

INTERNATIONAL LABOUR OFFICE

NOTE VERBALE

Ref.: ILO/RELOFF/18-05-2022/20

ILC 2022: Requests for Permanent Mission vehicle access authorizations and temporary ground passes for drivers

The International Labour Office presents its compliments to the Permanent Missions of States Members of the International Labour Organization (ILO) and has the honour to inform them of the procedure for obtaining vehicle access authorizations and temporary ground passes for drivers from Diplomatic Missions for the upcoming 110th Session of the International Labour Conference, which will take place at the Palais des Nations from Friday, 27 May to Saturday, 11 June 2022.

This procedure aims to streamline the issuance of accreditation for any temporary drivers or for any rental or replacement vehicles that may be used in relation to the Conference. Drivers and vehicles from Missions that already have a valid grounds pass and vehicle authorization for the United Nations Office at Geneva (UNOG) are not required to reapply for this temporary grounds pass or vehicle authorization.

In order to obtain vehicle access authorization and temporary ground passes for drivers, Missions are requested to bring a note verbale, as well as a copy of the vehicle registration document (*carte grise*) and a copy of the temporary driver's passport or ID, to the UNOG Identification Unit of the Security and Safety Service located at the Pregny Gate (building F) between 8 a.m. and 5 p.m., Monday to Friday (excluding UN holidays). The note verbale should include the following:

- the purpose of the request;
- the name of the driver (the first and last names should appear as they do on the passport or ID); and
- the registration number, make, type and colour of vehicle.

Drivers are invited to come and collect their badges personally, upon which a picture badge will be issued. Diplomatic vehicle parking will be reserved, as usual, at the P10 and PA -1 underground parking. Parking is limited and when full no more diplomatic vehicles will be allowed to enter the Palais des Nations. Therefore, drop and go is highly recommended.

This information concerns **vehicles and temporary drivers for the Conference ONLY**. All requests for badges for delegates already accredited to the Conference must be made at the registration office (see Conference website at www.ilo.org/ilc).

Should Permanent Missions have any questions or need more information regarding access to the Palais des Nations, they should not hesitate to contact the Identification Unit of the Security and Safety Service by telephone (+41 22 917 5002) or by email (identification.security-unog@un.org). For all other information concerning the Conference, Permanent Missions are requested to contact reloff-conf@ilo.org.

The International Labour Office avails itself of this opportunity to renew to the Permanent Missions of States Members of the ILO the assurances of its highest consideration.

PLEASE DO NOT REPLY TO THIS MESSAGE.