

**Secretariat**

10 June 2004

Information circular*

To: Members of the staff at Headquarters
From: The Assistant Secretary-General for Human Resources Management
Subject: **Staff Day 2004**

1. The observance of Staff Day on Friday, 11 June 2004, is an official function sponsored jointly by the Secretary-General and the Staff Union. It is intended to give staff members an opportunity to reaffirm the esteem we hold for each other and the work we perform.

Participation in Staff Day activities

2. Supervisors are expected to release their staff to participate in the day's activities, to the extent possible, and to participate themselves. In offices where the exigencies of service require some staff members to be on duty at all times, supervisors are asked to exercise flexibility and devise equitable arrangements to allow the greatest staff participation possible. To the extent possible, with no impairment to the provision of essential services, staff members who do not work conventional shifts should be able to participate in events scheduled during regular working hours without being expected to complete their normal assignments as well.

3. In honour of Staff Day, Aramark will be providing free coffee/tea and breakfast pastries to staff during breakfast hours in the morning, until supplies are exhausted.

Schedule of activities during Staff Day

4. The following is a general schedule of events. A complete Staff Day programme giving full details will be issued by the Staff Union.

5. The day's activities will start at 9.30 a.m. sharp at the United Nations flagpole in the Secretariat Circle. There will be a ceremony honouring all those who have given their lives in the service of the United Nations. The names of those who have died over the past year will be read. The President of the Security Council, the Under-Secretary-General for Peacekeeping Operations and the President of the Staff Union have been invited to make statements. The Honour Guard of the United

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Nations Security and Safety Service will lower the flag to half mast while the names of our deceased colleagues are read. Mr. Saral Opera of UNICEF will then play taps on the trumpet.

6. A number of other special activities are planned for the day as follows:

(a) A sports programme featuring athletics (from 10 a.m. on the United Nations Promenade in the garden), roller hockey (Robert Moses Park at 42nd Street and First Avenue), and soccer (North Lawn) will take place throughout the morning.

(b) The Parade of Nations will be presented at 11.15 a.m. in the General Assembly Hall. Members of the international community will parade in their national dress.

(c) The United Nations Women's Guild will sponsor an International Food Festival from 12 noon in the South Secretariat Lobby. Foods representing all parts of the world have been donated by Permanent Missions to the United Nations, including Algeria, Austria, Brunei Darussalam, Bulgaria, Indonesia, Italy, Lithuania, Senegal, Thailand and the United Arab Emirates. In addition, local restaurants have also donated foods, including: Friars Coffee Shop, Bangkok Grand Palace, Jimmy Sung's, Maharaja and the Malika.

(d) A Concert for Peace will be presented in the General Assembly Lobby and Public Plaza at 12 noon. Students from Los Cumbancheros, the Frank Sinatra High School and the Brooklyn High School of Arts will perform a medley of Spanish songs, African anthems and the spirituals and opera arias in the Public Lobby. From 1 p.m. to 2 p.m., the Long Island City High School will present a programme of dances from several countries.

(e) Courtesy of the Hallmark Channel, the movie "King Solomon's Mines", starring Patrick Swayze and Alison Doody, will be presented in Conference Room 4 from 1 p.m. to 3 p.m. The starring actress is expected to be on hand to introduce the movie.

(f) A Staff Talent and Fashion Show Extravaganza will take place in the General Assembly Hall from 2 p.m. to 4 p.m. Staff members will showcase their talents in singing, dancing and other performances. The show will culminate in a fashion showcase provided by Akini Fashions.

7. Admission to all events above will be on a first-come, first-served basis upon presentation of a valid United Nations grounds pass. Staff members are asked to arrive at events 15 minutes before the scheduled starting times. Entrance to all events by guests is through the Visitors' Entrance of the General Assembly Lobby, where they will be expected to provide photo identification and obtain visitors' passes.

8. In commemoration of the fifty-first United Nations Staff Day, the United Nations Postal Administration, in collaboration with the Staff Union, has arranged to celebrate this memorable event by printing a special version of its popular Personalized Stamp Sheet. These sheets may be obtained by purchasing a special voucher at a reduced price of \$12.50 per sheet of 20 stamps and will be available to all from 9 June through 11 June 2004 at the following locations:

(a) Personalized Stamp Shop (located near the Guided Tour Booth in the Visitors' Lobby: 9 a.m. to 5 p.m. on 9 and 10 June; extended hours — 9 p.m. to midnight on 11 June;

(b) Entrance to the Secretariat and DC-1 cafeterias (9 a.m. to 5 p.m. on 9 and 10 June);

(c) United Nations Postal Counter (9 a.m. to 5 p.m. on 9 and 10 June).

Voucher holders who are unable to visit the Personalized Stamp Shop during these three days will be given the opportunity to purchase the special stamp sheets up to 30 June 2004.

