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

The official website of the UN Protocol and Liaison Service is widely used throughout the United Nations system as the reference point for official correspondence addressed to Member States' Governments. Hence, the Chief of Protocol kindly requests Permanent Representatives and their Offices to 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, 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 our office informed of any changes regarding the composition of the Member States' Governments.

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

