



## Secretariat

ST/AI/349  
22 April 1988

### ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: Under-Secretary-General for Administration and Management

Subject: UNITED NATIONS GARAGE

1. The present instruction sets out the arrangements for the authorization of parking in the basement levels of the Secretariat Building. It has been revised to reflect the experience of the Garage Review Board, whose mandate was first laid down in administrative instruction ST/AI/288 of 16 August 1982, and is intended to ensure that the limited space available is issued in the best interests of the Organization and its staff. This instruction supersedes the provisions of instruction ST/AI/288 and takes effect immediately.

#### I. COMPOSITION OF THE GARAGE REVIEW BOARD

2. The Garage Review Board is composed of three members appointed by the Secretary-General, three appointed by the Secretary-General from a list proposed by the Staff and a chairperson appointed by the Secretary-General on the recommendation of the Joint Advisory Committee (JAC). A representative of Buildings Management Service, Office of General Services, will participate in the work of the Board as a non-voting, ex-officio member. The Buildings Management Service will provide secretariat support.

3. Voting members of the Board will be appointed for a two-year term and may be reappointed. If their replacement or reappointment is delayed and to permit the Board to continue to function, they may serve for a maximum of three months beyond the expiration of their term. The composition of the Board will be announced in an information circular.

## II. FUNCTIONS OF THE GARAGE REVIEW BOARD

4. The Board will function in an advisory capacity to the Secretary-General on matters pertaining to the allocation of garage space to all qualified users except those eligible for delegation parking. In this connection, the Board will make recommendations on and review the issuance of parking permits in accordance with the criteria approved by the Secretary-General as outlined in the present instruction. Decisions of the Board shall be submitted through the Assistant Secretary-General for General Services to the Secretary-General in the form of recommendations for his approval.

5. In particular, the Board will:

(a) In accordance with paragraphs 8 to 11 below, and on the basis of available space, review and update the list of regular permit holders and the corresponding waiting list;

(b) In accordance with paragraphs 12 to 14 below, establish quotas for temporary permits to be issued to and allocated by departments to meet their operational needs;

(c) Review, and recommend disposition of, appeals, which the staff member concerned shall submit to the Board in writing;

(d) In accordance with paragraphs 24 to 26 below, suspend or revoke parking permits.

6. The Board will meet as required to perform the above functions. The Chairperson shall normally convene meetings as deemed necessary or when requested by any member of the Board, including the ex-officio member. Four voting members shall constitute a quorum. The Board shall normally work by consensus. If a vote becomes necessary, the Chairperson shall vote only to break a tie. A record shall be kept of all decisions taken. Any additional rules and procedures that the Board considers necessary, should be introduced following consultations in, and approval by, JAC.

## III. PERMITS

### A. Eligibility

7. Except for medical permits issued in accordance with paragraph 16 below, no permits of any kind will be issued to applicants residing in Manhattan south of 168th Street (including Roosevelt Island). To qualify for regular permits, applicants must have at least 12 months uninterrupted service with the United Nations system.

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B. Regular permits

8. Regular permits (also known as stickers or medallions) are issued to eligible staff members through the implementation of a points system based on three factors, namely (a) time and convenience of daily commuting to Headquarters by public transport (Zip code); (b) years of service; and (c) date of initial application for a permit. During an initial one-time review, the Board established a list of permit holders and a waiting list, which are updated once a year.

9. Application forms for permits are available from the Garage Administration and may be submitted at any time during the year. A copy of the vehicle registration, the driver's licence and the current insurance card, as well as the other documents listed in the form, should accompany the completed form. Once a year - normally in December or January - all new applications received up to that time, as well as address changes and personnel separations, will be incorporated into a computerized master list. The Buildings Management Service will provide the Board with up-to-date information on the total number of parking spaces available in the garage and the number of parking spaces available for staff members. On the basis of this updated list and within the space available, the Board will establish a new list of permit holders and a new waiting list. In the course of the year, it may issue additional permits to staff members from the top of the waiting list as space becomes available through attrition.

