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ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

Subject: SHIPPING PROCEDURES AND MARINE INSURANCE

Purpose

1. This instruction sets out the procedures for shipping and insuring United Nations property and staff members' personal effects and/or household goods where these are shipped and/or insured at United Nations expense. Administrative Instructions ST/AI/79/Rev.1 of 25 May 1955, ST/AI/79/Rev.1/Add.1 of 25 April 1956 and ST/AI/79/Rev.2 of 10 March 1959 are hereby cancelled and superseded.

Insurance Coverage Provided by the Organization

2. The Organization maintains on a world-wide basis an "all risks" insurance policy against loss or damage in transit (by ship, airplane, railroad or truck) in the following instances:

- (a) United Nations property valued at \$50.00 or more;
- (b) Unaccompanied personal effects and household goods up to \$1,000 for a staff member of single status and \$2,000 for a staff member and dependents (excluding articles of value for which special premium rates are charged) where shipment is authorized at United Nations expense in terms of Staff Rule 107.21, except that no insurance coverage is provided for shipments authorized in connexion with travel on home leave;
- (c) Removal of personal effects and household goods authorized under Staff Rule 107.27 up to a maximum value of \$15,000 (excluding articles of value for which special premium rates are charged);

- (d) Such other category of United Nations or personal property as may be defined from time to time.

The United Nations will not be responsible for loss or breakage of unaccompanied baggage.

3. Insurance coverage is not provided in the case of accompanied personal baggage of staff members. Staff members desiring insurance coverage should arrange it themselves at their expense. However, compensation may be paid in respect of losses of accompanied baggage as provided in Staff Rule 107.22 (b).

Responsibility for arranging insurance coverage

4. From 1 January 1960, the responsibility for arranging insurance coverage and for processing insurance claims is vested exclusively in:

(a) The Traffic Section, Purchase and Transportation Service, at Headquarters, in respect of:

- (i) Shipments from New York to all points except to Geneva;
- (ii) Shipments to New York from all points;
- (iii) Shipments from any one point to another, except Geneva;

(b) The Purchase, Standardization and Transport Division in Geneva in respect of:

- (i) Shipments from Geneva to all points, except New York;
- (ii) Shipments to Geneva from all points.

5. The insurance of all shipments, other than from New York and from Geneva is arranged on a post facto basis. It is the responsibility of the office or individual making the shipment to advise New York or Geneva (as appropriate) by air mail and to furnish the documents necessary for effecting insurance coverage.

6. In the case of United Nations property, this information must appear on the standard shipping authorization form (PT.27) and must be forwarded to the insurance office (New York or Geneva) in duplicate, with two copies of the bill of lading.

7. In the case of personal effects and household goods shipped at United Nations expense, the following documents must be provided in order that insurance coverage may be arranged:

- (a) Two copies of the completed Shipping Authorization (PT.27);
- (b) Two copies of the bill of lading;
- (c) An inventory (in duplicate) listing all articles being shipped (contents as well as containers such as suitcases and trunks) and the replacement value of each article. Global value of a shipment is not acceptable; and,
- (d) Two copies of the packing list if prepared by a packing company.

8. If the value of the shipment exceeds the limits for insurance coverage specified in Staff Rules 107.22 and 107.27, it is the responsibility of the staff member to inform the insuring office (New York or Geneva, as appropriate) of the excess and of his willingness to meet the additional insurance costs. New staff members will, on recruitment, be provided with instructions on the shipment of their household goods.

9. All shipments of United Nations property consigned to or routed through New York/Geneva should be addressed to:

Traffic Section, United Nations, New York , Attention: (Name of the
Transport and Travel Section, United Nations, Geneva organizational
unit concerned)

Personal effects and household goods should be addressed to:

Mr. (John Doe), c/o Traffic Section, United Nations, New York
Transport and Travel Section, United Nations, Geneva

The ultimate destination of the shipment should be shown on the bill of lading.

10. In order to permit the prompt clearance of the shipment and to avoid transfer, demurrage or storage charges, all relevant documents should be air mailed direct to:

Traffic Section, United Nations, New York
Transport and Travel Section, United Nations, Geneva

Processing of Insurance Claims

11. The ultimate responsibility for processing insurance claims rests with the insuring office (New York or Geneva, as appropriate). However, the office or the individual that receives the shipment is requested to try to settle any claims

direct, approaching the insuring office (New York or Geneva) only if satisfactory settlement is not reached by a direct approach. The procedure to be followed and the addresses of "Settling Agents" are given on the reverse side of the Shipping Authorization Form (PT.27).

