



# Security Identification and Garage Management Unit



## Pre-Retirement Seminar October 2016



Pre-retirement Seminar  
October 2016

## Retirement and Access to the UNOG

**The following is a brief presentation which aims to outline and explain your access rights as a retired staff member and the procedures to be followed to obtain Courtesy and Vehicle identification. Depending on which Organization you are retired from, may influence certain aspects of your access to the UNOG.**



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# **Retirement and Access to the UNOG**

## **The Categories of Retirees**

<b>A- UNOG and its direct Annexes</b>	<b>B- Other Geneva-based Organizations</b>
<b>UNOG</b>	<b>ITU</b>
<b>UNHCR</b>	<b>ILO</b>
<b>OHCHR</b>	<b>WHO</b>
<b>UNICEF</b>	<b>WIPO</b>
<b>IEH-Int'l Environment House</b>	<b>WMO</b>
<b>ICC</b>	<b>Other Organizations</b>
<b>ITC (issued by ITC)</b>	



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# Retirement and Access to the UNOG

## Category « A » Courtesy Pass Procedures for Retirees

**UNOG and its direct Annexes-UNHCR,  
OHCHR, UNICEF, IEH, ICC**

**Required Justification/Documents for the  
issuance of a Courtesy Pass**



- **Final Clearance Form P-35a or Emailed clearance**
  - **Attestation from the UNJSPF**
  - **Request for Grounds Pass Form « A »**
  - **Copy of Last Pension Statement from UNHQ, New York**
- The Courtesy Pass is issued for a two (2) year period and may be renewed.**

**Any expired pass should be returned to Security.**



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# Retirement and Access to the UNOG

## Category « A » Courtesy Pass Procedures for Spouses of Retirees

UNOG and its direct Annexes-UNHCR,  
OHCHR, UNICEF, ITC, IEH, ICC

Required Justification/Documents for the  
issuance of a Courtesy « Family » Pass



- Request for Grounds Pass Form « A »
- Attestation from Personnel or the UNJSPF
- Copy of Last Pension Statement from UNHQ, New York

The Courtesy Pass is issued for a two (2) year period and may be renewed, and only to spouses of retired staff (not to other dependents).

All expired passes should be returned to Security.



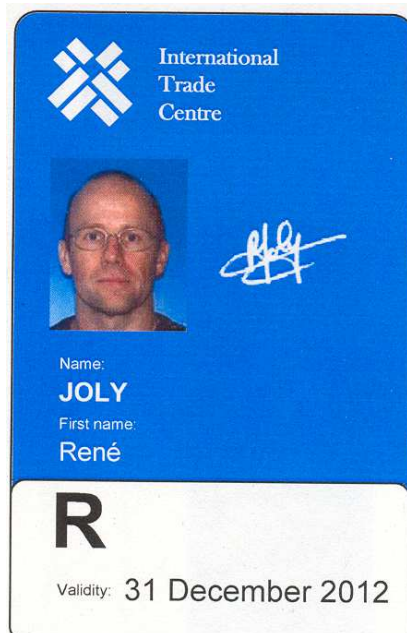
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# Retirement and Access to the UNOG

## Category « A » Courtesy Pass Procedures for Staff and Spouses of Retirees from ITC

ITC

Directly at ITC



- ITC has decided to issue their own badges to retired staff. These badges are valid to access the Palais des Nations.
- These badges are issued by ITC, directly and no UNOG badge will be issued



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# Retirement and Access to the UNOG

## Category « B » Courtesy Pass Procedures for Retirees


Other Geneva-based Organizations recognized by the UN Pension Fund.	Access to UNOG For Other Organizations
 <p>ITU</p>  <p>ILO</p> <p>WHO</p> <p>WIPO</p> <p>WMO</p>	<ul style="list-style-type: none"> <li>• Access is gained with a valid Retirement Badge issued by your respective Organization.</li> <li>• The badge must feature the following: Family Name, First Name Photograph and Expiration Date</li> </ul> <p>*Access is through Pregny Building ONLY.</p>
<p>Other Organizations</p>	



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# Retirement and Access to the UNOG

## Category « B » Courtesy Pass Procedures for Spouses of Retirees & Invitees

Other Geneva-based Organizations recognized by the UN Pension Fund.	Required Justification/Documents for the issuance of a Courtesy « Family » Pass
	<ul style="list-style-type: none"><li>• Daily badge at Pregny Gate Building.</li><li>* If the Retired staff member is present, no confirmation needed by other UN Entities &amp; public areas.</li><li>* IF the Retiree is not present, appointment confirmation from other UN entities ( MEC/UNFCU) to delivery the daily badge is necessary.</li></ul>





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# Retirement and Access to the UNOG

## Vehicle Authorization For Retires From UNOG

UNOG and its direct Annexes-UNHCR,  
OHCHR, UNICEF, IEH, ICC & ITC

Required Justification/Documents for the  
issuance of a Car Sticker



**\*ATTENTION\***

•Gives access to the UN compound, if there are enough parking places and if no security measures are in place. During Restricted parking periods T-2 Authorization does not Automatically give you access to UNOG parking areas.

• The ID Unit issues a car sticker (T 2) for Category « A » Courtesy Pass Retiree from UNOG, Annexes and ITC only.

•Copy or Original of the registration document of the car (*Carte Grise*), and the old sticker,

•Only one car.

•The Car Sticker is issued for a two (2) year period and may be renewed.

Any expired sticker must be returned to Security.

Retirees from other organizations based in Geneva do not have access by vehicle.



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# **Retirement and Access to the UNOG**

## **Contacting the Security Identification and Garage Management Sub-Unit**

**Telephone N°. 022 917-1240/ 7-5002**

**Fax: 022 917-0494**

**Email: unogid@unog.ch**

**Location: Office F-106 – Security Pregny Gate**



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**Retirement and Access to the  
UNOG**

**The Security and Safety Section  
Identification and Garage Management  
Sub-Unit**

**Would like to - Thank you all for your kind  
attention and to wish each of you  
A long, happy, and healthy retirement.**