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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE

PRO/NV/2017/PLS Renovation/2

The Chief of Protocol of the United Nations presents his compliments to the Permanent Representatives and Observers and heads of intergovernmental organizations and specialized agencies and has the honour to remind them that the office space currently occupied by the Protocol and Liaison Service will be undergoing renovation over the next three to four months. As a result, the Protocol and Liaison Service will be temporarily relocated to swing space within the Secretariat while the renovation occurs.

In order to facilitate the relocation process, the Protocol and Liaison Service will close at 1:00 p.m. on Wednesday, 13 December, and Thursday, 14 December. Permanent Missions and Observer Offices are kindly requested not to visit the Protocol and Liaison Service after 1:00 p.m. on those days. Additionally, on Friday, 15 December, the Protocol and Liaison Service will close at 1:00 p.m. and the renovation process will begin. Permanent Missions and Observer Offices are kindly requested not to submit any new materials on that date, so as to avoid the risk of loss of documents during the move. Please note that the Protocol telephones and fax machines will be inoperative during the relocation.

Effective Monday, 18 December, the Protocol and Liaison Service will be operating out of "Swing Space B", located in the third basement of the General Assembly building, and best accessed via the west elevators in the Visitors' Lobby (near the Meditation Room). Visitors are kindly requested to enter the temporary Office through the door marked "Protocol and Liaison Service" so as to avoid disruption to other offices who also operate out of the same swing space. All phone and fax numbers will remain unchanged and will be fully active as of that morning.

The Chief of Protocol of the United Nations avails himself of this opportunity to renew to the Permanent Representatives and Observers, heads of intergovernmental organizations and specialized agencies accredited to the United Nations the assurances of his highest consideration.

