



Secretariat

IC/GV/2008/7
18 March 2008

INFORMATION CIRCULAR NO. 7

**Subject: Standards and Rules Governing Use of Space in the
Palais des Nations and its Annexes**

1. The need has arisen for the United Nations Office at Geneva to review the rules governing the use of space for a more rational allocation of office space to meet current needs in the Palais des Nations and its annexes.
2. New standards for the use of office space have been drawn up and approved by the Director-General (see annex 1) (available on the Building and Engineering Section website at <http://sbst.unog.un.org/downloads/ANNEXE%201.pdf>).
3. As a result of this revision, the following rules governing the use of space have also been drawn up.

Allocation of office space

4. The Central Support Services/Building and Engineering Section is responsible for enforcing the standards and rules governing the use of space in order to ensure that premises are allocated fairly and that departmental needs are met as far as possible.
5. The number of occupants of each space shall be determined according to grade, taking the geometry of the space into account (shape, surface area and potential layout).
6. Administrative assistants should notify the Building and Engineering Section, in accordance with the following procedure, of all staff transfers, departures and arrivals so that the office occupancy database can be kept up to date:
 - (a) A request for office space or removal (see annex 2) must be submitted (available on the Building and Engineering Section website at: <http://sbst.unog.un.org/downloads/ANNEXE%202.pdf>).

- (b) The request must be approved by the Space Management Subunit so that the requested transfer can be made.
- 7. No action such as internal removal, furnishing, telephone or computer transfer, issuance of keys or renovation can be carried out unless the request form has been approved by the Space Management Subunit.
- 8. In the event of non-compliance with the above rules, the Central Support Services/Building and Engineering Section reserves the right to reclaim and reallocate the space.

Furnishing of offices

- 9. Each staff member will be limited to one small shelf unit and one cabinet, providing 5 linear metres of shelf space. Staff are requested to follow the rules in information circular ST/SGB/2007/5 on record-keeping and the management of United Nations archives and to use the services of the Library's Registry, Records and Archives Unit, which can develop a file classification plan and provides a centralized record-keeping service.
- 10. Taking account of budget availability and occupancy levels, offices will be equipped with new furniture when they are renovated.

Door labels

- 11. In line with the introduction of standardized signs in the Palais des Nations and its annexes, the door labels will be in French and will contain the following information, with the United Nations logo in the background:
 - Organization
 - Division or service
 - Office number
 - First and last name in full (last name in capitals)
 - Section or unit
- 12. Only the Building and Engineering Section is authorized to install door labels.
- 13. In order to have a door label installed, a door label request must be submitted (see annex 3) (available on the Building and Engineering Section website: <http://sbst.unog.un.org/downloads/ANNEXE%203.pdf>).
- 14. Unauthorized door labels are not permitted and will be systematically removed by the Building and Engineering Section.

Renovation of offices

15. Only the Central Support Services/Building and Engineering Section is authorized to decide whether to renovate offices.

Use of offices

16. Premises allocated as office space shall under no circumstances be used for storage, for keeping files or as equipment rooms.
17. Staff are also reminded that it is prohibited to keep perishable items or use electric kettles or personal refrigerators in offices (see information circular IC/Geneva/2007/24 of 29 June 2007), or to place in them any objects that might obstruct the work of the cleaning services or cause damage.
18. The above rules will be applicable immediately.
19. The present circular cancels and supersedes information circular IC/Geneva/2004/33 of 20 June 2004.

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

OFFICE SPACE STANDARDS

- (a) Office space will be allocated in accordance with the tables below, based on surface area and grade.

A, B, C, D and S buildings:

<u>Grades</u>	<u>Average surface area (square metres)</u>
SSG / SGA	39
D-2	31
D 1 / L 7	21
P 5 / L 6	15
P 4 / L 5	12
P 1 / P 3	9
GS	6
L 1 / L 4	9

E building:

<u>Grades</u>	<u>Average surface area (square metres)</u>
SSG / SGA	38
D-2	26
D 1 / L 7	22.5
P 5 / L 6	19.55
P 4 / L 5	13.11
P 1 / P 3	9.44
GS (two per office)	13.11
L 1 / L 4	9.44

By definition, interns should be placed in offices allocated to the departments employing them.

- (b) Professionals in grades P 1 to P 3 may not occupy individual offices unless their duties so require.
- (c) Professionals in grades L 1 to L 4 may not occupy individual offices.

