



ST/ADM/SER.A/1381
3 December 1969

INFORMATION CIRCULAR

Expired under its own terms

To: Members of the Staff at Headquarters

From: The Director of Personnel

Subject: OFFICIAL HOLIDAYS

1. Pursuant to Staff Rule 101.3(a), the Secretary-General has designated Friday, 26 December 1969, as an additional holiday at Headquarters. Staff members required to work on that day will be compensated in accordance with the conditions set forth in appendix B to the Staff Rules.
2. As in previous years, staff members wishing to hold parties during the week of the Christmas holiday may do so subject to advance approval by the Office of General Services. Parties will be authorized for 22 and 23 December. In the event that the General Assembly is still in session, parties may not commence on these days before 6 p.m. if they are to be held in areas adjacent to conference rooms. Where music is to be provided, playing will be permitted as soon as any meetings scheduled on those days are over. It is suggested that smaller departments or offices make arrangements for holding joint parties in order to ease the demand for suitable areas.
3. Requests for approval should be submitted to the Chief, Buildings Management Service, OGS, Room 2249A, with copy to Chief, Commercial Management Service, OGS, Room 1861A, not later than 11 December 1969, indicating:
 - (a) The department, unit or organization holding the party;
 - (b) The date and hour of the party;
 - (c) Where it is proposed to be held;
 - (d) The approximate number of persons expected to attend;
 - (e) The senior official designated to assume full responsibility for the party;
 - (f) The type of party and facilities required.

4. Forms for requesting catering services required for parties should be obtained through the Operations Section, Commercial Management Service, OGS, Room 1861C.
5. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.
