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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

PRO/NV/Mission Personnel Information

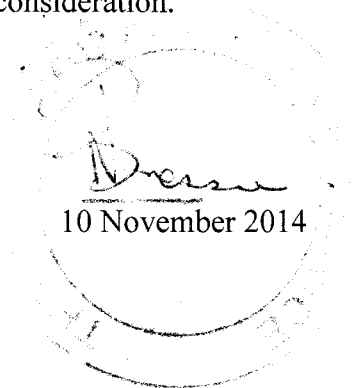
The Deputy Chief of Protocol of the United Nations presents her compliments to the Permanent Representatives and Permanent Observers accredited to the United Nations and has the honour to bring to their attention the following:

In order to be able to advise the Office of Host Country Affairs on information regarding personnel of Permanent Missions and Observer Offices, the Deputy Chief of Protocol would like to remind the Permanent Representatives and Permanent Observers that it is the responsibility of their Missions and Offices to communicate to the Protocol and Liaison Service **in a timely fashion** any information with respect to personnel of the Missions and Offices. Such information may include appointments of diplomatic and clerical personnel, promotions, changes of address, adjustments of visa status, changes of name and marital status, arrival of family members, final departures of staff, and so on.

The Protocol and Liaison Service is advised that the Office of Host Country Affairs is unable to discharge necessary services to the Missions in the absence of **correct and current data** pertaining to the staff of the Missions.

A complete checklist of information and requirements needed for the registration process can be found on the Forms page of the Protocol and Liaison Service website, (<http://www.un.int/protocol/formspage.htm>).

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

A circular stamp containing a handwritten signature and the date 10 November 2014. The signature appears to be 'Dressa'. The stamp is slightly faded and has some ink bleed-through from the reverse side of the page.
10 November 2014