



UNMIS

**Administrative Instruction No. 034/2010**

*Complements AI 023/2008 of 24 Dec 2008*  
*Complements IC 367/2009 of 29 October 2009*  
*Supersedes/cancels AI 117/2009 of 21 April 2009*  
*Complements AI 005/2009 of 12 March 2009*  
*Supersedes/cancels AI 030/2009 of 5 February 2009*  
*Complements Note Verbale Ref. OCOS/PCR/01.02/ZE/09.25 of 18 Jun 2008*  
*Supersedes/cancels AI 11/2008 of 12 June 2008*  
*Supersedes/cancels AI 17/2007 of 20 August 2007*  
*Supersedes/cancels AI 19/2006 of 6 December 2006*

30 September 2010

**Policy and Procedures on Use of UNMIS Flights by Non-UN Personnel****Purpose:**

1. The purpose of this Administrative Instruction (“AI”) is to reinforce the Mission’s policy with respect to passenger access to UNMIS flights by personnel not employed by the United Nations or an entity belonging to the UN-system (“non-UN personnel”).
2. This AI highlights the procedures necessary to meet the Government of the Sudan’s requirements in regards to travel by non-UN personnel on UNMIS flights.
3. Further, this AI introduces changes to the Non-UN Personnel Flight Request for such personnel (the “Non-UN MOP”; **Annex 1**), and to the General Release from Liability form in connection with travel by third parties on UN-provided aircraft and vehicle (**Annex 2**).

**General:**

4. Access to UNMIS flights is given to non-UN personnel traveling in direct support of the Mission’s mandated activities or objectives. Access by non-UN personnel for other than UNMIS related mandated activities (such as for humanitarian purposes) can be granted pursuant to paragraph 13 below.
5. Individuals from the following groups are considered non-UN passengers:
  - a. UNMIS contractors;
  - b. UNMIS troop/police contributing countries official delegations
  - c. Diplomatic corps, their official visitors and other International and Regional organizations accredited to Sudan;

- d. Sudan Government of National Unity and related agencies and the Government of Southern Sudan and related agencies;
- e. UNMIS approved non governmental organizations (NGO's);
- f. Accredited news media;
- g. Special non-UN delegations;
- h. Individuals traveling in support of the mission's mandate; and
- i. Other approved non-UN personnel.

**Requirements:**

- 6. The omission of any of the following instructions may result in the non-authorization of the Non-UN MOP by any of the approving officers and/or non-acceptance of the Non-UN MOP by MovCon:
  - a. Each traveler must submit the Non-UN MOP to MovCon Passenger Booking Unit (PBU), e-mail: [unmis-movcon-passengerbooking@un.org](mailto:unmis-movcon-passengerbooking@un.org); tel. 0921907799 cell 0912178286 / 0912177874) either at the office counter or electronically or to MovCon Detachment Offices in the Sector HQs. Each form shall:
    - i. Be clear and readable in its entirety (printed or typed);
    - ii. Contain all required information including passenger contact number;
    - iii. Mention the complete name of the traveler. Any traveler whose nationality is of an Arab country is required to write all of his/her four names;
    - iv. Specify the purpose of the trip with detailed substantiation which must take the form of a letter, note verbale or other formal communication which must be attached to the Non-UN MOP. The communication should detail the purpose of travel, what is expected to be achieved and the confirmation that the travel is in support of the Mission's mandated activities or objectives.
  - b. Attach to the Non-UN MOP the General Release from Liability form (Annex 2)
  - c. When departing from Khartoum, attach to the Non-UN MOP a clearance letter by the Sudanese government authorities (paragraph 7).

**Government of Sudan Requirements (only when departing from Khartoum):**

- 7. It is the responsibility of the traveler to comply with the Government of the Sudan's requirements when the flight departs from Khartoum (not if Khartoum is the destination).

8. Clearance can be obtained at the Khartoum International Airport from the following entities:
- a. the National Intelligence and Security Service (NISS); and
  - b. Air Transport Directorate of the Sudan Civil Aviation Authority (SCAA).
9. The request must be submitted 72 hours (3 working days, excluding Fridays, Saturdays and holidays) prior to the estimate departure time of the flights.

**Approvals:**

Recommendation by UNMIS Sponsoring Office:

10. Non-UN MOPs must be submitted to the UNMIS office which is sponsoring the travel for endorsement. The sponsoring officer, by signing and stamping the Non-UN MOP, will be responsible for ensuring that the travel is in direct support of the Mission's mandated activities.

