



**Secretariat**

IC/Geneva/2002/58  
8 November 2002

Distribution:

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**INFORMATION CIRCULAR NO. 58**

**Subject: BUDGET RESTRAINTS AND ENERGY SAVINGS**

1. Information circular ST/IC/2002/13 of 28 February 2002 announced the consequences for the Secretariat of the \$75 million reduction in the resources approved by the General Assembly for the biennium 2002-2003. In Geneva, many reductions in expenditure have consequently had to be made in the areas of facilities management, meetings servicing and information technology, as indicated in information circular IC/Geneva/2002/24 of 10 May 2002.
2. Savings can also be made in electricity consumption. Since the beginning of this year, therefore, the technical services in the United Nations Office at Geneva have taken numerous measures to achieve a substantial reduction in electricity consumption in the Palais des Nations, which will result in an annual saving of at least 68,900 Swiss francs. Thus, the outside lighting system is now 90 per cent automatic. Certain areas of the Palais which use a lot of electricity for lighting, such as the mezzanine on the third floor of E building or the Council Hall, will also be converted to automatically-controlled lighting over the next few months. Reductions in electricity consumption are also being achieved through the renovation of lighting in numerous offices and conference rooms.
3. At the beginning of the winter season, we strongly urge all staff members to contribute to this energy-saving campaign by complying with the following three instructions for all workplaces, whether they be offices, conference rooms, workshops or storage areas:

Adjust the lighting:

Switch off the light when the workplace in question is unoccupied or when natural light is sufficient.

Adjust the heating:

Turn the thermostat of your radiator to the most appropriate position;

Never open a window without first having turned off the radiator;

When it is sunny, turn off the radiator instead of opening the window;

At night, do not leave windows or fanlights open or ajar.

At the end of the day, turn off machines which would otherwise consume electricity needlessly:

Photocopiers, PCs and printers.

4. We trust that, thanks to the commitment and sense of responsibility of every staff member, these instructions will be fully complied with.

(Signed) Bertrand Juppín de Fondaumière  
Director  
Division of Administration

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