10. Before permits are issued, the Board will review the documentation submitted to substantiate the address given in the application in the light of any relevant information at its disposal. Moreover, it may require permit holders to resubmit proof of residence to establish continued eligibility.

11. The Board may give special consideration to car pools.

C. Temporary permits

12. Temporary permits are intended to meet the operational needs of departments and offices. They will be issued on the basis of quotas, which the Board will review periodically, by applying the following criteria: (a) exigencies of service; (b) irregular or unpredictable working hours; and (c) in conjunction with (a) and (b) above only, difficulties in commuting by public transport.

13. Quotas are established and permits allocated to meet the requirements of regular sessions of the General Assembly. They are issued for the duration of the session (September-December) and, to the extent that they continue to be justified by operational need, reissued until the following session.

14. Applications for such permits should be submitted to the staff member's Executive or Administrative Office. Departments or offices will allocate permits within their quota, but the Board will monitor such allocation to prevent abuse. Should the Board disagree with the list submitted by the department or office, a representative of the department or office may be invited to explain its decisions.

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D. Evening and night permits

15. Evening and night permits are issued to staff working shifts. Insamuch as there is no space problem at those hours, these permits are issued directly by the Garage Administration.

E. Medical permits

16. Medical permits are issued by the Garage Administration upon recommendation by the Medical Director. When conditions require immediate attention, the Garage Administration may issue such permits subject to review by the Board. There are two kinds: permanent, for cases of permanent disability, and temporary, for acute conditions.

F. Summer permits

17. During the summer months, the Garage Administration will issue permits to staff members in the order in which they appear on the waiting list to fill the space available at that time. Such issuances will be reported to the Board.

G. Permits at the disposal of the Assistant Secretary-General for General Services

18. Acting on behalf of the Secretary-General, the Assistant Secretary-General for General Services may issue up to five temporary permits to meet exceptional needs of the Organization. The Board will be informed of all permits issued under this provision and of the duration for which the permits are issued.

IV. PARKING BY NON-PERMIT-HOLDERS

A. Daily list

19. Staff members who, in exceptional circumstances, wish to park in the garage for one day may, through their Executive Office, submit a request to the Garage Administration. This request has to be received the day before and will be granted subject to the availability of space.

B. Parking outside office hours

20. All staff members may park in the Garage upon presentation of a valid grounds pass and by paying the required fee after 5 p.m. and up to 1 a.m. on weekdays as well as all day on weekends and official United Nations holidays.

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## V. MOTORCYCLES AND BICYCLES

21. Motorcycles may be parked in the garage in designated areas on a day-to-day basis. Staff members who wish to do so may obtain a parking permit from the Garage Administration, which will be issued at a fee of \$1 per day. Dead storage of motorcycles is prohibited and parking outside designated areas will be considered a violation. With prior authorization from the Garage Administration, motorcycles may be left overnight upon payment of \$2 per night.

22. Staff members presenting a valid grounds pass may park their bicycles in designated areas in the garage. Parking outside those areas will be considered a violation and dead storage is prohibited.

## VI. VIOLATIONS

### A. Violations of the garage rules

23. Special fees in accordance with the scale outlined below will be levied for violations of the garage rules. Such violations will be dealt with routinely by the Garage Administration, but may be appealed to the Chief of the Buildings Management Service, and then the Board. In accordance with paragraph 46, staff members may appeal any decision to the Board before cash payments become due.

### B. Suspension or revocation of parking privileges

24. The following violations in particular will entail suspension or permanent revocation of parking privileges:

- (a) Three violations of the garage rules in any 12-month period;
- (b) Allowing one's permit to be used by another person or using someone else's permit;
- (c) Duplication of a permit;
- (d) Submitting inaccurate or incomplete information in an attempt to mislead the Board (e.g. to conceal the existence of a residence in Manhattan);
- (e) Failure to inform the Security and Safety Service immediately of any damage caused to another vehicle.