- (d) Persons who spend less than 50 per cent of their working time in their offices will be allocated smaller areas.
 - (e) The rules governing office allocation will not apply systematically to messengers, gardeners, craft workers and technicians occupying workshops, security staff, staff assigned to reading rooms or reference rooms, etc. The space allocated will be considered on a case-by-case basis in the light of each specific function and the space available.
 - (f) Decoration and finishings are specified in the lists attached, and are applicable for the whole of the Palais and its annexes, within the limits of the resources available.
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1. G1 TO P3 STANDARD OFFICE LAYOUT

2. Individual office

3. Double occupancy office

4. Double occupancy office

[To be inserted in boxes]

5. Finishings

6. Buildings: A-B-C-D-K-S

7. FLOOR/Marmoleum

8. WALLS/Wallpaper

9. CEILING/Paint

10. E building

11. FLOOR/Marmoleum

12. WALLS/Paint (Sigmulto)

13. CEILING/Paint

14. FURNITURE PER PERSON

15. Wood finish laminated office furniture

16. 1 Ergonomic desk 90 x 180

17. 1 Ergonomic return 40 x 60 or 60 x 60

18. 1 Pedestal 3 drawers - hanging files

19. 1 Shelf 80 x 45 desk height

20. 1 Metal cabinet 100 x 45 ht. 198 (curtain doors)

21. 1 Ergonomic fabric chair with or without armrests

22. Optional

23. 1 Shelf 100 x 45 desk height (depending on layout)

24. 1 Fabric visitor chair

25. P4 AND P5 STANDARD OFFICE LAYOUT

26.1 Delta meeting end

27. 1 Meeting table 160 x 100

28. 2 or 6 Fabric visitors' chairs

29. DIRECTOR'S OFFICE STANDARD LAYOUT OR LEAGUE OF NATIONS FURNITURE WHERE AVAILABLE

30. FLOOR/Carpeting

31. WALLS/Fabric

32. CEILING/Paint

33. Curtains and net curtains

34. Wood finish veneer office furniture

35. 1 Omega desk 198 x 100

36. 1 Omega return 160

37. 1 Mobile pedestal 4 drawers

38. 1 Shelf 100 x 45 ht. 138

39. 1 Glass-fronted bookshelf 100 x 45 ht. 198

40. 1 Meeting table 200 x 100

41. 1 Leather finish ergonomic chair with armrests

42. 6 Fabric visitors' chairs

43. 1 Leather finish two-seater couch

44. 1 Leather finish armchair

45. 1 Coffee table 100 x 60

46. 1 End table 60 x 60

[To be inserted in floor plan drawings]