11. Sponsors in UNMIS are ONLY the following:

- a. Force COS, COO, Sector Commanders for Sudanese military personnel for the purpose of joint verification and military activities as well as UNMIS troop/police contributing countries official delegations;
- b. Police Commissioner and Deputy Police Commissioner for Sudanese police personnel;
- c. Chief Public Information Officer for accredited news media;
- d. CISS/CAS/MSD section chiefs for UNMIS Contractors; and
- e. RC, COS, PDSRSG/DSRSG/Substantive Section Chiefs/State Coordinators for relevant programmes and activities of personnel listed under letters c) to i) of paragraph 5 above.

DMS Authorization or Delegated Official:

12. The individuals referred to in Information Circular No. 367/2009 dated 29 October 2009 shall have the authority to approve the booking of Non-UN MOPs. Officials in charge of a particular region (Heads of Office) may only approve requests for flights that are departing or returning to their region.

13. SRSG, Director of Mission Support, or persons delegated to do so on their behalf, are the only officials who can authorize NON-UN MOPs when traveling for purposes other than UNMIS related mandated activities and only in special cases (such as for humanitarian purposes or humanitarian reasons).

Acceptance of non-UN MOPs by MovCon:

14. Authorized Non-UN MOPs and attachments referred to above shall be submitted to any of the MovCon offices listed in paragraph 6 (a) above at least two (2) working days before the planned flight (excluding Friday, Saturday and holidays).



15. Late Non-UN MOPs must be accompanied with the necessary justification and be authorized by one of the authorizing officers indicated in paragraph 13 above. Travel will only be availed depending on the circumstances such as government clearance for those departing Khartoum, priority and subject to seat availability.

16. MovCon will make available draft passenger lists outside the MovCon Offices and these can be viewed from 15:00hrs, two (2) days in advance of the flight date. Passengers should check their names on the published passenger lists by the UNMIS HQ entrance gate. It is also available outside the MOVCON offices in UNMIS Khartoum premises at building 12 and also at the regional MOVCON offices. Any omissions are to be reported immediately to the MovCon PBU or the nearest MovCon Detachment Office before 10:00 hrs, 24 hours in advance of flight date. This is to ensure that the passenger is booked correctly and has all the necessary documents for travel.

17. Passengers who are canceling their flight are requested to inform MovCon at least 24 hours prior to date and time of departure. Failure to do so more than once may result to the ban of flying for one (1) month.

**Air Passenger Priority Categorization:**

18. UNMIS Air Passenger Priority Categorization Policy AI 005/2009 dated 12 March 2009 should be consulted in conjunction with UNMIS Air Passenger Priority Categorization Policy AI 015/2009 dated 29 October 2009.

**Passenger Check-in and Security Requirements:**

19. UNMIS passengers are reminded that check-in periods are fixed and will not be extended to accommodate late arriving passengers. Failure to report on time may result in the seat being allocated to a standby passenger.

20. The original MOP submitted will be scrutinized at check-in counter by the MovCon air terminal detachments staff and if requested documentation is not in place or incomplete, the passenger will be denied travel.

21. At the time of check-in, all non-UN personnel must produce a valid photo ID and a correctly endorsed original Non-UN MOP. IDs that do not match their MOP, or persons who do not produce these two documents will not be permitted to fly.

22. All travelers must also note the following:

- a. Lower category passengers can be denied travel at the time of boarding by higher category passengers.
- b. Flight scheduling and departure times are subject to change and individuals that use UNMIS flights do so at their own convenience and risk.
- c. UNMIS will not assume any liability for any costs associated with missed connections, accommodations etc.

23. All travelers must also adhere to the check-in and air terminal security procedures. Non adherence of these procedures or any instruction by Movcon staff will result in the denial to travel.

**Focal Point:**

24. The Focal Point in this matter is the Chief MovCon.

A handwritten signature in black ink, appearing to read 'J Boynton', is positioned above the printed name.

James Boynton  
OIC Mission Support  
UNMIS



## UNMIS

## NON-UN MOVEMENT OF PERSONNEL

**Note:** Travel on UNMIS flights by non-UNMIS personnel is only considered if in direct support of the mandate and objectives of UNMIS (Paragraph 3.2.8 of the DPKO Aviation Manual, May 2005 applies). Approved booking requests are to be submitted to the MovCon Passenger Booking Office (email:unmis-movcon-passengerbooking@un.org, cell 0912178286 / 0912177874) two working days prior to travel. Mission contractors are to use this form as well.

