



**Secretariat**

IC/Geneva/2003/29  
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**INFORMATION CIRCULAR No. 29**

**Subject: Ascension Day and Whit Monday holidays - 2003**

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/2002/56 dated 4 December 2002, Ascension Day (Thursday, 29 May 2003) and Whit Monday (9 June 2003) 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
  - 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 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 and the United Nations bookshop (Door 40) will be closed to the public on Thursday, 29 May 2003 (Ascension Day); the Visitors' Service will accept only groups that have made prior reservations. On Monday, 9 June 2003 (Whit Monday), both the Visitors' Service and the bookshop will be open from 10 a.m. to 12 noon and from 2 p.m. to 4 p.m.

4. In view of the International Labour Conference, the second-floor bar in the Assembly building and the infirmary in the E building, room E.3053 (ext. 75009) will be open on Monday, 9 June 2003 (Whit Monday).

5. 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.

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.

6. A small 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 01);

Palais Wilson

At the entrance (tel. 917 93 53).

Bertrand Juppin de Fondaumière  
Director  
Division of Administration

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