A. Cabinet 100 x 45 ht. 198

B. V.C.

C. Desk 90 x 180

D. Return 60

D2 Return 40

D3 Return

E. Pedestal 3 D

E2 Pedestal 4 D

F. E.C.

G. Shelf 80 x 45

G2. Shelf 100 x 45

G3 Shelf 100 ht. 138

H. Meeting table 160 x 100

H2 Meeting table 200 x 100

I. Meeting end

K Omega desk 198 x 100

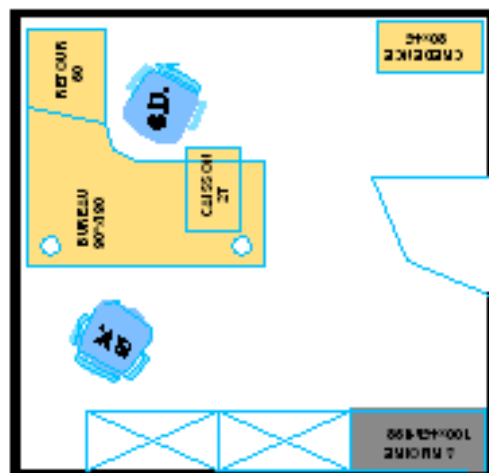
J. Glass-fronted bookshelf

X. End table 60 x 60

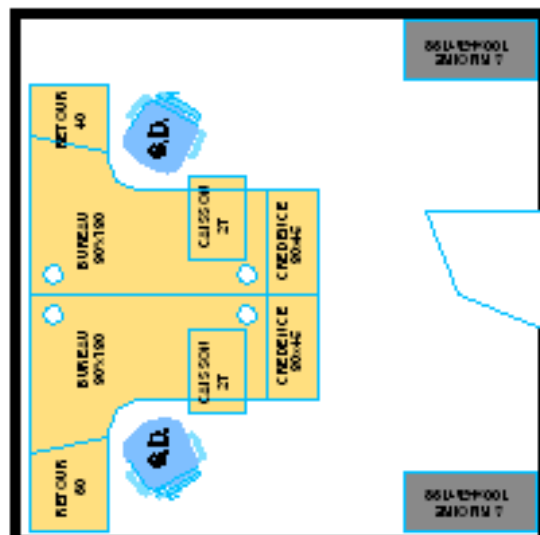
Y. Coffee table 100 x 60

AMENAGEMENT BUREAU TYPE - STANDARD G1 à P3

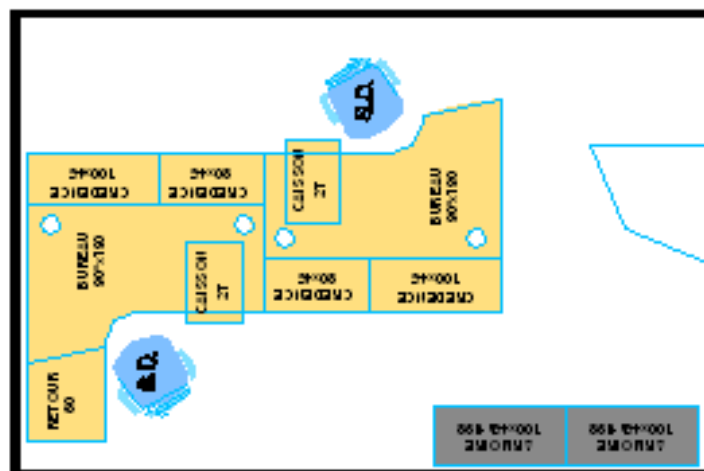
BUREAU-1 personne



BUREAU-2 Personnes



BUREAU-2 Personnes



FINITIONS BUREAU

Bâtiments: A-B-C-D-K-S

SOL / Marmoleum

MURS / Papier-peint

PLAFOND / peinture

Bâtiment E

SOL / Marmoleum

MURS / Peinture (sigmulto)

PLAFOND / peinture

MOBILIER PAR PERSONNE

Meubles de bureau finition en stratifié coloris bois

1 - Bureau ergonomique 90"x 180

1 - Ratour ergonomique 40x60 ou 60x60

1 - Caisson 2 tiroirs - dossiers suspendus

1 - Crédence 80x45 ht.72

1 - Armoire métallique 100x45 ht.198 fermeture à rideaux

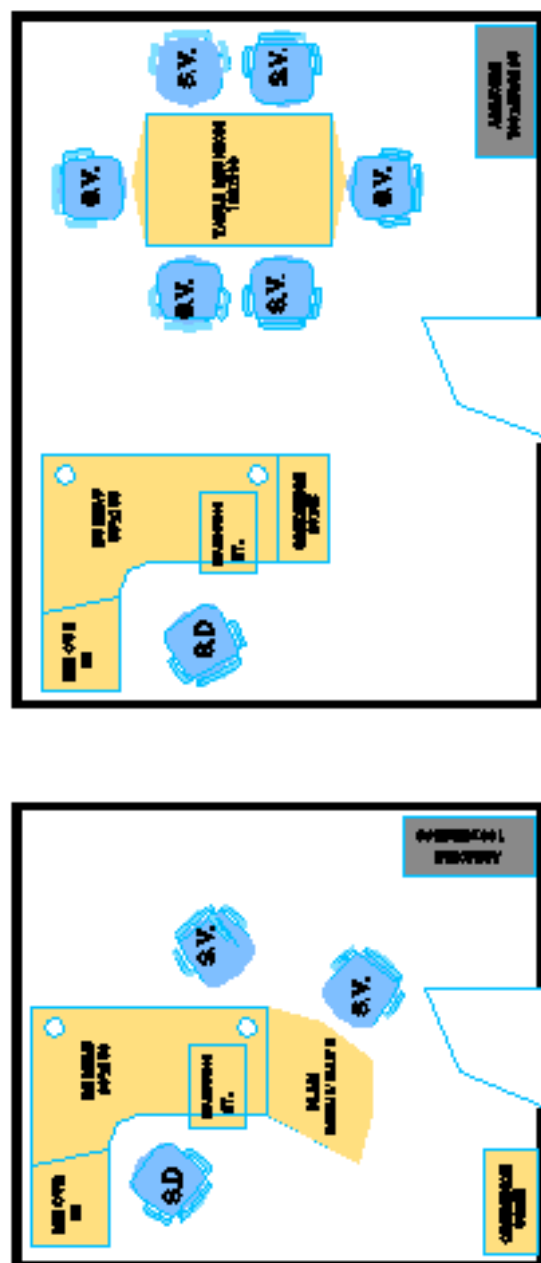
1 - Siège ergonomique avec accoudoirs finition tissu

Option

1 - Crédence 100x45 ht.72 (selon aménagement)

