

UN1895

ROUTING SLIP

FICHE DE TRANSMISSION

TO: A: The Secretary-General		
FROM: DE: Kevin S. Kennedy <i>[Signature]</i>		
Room No. - No de Bureau	Extension - Poste	Date
S-3840C	3-6821	06/12/05
FOR ACTION		POUR SUITE A DONNER
FOR APPROVAL		POUR APPROBATION
FOR SIGNATURE		POUR SIGNATURE
FOR COMMENTS		POUR OBSERVATIONS
MAY WE DISCUSS?		POURRIIONS - NOUS EN PARLER?
YOUR ATTENTION		VOTRE ATTENTION
AS DISCUSSED		COMME CONVENU
AS REQUESTED		SUITE A VOTRE DEMANDE
NOTE AND RETURN		NOTER ET RETOURNER
FOR INFORMATION		POUR INFORMATION

Would you wish to consider this request from Mr. Tharoor for you to host a *coupe de champagne* for 42 visiting UNIC Directors and Information Officers?

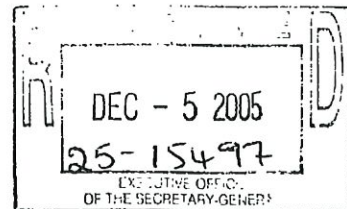
Please advise.

*Approved
Sue Mandelbaum/
MADR 7/12/05*

*Thank you.
Please retain the arrange-
ments made with DSG. It will
allow me to focus on other prescrip-
tiones.*

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NOTE TO THE SECRETARY-GENERAL

DPI Strategic Communications Division Workshop for staff of UN Information Centres

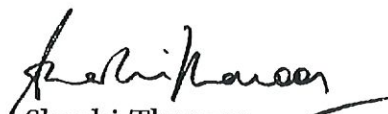
During the week of 12-16 December, DPI will have 42 UNIC Directors and Information Officers from all over the world at Headquarters for a strategic communications workshop. It is part of our on-going effort to revitalize our Information Centres and to ensure that they are fully informed of current strategic priorities, especially concerning UN reform.

Since you were originally scheduled to be abroad during this period, we had sought the agreement of the Deputy Secretary-General to host a small coup de champagne on the 38th floor in your boardroom for the workshop participants (which will include other DPI staff) and the presenters (including the Deputy Secretary-General herself). She had graciously agreed to this and DPI is undertaking the arrangements.

Now that you will be at Headquarters, I would be most grateful if you would agree to host this small event and to say a few words to the staff. The proposed date is 15 December, from 6:00-7:00 p.m. However, if this does not suit your schedule, we could reschedule the gathering for either 13 or 14 December.

It would be a great morale boost for our colleagues if you would agree to do this, as a sign of your support and appreciation for their work.

Thank you!


Shashi Tharoor
2 December 2005

SG OFFICE
3950 6 Dec.