villa les Feuillantines.:** Parking authorizations may be requested directly at the Security Identification and Garage Management Unit (ID Unit), Villa les Feuillantines. A "Request for Parking Authorization" (Annex 1) form must be completed, and the "carte grise" or "permis de circulation" must be presented, as well as a valid UNOG ground pass. The vehicle authorization will be processed and issued immediately, if the information is correct and complete. This option will be the only possibility at the end of the Replacement Scheme, i.e. after 31 July 2004.

3.3.4 Faxed confirmations and registration documents are not accepted.

Duration of type 1 and type 2 authorizations

3.4 In order to be eligible for a vehicle authorization, individuals under **type 1** and **type 2** must have a valid UNOG ground pass. The authorization shall be valid for **two years**, or until the expiration date of the UNOG ground pass, whichever date is the earlier. If a UN staff member is temporarily assigned to work at the Palais des Nations, he/she is eligible for a **type 1** authorization valid until the end of his/her assignment. Persons having French "IT" plates or other temporary registration plates will only receive an authorization until the date stated on the registration document. A valid registration document, insurance certificate and a UNOG ground pass must support all requests.

Duration of type 3 authorizations

3.5 Requests for **type 3** vehicle authorizations shall be addressed to the Pregny Gate for a period less than one week and daily passes. Requests for vehicle authorizations for one (1) week or more shall be sent to the UNOG Security and Safety Section at the Villa Les Feuillantines. The duration of the type three, vehicle authorization will depend on the time needed to carry out the official duties inside the Palais, and shall not exceed one (1) month.

4. Final remarks: Restrictions and Obligations

4.1 Taxis will no longer be authorized entrance to the premises. Exceptions may be considered for physically impaired persons whose access on foot to the Palais would be otherwise difficult.

4.2 In view of the limited number of parking places available, cars belonging to conference participants (other than those in para 2.1.1), visitors to journalists, visitors to the Library, interns, "Cultural Passports" and representatives from non-governmental organizations are not eligible for a vehicle authorization.

4.3 Accredited persons entering the UNOG by car, will be held accountable, should they undertake to transport hazardous materials and bring any unaccredited person into the compound.

4.4 Accredited persons entering the UNOG by car undertake to park in delimited parking areas only. Any vehicle illegally parked outside a delimited parking spot or in a reserved parking spot, may be clamped and/or towed away. Repeated offenders will have their parking authorization withdrawn on a permanent basis.

4.5 As a general rule, overnight parking will not be authorized in any of the UNOG parking lots, underground garage included. UNOG staff on mission may be given an exceptional authorization to park for the period of the mission. These express authorizations must be requested prior to the mission and will be delivered on an ad hoc basis by the Security and Safety Section. Parking for such vehicle should be in the P9 area.

4.6 Stickers issued before the publication of this circular will no longer be valid after 31 July 2004. Only new vehicle authorizations will be recognized and all previously issued stickers are to be removed from the windscreens.

4.7 The new parking authorizations are to be placed on the bottom left part of the windscreen, and must be visible to security members at the gate and while parked inside the Palais, and not hidden behind wiper blades or other items.

4.8 Parking authorizations are issued on a one-car one-number-plate basis. Any changes to one of the two require a new authorization. No new authorization can be issued unless the previously issued is returned. Parking authorizations **ARE NOT** transferable from vehicle to vehicle.

4.9 In requesting a parking authorization, applicants undertake to observe the following rules in the Palais des Nations grounds:

- They shall comply with checks by security staff when entering or leaving the grounds;
- They shall comply with the rules applicable to traffic and parking contained in the Swiss Highway Code, and with any special instructions issued by the UNOG Administration, and shall obey instructions given by security staff;
- They shall pay the costs incurred for the release of their vehicle if it has been removed by a tow-truck further to paragraph 4.4, *supra*.

(Signed) Bertrand **Jupp**in de Fondaumière
Director, Division of Administration

Office des Nations Unies à Genève



United Nations Office at Geneva

REQUEST FOR VEHICLE PARKING VIGNETTE AUTHORIZATION

(PLEASE USE CAPITAL LETTERS, TYPEWRITER OR COMPUTER TO FILL IN THIS FORM)

(Forms not properly completed will be returned to the applicant)

UNOG ID Card Number	
Expiry Date of UNOG ID Card	
Last Name	
First Name	
Index Number	
Section/ Service/ Organization/ Company/ Mission/ Conference	
Telephone Number / Extension	
Office Number / Location	

VEHICLE INFORMATION TABLE

	Make of Vehicle	License Plate N°.	Model	Color	Should you have a paid parking space in the underground garage or inner courtyard, kindly enter the details
1					
2					

Please attach copy of the registration document for each vehicle; failure to do so will delay the issuance of your vignette(s).

**PLEASE FORWARD COMPLETED FORM TO:
ID UNIT, VILLA LES FEUILLANTINES, 13, AVENUE DE LA PAIX, 1211 GENEVA 10**

SECURITY OFFICE USE ONLY

	Vignette N°.	Primary Type	Secondary type	Paid parking space and location	Issued by
1					
2					