25. These provisions apply to all types of permit, without prejudice to disciplinary measures taken by the Secretary-General.

26. The Buildings Management Service may suspend a permit on a provisional basis, but will bring the matter to the Board as soon as possible. Appeals must be made within 30 days of the notification of any violation or review of the decision. The Board will review the case, if possible within two weeks, including any written

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submission from the staff member concerned, who will be invited to present his/her side of the case. It will then decide whether to suspend or revoke a permit.

## VII. GARAGE RULES

### A. Parking hours and parking fees

27. Regular permits shall be prepaid at the rate of \$40 per month. They entitle the holder to park seven days a week between 6 a.m. and the following 1 a.m. (4 p.m. to 1 a.m. for evening permits and 12 midnight to 9 a.m. for night permits). Except for permits shared by two or more persons and bearer permits, temporary permits shall also be prepaid at the same rate as regular permits and are valid during the same hours on weekdays only. Special arrangements will be made for shift workers who do not work the normal working days and working hours.

28. Payment of monthly charges for regular parking permits will be by monthly payroll deduction or by payment in advance for a period of at least three months. Payment of temporary parking permits will be made in advance quarterly in cash or by cheque. Payroll deduction will be made in accordance with staff rule 103.18(b) (ii) for charges which remain unsettled for more than one month.

29. Holders of non-prepaid temporary permits are entitled to park at the above hours upon purchase of a parking ticket at \$2.50 for each parking period. The same fee applies to staff members authorized to enter the garage under the provision for ad hoc daily parking, holders of temporary medical permits and for non-permit-holders entering the garage after 5 p.m. and on weekends.

30. Holders of parking permits for parking in daytime only (regular or temporary) may occasionally park at night-time, for reasons other than work, i.e., between 1 a.m. and 6 a.m. at the rate of \$5 a night (from Sunday to Thursday night). On Friday and Saturday nights and the nights preceding United Nations holidays, the overnight rate shall be \$2.50 per night. Overnight tickets will not be sold to non-permit-holders except for Friday and Saturday nights and the nights preceding United Nations holidays. Twenty-four hour parking is no longer allowed except in special cases and upon the unanimous recommendation of the entire Board, in which instance the fee will be \$120 per month. The rates for motorcycles will be \$2, \$1, and \$48 respectively.

### B. Administration of permits

31. The Garage Administration will affix a sticker to the vehicle for which a regular permit has been granted, or mount it on a card to be displayed in the vehicle in such a way that it will be clearly visible to the Security Staff when the vehicle enters the garage and while it is parked there. Permits mounted on cards will be issued only to car pools and other applicants who want the permit to be valid for two or more approved vehicles and on vehicles which have rubber bumpers. A single permit will be issued for each car pool and will be valid only for vehicles listed on the permit. Regular parking permits mounted on cards and

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temporary permits must always be properly displayed on entering and during the time the vehicle is in the garage.

32. Regular and temporary parking permits are not transferable. They will be issued only to staff members or other eligible persons who hold a valid grounds pass and only in respect of vehicles registered in the name of the applicant or the applicant's spouse.

33. Holders of parking permits are responsible for informing the Garage Administration of any change in the conditions on the basis of which the parking permit was granted, e.g., if a different vehicle is to be used, changes in vehicle registration or changes in car-pool membership. The Garage Administration is responsible for ensuring that any permit which is no longer valid is removed from the vehicle, withdrawn or otherwise invalidated. Holders of such permits are required to co-operate. Before a vehicle is sold or transferred, the permit must be surrendered to or, in the case of stickers, removed by the Garage Administration.

