



United Nations Humanitarian Air Services



A United Nations Common Air Service for Humanitarian and Development Agencies and their implementing partners

To: All UNHAS CLIENTS
Dated: December 06, 2016
Sub: Non-agency staff booking on UNHAS Flights (CIRCULAR 0222)

MESSAGE ON BEHALF OF MARIO SIBRIAN, HEAD of UNHAS, WFP/ UNHAS Afghanistan

Dear Members of the UNHAS User Community: *(this message is in bcc to all)*

In order to supplement the attached UNHAS circular 0171 dated 25th Nov 2014, We would like to remind all our esteemed users organizations that any none organization staff/personnel bookings being sponsored and booked by your organization, such as consultants, staff dependent as a mahram (chaperon), government partners, and/or any other person on short term contract or mission, the letter of introduction (attach with current photo) must be signed and stamped by the head or his/her officially designated deputy head of the organization and to be sent to UNHAS in advance as described in the attached circular.

The letter must clearly describe and indicate the following, preferably in the same order:

1. Purpose and the reason for the official travel of non-organization staff booking;
2. Date of Travel/from/to;
3. Route/destination;
4. Does head of the organization take responsibility of:
 - a. Certifying the traveler has been subject to security screening and for Mahram, the family link has been verified;
 - b. Certifying in terms of good conduct and accepting liability in the event of the person causing damages to third parties;
 - c. the relevant ticket payment.

Kindly note that we will not accept any non-Organization personnel Booking unless the above requirement is fully met and completed.

In the interest of Aviation Security (AVSEC), UNHAS reserves the right to reject the traveler or request additional documentation as proof when/and if required

We appreciate your understanding cooperation in this regard.

UNHAS Management

ADDRESS:

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