

**ADMINISTRATIVE INSTRUCTIONS FOR
SECURITY ACCESS CONTROL
ICAO SECRETARIAT**

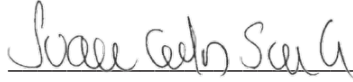


Developed by C/CSG in coordination with LEB.

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CHAIN OF APPROVAL

I approve this document.



Juan Carlos Salazar
Secretary General

17 August 2022

Date

I recommend this document for approval.



Arun Mishra
Director, Bureau of Administration and Services

10-08-2022

Date

I recommend this document for approval.

Michael Romero

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Michael Romero
Chief, Conference, Security and General Services

Date

1. OBJECTIVE

These Administrative Instructions outline security access control in effect at the International Civil Aviation Organization (ICAO) Headquarters, in Montréal, Canada.

2. ACCESS CONTROL FOR HOLDERS OF PERMANENT ELECTRONIC BUILDING ACCESS CARDS

Holders of permanent electronic building access cards may enter the ICAO Headquarters building through the Main Lobby at 999 Robert-Bourassa Boulevard and the back turnstile leading to/from the *Place de la Cité Internationale* corridor on St. Antoine Street.

Please note that the back turnstile is for holders of Permanent electronic access cards only. Access through this entrance while carrying bulky items will hinder the smooth access through the turnstiles and can be a safety hazard. Doubling up through the turnstile entrance is prohibited and will result in having access through this entrance revoked.

Should holders of permanent electronic building access cards lose or fail to present their access cards, they are to identify themselves at the main lobby security desk to obtain a Day Pass.

3. ACCESS PROTOCOL FOR VISITORS

Upon arrival, visitors must identify themselves to ICAO Security and undergo security screening.

Visitors may request to security screening by same-sex security personnel at any time.

Secretariat or National Delegation staff will be notified of the arrival of visitors. Visitors are required to leave a valid photo ID at the security desk prior to the issuance of a Visitor Pass. Secretariat or National Delegation staff receiving the visitors are required to sign in and escort their visitor at all times while on the premises.

Holders of permanent electronic building access cards may not take items from visitors in order to bypass security screening. Anyone unwilling to comply with security protocols will be refused access to the premises.

Security personnel are trained to assist persons with handicaps or special needs. Special assistance is to be communicated to security personnel upon arrival. Animals or pets are not allowed on the ICAO Headquarters premises, with the exception of officially licensed service animals.

4. ACCESS PROTOCOL FOR HIGH-LEVEL OFFICIALS

The following seven categories of high-level officials are exempt from Security screening:

- Head of State, Head of Government;
- Deputy Head of State, Deputy Head of Government;
- Head of Federal Ministry;

- United Nations Secretary-General, Under-Secretary-General, Assistant Secretary-General;
- Head of the United Nations System's Organization/Agency;
- Ambassador Extraordinary and Plenipotentiary/High Commissioner to Canada;
- Royalty.

Prior notification of high-level visits shall be communicated to the External Relations (ER) team of the Legal Affairs and External Relations Bureau (LEB).

5. ACCESS PROTOCOL FOR UNITED NATIONS LAISSEZ-PASSER HOLDERS (UNLP)

Holders of valid UNLPs will be issued with a Temporary Pass. UNLP holders are required to undergo security screening.

6. ACCESS CARDS AND PASSES

Permanent electronic building access cards (with holder's photo) – are issued to the individuals whose official duties require regular access to the ICAO Headquarters, such as:

- President of the Council and Secretary General of ICAO (and their spouses);
- Secretariat employees (staff members; consultants; seconded personnel; interns);
- Representatives and Alternate Representatives on the Council and to ICAO (both resident and non-resident), Members of the Air Navigation Commission (ANC);
- Advisors, Technical Experts, Administrative and Service staff members, and Interns of resident National Delegations;
- Non-resident ANC observers of Members States (for the duration of ANC sessions);
- Spouses of: resident Representatives, Alternate Representatives, Members of ANC, Advisors and Technical Experts, and Secretariat Bureau Directors;
- Staff of International Organizations permanently assigned to ICAO Headquarters;
- Staff of Public Services and Procurement Canada (PSPC) and Brookfield GIS permanently assigned to ICAO Headquarters.

Temporary Passes (with letter "T" in place of a photo) – Issued to temporary Secretariat staff hired by ICAO; and (ii) on specific request from resident National Delegations for visiting officials from the respective Member States present at ICAO for up to five business days, and will not be issued for week-ends and holidays. **Security screening is mandatory for Temporary Pass holders at all times, i.e. upon each entrance to ICAO Headquarters.**

Visitors Passes (with the letter "V" in place of a photo) – Issued to individuals who require access to the ICAO Headquarters for the duration of one day only, upon request of a Secretariat staff member or a resident National Delegation. **Security screening is mandatory for Visitor Pass holders at all times.**

Contractor Passes (with the letter “C” in place of a photo) – Issued to registered contractors once cleared and approved by PSPC, to allow access to limited areas of the premises of the ICAO Headquarters building, in line with the contract. **Security screening is mandatory for Contractor Pass holders at all times.**

Day Passes – Issued to permanent cardholders in the event of a Secretariat employee or a Delegation member not having/losing, his/her permanent electronic building access card. A Day Pass will be provided in exchange for a valid photo ID, and it must be returned to recover the photo ID.

Permanent electronic building access cards and all passes should be worn visibly at all times.

7. LOST BUILDING ACCESS CARDS AND PASSES

Loss or theft of any ICAO access cards/passes constitutes a security risk for the Organization and must be reported to the main lobby security desk.

8. ICAO HEADQUARTERS GARAGE ACCESS

Access to the vehicle garage restricted to staff and delegations with a valid parking contract. Occupants of the garage shall park their vehicles in the allotted parking spaces only.

Using any other parking space is prohibited, and such vehicles are subject to removal at the expense of the vehicle’s owner.

No exceptions and abuse/violation of the assigned parking space, will result of termination of the parking lease and restriction from the garage.

Vehicles entering the garage are visually monitored by via the security control centre through closed-circuit TV.

9. SHIPPING AND RECEIVING

Delivery of goods, parcels, technical equipment and supplies go through the shipping and receiving entrance, located on Viger Street.

All goods and mail are subject to security screening.

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