

ST/AI/176
3 August 1967

ADMINISTRATIVE INSTRUCTION

To: Members of the Staff

Subject: TRANSPORTATION OF PRIVATELY-OWNED AUTOMOBILES

1. The purpose of this Instruction is to set out the conditions under which privately-owned automobiles may be transported at United Nations expense.
2. Reimbursement of costs of transporting privately-owned automobiles may be authorized in the case of a staff member in the professional and higher categories on initial appointment or change of duty station provided that:
 - (a) The assignment to the new duty station is expected to be for a period of not less than two years;
 - (b) In the case of appointments the duty station is a field duty station outside Europe, Australia, Canada, Mexico, New Zealand and the United States of America (including its Territories);
 - (c) Transportation is, in the opinion of the Secretary-General, reasonable in the circumstances;
 - (d) Reimbursement shall not exceed 75 per cent of the total costs (including freight, insurance and handling charges) subject to a maximum of \$500;
 - (e) The automobile arrives at the port of entry in the country of the duty station normally within six months of the date of arrival of the staff member at his duty station; and
 - (f) The reimbursement is recoverable by the United Nations if the automobile is sold within three years of its arrival at the duty station or before the end of the appointment or assignment unless, in the opinion of the Secretary-General, the sale is justified by a need to replace the automobile (for example, as a result of wear and tear).

3. The countries to which automobiles may be transported at the expense of the United Nations are listed in annex A. The list is in two parts:

(a) Part I of the annex lists the countries to which transportation of automobiles may be authorized on initial appointment or on change of duty station, except where the staff member is provided with an automobile for both his official and private use.

(b) Part II lists the countries to which transportation of automobiles may be authorized only on change of duty station, and then only if the transportation of the automobile is, in the opinion of the Secretary-General, reasonable in the circumstances. The age of the automobile, the potential loss on resale if not transported, the relative price of automobiles in the old and new duty stations and any other relevant factors will be taken into account in reaching a decision.

4. A list of countries to which automobiles will not be transported at the expense of the United Nations either on initial appointment or on change of duty station is in annex B.

5. The lists in annex A and annex B are subject to periodic revisions in the light of experience.

6. The provisions of this Instruction shall apply to cases of initial appointment or change of duty station which take place on or after 1 August 1967.

7. A suitable amendment to the Staff Rules will be issued in due course.

B.R. Turner
Controller

ANNEX A

List of countries and territories to which the United Nations may accept responsibility for the costs of transporting automobiles on initial appointment or change of duty station

Part I. On initial appointment or on change of duty station

| | |
|--------------------------------|---------------------------------|
| Afghanistan | Iran |
| Algeria | Iraq |
| Angola | Israel |
| Bahrain | Ivory Coast |
| Barbados | Jamaica |
| Botswana | Jordan |
| British Honduras | Kenya |
| Brunei | Korea (Republic of) |
| Burma | Kuwait |
| Burundi | Laos |
| Cambodia | Lebanon |
| Cameroon | Lesotho |
| Central African Republic | Liberia |
| Ceylon | Libya |
| Chad | Madagascar |
| Colombia | Malawi |
| Congo (Brazzaville) | Malaysia |
| Congo (Democratic Republic of) | Mali |
| Costa Rica | Mauritania |
| Cuba | Mongolia |
| Cyprus | Morocco |
| Dahomey | Mozambique |
| Ecuador | Nepal |
| El Salvador | Netherlands Antilles |
| Ethiopia | New Guinea (Trust Territory of) |
| French Guiana | Nicaragua |
| French Somaliland | Niger |
| Gabon | Nigeria |
| Gambia | Pakistan |
| Ghana | Panama |
| Guatemala | Philippines |
| Guinea | Qatar |
| Guyana | Rwanda |
| Haiti | Saudi Arabia |
| Honduras | Senegal |
| Iceland | Sierra Leone |
| India | Singapore |
| Indonesia | Somalia |

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|-----------------------------|-----------------------|
| South Africa | Trinidad and Tobago |
| South Arabia, Federation of | Tunisia |
| Southern Rhodesia | Turkey |
| Sudan | Uganda |
| Surinam | United Arab Republic |
| Swaziland | Upper Volta |
| Syrian Arab Republic | Venezuela |
| Tanzania | Viet-Nam, Republic of |
| Thailand | Yemen |
| Togo | Zambia |

Part II. On change of duty station only

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|-------------------------------|---|
| Albania | Mexico |
| Australia | Monaco |
| Austria | Netherlands |
| Belgium | New Zealand |
| Bulgaria | Norway |
| Byelorussian SSR | Poland |
| Canada | Portugal |
| Czechoslovakia | Puerto Rico |
| Denmark | Romania |
| Finland | Spain |
| France | Sweden |
| Germany (Federal Republic of) | Switzerland |
| Greece | Ukrainian SSR |
| Hungary | Union of Soviet Socialist Republics |
| Ireland | United Kingdom of Great Britain and Northern Ireland |
| Italy | United States of America (including its Territories) |
| Japan | Yugoslavia |
| Luxembourg | |
| Malta | |

ANNEX B

List of countries to which the United Nations will not accept responsibility for the costs of transporting automobiles on initial appointment or on change of duty station

Argentina
Bolivia
Brazil
Chile
China (Taiwan)

Dominican Republic
Paraguay
Peru
Uruguay
Western Samoa
