

UNITED NATIONS



NATIONS UNIES

PROTOCOL AND LIAISON SERVICE  
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

PRO/NV/eMission self-service 6/2023

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and has the honour to advise them of several improvements to the newly launched eMission self service module.

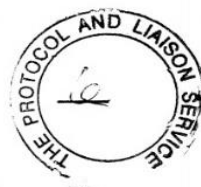
As previously mentioned, the email-based system used to process all registration issues for personnel at the Permanent Missions and Observer Offices in New York has migrated to a new system which went online on Monday, 6 February 2023, and can be found on eDelegate at <https://edelegate.un.int> under the Protocol heading with the title “eMission registration of personnel”. Missions and Offices are now required to use the new online system, as it is no longer possible to send documents by email. When using the new system, forms SG.5 and SG.8 are no longer required.

Further to that, and following various improvements to the system, Missions and Offices are hereby informed that form SG.32 is no longer required when submitting requests for UN grounds passes (new, renewal, or duplicate), and that all relevant data can be entered into the system without the need to include the form. Additionally, changes of routine personnel data such as addresses, phone numbers or email addresses can be done in the system without the need to include a covering letter or note.

Missions and Offices are reminded that a covering letter for the appointment of new personnel, promotion/change of function of personnel and termination of departing personnel is still mandatory, as well as for the replacement of lost grounds passes.

The Protocol and Liaison Service will continue to offer training sessions to focal points upon request. Users who would like to schedule a training session should contact Mr. Hans Grohmann at [grohmann@un.org](mailto:grohmann@un.org). To report technical problems with the system, please contact [missions-support@un.int](mailto:missions-support@un.int) with a detailed description of the issue.

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations presents its compliments to the Permanent Missions and Observer Offices to the United Nations and avails itself of this opportunity to renew to them the assurances of its highest consideration.



23 May 2023