

UNITED NATIONS



NATIONS UNIES

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REFERENCE:

PRO/NV/2018/PLS Office Workflow

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 Protocol and Liaison Service has returned to its refurbished office space on the second floor of the Secretariat building on 20 March 2018.

In conjunction with the renovation of the office space, the Protocol and Liaison Service has installed a mail drop-off slot so that all Missions and Offices can deliver materials at any time at their convenience. The mail slot is located near the Protocol service window and is open at all times. Missions and Offices are advised that materials received in the mail slot after 5:00 p.m. will be considered the following morning.

The Protocol service window will continue to be available for all Missions and Offices daily from 9:30 a.m. to 12:00 noon and from 3:00 p.m. to 5:30 p.m. The window will be closed from 12:00 noon to 3:00 p.m. to allow Protocol personnel to process all incoming correspondence.

Delegates who need to meet with members of the Protocol and Liaison Service should call ahead to make an appointment with the respective staff members, and then enter through the west door near the low-rise elevator banks where they will be received.

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.

