

ST/AI/152
27 February 1963

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

Subject: PERSONAL IDENTIFICATION PASSES: HEADQUARTERS

I. PURPOSE

1. This instruction establishes a revised system of identification passes to cover all categories of personnel requiring regular access to the United Nations buildings at Headquarters. The general objectives of the revised system are to reduce, through consolidation, the large number of passes now being used, to provide for easy identification, and to provide a means of control for access to the buildings, and when necessary, for movement in restricted areas.

II. CATEGORIES AND TYPES OF PASSES

2. The passes are in four distinctive designs as follows:

- A - Delegations and others for whom liaison is provided by the Protocol and Liaison Section;
- B - Secretariat of the United Nations;
- C - Information media personnel;
- D - Others

3. All types of passes will be issued in a dual format to distinguish between a permanent pass and a temporary pass. The latter will carry the over-printed year of issuance and space for the entry of the expiration date.

III. ARRANGEMENTS FOR SPECIAL OCCASIONS

4. Holders of the passes indicated in paragraph 2 will in normal circumstances have the usual freedom of movement within the premises. On occasions, however,

when special safety and security problems or serious overcrowding exist, it may be necessary to limit access to conference or other key areas. In order to facilitate arrangements at such times, the passes will be issued in different colours:

Gold - Identifying members of permanent missions

Blue - Identifying persons required to have access to conference areas for official purposes

Red - Providing access to offices, work centres and central facilities.

5. With respect to the Secretariat, applications for passes will be made through Departmental Executive Officers who will authorize the issuance of the pass and who will indicate whether the staff member requires access to the Conference areas for official purposes during periods when limitations are in effect.

6. The responsibility for determining the times when limitations should apply for access to certain areas, and the areas involved, will rest with the Director of General Services, in consultation with the Chef de Cabinet. Notification of limitations will be made through posted notices and, where time permits, by appropriate circularization.

IV. APPROVAL OF PASSES

7. Authority for the approval of the issuance of passes remains unchanged, as follows, for the categories indicated in paragraph 2 above:

A* - (i) Members of permanent missions, representatives to meetings, representatives of specialized agencies, observers, special guests - Protocol and Liaison;

(ii) Representatives of Non-Governmental Organizations in consultative status with the Economic and Social Council - NGO Section (ESA) and Protocol and Liaison;

B - Secretariat - [Departments and Offices] (see paragraph 5 above);

C - Information media personnel - Office of Public Information;

D - (i) Employees of contractors and other service personnel - Office of General Services;

* In accordance with ST/AI/118/Rev.1 of 15 January 1957.

- (ii) Representatives of Non-Governmental Organizations and others dealing with public information - Office of Public Information;
- (iii) Representatives of Non-Governmental Organizations not included in groups A (ii) or D (ii) above - NGO Section (ESA).

V. ISSUANCE OF PASSES

8. Passes will be issued by the Security Office. Where necessary, advance echelons will be established in Protocol and in OPI to expedite service.

VI. OTHER PASSES

9. The provisions of this instruction do not affect procedures relating to other passes, such as the "day pass" and garage permits. Arrangements will also be made with the Office of Public Information for the issuance of special temporary passes (valid for one to thirty days) for representatives of information media in appropriate cases.

VII. EFFECTIVE DATE AND IMPLEMENTATION

10. The revised pass system will be effective as of the date of issuance of this instruction. Necessary details for the implementation of the system will be notified by the Office of General Services to the offices concerned.
