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DPA  
EOSG


NOTE TO MR. PRENDERGAST

Messages to Heads of State and Government

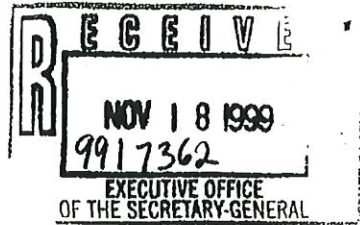


1. As you know, we rely upon DPA to prepare promptly messages required from the Secretary-General to Heads of State and Government, and Foreign Ministers upon election or assumption of office as appropriate.
2. In recent weeks, this has not worked and on three occasions we have had to make specific requests for such messages (Argentina, Indonesia and Tunisia) for Heads of State. May I request you to ensure that a dependable system is put in place in DPA for this purpose?

Thank you.

  
S. Iqbal Riza  
9 November 1999

cc: Mr. Fall  
Mr. Vendrell



Note to Mr. Riza

MESSAGES TO HEADS OF STATE AND GOVERNMENT

- 1. This is in response to your note of 9 November to Mr. Prendergast requesting him to ensure that a dependable system is put in place in DPA to prepare messages for the Secretary-General to new Heads of State and Government as well as Foreign Ministers.
- 2. On 15 November 1999, I chaired a meeting of DPA Division Directors and Heads of Units as well as a representative of the Office of the Under-Secretary-General, to discuss the possible elements to take into consideration. We have agreed on the following:

Heads of State and Government

3. The Secretary-General should, as general a rule, send congratulatory messages to elected Heads of State and Government, but only on the assumption of office. We believe that the date of the provisional results is not the appropriate time, as possible appeal may take place. As to the date of the definite results, we may not know early enough. However, if for some reason DPA feels that sending a congratulatory letter to a specific Head of State or Government is not appropriate due to defects in the selection process, it would send an explanatory note to that effect to the EOSG.

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4. As a general rule, in situations where a change of government has taken place by unconstitutional means or through a patently fraudulent electoral process, the Secretary-General should not send a congratulatory message, whether or not he has formally criticized such a change of government or election. As noted above, in such instances DPA would provide a note explaining why congratulations are not in order.

Foreign Ministers

5. The Secretary-General should not systematically send congratulatory messages to Foreign Ministers upon assumption of office. However, in specific cases, which may be identified as such by either EOSG or DPA, a congratulatory message may be appropriate.

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Date of assumption of Office

6. A system will be put in place in DPA to ensure that the Desk Officers keep track of the date of assumption of office and prepare the congratulatory messages in a timely manner.

*RK Pls. ask DPA to reformat as draft guidelines for Sps' approval.*  
*Dawdy*

*Ibrahima Fall*  
Ibrahima Fall  
18 November 1999

*STR*

995572

cc: Mr. Prendergast

*27/11*

*FPA ps*

*I agree with the proposals made above*

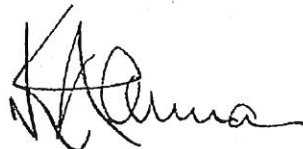
*B 7/11*

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Note to Mr. Prendergast

**MESSAGES TO HEADS OF STATE AND GOVERNMENT**

1. I should be grateful if, effective 1 January 2000, DPA could prepare draft congratulatory letters from me to newly-elected Heads of State and Government on their assumption of office (as opposed to the announcement of the election results).
2. As a general rule, in those cases where a change of government has taken place by unconstitutional means or through a fraudulent process, such a congratulatory letter should not be sent. In these circumstances, or for any other reason that you believe that a message would not be appropriate, DPA should send me a short note explaining why.
3. Regarding new foreign ministers, letters of congratulations should not be sent automatically, but only when DPA or EOSG believe that there is a special reason for doing so.
4. It would be appreciated if DPA could set up a system whereby desk officers keep track of dates of assumption of office and prepare the congratulatory messages in a timely manner.

A handwritten signature in black ink, appearing to read 'K. Annan', with a stylized flourish at the end.

Kofi A. Annan

DPA  
EOSG

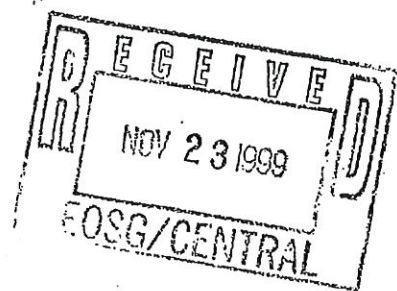
**Note to Mr. Fall**

Subject: Messages to Heads of State and Government

With reference to your note of 18 November 1999 on the above-mentioned subject, I should appreciate it if you would put its contents in the format of draft guidelines and submit them for the Secretary-General's approval.

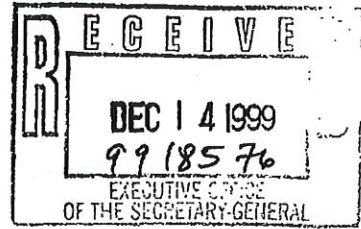


Rolf G. Knutsson  
23 November 1999



DPA  
EDSG

*Q-RR*



Note to the Secretary-General

**MESSAGES TO HEADS OF STATE AND GOVERNMENT**

DPA has been asked by your office (see attached correspondence) to submit for your approval draft guidelines for sending messages to new Heads of State and Government.

Kieran Prendergast  
14 June 1999  
*Dec*

cc: Deputy Secretary-General  
Mr. Fall  
Mr. Vendrell

*SB* This is an outcome of my request to DPA following recent instances of delay in letters to Heads of State. You might wish to sign - otherwise I'll convey your approval.

*14/12*  
*K. Prendergast*  
*15/12*

*995582*  
*992267*