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EOSG
for info: E. B. R. C. A. A.


United Nations **Nations Unies**
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: All EOSG Staff
A:

DATE: 15 February 2006

REFERENCE:

THROUGH:
S/C DE:

FROM: Mark Malloch Brown
DE: Chef de Cabinet

Mark Malloch Br

SUBJECT: **Functions of the Deputy Chef de Cabinet**
OBJET:

1. Ms. Alicia Bárcena, the newly appointed Deputy Chef de Cabinet, assumed her duties on 1 February 2006. The Deputy Chef de Cabinet provides guidance and supervises the following offices and units: the Scheduling Office of the Secretary-General, the Executive Office, Protocol and Liaison Services, and the Central Records Unit.
2. The Deputy Chef de Cabinet will oversee the work of the Scheduling Office of the Secretary-General in all aspects of the management of the Secretary-General's time at Headquarters and the Trip Coordinators for the arrangements for the Secretary-General's overseas travel. In this context, the Office of the Deputy Chef de Cabinet will liaise closely with the Front Office.
3. Please be informed that effective immediately, Ms. Bárcena has been delegated all administrative responsibilities for the EOSG. All administrative matters pertaining to personnel, travel, finance and budget should be addressed directly to Ms. Bárcena via interoffice memorandum and copied to Ms. Lilia Amores-Mantas.
4. In addition, Ms. Bárcena has been appointed EOSG focal point for Staff-Management relations.
5. Ms. Bárcena is looking forward to working closely with all EOSG offices and I know you will extend her your full cooperation and support.

Thank you.

cc:

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