



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 07, 2016
Sub: UNHAS Booking processing/48 working hours prior to travel date (CIRCULAR 0223)

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)*

Following the abuse of the UNHAS booking timelines for late bookings which became the rule rather than the exception, it is now imperative in the best interest of safety and security of the travelers and air operations to enforce the UNHAS SAOP.

As approved and endorsed by the UNHAS Board of Directors, effective 01st Jan17, we would like to notify all our user organizations that UNHAS Bookings are officially closed 48 working hours in advance before the travel date. Late bookings for any flights may be EXCEPTIONALLY accepted subject to space availability after receiving a strongly motivated written request (via letter or e-mail) from the head of the requesting organization and subject to Head of UNHAS' approval.

For this purposes, please be informed that UNHAS Flight Reservation and Booking Offices are open during week days - Sundays through Thursdays but will remain closed on Fridays and Saturdays. Therefore, please remember to process your bookings as per the below table.

The procedures apply to all bookings i.e. Online (internet booking), Email (PMRF booking) and hard copy booking submitted in person by the focal points. You are kindly requested to book earlier than the deadline in order to secure/confirm seats and to avoid disappointment.

Please note, this rule does not apply to emergencies and the UNHAS Booking Office will still attend and receive reservations beyond the deadline for **emergency cases such as medical or security evacuations ONLY.**

UNHAS BOOKINGS TIMES GUIDANCE		
Intended Day of Flight	Latest Day of Booking (closing)	Closing Time/Hours
Sunday	Wednesday	11:00 A.M.
Monday	Thursday	11:00 A.M.
Tuesday	Sunday	11:00 A.M.
Wednesday	Monday	11:00 A.M.
Thursday	Tuesday	11:00 A.M.
Friday	NO FLIGHTS	N/A
Saturday	Wednesday	11:00 A.M.

Thank you for your cooperation and support. Please do not hesitate to contact us for any further information.

UNHAS Management

ADDRESS:

United Nations World Food Programme

UNHAS KAIA Compound at Kabul International Airport

Booking Office Tel: +93 (0) 706 004 283; +93 (0) 706 004 286 (24/7); +93 (0) 706 004 292

E-mail Address: UNHAS-AFG.RESERVATION@WFP.ORG