



S-0039-0004-004-00017

Expanded Number **S-0039-0004-004-00017**

External ID

Title

**Item-in-KAA: EOSG Office of the Spokesman 2004**

<i>Date Created</i>	<i>Date Registered</i>	<i>Date Closed</i>
11/12/2006 at 1:25 PM	11/12/2006	

*Primary Contact*

*Home Location* S-0039-0004-004 (In Container)  
*Assignee* In Container 'S-0039-0004-004 (Souleymane Soukouna)' since 11/12/2006 at

*Priority*

*Local-container*

*Owner Location* Archives and Records Management Section

*Record Type* Archival Item

*Date Published*

*Document Details*  
*Container* S-0039-0004: EOSG - Office of the Spokesman

Notes

Record has no document attached.

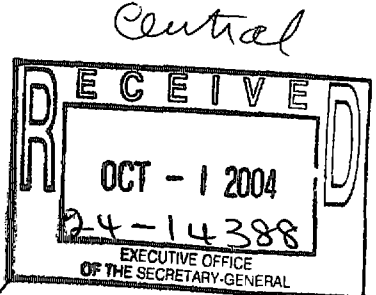
*Print Name of Person Submit Image*

*Signature of Person Submit*



S/R - FYA - EM  
Office of the Spokesman  
cc FE  
EM

EK  
M. Lindenmeyer  
R/g/10  
EM



**NOTE TO MR. RIZA**

Re: Media and the SG's Travels

cc RSK  
LD  
MT  
file

Nearly three months ago, the Secretary-General approved guidelines for the announcement of his travels outside New York City, in light of heightened security considerations. Based on advice from the Security and Safety Service, we are adding one more guideline for the announcement of newsworthy SG appointments in the city.

**SG local programs outside HQ in New York City**

A day in advance, inform the UN press corps of the event in general terms without referring to the exact time and the venue. For example, "The SG is planning to make a foreign policy speech on Darfur tomorrow in the city." The speech would be made available to the in-house press corps on an embargoed basis, if available, as we do with most of his speeches. We would publicize the time and venue at the noon briefing of the day of the event. Please note that the organizers of the event/award are likely to publicize these details in advance.

**SG travels outside New York City (previously approved)**

On regular visits, five days before departure, inform the UN press corps on the programme in very general terms. The actual announcement of the trip will be made at the noon briefing the day before departure without mentioning specific times and dates.

On trips the Secretary-General has an interest in bringing journalists along when he has a private plane, the Spokesman's Office would initiate contact with a representative press pool not to exceed 10 to 12 people. To allow time for procuring visas and financing, this should be done at least two weeks prior to departure. Individual journalists can come to the Spokesman's Office for questions. Answers will be provided for coverage planning purposes only on the understanding they will not publicize any of the information related to the trip.

Fred Eckhard  
28 September 2004 *JK*

cc: Elisabeth Lindenmeyer

