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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE: PRO/NV/Arrival of Heads of State and Government

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

In order to be able to provide Protocol and Security coverage for Heads of State and Heads of Government who are visiting the United Nations Headquarters, the Chief of Protocol would like to remind the Permanent Representatives that that they should kindly notify the Protocol and Liaison Service and the Security and Safety Service of the arrival information of their Heads of State and Heads of Government to the United Nations Headquarters.

Permanent Missions should call the both the Chief of Protocol at 212-963-7171 and the Special Services Unit in the Security and Safety Service at either 212-963-7531 or 212-963-7532 **at least two hours in advance** of the arrival of a Head of State or Head of Government to the United Nations Headquarters and provide their exact arrival time and location. In this way, Protocol and Security can provide the proper services to the visiting dignitaries upon their arrival to the Headquarters.

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