34. Staff members who surrender their regular permits as a result of mission or field assignment or secondment within the United Nations system will have their permits reinstated upon their return to Headquarters provided, however, that the basis on which the original permit was granted has not substantially changed. If the staff members do not surrender their permits, they will be held liable for payment for the period of absence from Headquarters. The same will apply to staff members who wish to surrender their regular permits voluntarily for a minimum period of 6 months and a maximum period of 12 months for any of the reasons mentioned below, provided that the basis on which the original permit was given does not substantially change:

(a) Because the vehicle for which the permit was issued is no longer in service owing to damage, theft or sale;

(b) For medical reasons and/or sick leave;

(c) For maternity leave, leave without pay or study leave.

#### C. Cancellation of regular permits

35. Holders of regular permits who wish to discontinue payment of charges and give up their parking privileges whether for field assignment, leave, separation from service, or voluntary surrender for six months or longer (see para. 34), must give at least one whole calendar month's notice to the Garage Administration. Arrangements will be provided by the Garage Administration for holders of regular permits who are separating from the United Nations to park up to their last day of service. Failure to return regular permits will entail payment of the monthly charges for the entire period the permit remained in the possession of the holder. Staff members who hold permits are reminded that clearance by the Garage Administration must first be secured by the Executive Office of the staff members concerned before separation papers may be completed. Approval for retroactive cancellation of regular permits and refunds of paid monthly charges will be given

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only by the Garage Administration and only in very exceptional cases, e.g., when sent on mission at short notice, on the basis of appropriate justification submitted at the earliest possible time.

#### D. Parking regulations

36. The first level and a designated area at the southern end of the second level of the garage are reserved for delegation parking. Holders of regular and temporary permits must park on the second and third levels of the garage area unless the Medical Director certifies that they need to park in specific areas for medical reasons. Non-observance of this rule will result in the issuance of a violation for which a fee of \$10 will be charged.

37. Entry to the garage will normally be by the 48th Street service-drive entrance. However, during part of the year, generally after the General Assembly session, 42nd Street also serves as an entry point until 7 p.m. From Monday to Friday, the 48th and 42nd Street entrances close between 8 p.m. and 4 a.m. On Saturday, the 48th Street entrance is open only up to 4 p.m. (the 42nd Street entrance is closed). The Security Cashier is at the main gate (1st Avenue, Secretariat circle) from 8 p.m. to 4 a.m. on weekdays and from 4 p.m. on Saturdays to 4 a.m. the following Monday. All vehicles without prepaid permits must use the north lane by the Security Cashier's booth to purchase parking tickets.

38. A parking ticket must be purchased if a vehicle does not carry a prepaid parking permit. A parking permit and/or a parking ticket must always be displayed in a vehicle in such a way that they will be clearly visible to the Security and Buildings Management Service Staff while the vehicle is in the garage. Parking tickets must be surrendered to the Security Officer on duty before leaving the garage. Garage parking tickets are not transferable nor refundable. Tickets for occasional overnight parking, holiday and weekend parking must be purchased in advance either from the Security Cashier on the third basement level of the garage or from the Garage Administration. Failure to display a parking permit and/or ticket for the particular time segment the vehicle is in the garage constitutes a violation that will entail a fee of \$10 for parking without authorization. Failure to display a regular or prepaid parking permit will be charged a fee of \$5.

39. All persons operating a vehicle within the United Nations garage and Headquarters area are required to obey the posted signs and speed limits and comply with the lighted signals and directions of the Security Officers; to be courteous; and to follow the instructions of the Security Officers on duty. Permit holders are reminded to carry their grounds pass and to present it to the Security Staff when requested.

40. Parking is permitted only within the bays painted on the floor of the garage. In this connection, the staff are reminded that a number of bays have been painted for compact and sub-compact cars. All other areas are considered "No parking" zones, and parking outside the bays or in two bays is not permitted and will entail a fee of \$10 per violation.

