

16 March 2004

SECURITY COUNCIL COMMITTEE ESTABLISHED
PURSUANT TO RESOLUTION 1521 (2003)
CONCERNING LIBERIA

**REQUESTS FOR EXEMPTIONS FROM TRAVEL RESTRICTIONS
PURSUANT TO PARAGRAPH 4 (C) OF RESOLUTION 1521 (2003)**

1. Each request for exemption from the travel restrictions imposed under paragraph 4 (a) of resolution 1521 (2003), shall be submitted in writing, on behalf of the listed individual, to the Chairman of the Security Council Committee established pursuant to Resolution 1521 (2003) concerning Liberia (the Chairman) through the Permanent Mission or Permanent Observer Mission of which the listed individual is a national, or through the nearest UN office.
2. Except in cases of emergency, all requests shall be submitted to the Chairman no less than 4 working days before the commencement date of the proposed travel.
3. All requests should include the following information, with accompanying documents:
 - i. the name, designation, nationality and passport number(s) of the person(s) undertaking the proposed travel.
 - ii. the purpose(s) for the proposed travel, with copies of supporting documents furnishing details connected to the request such as specific dates and times of meetings or appointments.
 - iii. the proposed dates of departure from and return to the country from which the travel commenced.
 - iv. the complete itinerary for such travel including the ports of departure and return and all transit stops.
 - v. details of the mode of transport to be used , including where applicable, record locator, flight numbers and names of vessels.
4. Any request for extension(s) of exemptions approved by the Committee under paragraph 4(c) of the resolution shall also be subject to the provisions above, and shall be submitted to the Committee in writing, attaching revised itinerary, no less than four working days before the expiry of the exemption period.
5. The Committee shall receive written confirmation from the Ministry of Foreign Affairs of the Government where the listed individual resides, with supporting documents, confirming the itinerary and date on which listed individuals travelling under waivers granted by the Committee return to the country of residence.

6. All requests for exemptions and extensions thereto, which have been approved by the Committee under paragraph 4(c) of the resolution shall be posted on the Committee's web page until confirmation of the return to the country of residence of the listed individual is received by the Committee, as specified in paragraph 5 above.
7. Any changes to the required travel information previously submitted to the Committee, particularly the points of transit, shall require the prior approval of the Committee and shall be submitted to the Committee no less than four working days prior to the commencement of the travel, except in cases of emergency.
8. The Committee shall be informed in writing immediately in the event of postponement of travel for which the Committee has previously issued a waiver. Submission to the Committee of written notification will be sufficient in cases where the time of departure is postponed no more than 48 hours and the previously submitted itinerary remains unchanged. If travel is to be postponed more than 48 hours after the date previously approved by the Committee, then a new request will be required, and should be submitted in conformity with paragraphs 1, 2 and 3 above.
9. In cases of emergency medical evacuations to the nearest appropriate State, the Committee shall be informed immediately of the name of the patient, reason, date and time of evacuation along with flight details including transit points and destination; and shall also be promptly provided with a doctor's note containing details of the nature of the medical emergency and the facility where treatment was received by the patient, as well as information regarding the date, time, and mode of travel by which the patient returned to his/her country of residence.
10. In acceding to any request for exemption from the travel restrictions imposed under paragraph 4(a) of resolution 1521 (2003), the Security Council Committee established pursuant to Resolution 1521 (2003) concerning Liberia may attach any condition(s) to the exemption granted that is (are) compliant with paragraph 4(a) and 21 of the said resolution.