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Title

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

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Primary Contact

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

Assignee Marvin Cordova since 06/02/2007 at 10:00 AM

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Record Type Archival Item

Date Published

Document Details

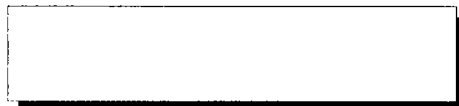
Container S-0039-0001: EOSG - General

Notes

Record has no document attached.

Print Name of Person Submit Image

Signature of Person Submit



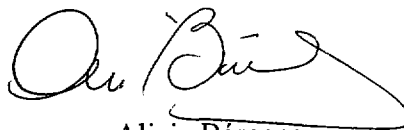
Note to EOSG Directors

EOSG

Trip Captains

1. This is a reminder that every overseas visit of the Secretary-General is assigned a "Trip Captain" or Trip Coordinator within EOSG. The Trip Captain is designated by the Chief of Staff and approved personally by the Secretary-General. Each Trip Captain is the central coordinator and primary focal point for the entire visit, ranging from the preliminary arrangements to the follow-up actions as a result of the trip.
2. Once the dates for a visit have been established, the Trip Captain assumes full responsibility, inter alia, for convening the preparatory meetings and putting together a delegation, to be submitted to the Secretary-General for his approval. Effective the moment of his or her designation, the Trip Captain has the prerogative to be in direct contact with the Secretary-General to seek his advice, as necessary. In this capacity, the Trip Captain has the full authority to be in immediate and direct contact with any staff member within and outside the Secretariat, including within EOSG. Every EOSG Unit is obliged, within reason, to agree to the release of its staff, should it so be requested by the Secretary-General.
2. I would be grateful if all EOSG Directors abide by the above understanding.

Many thanks.



Alicia Bárcena

28 July 2006

cc: Distribution to:

Mr. Lopes

Mr. Orr

Mr. Mortimer

Mr. Sise

Ms. Faieta

Mr. Kennedy

Ms. Momal-Vanian

Ms. Thomas

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