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41. Holders of regular and temporary parking permits for daytime parking (6 a.m.-1 a.m.) whose vehicles remain in the garage beyond 1 a.m. without night parking tickets and shift workers who park between 4 p.m. and 1 a.m. and between 12 midnight and 9 a.m. whose vehicles remain in the garage beyond the paid parking period without parking tickets for the next time segment will be charged a fee of \$15, unless the executive officer or the United Nations Medical Service certifies that official duties or medical reasons, respectively, necessitated parking beyond the paid parking period. Whenever the Office of Human Resources Management officially announces that road conditions make driving hazardous in bad weather, the Garage Administration will waive these fees. Mechanical breakdown is not a valid reason for not purchasing tickets for additional periods the car is left in the garage.

42. Garage users who cannot find an empty parking bay after entering the garage must request the assistance of the Security Staff at the Security Cashier's booth on the third basement level in finding a place to park. Staff members may not presume to occupy spaces alongside other vehicles or park in certain areas where parking is not normally allowed without the written authorization from the Security Staff on duty. Any garage user who parks a vehicle in a "No parking" zone, who blocks an aisle or a fire exit with a vehicle or who parks in two bays or on a parking level not authorized for staff parking will be liable for a fee of \$10.

43. Staff members who wish to use the service station (see ST/IC/80/55) for repairs and/or maintenance of their vehicles should contact the Manager directly for an appointment one day before the desired date of service. Staff members not in possession of a parking permit will be admitted upon purchase of the daily parking ticket at the Cashier's booth and will be permitted to park in the designated area at the south end of the garage in level 3B. Vehicles must not be driven straight to the service station. Vehicles at the service station which do not display a parking permit and/or ticket will be issued a violation for parking without authorization.

#### E. Liability for loss or damage

44. Vehicles are parked in the garage at the owner's risk. The United Nations is normally not liable for any loss of or damage to vehicles in the garage. All users of the garage should remove ignition keys and lock their vehicles upon parking. They must report to the Security and Safety Service any damage they caused to any vehicle or property. Any user whose vehicle is damaged while in the garage should also report the incident to the Security and Safety Service and should inquire whether or not a report has been made of his/her vehicle's accident.

45. For ease of reference, the various fees mentioned in the present instruction are summarized as follows:

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1. Automobiles

- \$40.00 per month - regular permits/prepaid temporary permit
- \$2.50 per day - temporary daily parking
- \$2.50 between  
6 p.m. and 1 a.m. - occasional parking, Friday and Saturday night, eve of  
United Nations holiday
- \$120.00 per month - 24-hour parking for ASGs, USGs and exceptional cases  
unanimously approved by the Board
- \$5.00 per night - night-time parking 1 a.m. to 6 a.m.  
(Sunday night-Thursday night)

2. Motorcycles

- \$16.00 per month - regular permits/prepaid temporary permit
- \$1.00 between  
6 p.m. and 1 a.m. - occasional parking, Friday and Saturday night, eve of  
United Nations holiday
- \$1.00 per day - regular and temporary permits
- \$2.00 per night - night-time parking 1 a.m. to 6 a.m.  
(Sunday night-Thursday night)
- \$48.00 per month - 24-hour parking

3. Special fees (as a result of violations)

(a) Automobiles

- \$15.00 - parking beyond limit of paid parking period
- \$5.00 - parking without a regular or prepaid permit displayed
- \$10.00 - parking without valid authorization
- \$10.00 - parking in "No parking" zone, in two bays or blocking aisles or  
fire exits

(b) Motorcycles

The rates will be half of the above rates applicable to automobiles.

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46. Any person who disputes a decision that he or she is liable to pay a fee must, within 30 days from the date of the violation, put the reasons for objection to the decision in a memorandum to the Chief of Buildings Management Service, with a request for the decision to be reviewed. Payment of fees for violations will be in cash or by cheque made out to "United Nations" and submitted to the Garage Administration within one week from the date on which a decision on the matter is rendered by the Board.

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