



POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

REFERENCE:

PRO/NV/2018/PLS Return to Secretariat

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 inform them that the Protocol and Liaison Service will be returning to its refurbished office space on the second floor of the Secretariat building on 20 March 2018.

In order to facilitate the relocation process, the Protocol and Liaison Service will close at 1:00 p.m. on Monday, 19 March 2018. 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 Tuesday, 20 March 2018, the Protocol and Liaison Service will reopen in its original location on the second floor of the Secretariat building. All phone and fax numbers will remain unchanged and will be fully active as of that morning.

In conjunction with the renovation of the office space, the Protocol and Liaison Service will also implement a new schedule of office hours in order to better support the Permanent Missions and Observer Offices. A service window has been installed on the north end of the office for all Missions and Offices to drop off and collect materials during the day. The window will be open daily from 9:00 a.m. to 12:00 noon and from 3:00 p.m. to 6:00 p.m. All material should be submitted to and collected from Protocol through the window. The window will be closed from 12:00 noon to 3:00 p.m. to allow Protocol personnel to process all incoming correspondence.

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.