1 - Siège visiteur finition tissu

AMENAGEMENT BUREAU TYPE - STANDARD P4 et P5



FINITIONS BUREAU

Bâtiments: A-B-C-D-K-S

SOL / Marmoleum
MURS / Papier-peint
PLAFOND / peinture

Bâtiment E

SOL / Marmoleum
MURS / Peinture (sigmulto)
PLAFOND / peinture

MOBILIER PAR PERSONNE

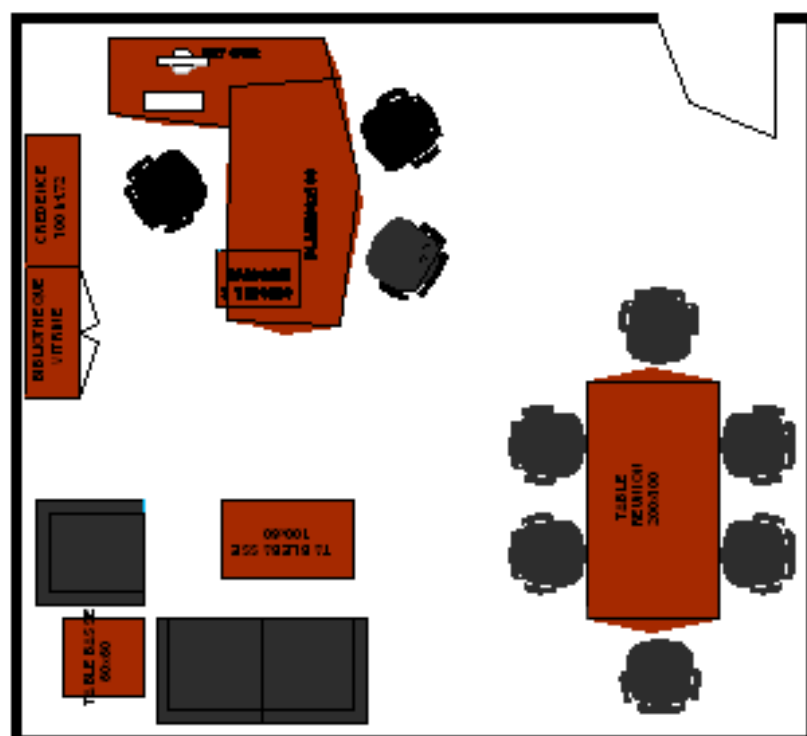
Meubles de bureau finition en stratifié coloris bois

- 1 - Bureau ergonomique 90°x 180
- 1 - Retour ergonomique 40x60 ou 60x60
- 1 - Caisson 2 tiroirs - dossiers suspendus
- 1 - Crédence 80x45 ht.72
- 1 - Armoire métallique 100x45 ht.198 fermeture à rideaux
- 1 - Siège ergonomique avec accoudoirs finition tissu

Option

- 1 - Plan convivialité delta
- 1 - Table de réunion 160x100
- 2 ou 6 - Sièges visiteurs finition tissu

AMENAGEMENT STANDARD BUREAU DIRECTEUR OU MOBILIER TYPE SDN SELON DISPONIBILITE



FINITIONS BUREAU

SOL / Moquette ou linéum (Bâtiment E)
MURS / Tapis collés ou peinture "signature" (Bâtiment E)
PLAFOND / peinture
Placards + vitrages

MOBILIER PAR PERSONNE

Mobilier de bureau finition en placage bois

- 1 - Bureau 180x120
- 1 - Paireur 180
- 1 - Canapou modèle 3 tiroirs
- 1 - Crénelles 100x60 Ht.72
- 1 - Bibliothèque vitrine L180x60 Ht.170
- 1 - Table de réunion 200x100
- 1 - Siège ergonomique et ses accessoires finition cuir
- 0 - Siège vitrine finition tissu
- 1 - Canapé 2 places finition cuir
- 1 - Fauteuil finition cuir
- 1 - Table basse 100x60
- 1 - Table basse 60x60

REQUEST FOR OFFICE SPACE OR REMOVAL

**To be completed, signed and submitted to
DA / CSS / BES / SPACE MANAGEMENT SUBUNIT
(Office 30 – Tel.: 73006 – e-mail: jferret@unog.ch)**

REQUESTED BY

Organization:
Service:
Section:

Number of offices requested:

Number of persons concerned:

GRADES OF PERSONS TO BE MOVED

D1 / D2	:
P5 / (L6)	:
P4 / (L5)	:
P1 / P3 (L1 / L4)	:
GS	:
Interns	:

Request authorized by (Chief of service [last name, first name, title]):

Signature:

Date:

Please complete the attached form "Current occupancy"

CURRENT OCCUPANCY

[illegible]

DOOR LABEL REQUEST


**To be completed, signed and submitted to
DA / CSS / BES / Space Management Subunit
(Office 30 – Tel.: 73006 – e-mail: jferret@unog.ch)**

REQUESTED BY

Organization:
Service:
Section:

<u>Office</u>	<u>Organization/ Service</u>	<u>Section/Unit</u>	<u>Last name</u>	<u>First name</u>

N.B.: The labels will be produced in French, on the following model:

<p>NATIONS UNIES</p> <p>ORGANISME ou SERVICE SERVICE ou SECTION</p>
<p>N° BUR.</p> <p> Prénom NOM</p> <p>SECTION ou GROUPE</p>
