



E-mobility at HQ

ELECTRIC VEHICLE CHARGING STATION

# STANDARD OPERATING PROCEDURES

*Management, Maintenance & Usage of HQ Electric Vehicle Charging Station for Electric/Hybrid plugin Vehicles.*

## SCOPE AND OBJECTIVE

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The scope of these Standard Operating Procedures (SOPs) is to provide the guidelines and procedures to be followed for the usage of the WFP owned Electric Vehicle Charging Station (the charging poles for private electric/Hybrid vehicles) at Headquarters in Rome. It aims to cover management and maintenance and to clarify roles and responsibilities, in the day-to-day use of these assets.

WFP's objective is to encourage clean mobility and to reduce air pollution along with greenhouse gas emissions, in line with its wider environmental commitments and the UN Sustainable Development Goals.

## DEFINITIONS

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**MSDI Branch:** Facilities Management & Infrastructure.

**Mobility Manager (MM):** The designated MSDA transport focal point in HQ.

**User(s):** A WFP employee (except Interns and Volunteers) or an ad-hoc user authorized to charge their own private electric/Hybrid vehicle at HQ.



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### STANDARD SERVICES AND GENERAL CONDITIONS

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The WFP HQ Charging Station currently consists of seven electric poles in Bay 8 dedicated to the users' private electric/Hybrid vehicles. These poles have the capacity to charge 14 vehicles and two motorbikes simultaneously. Two other poles in bay 8 with four sockets are reserved for WFP Official Vehicles and are not useable by WFP staff, even if found available.

The use of the charging station is first-come, first-served. From 1 March 2024, the service will be offered on a cost recovery basis through a monthly payroll deduction. The amount charged will be calculated on the actual consumption (kWh).

Users requesting to use the service will be given dedicated cards to be used to charge their vehicles, along with a brief user manual. The card is issued free of charge. A fee of EUR 20 will be applied for the replacement of a lost or stolen card.

The use of the charging station won't entitle users to a parking space, nor the ability to leave the vehicle at the charging station for the whole day. As soon as the vehicle is fully charged, it must be moved to a normal parking lot to free up the charging station for other vehicles. If the vehicle is not moved to a regular parking space within 30 minutes upon completion of the charge, a surcharge (1 EUR per hour) or suspension of the card may be applied. Suspension of the card will also be applied in all cases of misuse, negligence, inappropriate use of the infrastructure or non-compliance with the rules stated in this document. MSD reserves the right to review each case on its merits.

If the HQ parking is full, access to the charging station will not be allowed to any users.

The use of charging station might be authorized, upon request, for ad-hoc users (visitors, special guests), however this process will be closely coordinated between the HQ Security Office, the MM and the MSDA Branch.





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### ROLES AND RESPONSIBILITIES

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**Mobility Manager – MSDA** will be responsible for:

- a. Providing information and guidance to users on procedures for the use of the charging station.
- b. Coordinating processes related to the registration of users and distributions of the cards required to charge the vehicles,
- c. Collecting and keeping a record of the signed waivers of liability from the users.
- d. Providing a short briefing to users, if required.
- e. Coordinating with the HQ Security Office and the MSDA Branch to authorize the use of the charging station for ad-hoc users.
- f. Informing HQ Security and the MSDI Branch about any misuse of the HQ charging station.
- g. Informing the MSDI Branch about any electrical problems/defects reported by the users.
- h. Defining the increase of charging costs for the users, based on the information received by MSDI Branch on the monthly energy costs.
- i. Keeping a record of the number of users and monitoring daily and monthly energy consumption.



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**MSDI Branch** will be responsible for:

- j. Ensuring that the HQ charging poles and all the necessary tools provided by the manufacturer, as well as the accessories are in good operational condition.
- k. Ensuring regular service, maintenance, and repair of the HQ charging poles.
- l. Informing the MM about any misuse of the HQ charging poles.

**User** will:

- a. Strictly adhere to the below rules provided by MSD on the usage of the HQ charging station.
- b. Sign the Waiver of Liability attached herein prior to using the HQ charging station.
- c. Ensure that the vehicle to be charged is duly registered at Security.
- d. Use the HQ charging station on a first-come, first-served basis. This agreement does not constitute a guarantee that a charging pole will be available or require that one be made available for the user.
- e. Charge only the vehicle whose plate is associated to the dedicated charging card and only with the dedicated charging cards provided by HQ Services.



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- f. Use the HQ charging poles, tools and accessories with due diligence and report any damage, either caused or found, to HQ Services.
- g. Immediately submit a request via [WSS](#) to report any electrical problems/defects of the charging poles.
- h. Plug in own vehicle only if parking in Bay 8. Users are not permitted to charge their vehicles by other methods such as using an extension cord from a random outlet.
- i. Only use certified European Community (CE) cables rather than hand-made adaptors, etc. MSD is authorized to remove uncertified or broken cables without any need to inform the user.
- j. Refrain from leaving cables and cords on the ground as they might be safety hazards.
- k. Be responsible for plugging in and unplugging their own vehicles.
- l. Not be allowed to unplug fellow owners' vehicles when they are finished charging.
- m. Not be entitled to a parking spot, rather, they must remove their own vehicle from the charging station as soon as the charge is completed, to facilitate the use for other Users.
- n. Not be entitled to enter the HQ parking when full.
- o. Return the charging card to HQ Services at the end of their contract or before their BIS.





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### Waiver of Liability

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This document constitutes an agreement between the United Nations World Food Programme (hereinafter 'WFP') and the user for the use of the electric vehicle charging poles located at WFP's headquarters (hereinafter 'HQ charging station').

I agree to use the HQ charging station in accordance with the terms and conditions stated in the Standard Operating Procedures - Management, Maintenance & Usage of HQ Charging Station for Electric/Hybrid Vehicles.

I hereby acknowledge that use of the HQ charging station is at my sole risk and that it involves inherent risks of accident or electric shock.

I hereby authorize WFP to deduct the cost of recharging my private vehicle from my monthly salary. By signing this Waiver of Liability and in consideration of WFP's provision of the HQ charging station for my use, I hereby recognize that neither WFP nor any of its staff, employees, or agents is liable for any loss, damage, injury, or death that may be sustained by me during or because of my use of the HQ charging station. I agree, for myself and for my dependents, heirs, and estate, to hold harmless WFP, its staff, employees, and agents from any claim or action on account of any such loss, damage, injury, or death.

Date:

Signature of the User:



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## Required Information

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<b>Mobile Phone Number</b>	
<b>Car Plate Number/Vehicle model</b>	
<b>End of Contract in HQ / Break in Service</b>	
<b>Card Serial Number</b> <i>*To be filled in by HQ Services</i>	

