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**INFORMATION CIRCULAR N° 20****Subject: Restrictions and closure of services on holidays**

1. This circular is to inform staff members of restrictions and closure of services at the Palais des Nation, Palais Wilson, and Motta building on official holidays (see separate circular on official holidays issued each year). In cases of specific arrangements, notably during the end of year holiday period, a Broadcast message will be sent to staff members informing them of such arrangements.
2. The following services will be closed on official holidays:
  - Library (see [www.unog.ch/library](http://www.unog.ch/library) for opening hours)
  - Medical Service (door 2)
  - La Mutuelle - International Civil Servants Mutual Association (MEC)
  - Provident and Insurance Group of International Officials (GPAFI)
  - UN Postal Administration counter (door 39)
  - SAFI shop
  - Carlson Wagonlit Travel agency (CWT)
  - USB SA
  - United Nations Federal Credit Union (UNFCU)
  - Cafeteria, Delegate's restaurant, and bars
  - Post office
  - News Kiosk (door 6)
3. The opening hours of the visitor's service (door 39) and of the United Nations bookshop (door 40) are modified on holidays. For up-to-date information on opening hours, please visit the visitor's service webpage: [www.unog.ch/visits](http://www.unog.ch/visits)

4. Access to the Palais des Nations

Vehicle and pedestrian access to the Palais is through the Pregny gate, which is permanently open.

The Nations gate will be open for staff members wishing to exit by foot.

The Chemin de Fer gate will be closed during the last two weeks of the year.

Within the Palais grounds, staff members can enter buildings via all doors which are equipped with an electronic badge-reader.

5. If needed, the Security and Safety Service can be contacted at the following numbers 24hours a day:

**EMERGENCIES security / fire / first aid (PN and PW): 112**

Palais des Nations (8-14 Avenue de la Paix)

The Operations and control centre can be reached (internal number 72900 or 72902) as well as the Pregny gate: internal numbers 71581 (reception) or 71449 (gate)

**EMERGENCIES security / fire / first aid: 112**

Palais Wilson (Rue de Pâquis 52)

Entrance of building (telephone 022 917 93 53)

**EMERGENCIES security / fire / first aid: 112**

Motta Building (Avenue Giuseppe-Motta, 48)

Entrance of building (telephone 022 928 99 99)

**EMERGENCIES security / fire / first aid: 112**

6. This information circular supersedes previous circulars on this subject.

*(Signed)* **Clemens M. Adams**  
Director, Division of Administration