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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

PRO 2-2-1 NV-Absence from Headquarters

The Deputy Chief of Protocol of the United Nations presents her compliments to the Permanent Representatives to the United Nations and has the honour to remind them that whenever a Permanent Representative departs his/her station in New York, either permanently or on a temporary basis, they are required by General Assembly resolution 257 A (III) to notify the Secretary-General, in a letter signed by the Permanent Representative, of the name of the member of the mission who will perform the duties of head of the mission in the capacity of Chargé d'affaires, a.i. If the Permanent Representative has not done so before departing, then the Minister for Foreign Affairs of the member state concerned should so inform the Secretary-General of the United Nations by letter.

The Permanent Representative should also notify the Secretary-General of the date of his/her resumption of duties.

This procedure is established in international diplomatic usage reflected in article 19 of the Vienna Convention on Diplomatic Relations (1961).

If a Chargé d'affaires is not appointed in the aforementioned manner, his/her appointment may not figure in any document of the Organization and he/she will not be accorded the precedence to which he/she would otherwise be entitled in the official functions in which he/she may participate.

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

A handwritten signature in black ink, appearing to read 'N. Johnson-Cook'.

16 December 2014