



Secretariat

IC/Geneva/2003/66
19 December 2003

Distribution:

1 copy per office
Permanent Missions and specialized
agencies (for information)

INFORMATION CIRCULAR No. 66

**Subject: Special end-of-year services 2003
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 circular IC/Geneva/2002/56 of 14 December 2002, Thursday, 25 December 2003 (Christmas), and Thursday, 1 January 2004 (New Year's Day), will be holidays.
2. The following services will be closed on 25 December 2003 and 1 January 2004:
 - Joint Medical Service (the infirmary in the E building will be closed from 19 December 2003 to 2 January 2004 inclusive)
 - The Post Office
 - The cafeteria and bars
 - UBS SA
 - Carlson Wagonlit travel agency
 - Naville news-stands (doors 6 and 41)
3. The following services will be closed on the dates indicated below:

Library

The Library will be close to the public from 25 December 2003 to 16 January 2004 inclusive; UNOG staff members and members of Permanent Missions may submit urgent requests for document retrieval to the information service by telephone (022 917 4181) or by e-mail (library@unog.ch).

International Civil Servants' Mutual Association (MEC)

MEC will be closed from 1 p.m. on 24 December 2003 to 2 January 2004 inclusive.

Provident and Insurance Group on International Officials (GPAFI)

GPAFI will be closed from 3 p.m. on 23 December 2003 to 2 January 2004 inclusive.

Purchase and Order Group of International Civil Servants (SAFI)

SAFI will be closed from 25 December 2003 to 1 January 2004, inclusive.

United Nations Postal Administration (UNPA) sales counter (door 6)

The UNPA sales counter will be closed from 25 December 2003 to 2 January 2004 inclusive.

Room VI Bar, Bar Palette

The Room VI Bar and the Bar Palette will be closed from 22 December 2003 to 2 January 2004 inclusive.

Delegates' Restaurant

The Delegates' Restaurant will be closed from 24 December 2003 to 9 January 2004 inclusive.

United Nations bookshop (door 40)

The United Nations bookshop will be closed from 25 December 2003 to 4 January 2004 inclusive.

Visitors' Service

The Visitor's Service will be closed from 20 December 2003 to 1 January 2004 inclusive.

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 Monday, 22 December 2003, to Friday, 2 January 2004, inclusive.

The Bocage gate will also be closed from Monday, 22 December 2003, to Friday, 2 January 2004, inclusive. Those who normally use the Bocage entrance should use the Pregny gate.

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 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).

4. 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 00)

Palais Wilson

At the entrance
(tel. 022 917 93 53)

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