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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE

PRO/NV/2017/PLS Renovation

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 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 a 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 relocated to a swing space for the duration of the renovation. The exact location of this swing space and the opening hours will be communicated to the Permanent Missions and Observer Offices at a later date. 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.

