



**Secretariat**

IC/Geneva/2006/40  
25 July 2006

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**INFORMATION CIRCULAR N°. 40**

Subject: Loss of UNOG ID Passes

**The purpose of this circular is to bring to the attention of all staff the procedures that will be taken in the event that staff lose their UNOG Identification Pass.**

1. Staff members are reminded of the requirement to wear their ID Pass at all times whilst on UNOG premises, including grounds.
2. The Director-General is concerned that the loss of an ID Pass is a serious breach of UN security, especially if a pass falls into the hands of someone with mal intent.
3. The following actions will be implemented with immediate effect:
  - In circumstances where staff lose their pass where there is no reasonable explanation such as theft or damage, for the first incident of loss, a verbal warning from the Security and Safety Section will be given at the time of application for a replacement ID. The verbal warning will be noted by the issuing Security Officer on the Loss of ID Declaration form.
  - For a second and any subsequent incident, Human Resources Management Service will consider administrative measures on the basis of the report furnished by the Security and Safety Section outlining the details of this and previous losses.

(Signed) Aminata S. Djermakoye  
Director  
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