



**Secretariat**

IC/Geneva/2001/24  
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Permanent Missions and  
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**INFORMATION CIRCULAR**

**Subject: Ascension Day and Whit Monday holidays - 2001**

1. In conformity with the provisions of Appendix B of the Staff Rules applicable to the United Nations Office at Geneva, and staff rule 101.3 (b), and as indicated in Information Circular IC/Geneva/4624 of 9 November 2000, Ascension Day (Thursday, 24 May 2001) and Whit Monday (4 June 2001) will be official holidays.
2. The following services will be closed on both days:
  - The Library
  - The Joint Medical Service
  - The Post Office
  - The Cafeteria, bars and restaurant (see 6)
  - United Bank of Switzerland (UBS)
  - The Carlson Wagonlit travel agency
  - The United Nations Postal Administration counter (door 6)
  - The Naville news-stands (doors 6 and 41)
  - The United Nations bookshop (door 40)
  - The Purchase and Order Group of International Civil Servants (SAFI)
  - The Thrift and Credit Union (MEC)
  - The Provident and Insurance Group of International Officials (GPAFI)
  - The Philatelic Museum.
3. The Visitors' Service will be open on both days from 10 a.m. to 12 noon and from 2 p.m. to 4 p.m.

4. Security

Access to the Palais des Nations

Motorists and pedestrians will have access to the Palais via the Pregny gate, which will remain open at all times.

The railway gate will be closed to all traffic.

Pedestrians in possession of a magnetic card will be able to use the following entrances:

- (i) The turnstile next to the Place des Nations gate;
- (ii) The gate in the railings under the arch;
- (iii) All entrance doors equipped with a magnetic card reader. Staff members are reminded that the metal shutter at door 23 will be closed from midnight to 6 a.m., as usual.

Staff members without cards are asked to enter the Palais grounds via the Pregny gate. They may enter and leave buildings through the remote-control access doors by calling the Security Operations and Control Centre (ext. 72900) on the intercoms next to the doors and asking for the doors to be opened.

5. Besides the guards on duty for the WHO and ILO conferences on 24 May and 4 June, a security team will be on duty at the following points:

Palais des Nations

At the Security Operations and Control Centre (ext. 72900 or 72902) and the Pregny gate;

UNHCR building (94, rue de Montbrillant)

In the main entrance hall (tel. 739 78 00)

Palais Wilson

At the entrance (tel. 907 93 53).

6. **The following services will be open on Monday, 4 June for the needs of the ILO Conference:**

- Post Office: lobby, doors 13/15, Assembly building
- Travel agency: lobby, doors 13/15, Assembly building
- Naville news-stand: lobby, doors 13/15, Assembly building

Catering services

- The lobby bar (doors 13/15): 8 a.m. to 7 p.m., Ascension Day and Whit Monday.

Telephone service

Private national and international calls may be made from the card-operated call boxes at the following points:

<u>Position</u>	<u>Building</u>	<u>Number of boxes</u>
Door 2	Secretariat, ground floor	1
Door 6	Council, ground floor	1
Lobby	Assembly, second floor	2
Door 20	Library	1
Documents reproduction (Roneo)	E building, ground floor	1
Palette	E building, second floor	1
Near lifts 42A, 42B, 43A and 43B	E building, third floor	1
	E building, fourth floor	1
	E building, sixth floor	1

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