



**Secretariat**

IC/Geneva/2004/28  
17 May 2004

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**INFORMATION CIRCULAR No. 28**

**Subject: Ascension Day and Whit Monday holidays - 2004**

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/2003/63 dated 16 December 2003, Ascension Day (Thursday, 20 May 2004) and Whit Monday (31 May 2004) will be official holidays.
2. The following services will be closed on both days:
  - The Library
  - The Joint Medical Service (Door 2)
  - The Post Office
  - The Cafeteria, bars and restaurant (see paragraph 6 below)
  - 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)
3. The Visitors' Service will be open to the public on Thursday, 20 May 2004 (Ascension Day) and Monday, 31 May 2004 (Whit Monday) from 10 a.m. to noon and from 2 p.m. to 4 p.m.
4. The United Nations bookshop (Door 40) will be open to the public on Thursday, 20 May 2004 (Ascension Day) and Monday, 31 May 2004 (Whit Monday) from 10 a.m. to 12 noon and from 2 p.m. to 4 p.m.
5. The infirmary in the E building will be open on Thursday, 20 May 2004 (for the World Health Assembly exclusively), and on Monday, 31 May 2004 (for the International Labour Conference exclusively), between 8 a.m. and 7 p.m.

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6. In view of the World Health Assembly, the following services will be open on Ascension Day, Thursday, 20 May 2004:

The delegates' restaurant, from noon to 3 p.m.  
The Palais cafeteria, from 11 a.m. to 3 p.m.  
The Serpent bar and the bar between doors 13 and 15, from 9 a.m. to 5 p.m.  
The Naville newstand (Door 13), from 9 a.m. to 5 p.m.

In view of the International Labour Conference, the following services will be open on Whit Monday, 31 May 2004:

The bar between doors 13 and 15, from 9 a.m. to 5 p.m.  
The Naville newstand (Door 13), from 9 a.m. to 5 p.m.

7. 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.

As indicated in IC/Geneva/2004/25 of 23 April 2004, the railway gate will remain closed for construction until Wednesday, 30 June 2004.

The alternative entrance at the Allée du Secrétariat and the Bocage gate will be closed on 20 and 31 May 2004.

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.

8. 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. 022 739 78 01);

Palais Wilson

At the entrance (tel. 022 917 93 53).

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

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