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INFORMATION CIRCULAR N° 64

**Subject: Regulations on the admission of luggage to the Palais des Nations**

1. The purpose of this circular is to inform staff that new rules governing the access of luggage to the UNOG grounds are in place. These measures are the result of the overall project for the enhancement of the security at the Palais des Nations currently under progress.
2. Staff are informed that two types of luggage are considered. One is the large luggage normally bound to be checked-in for commercial airline transportation; the other type is the small luggage normally considered as carry-on luggage by airline companies, such as PC bags, rucksacks and hand backs.
3. As a general rule, access to the UN premises with large luggage is not authorized. Pedestrians carrying large luggage will be directed to the Pregny Gate where, after being security cleared, these items will be stored to the extent of the storage space available. Once the storage capacity is exhausted no additional large luggage will be accepted. UNOG declines all responsibility over luggage stored.
4. UN staff, permanent missions' personnel and service providers carrying small luggage will be allowed to enter through all access points; security officers may carry out random checks at any time. NGO representatives, conference participants and officials visitors carrying small luggage will enter exclusively through the Pregny Gate, where their luggage may be subjected to in-depth security scrutiny; security stickers will be placed on these luggages as necessary. Guided tours visitors will not be allowed to enter with neither large nor small luggage.
5. Staff are reminded that luggages brought inside the premises in the trunk of authorized vehicles will remain in the vehicle unless special clearance has been granted by the Security and Safety Section, as mentioned in paragraph 2. Luggage detected inside cars at the occasion of random vehicle checks may be subject to security inspection.
6. Owners of unauthorized luggage found at the UNOG premises will be requested to remove it. All pieces of luggage found unattended may be impounded and disposed of by the Security and Safety Section. Any costs related to the latter action may be charged to the owner of the luggage.
7. To provide a safe environment for all, I count on the goodwill and cooperation of all staff, affiliates, conference participants and visitors for strictly complying with these guidelines.

(Signed) Bertrand Juppín de Fondaumière  
Director, Division of Administration