



UN Secretariat Item Scan - Barcode - Sign

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Date

05/02/2007

Time

11:52:16 AM

Login Name Marvin Cordova



S-0039-0001-059-00129

Expanded Number **S-0039-0001-059-00129**

External ID

Title

**Item in KAA: EOSG 2006 Executive Office of the Secretary General**

Date Created

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05/02/2007 at 11:28 AM

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Primary Contact

Home Location **S-0039-0001-059 (In Container)**

Assignee **Marvin Cordova since 05/02/2007 at 11:32 AM**

Priority

Local-container

Owner Location **Archives and Records Management Section**

Record Type **Archival Item**

Date Published

Document Details

Container **S-0039-0001: EOSG - General**

Notes

Record has no document attached.

Print Name of Person Submit Image

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Note to Mr. Gambari

Monthly planning meetings between the Secretary-General  
and the Incoming Security Council President

Thank you for your note dated 15 August regarding procedures for processing of statements and other materials to EOSG. We have noted and appreciate your instruction to DPA staff regarding contacts for quick follow-up on draft press statements. We will review the full range of materials normally delivered to EOSG and revert with specific guidance as soon as possible.

In the meantime, I would like to draw your attention to delivery of materials for the Secretary-General's monthly meeting with the incoming Security Council President. In future all background materials for this monthly meeting should be delivered as soon as they are available to my office, attention to Mr. Kevin S. Kennedy, Chief of the Scheduling Office. The Scheduling Office will ensure their delivery to the Secretary-General and to the EOSG personnel involved.

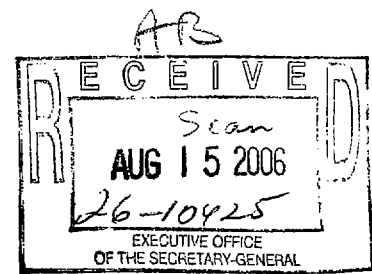
With regard to talking points for the Secretary-General's meetings, the long-standing procedures remain unchanged: The Scheduling Office continues to manage the process for initiating, finalizing and delivering talking points for the Secretary-General's meetings in direct consultation with the lead department concerned. We appreciate DPA's continued excellent cooperation in this area.



Alicia Bárcena  
16 August 2006

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**Note to Ms. Bárcena**

**Re: Procedures for processing of statements and other materials to EOSG**

Given the staff changes in EOSG over the past few months, which have more than likely necessitated some changes in routine procedures, it would be most useful if EOSG would kindly provide written instructions on the procedures we should follow, including communication channels, so that DPA staff may be appropriately informed and comply accordingly. Since there have been a few conflicting messages received from EOSG staff in recent weeks, this would help clarify for everyone what is expected, especially as we approach what might be an exceptionally busy General Assembly period.

With regard to press statements, you may wish to know that I have asked my staff to ensure that transmittal notes to EOSG routinely include the name and extension of the relevant desk officer so that EOSG may rapidly consult DPA should there be any changes to a text.

  
Ibrahim Gambari  
15 August 2006

cc: Ms. Kane  
Mr. Kalomoh