



Secretariat

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1 copy per staff member

INFORMATION CIRCULAR N°. 18

**Subject: Delivery of personal parcels, mail and magazines in the premises
of the United Nations Office at Geneva**

1. The purpose of this circular is to remind staff that, in accordance with existing instructions, they are requested not to have personal parcels, mail or magazines sent or delivered to them in the premises of the United Nations Office at Geneva.
2. The Mail Distribution Unit has recently been having to cope with a large influx of mail of a strictly private character, which is completely distinct from official mail - the only mail which is supposed to be distributed by UNOG's distribution services. This private mail consists of all sorts of documents such as personal correspondence, bills, catalogues, magazines and parcels. The distribution of this type of mail not only involves an improper use of the Organization's human and material resources, but also seriously hinders the distribution and delays the delivery of official mail.
3. The security guards posted at the entrances to UNOG premises are not authorized to accept parcels intended for staff, and it is forbidden for employees of firms and organizations outside the Palais to deliver personal parcels to addressees' offices.
4. There have been staff cuts in the Mail Distribution Unit as part of the economy measures taken by UNOG. Consequently, in order to speed up the distribution of official mail, staff are requested to ensure that parcels, mail and magazines intended for them are sent or delivered to them at home or at any other address outside UNOG premises. Please note that staff who persist in using the UNOG official address for private purposes will have their private mail returned to the sender.
5. This circular cancels and supersedes circular IC/Geneva/3172 of 17 October 1984.

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