



Secretariat

ST/IC/84/85
11 December 1984

INFORMATION CIRCULAR

To: Members of the Staff

From: The Assistant Secretary-General for General Services

Subject: DELIVERY AND PICKING UP OF PACKAGES

1. The purpose of this information circular is to announce improved procedures for the delivery of packages by external messengers. Information circular ST/IC/82/41 of 1 June 1982 is hereby superseded.
2. In general, official deliveries will be accepted at the loading platforms in the basement only.
3. External messengers making deliveries of small packages to the Secretariat will be required to enter through the Visitors' Entrance of the General Assembly Building and pass through the security screening area.
4. Subsequently, the messenger will be directed to an information clerk at the reception desk, who will contact the office of destination and request that a staff member come to accept delivery of the package.
5. In the event that the office of destination is unable to dispatch a staff member to accept delivery, the intended recipient must make arrangements with the messenger for delivery at another time or place, or arrange to have the United Nations internal messenger service accept the package. Such items will no longer be accepted by the Security Officer on duty in the General Assembly public lobby.
6. Staff members expecting delivery of high value items should arrange to be available personally to accept these items.
7. Packages containing liquor, foodstuffs, flowers or personal effects will not be handled through the internal messenger facilities.

8. Material to be picked up by external messenger service will be handed over at the information desk in the General Assembly public lobby and must be delivered by a staff member in person.
9. In case of any unusual circumstances, the security supervisor on duty should be consulted.
10. The new arrangements take effect immediately.