1. TRAVELER'S DETAILS:			
<u>First name:</u>	<u>Middle name:</u>	<u>Last name:</u>	<u>Title/Rank:</u>
<u>Purpose of Travel (please be specific):</u>			
<u>Passport/ID Card Number:</u>	<u>Date of Birth:</u>	<u>Nationality:</u>	
<u>Contact number:</u>	<u>Email contact:</u>		
<u>Signature:</u>	<u>Date:</u>	<b>NOTE: See UNMIS AI 12/2006, 24 August 2006 for passenger baggage entitlements. Non-UN air passengers may not carry firearms or explosives.</b>	
2. TRAVELER'S ITINERARY			
<u>Date</u>	<u>Time</u>	<u>From</u>	<u>To</u>
3. TRAVEL APPROVAL			
<b>A. Approval of traveler's head of organization</b>		<b>B. Recommendation by sponsoring UNMIS Office (see below).</b>	
<u>Name:</u>	<u>Title</u>	<b><i>IMPORTANT NOTE: I confirm that this travel is in direct support of the Mission's mandated activities. (attach substantiation)</i></b>	
<u>Signature:</u>	<u>Date:</u>	<u>Name:</u>	<u>Title:</u>
<b>C. UNMIS Authorization (SRSG, DOA, FC, COS, Regional HoO)</b>		<u>Signature:</u>	<u>Date:</u>
Authorization Stamp	<u>Signature:</u>	Sponsors are: Joint verification and military activities: Force COS, COO, Sector Commanders Accredited news media: Chief Public Information Officer UNMIS Contractors: CISS/CAS/MSD Section Chiefs PDSRSG/DSRSG/Substantive Section Chiefs for applicable programmes and activities including Police.	
	<u>Date:</u>		



## UNMIS

**GENERAL RELEASE FROM LIABILITY IN CONNECTION WITH TRAVEL BY  
THIRD PARTIES ON UN-PROVIDED AIRCRAFT**

This general waiver must be signed by the following passengers:

- UN Personnel from: ILO, FAO, UNESCO, WHO, WB Group, IMF, ICAO IMO, ITU, IOM, UPU, WMO, WIPO, IFAD, UNIDO, UNWTO and IAEA regardless of purpose of travel.
- All non-UNMIS UN personnel traveling on Leave.

Name of Passenger in Full	Nationality	Passport #	Title/Occupation	Organization	Org. ID No.

From	To	Date / Time

<b>Remarks/Justification:</b>	<b>Contact details (tel. number and email)</b>

I, the undersigned, hereby recognize that my travel on the aircraft provided by the United Nations that is scheduled as above is solely for my own convenience and benefit (or that of my employer), and may take place in areas or under conditions of special risk and consequently, may pose an increased risk of death or injury. In consideration of being permitted to travel on such means of transport, I hereby:

- a) Acknowledge that:
  - a. this flight is operated by an independent operator for the official business and purposes of the United Nations, and is not offered as a commercial service or as a service for the general public;
  - b. this flight is operated in an area of possibly hazardous conditions including areas with hostilities;
  - c. the operating conditions and facilities for this flight may not meet ICAO or other international or national standards, which could pose special risks for the flight;
  - d. my travel on this flight is not covered by the Warsaw Convention or related treaties and/or conventions.



- b) Understand that the United Nations acts only as agent of the passengers, who shall be regarded as having a direct contractual relationship with the carrier as a principal, for the purposes of all liability hereunder;
- c) Agree to assume all risks and liabilities during such travel arising out of the conditions under which the flight is operated referred to in sub-paragraph (a) (i), (ii) and (iii) above, and recognize that the United Nations shall not be held responsible for any loss, damage, injury or death that I may sustain due to such conditions;
- d) Recognize that the officials, employees and agents of the United Nations shall not be held responsible for any loss, damage, injury or death that may be sustained by me during such travel;
- e) Agree, for myself as well as for my dependents, heirs and estate, that in the event that I sustain any loss, damage, injury or death during such travel, for which the United Nations otherwise may be found to be liable, such liability, if any, shall be subject to the terms of paragraph 8 and 9 of General Assembly resolution 52/247 of 17 July 1998, whether or not the flight is operated in the context of peacekeeping operations, and whether or not such terms or otherwise directly apply by virtue of that resolution.

Date:

Name of the Passenger:

Signature of Passenger:

Date:

Name of the Head of Agency/Fund/Programme:

Title of the Approving Officer:

Signature:

Date:

Name of the UN Staff Member Acting as a Witness:

Signature: