



PROCEDURE FOR THE DROP OFF AND PICK UP OF GOVERNMENT MINISTERS / HEADS OF COUNTRY DELEGATIONS

Issuance of vehicle authorization

1. Vehicles transporting accredited Government Ministers will be allowed to drop them off and pick them up at the VIP drop-off sector situated on the south side of the ICC Arena, in Commercial Road. Country delegations not represented by a Minister, but by a Head of Delegation, will also receive a decal and be allowed to drop off the Head of Delegation at that sector.
2. These vehicles will require to be fitted with a **VIP decal**. Country Delegations will submit their applications for VIP decals in accordance to these instructions, in the understanding that there will be only ONE decal per accredited Minister / Head of Delegation. Decals will only be issued to sedan type vehicles.
3. Applications for decals should be submitted using the attached format, along with a **Note Verbale**, to security-unfccc@unfccc.int by indicating under subject '**Request for VIP decal / Name of Country Delegation**'.
4. Once the applications are processed, decals may be collected as of Thursday 24 November 2011 by duly accredited delegation members at the UN security office located at the South Eastern corner of the ICC Arena from 09:00 to 18:00.

Procedure for drop-off and pick-up

5. Vehicles fitted with VIP decals will be controlled by the South African Police Services (SAPS) at the drop-off sector. For operational reasons, each vehicle will be allowed one drop-off and one pick-up in the morning and one drop-off and one pick up in the afternoon only. Each delegation will receive, along with the decal, a control document that the driver will present for inspection at the vehicle security check point. SAPS will ensure the proper implementation of this procedure.
6. Access through the VIP entrance is restricted to accredited Ministers / Head of delegations and their immediate entourage. Equally, pick-up will be allowed for the VIP and immediate entourage only.
7. Vehicles with VIP decals will not be allowed to remain at the VIP drop-off sector, as parking space is not allocated.



APPLICATION FORM FOR VIP DECALS

1. Name of Country Delegation		
2. If Country Delegation, is it headed by a Minister or a Head of Delegation ?		
3. Vehicle information		
3.1. Type		
3.2. Make		
3.3. Colour		
3.4. Engine serial number		
3.5. License plate number		
4. Driver /s name/ s as written in driving license (maximum two possible drivers)		
4.1. Driver 1		
4.2. Driver 2		
5. Official use by UN only	5.1. Application registration number	
	5.2. Remarks	

