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Date

06/02/2007

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12:59:01 PM

Login Name Marvin Cordova



S-0047-0001-011-00005

Expanded Number **S-0047-0001-011-00005**

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Primary Contact

Home Location **S-0047-0001-011 (In Container)**

Assignee **Marvin Cordova since 06/02/2007 at 12:43 PM**

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Local-container

Owner Location **Archives and Records Management Section**

Record Type **Archival Item**

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Container **S-0047-0001: DPI - General**

Notes

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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

9 November 2006

Dear SG,

After broad consultations, Ahmad Fawzi has kindly prepared the attached note which includes proposals and recommendations for your farewell to Staff on 18 December.

I would greatly appreciate the opportunity to meet with you (Kevin, Ahmad and myself) at your earlier convenience preferably before your departure.

Regards,

Ahmad Fawzi

arranged for 4:30 pm

Ray - Klagaye do arrange a meeting if possible today

ALICIA BÁRCENA
CHEF DE CABINET

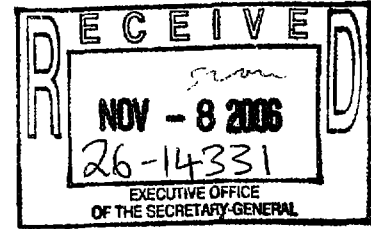
SG OFFICE

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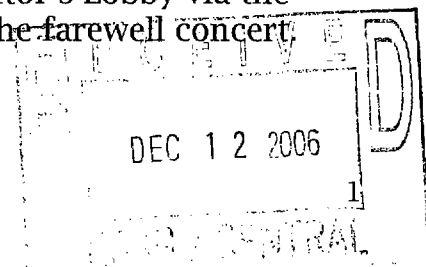
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NOTE TO THE CHIEF OF STAFF ALICIA BARCENA

SG Farewell to Staff



1. Further to our conversations over the past couple of weeks, your Note to the SG of 19 October and my briefing to the Expanded Strategic Communications meeting this morning, I would like to summarize where we stand. As you know, there have been several suggestions:
2. A meeting at the GA Hall
According to your note, the SG has apparently expressed his wish not to deliver a speech in a formal setting like the GA Hall. However, it might be possible to strip the event of its formality by doing the following:
 - a. Have live music played at the beginning before arrival of the SG;
 - b. Have the video on key moments of the SG's tenure played on a large screen;
 - c. Have the SG enter the hall from the rear, greeting people on both sides of the aisle as he walks slowly down the podium;
 - d. SG remains at floor level and uses a handheld microphone to say a few words;
 - e. SG exits in the same manner, walking up the other aisle as he departs.
3. Floor-by-floor visits: No time.
4. A walkabout in two (2) key departments that the SG has not visited: DGACM & OCSS: Not recommended.
5. An event in the North Lounge: Not enough space.
6. An event on the 1st floor, from (A) the Secretariat Lobby, through (B) the Japanese Peace bell area, ending in (C) the Visitor's lobby
On Monday 18 December at around 4:30 pm, staff would be invited to congregate in the three (3) locations according to departments. A platform would be erected in each location. The SG would start with location (A), greeting people as he walk through the crowd to the platform. He would say a few words with a handheld microphone, step down and shake a few hands as he walked through the crowd to location (B). He would repeat the same exercise in (B) and (C). At the end, the SG would exit the Visitor's Lobby via the northwest elevators to the GA Hall to attend the farewell concert.



In each location, we would arrange for live music to be played to entertain the staff as they waited for the SG. The video of highlights of the SG's tenure would be played on large screens at each location.

7. I look forward to discussing this further with you prior to a presentation to the SG.

A handwritten signature in black ink, appearing to read 'Ahmad'.

Ahmad Fawzi
8 November 2006

cc: Shashi Tharoor
Kevin S. Kennedy