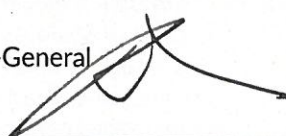


GLOBAL GREEN GROWTH INSTITUTE

Guidelines for Acquisition & Use of Vehicles for Official Business



Global
Green Growth
Institute

Approved:	27 September 2017	Authorization: Deputy Director-General 
Current Version:	1	
Effective Date:	27 September 2017	Queries: Administrative Services Unit

Guidelines for Acquisition & Use of Vehicles for Official Business

1. Authority

Issuance of these Guidelines is in accordance with paragraph 1.1.1 (b) of the Finance Policies and Procedures¹ to provide adequate controls and safeguards to protect against the loss or unauthorized use of GGGI's assets across all offices and activities, and in relation to Section 4 Fixed Assets of the Finance Policies and Procedures. These Guidelines replace and supersede all previous policies, rules, guidelines and guidance on the use of vehicles.

2. Purpose

These Guidelines set out the principles and procedures for the provision, use, and maintenance of vehicles in the Offices² of the Global Green Growth Institute (GGGI) (the "Office Vehicle"), and the use of vehicles for Official Business³.

3. General Principles

3.1 Road safety and security awareness must be of a primary concern.

3.2 As an organization advocating green growth, every effort must be made, in the first instance to use public transport, but where vehicles need to be used, that such use is undertaken in an energy efficient manner.

3.3 The decision to provide an Office Vehicle and/or to allow the use of vehicles by an Office for Official Business will be determined by criteria related to the operational needs of the Office, and the availability and approval of budgetary resources for that purpose. In determining operational needs, the following criteria should be considered: (1) availability of public transportation locally, including taxis; (2) the size of the operation or country program; (3) the number of staff; and (4) extensive need for local travel during working hours.

3.4 The Office Vehicle, preferably should be leased through a certified leasing agency, which also provides drivers for the vehicle. However, if none are available, then this should be documented and approved as an exception.

3.5 Given that GGGI is a publicly funded organization, every effort must be made to ensure that the Office Vehicle is practical, fuel efficient and cost-conscious.

¹ Finance Policies and Procedures V 2.0 approved 4 August 2016 by Director- General.

² "Office(s)" refer to both the Headquarters and Country Offices of the Global Green Growth Institute.

³ "Official Business" includes activities, tasks, and attendance and participation at events and functions by staff members that are required for the functioning of GGGI. Examples of official business include, but are not limited to, performance of work responsibilities as defined in the work plan, official travel, meetings with government officials and other counterparts, attendance at conferences, other functions such as meals and diplomatic receptions, and staff representational activities. If it is practice in the concerned country, transporting staff to and from office is considered official business.

3.6 In efforts to minimize GGGI's carbon emission, efforts must be made to ensure that the Office Vehicle is either electric or hybrid.

4. Procedures

4.1 Assuming that a budget has been provided for the purchase or lease of a vehicle, and based on the requirements of Section 3.3 of these Guidelines Head, Administrative Services Unit ("Head ASU") for HQ or the Country Representative for Country Offices shall submit a business case request, respectively to the Deputy Director-General for HQ and the concerned Head of Programs for country offices. Documentation will be provided in both instances, for record purposes to ASU.

4.2 The business case must include the following: (1) definition of clear, generic and detailed specifications for the Office Vehicle and/or use of Official Vehicle for GGGI Official Business; (2) environmental considerations (as part of the specifications development it is important to take into consideration environmental aspects like emission control or fuel consumption); (3) safety requirements; and (4) different acquisition options

4.3 Once approved, leasing the Office Vehicle will be in accordance with the Procurement regulations and rules.

5. Conditions of Use of Office Vehicle

5.1 The Country Representative and Head ASU, as applicable, shall ensure that the Office Vehicle is used only for GGGI Official Business.

5.2 The use of Office Vehicle will be dictated by the local international organization practice, and if required, could include regular routine commute from home to office.

5.3 The Office Vehicle will be maintained in good working condition to ensure maximum efficiency and safety.

5.4 Only official drivers authorized by the Country Representative or Head of ASU (the "designated driver") may drive the Office Vehicle. They must hold a driving license valid in the duty station country and an appropriate insurance. Official drivers must follow set of guidelines set forth in ANNEX I.

5.5 After office hours or when not in use, the Office Vehicle must be parked in a secure area designated by the Country Representative or Head ASU, as applicable.

6. Exceptions and Monitoring

6.1 Exceptions to the policies and procedures prescribed above require approval by the Deputy Director-General.

6.2 Head ASU shall be responsible for monitoring the implementation of these Guidelines in all Offices. Head ASU, in coordination with the Country Offices, will review periodically to ensure continued relevance of these Guidelines, and will update them as necessary to reflect new requirements or improvements arising from new initiatives or lessons learned.

ANNEX I.

Driver's Guideline for GGGI Office Vehicle:

These will be provided in writing, and acknowledged by all drivers. If necessary, they should be translated into the local language.

Driver is responsible for ensuring that all occupants have fastened their seatbelts (where supplied) prior to the operation of any Office Vehicle. Lap belts and shoulder harnesses should be included. Where provided, the number of seatbelts in a vehicle establishes the maximum number of passengers a vehicle can hold. Supplemental restraint systems (airbags) should not be disabled. Loose material inside passenger compartments should be kept to a minimum. Smoking inside vehicles should be prohibited due to the concern for health, potential damage to the vehicle, and the distraction caused to the driver.

Driver must minimize distractions that can interfere with the driver's ability or focus, such as: (1) Cell phone use; (2) PDA/laptop computer use; (3) MP3 use; (4) Portable two-way radio use; (5) Global positioning systems; (6) Eating/drinking; (7) Reading/writing; (8) Tobacco use; (9) Operation of other equipment such as lights, siren, camera, etc.

Driver must not operate Office Vehicle while mentally or physically impaired due to: (1) The use of alcohol; (2) The use of illegal drugs; (3) The use of prescription medicine (4) The use of non-prescription medicine; (5) Fatigue; (6) Medical condition or illness; (7) Emotional state.

GGGI's Office Vehicle affects the GGGI's image and so does the operation of those vehicles. The public expects safe and courteous drivers in the vehicles GGGI operates. Unsafe or aggressive driving can create negative public impressions and result in bodily injury, death, or property damage and the following must be avoided at all times: (1) Speeding; (2) Improper passing; (3) Failure to yield right-of-way; (4) Tailgating; (5) Failure to adjust to road or weather conditions; (6) Failure to use vehicle's safety devices such as lights, wipers, turn signals, etc.; (7) Improper gesturing, language, or use of horn or lights; (8) Other violations of law or improper conduct.