Evening Ball

9. The evening festivities begin with a Happy Hour from 5 p.m. to 7 p.m. in the Ex-Press Bar. Beverages will be available at a reduced price and this is the perfect opportunity to socialize with your colleagues after working hours.

10. The Staff Day Ball will begin at 7 p.m. Musical performances will be held in two areas: the first floor General Assembly Public Lobby and the third floor Ex-Press Bar.

11. Dance music will be provided in the Public Lobby by the Calypso King of the World, the Mighty Sparrow and the Troubadours. Also, for your entertainment pleasure will be the Latin sensations, Los Soneros del Barrio, DJ Prince Albert, and the Byblos Band and Middle Eastern Belly Dancers.

12. At the same time, on the third floor in the Ex-Press Bar, a jazz programme will be presented featuring Bertha Hope and Jazzberry Jam! The United Nations Staff Recreation Council Jazz Society Band will also perform.

13. A raffle drawing will take place at 11 p.m. in the General Assembly Public Lobby to win a variety of prizes donated by the Secretary-General, the Staff Union, the United Nations Federal Credit Union, Chase Bank, Byblos Restaurant, One Source, and Permanent Missions to the United Nations, including: Algeria, Austria, Canada, Chile, Cuba, Grenada, Italy, Lithuania, Philippines, Spain, and Trinidad and Tobago. The Grand Prize is a **2004 Toyota Camry** (taxes to be paid by the winner) and the Second Prize is **two Business Class airline tickets (for use in the Continental USA, Canada, the Caribbean or Hawaii)** donated by the Secretary-General. It should be noted that the winner of the tickets will have a time limit of three months to make reservations.

14. Admission tickets to the Staff Day Ball are free for staff members and may be obtained upon presentation of their grounds pass between noon and 2 p.m. daily until 11 June 2004 outside of the main cafeteria in the Secretariat Building. To accommodate those who work at night, tickets will also be available in the Secretariat Staff Lounge from 7.30 a.m. to 9.30 a.m. and from 6 p.m. to 8.30 p.m. on 10 June 2004. Guest tickets can be purchased at the same times and location and are priced at \$15.00.

15. Liquor, wine, beer, juices and soft drinks will be available at bars in the dancing areas from 7 p.m. to 11.30 p.m. Prices will be as follows: liquor and wine: \$4.00; beer: \$2.00; juices and soft drinks: \$1.00. Bars will supply beverages only upon presentation of drink tickets bought from cashiers who will be located at the

entrances and near the bars. Refunds for unused drink tickets may be obtained from the cashier only until midnight on Staff Day; after that time no refunds will be made under any circumstances. The Staff Cafeteria on the main floor of the Secretariat Building will remain open until 10 p.m.

Special security measures for entrance to the Staff Day Ball

16. Over the past few years, there has been a need to increase security precautions on the United Nations premises. Please bear in mind that such precautions are for the protection of the staff and your family and friends. Please adhere to the directions of the security officers while on the premises and remind your family and friends of the need to follow their instructions.

17. The Staff Day Ball provides a unique opportunity for staff members to both show off the United Nations to their relatives and friends as well as relax and enjoy the evening's entertainment together. **It is essential that the guest be met and escorted onto the premises by the staff member. Staff members are reminded that they are responsible for the whereabouts of their guests during the evening Ball.**

18. **Staff members** will be admitted to the Staff Day Ball upon **presentation of a ticket and their valid grounds pass. Guests will be admitted only if accompanied by a staff member. Upon entry to the Ball, the tickets will be collected and each entrant will be provided with a wristband which must be worn the entire evening. The following instructions for entrance of guests to the Staff Day Ball must be strictly adhered to:**

(a) **All guests must enter via the Visitors' Entrance on 46th Street and First Avenue. Guests who have a ticket will be permitted to wait on the plaza for a staff member to meet and escort them to the Staff Day Ball. Guests who do not have a ticket will be asked to wait outside the gate until a staff member arrives to escort them;**

(b) Once admitted, guests will proceed through the metal detectors and into the General Assembly Public Lobby.

Parking in the United Nations garage

19. Staff members will be permitted to park in the United Nations garage after 5.30 p.m. on a first-come, first-served basis. Those without parking medallions will be charged at the regular daily rate of \$3.50 upon presentation of a grounds pass at the northern entrance at 48th Street and East River Drive. Staff in possession of parking medallions will be admitted without any additional charge. **No guests will be admitted to the garage.** Guests should be dropped off at the Visitors' Entrance. After parking their cars, staff members should take the elevator up to the General Assembly Public Lobby and meet those guests who are not holding an admission ticket outside at the gate. Guests holding an admission ticket can be met on the visitors' plaza.