

Guidelines for the use of official cars

Definitions

Official business¹ giving rise to the use of official cars includes, but is not limited to, participation in authorized activities outside of UN offices or other office related operational functions.

For purposes of use of official cars, operational functions² are those actions that can be accomplished by use of a car including authorized transportation to and from a UN facility to a location outside of UN offices on official business, collection of mail, equipment pick-up or delivery or any other authorized operation that is required to support the functioning of the Organization in any location or duty station.

For purposes of use of official cars, official requirements³ include authorized participation in outside functions requiring the attendance of a UN official, subject to the availability of vehicles for that purpose and appropriate authorization as defined in [ST/AI/2006/1](#).

General principles

Pursuant to [ST/AI/2006/1](#), the policy on the provision and use of official cars applies to all established United Nations offices but does not apply to separately administered funds and programmes. The policy also does not apply to peacekeeping operations or to technical assistance projects, for which separate policies are in effect.

According to the policy, official cars are only made available to the Secretary-General and Deputy Secretary-General for their exclusive use.

¹ Generally, official business is understood to include activities, responsibilities or other operational functions that are required for the functioning of the Organization and performed by staff members or other individuals with a contractual arrangement with the United Nations. Examples of official business include, but are not limited to, performance of work responsibilities as defined in a work plan or mandated by the General Assembly, official travel, official meetings with host-country officials, attendance at conferences, other functions such as meals and diplomatic receptions, and staff representational activities.

² Operational functions are those activities required for the functioning of the Organization including, but not limited to, facilities management, administrative support services, documents control, translation/interpretation, security and all other functions that ensure that the Organization provides mandated services to its clients.

³ "Official requirements" are understood to mean official business that is deemed essential to the proper functioning of United Nations Offices.

The official cars used for this purpose are not to be included in the pool of official cars.

Heads of the respective offices at the principal UN locations other than New York, Geneva and Vienna may be assigned an official car on a full-time basis. However, that use should be for official business and for transportation to and from work. When the vehicle is not required by the Heads of offices, it should be made available for other official requirements that are deemed essential to the proper functioning of United Nations offices.⁴

In implementing the instruction, Heads of offices at principal offices other than New York, Geneva and Vienna, assigned an official car on a full-time basis should take into consideration the operational functions of their respective offices, local security conditions, as well as existing transportation options. Hence, when and where possible, those Heads should allow their cars to be used for other official business. For duty stations with specific security concerns, further guidelines taking into account these local conditions may be elaborated, as a means to ensure that official vehicles are used to the maximum extent possible to conduct all duty station specific official business.

All other official cars in all other duty stations are considered part of the pool, available for all operational functions of the office concerned. Heads of offices and programmes in Geneva and Vienna may be assigned a car from the pool for official business and transportation to and from work. However, that assignment is not on a full-time basis.

Authorization for use of official cars

Authorization for use of official cars on official business is not automatic and is subject to the provisions set out in [ST/AI/2006/1](#).

When deciding on requests for use of official cars from the pool of official cars, authorizing officials should take into account the operational purpose the request will fulfill and whether that purpose can be accomplished via other means, including use of public transportation.

⁴ For purposes of these guidelines, established offices are office staffed through the regular budget of the organization. According to section 1 of ST/SGB/1997/5, "The Secretariat of the United Nations, which is one of the six principal organs of the Organization, is located at the Headquarters of the United Nations in New York. It has major duty stations in Addis Ababa, Bangkok, Beirut, Geneva, Nairobi, Santiago and Vienna." Offices at these duty stations would be considered established offices. Established peacekeeping missions where staff members receive entitlements similar to staff members serving at headquarters duty stations due to the established nature of its operations would also be included in the definition of established office.

Requests for exceptions are to be forwarded to the Office of the Under-Secretary-General for Management for consideration and decision. Requests should include a properly documented justification for the request which, according to the instruction should be based on reasons of health, security or other location-specific factors.

Use of official cars for personal purposes is normally prohibited unless expressly authorized in advance on the understanding that staff members or individuals with a contractual arrangement with the Organization shall reimburse the Organization for any expenses associated with that use.