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The Chief of Protocol of the United Nations presents her compliments to the Permanent Representatives accredited to the United Nations and has the honour to remind them of the following:

It is vital that Permanent Representatives and their Offices frequently review the information published on the official website of the Protocol and Liaison Service (<https://protocol.un.org>) regarding the Heads of State, Heads of Government, and Ministers for Foreign Affairs of the Member States. Any changes in the details of the aforementioned officials should be officially and promptly communicated to the Chief of Protocol by letter, signed by the Permanent Representative. Such details include the exact spelling of the name of the respective official, his/her full title, marital status (and name of spouse if applicable), and the date of appointment. Additionally, the telephone and telefax numbers of their office(s) should be included, as those details are shared internally with the office of the Secretary-General and other senior officials of the United Nations.

Additionally, in order to ensure the accuracy of the UN Protocol and Liaison Service's records, Permanent Representatives are encouraged to transmit lists of the Cabinet Ministers of their Governments to Protocol so as to keep the office informed of any changes regarding the composition of the Member States' Governments.

The information mentioned above is especially used by the office of the Secretary-General to send formal correspondence to Member States. It is also used by the Protocol and Liaison Service when producing accreditations, as well as by the General Assembly, the Security Council, and other United Nations offices around the world for relevant official purposes. It is therefore critical that the Permanent Missions ensure that the information mentioned is updated immediately after any changes in governments have occurred. The Protocol and Liaison Service will only make changes to this list upon receipt of a letter from the Permanent Missions as mentioned above and cannot be held responsible for outdated information.

The Chief of Protocol of the United Nations avails herself of this opportunity to renew to the Permanent Representatives accredited to the United Nations the assurances of her highest consideration.

