



OPCW

Technical Secretariat

Office of the Director-General
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ENGLISH only

NOTE BY THE DIRECTOR-GENERAL

DELEGATES' PARKING IN THE GARAGE AT THE NEW OPCW BUILDING

1. Delegates' parking in the OPCW garage has been allocated on the following basis:
 - (a) 41 spaces for members of delegations to the Executive Council (one space per member of the Executive Council);
 - (b) one space for the Chairman of the Executive Council; and
 - (c) nine spaces for delegates on official business (first come/first serve basis).
2. As of Tuesday 21 April 1998, the parking garage will be open from 08:00 - 20:00 hours, Monday - Friday, and at additional times during the sessions of the Executive Council. The garage will be closed to delegates on weekdays after hours, as well as on weekends and official Secretariat holidays.

Procedure for entry to the OPCW garage by delegates with parking passes

3. To park in the OPCW garage, delegates will be required to stop at the Front Guard House and:
 - (a) show a valid OPCW delegate photo badge issued by the Security Office;
 - (b) display a valid OPCW delegation parking pass issued by the Security Office; and
 - (c) be listed on the delegate parking roster which is maintained at the Front Guard House.

Parking passes for members of delegations to the Executive Council

4. Parking passes will be issued to members of delegations to the Executive Council upon receipt of the following information, which should be mailed or delivered to the OPCW Security Office (at room 232 in the new OPCW building):
 - (a) the names of delegates who may use the one parking pass assigned to each delegation to the Executive Council (each authorised delegate must possess a valid yellow OPCW delegate photo badge);

- (b) the name of the Member State represented by each delegation at sessions of the Executive Council.
5. Each parking pass will be prepared as soon as the OPCW Security Office has received the required information from delegations, and will be available from the Front Guard House one working day after that information has been received. The one parking pass for each delegation will be issued only to an authorised member of the delegation in question.
 6. The nine first-come/first-served parking permits will be issued at the Front Guard House as they are required. They are to be returned to the Front Guard House when the user leaves the OPCW garage. When all nine passes of this type are in use, delegates who wish to park in the OPCW garage will be advised that no more delegates' parking is available (except for the Chairman and members of the Executive Council, as indicated in subparagraphs 1(a) and 1(b) above).
 7. Parking above ground in the few spaces in front of the entrance to the new OPCW building is available only for visits of a short duration, and only if space is available. These spaces are primarily intended to provide parking for VIP visits, embassy courier parking, and emergency vehicles.
 8. Authorised delegates who have parked their vehicles in the garage may enter the OPCW building through either the revolving door in the garage or the front entrance. No person travelling without an OPCW security badge in the vehicle of an authorised delegate may enter the building through the garage door. Any such persons shall be let out at the Front Guard House, where they will be processed as visitors.
 9. Any questions pertaining to delegates' parking or access to the OPCW building may be directed to either the Assistant Chief of Security, Mr Maurice Kater (++31-70-416-3310), or the Chief of Security, Mr James Baxter (++31-70-416-3830).
 10. Drivers of embassy vehicles making deliveries to the new OPCW building must show an embassy ID card at the Guard House, and may only then, on the basis of a short-term parking permit, park for a strictly limited period of time in one of the short-term spaces in front of the building, should such space be available.