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INTEROFFICE MEMORANDUM

Executive Office of the Secretary-General

TO: All Heads of Departments, Funds And Programmes DATE: 21 January 2003

A:

FROM: S. Iqbal Riza
DE: Chef de Cabinet

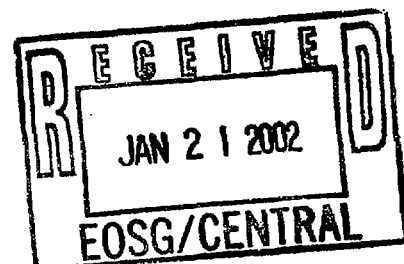
SUBJECT: Attendance and Briefings at Security Council meetings

This is a reminder that the instructions outlined in the attached circular of 15 February 2000 must be adhered to with regard to attendance and briefings at Security Council meetings.

I would be grateful if you could review them and ensure that your staff are briefed.

Thank you for your cooperation.

23-0111 9





INTEROFFICE MEMORANDUM

TO:

DATE: 15 February 2000

A:

PLEASE SEE ATTACHED LIST

THROUGH:

S/C DE:

FROM:

S. Iqbal Riza,
Chef de Cabinet
New York

DE:

SUBJECT:

Attendance and Briefings at Security Council meetings

1. This memorandum is to remind Heads of Departments, Programmes and Funds, and Special Representatives, Special Envoys and Representatives of the Secretary-General ("Senior Officials") that substantive participation by them in proceedings of the Security Council (including consultations) is in direct representation of the Secretary-General and can carry political implications. Therefore participation must have the Secretary-General's prior approval. The procedures to be followed when a Senior Official participates in Security Council meeting or intends to brief Council members are outlined below, and supersede those in my memoranda of 15 June 1998 and 27 July 1999 on this subject.

Participation in Security Council meetings

2. When a Senior Official is invited by the President or members of the Security Council to participate, such requests be referred to this office for the Secretary-General's approval. When a Senior Official intends to present a verbal briefing or report on his / her own initiative, a note requesting the Secretary-General's authorisation should be sent to this office well in advance, with a copy to the Security Council Secretariat.

3. The text of the briefing note or talking points to be used by a Senior Official in briefing the Council should be sent to this office for information as soon as it is finalised. If the briefing to be given impinges on the responsibilities of other Departments or organisational units, the note should indicate clearly that they have been fully consulted. In the case of Special Representatives, Special Envoys or Representatives of the Secretary-General, the content of the briefing should be finalised in consultation with the Head of the Department concerned. This office's approval of the content of the briefings normally will not be required. However, when the subject matter is sensitive or controversial, the text should be sent well in time for prior clearance by the Secretary-General. On these occasions, a Senior Official may be accompanied by two officers to the Council for such briefings.

4. Otherwise, in the normal course, the Security Council Secretariat will continue to notify Heads of Departments when items relevant to their responsibilities are on the Council's agenda. Due to limited space, heads may designate only one staff member to monitor and report to them on the Council's proceedings. The Council Secretariat will continue to maintain daily attendance records.

Correspondence with the Security Council

5. Official letters addressed to the President of the Security Council must be submitted to this office in draft form for approval by the Secretary-General. Such letters are normally signed by the Secretary-General (or the Deputy Secretary-General) and prior authorisation from the Executive Office of the Secretary-General must be requested, giving reasons, in exceptional cases where a Senior Official proposes to sign.

6. Your co-operation with these guidelines would be greatly appreciated.

Thank you.

cc: The Deputy Secretary-General
Mr. Prendergast
Mr. Stephanides