



**Secretariat**

IC/Geneva/2002/62  
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Permanent Missions and specialized  
agencies (for information)

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**INFORMATION CIRCULAR NO. 62**

**Subject: Special end-of-year service 2002  
Christmas and New Year's holidays**

1. In conformity with the provisions of appendix B to the Staff Rules applicable to the United Nations Office at Geneva, with staff rule 101.3 (b) and with information circulars IC/Geneva/2001/53 of 13 December 2001 and IC/Geneva/2002/56 of 4 December 2002, Wednesday, 25 December 2002 (Christmas) and Wednesday, 1 January 2003 (New Year's Day), will be holidays.
2. The following services will be closed on Wednesday, 25 December 2002, and Wednesday, 1 January 2003:
  - Joint Medical Service (the infirmary in the E building, E-3053, will remain closed until 6 January 2003)
  - The Post Office
  - The cafeteria and bars
  - UBS SA
  - Carlson Wagonlit travel agency
  - UNPA sales counter (door 6)
  - Naville news-stands (doors 6 and 41)

3. The following services will be closed on the dates indicated below:

Library

The Library will be closed to the public from 25 December 2002 to 17 January 2003 inclusive; for staff members, the General Reference Services (ext. 74181/74184) will be open during working hours on working days during this period.

International Civil Servants' Mutual Association (MEC)

MEC will be closed from 1 p.m. on 24 December 2002 to 1 January 2003 inclusive.

Provident and Insurance Group of International Officials (GPAFI)

GPAFI will be closed from 25 December 2002 to 1 January 2003 inclusive.

Purchase and Order Group of International Civil Servants (SAFI)

SAFI will be closed from 25 December 2002 to 1 January 2003, inclusive.

Delegates' restaurant, Room VI Bar, Bar Palette

The Delegates' restaurant, the Room VI Bar and the Bar Palette will be closed from 21 December 2002 to 5 January 2003 inclusive.

Philatelic Museum

The Philatelic Museum will be closed from 16 December 2002 to 5 January 2003 inclusive.

United Nations bookshop (Door 40)

The United Nations bookshop will be closed from 21 December 2002 to 1 January 2003 inclusive.

Visitors' Service

The Visitors' Service will be closed from 16 December 2002 to 5 January 2003 inclusive.

4. Access to the Palais des Nations

The Pregny gate will remain open for vehicles and pedestrians at all times.

The Chemin de Fer gate will be closed from 23 December 2002 to 5 January 2003 inclusive.

Pedestrians in possession of a magnetic card may 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 on door 23 will be down from midnight to 6 a.m., as usual.

Staff members without magnetic cards are requested to use the Pregny gate. They may enter and leave buildings through remote-control access doors by calling the Security Operations and Control Centre on the intercom next to these doors in order to have them opened (ext. 72900).

A limited number of Security officers will be on duty at the following points:

Palais des Nations

The Security Operations and Control Centre (ext. 72900/72902) and the Pregny gate

UNHCR building (94, rue de Montbrillant)

In the main entrance hall  
(tel. 022 739 78 01)

Palais Wilson

At the entrance  
(tel. 022 907 93 53)

(Signed): Bertrand Juppin de Fondaumière  
Director, Division of Administration

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