



**Secretariat**

IC/Geneva/2007/24  
29 June 2007

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**INFORMATION CIRCULAR No. 24**

**Subject: Keeping electric power consumption under control**

1. During the latest checks of the facilities in the Palais des Nations and its annexes, lights as well as many items of office equipment were found to have been left on, leading to a waste of electricity which has a significant impact on the UNOG budget.
2. Your attention is accordingly drawn to the following measures, which you are requested to adhere to scrupulously:
  - Office lighting must be turned off when there is sufficient natural light;
  - Office lighting and individual computers must be turned off when staff leave their offices;
  - Lighting in conference rooms, stores and offices must be turned off when such areas are not in use;
  - The use of electric kettles or personal refrigerators is not permitted.
3. We count on cooperation from each of you.

*(Signed):* Aminata **Djermakoye**  
Director, Division of Administration

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