

# Pass & Identification Unit



**Pre-retirement Seminar**  
**March 2020**



**Pre-retirement Seminar  
October 2019**

# **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 it's 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 it's direct Annexes-UNHCR,  
OHCHR, UNICEF, IEH, ICC**

**Required Justification/Documents for the  
issue 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 UN. 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  
issue of a Courtesy « Family » Pass**



- **Request for Grounds Pass Form « A »**
- **Attestation from Personnel or the UNJSPF**
- **Copy of Last Pension Statement from UN. 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.**



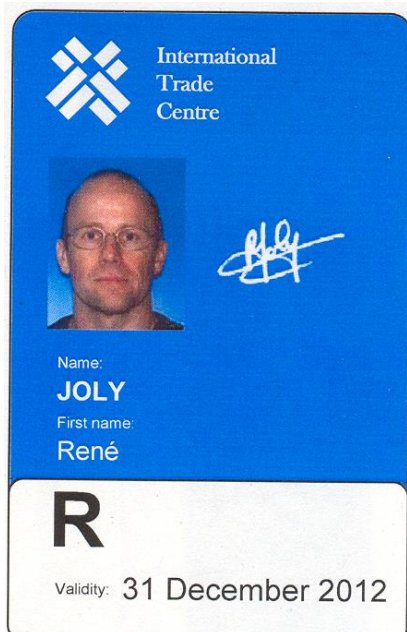
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# **Retirement and Access to the UNOG**

## **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 Palais des Nations.**
- **These badges are issued by ITC, directly and no UNOG badge will be issued**



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October 2019**

# Retirement and Access to the UNOG

## **Category « B » Courtesy Pass Procedures for Retirees**

**Other based Geneva Organisations  
recognized by UN Pension Fund.**

**Access to UNOG For Other  
Organizations**



**ITU**



**ILO**

**WHO**



**WIPO**

**WMO**



**Other Organizations**

- Access is gained with a valid Retirement Badge issued by your respective Organisation.

- The badge must feature the following:

**Family Name, First Name**

**Photograph and Expiration Date**

**\*Access is thought Pregny Building ONLY.**



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October 2019**

# **Retirement and Access to the UNOG**

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

**Other based Geneva Organisations  
recognized by UN Pension Fund.**

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

Visit to Staff



- **Daily badge at Pregny Gate Building.**
- \* **If the Retired staff member is present, no confirmation needed by other UN Entities & public areas.**
- \* **IF the Retiree is not present, appointment confirmation from other UN entities ( MEC/UNFCU) to delivery the daily badge is necessary.**





**Pre-retirement Seminar  
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# **Retirement and Access to the UNOG**

## **Vehicle Authorization For Retires From UNOG**

### **NEW RESTRICTIONS DUE TO SHP/SECURITY**

Due to ongoing work for the Strategic Heritage Plan (SHP) and the loss of over 400 parking spaces, the UNOG Administration has issued new guidelines for parking for retired UN staff that greatly limit access of vehicles to the Palais des Nations.

The Administration suggests that retired staff use public transport whenever possible, when coming to the Palais des Nations, due to the limited parking spaces available.



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October 2019**

# **Retirement and Access to the UNOG**

## **Vehicle Authorization For Retires From UNOG –**

### **NEW PROCEDURES (1)**

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

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**As of 14 August 2017, access by vehicle for retired UN staff mentioned above has been changed, due to SHP work and upgraded security procedures.**

**Retired UN staff will ONLY be able to receive a daily vehicle access badge at the Pregny gate building, when spaces are available. The Retired staff member must provide their “Carte Gris” (vehicle registration documents) as well as their valid UNOG/ITC issued badge to be eligible to receive a daily parking authorization, that will be valid for one (1) day ONLY.**

**The old T2's will no longer be accepted to access the Palais des Nations.**

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



**Pre-retirement Seminar  
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# Retirement and Access to the UNOG

## **Vehicle Authorization For Retires From UNOG –**

### **NEW PROCEDUERS (2)**

**UNOG and it's direct Annexes-UNHCR, OHCHR, UNICEF, IEH, ICC & ITC**

**Categorie “A” persons with a valid official disable authorization, issued by a state/government, are eligible to receive a yearly vehicle authorization.**

**The disable authorization MUST be provided with the vehicle registration documents (Carte Gris) and a valid UNOG/ITC badge to receive the parking authorization, that will be valid for one (1) year or the date on the badge, which ever is shortest.**





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# **Retirement and Access to the UNOG**

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

**Telephone N°. 022 917-5002**

**Fax: 022 917-0494**

**Email: [identification.security-unog@un.org](mailto:identification.security-unog@un.org)**

**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  
A Healthy Retirement.**