Shipping Authorization Form

12. The standard Shipping Authorization Form (PT.27) is in use by nearly all overseas offices. Supplies may be obtained from the Traffic Section at Headquarters. The form should be completed by typing. Two copies each for the consignee and the insuring office are required in all cases.

Instructions for completing the Shipping Authorization Form (PT.27)

13. (a) The Ultimate Consignee:

The consignee should be specifically designated as:

Traffic Section United Nations, N.Y. Attn: Film Unit (For United Nations property)	or	Mr. (John Doe) Traffic Section United Nations, N.Y. (For staff member's property)
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(b) Shipping Authorization Number: Numbers should be assigned in sequence commencing with No. 1 on the first of January of each year.

(c) Forwarding Agents: The name and address of the forwarding agent (where used) should be inserted, whether he is at the originating or an intermediate point.

(d) Agents' Instructions: This space is to give special instructions to forwarding agents (e.g.): If an agent is used at the originating point, the instructions might read "Ship prepaid to consignee". If an agent is at an intermediate point, the instructions might read "Please clear through Customs and trans-ship via (rail, air, sea) to consignee, and bill this office for charges for onward movement."

(e) Carrier: Insert name of boat, airline, railroad, trucking company.

(f) Bill of lading number: Obtained from carrier. In the case of air shipments, the airway bill number should be inserted; if by rail or truck, the waybill number.

- (g) Departure date: Insert the date the boat, plane, train, truck or air shipment (pouch) is scheduled to leave.
- (h) Insurance: Used by New York or Geneva to list the insurance number covering the goods.
- (i) Requisition number: Insert in accordance with the system used by the originating office.
- (j) Identification: Same as above.
- (k) Account code number: Same as above.
- (l) Invoice value: The total value of the shipment.
- (m) Insured value: The value for which the shipment is insured.
- (n) Transportation charges: Whether shipment is "prepaid", "collect", or "partially prepaid". If prepaid, insert the actual cost of the shipment. If partially prepaid, state details.
- (o) Attachments: For boat shipments, the original signed bill of lading and one additional copy should accompany the shipping authorization to consignee. Other attachments might be inventory, copy of insurance policy, packing list, etc.
- (p) Description of contents: Show here the type of container and the numbers of each type (such as cases or cartons). Show the total number of pieces, total weight and total cubage. Attach an inventory of the articles shipped and the value of each article. Show also any charges that may be due from the staff member and particulars of his shipment, such as his allowance for weight and cubage, and insurance.
- (q) Approved by: Signature of the officer approving the shipment.
- (r) Certification of receipt: One copy of the shipping authorization form must be returned to the originating office indicating receipt of the shipment. (If receipt is not acknowledged by the consignee within a reasonable interval, a reminder should be sent to the consignee requesting such acknowledgment.)

Shipping of personal effects and household goods

14. Whenever the personal effects or household goods of a staff member are shipped and insured at United Nations expense in terms of Rules 107.21, 107.22 and 107.27, professional packing is required. Competitive bids for packing and forwarding should be obtained, wherever possible.
15. Storage, demurrage, cartage, transfer fees and bonded warehouse charges are payable by the staff member. In his own interest, the staff member should, therefore, arrange for the arrival of his goods to coincide as closely as possible with his own arrival. Furthermore, all goods are subject to customs examination and cannot be cleared until the owner is present.

Excess charges for shipping of unaccompanied shipments of a staff member's belongings

16. When a shipment of a staff member's personal effects and/or household goods at United Nations expense exceeds the limits established under the Staff Rules 107.21 and 107.27, the extra costs incurred will be prorated and debited to the staff member. The established limits are on a gross basis inclusive of packing and crating. Staff members should note that some carriers charge by weight and others by volume, though, as a rule, ocean charges are by volume and inland charges by weight.
17. In arranging for the shipment of the household goods on separation from service, it is normal practice for the shipping office to collect in advance from the staff member any additional costs that may be incurred for packing, freight and insurance.

B.R. Turner
Controller