



PROTOCOL AND LIAISON SERVICE  
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

PRO/NV/Request for Information/2024

The Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations presents its compliments to the Permanent and Observer Missions accredited to the United Nations and has the honour to remind them of the following:

- 1) It is important that Permanent and Observer Missions frequently review the information published on the official website of the Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) of the United Nations (<https://www.un.org/dgacm/en/content/protocol>) regarding the Heads of State, Heads of Government, and Ministers for Foreign Affairs of the Member States, and advise the Protocol and Liaison Service of any changes in their details. Such details include the exact spelling of the name of the respective official, their full title, name of spouse (if applicable), and the date of appointment.

Furthermore, Permanent and Observer Missions are requested to include the contact details (phone, email, fax, etc.) for the offices of their Heads of State, Heads of Government, and Ministers for Foreign Affairs, and to submit complete lists of all Cabinet Ministers of their Governments to the Protocol and Liaison Service and to keep the office informed of any changes in these lists.

The information mentioned above is frequently used by the office of the Secretary-General and other United Nations offices around the world to send formal correspondence to Member States. It is also used by the Protocol and Liaison Service for accreditation and registration purposes, as well as by the General Assembly and the Security Council for relevant official functions such as the order of speaking lists. It is therefore critical that the Permanent and Observer Missions ensure that the information mentioned is updated immediately after any changes in governments have occurred. The Protocol and Liaison Service will only make changes to this list upon receipt of a letter from the Permanent and Observer Missions as mentioned above and cannot be held responsible for outdated information.

- 2) The Protocol and Liaison Service also requests Permanent and Observer Missions to review the information on their National Holidays (as published in the “Blue Book”) to confirm their accuracy. Missions are asked to provide details on the precise date of the National Day, as well as its exact name. If there are no changes to be made, Missions are requested to advise the Protocol and Liaison Service that the relevant information in the “Blue Book” is correct.

- 3) Finally, Permanent and Observer Missions are asked to review their flags on display along 1<sup>st</sup> Avenue and in the Neck Area outside the General Assembly Hall to confirm their accuracy, and to communicate any changes to the Protocol and Liaison Service. Additionally, Missions are asked to provide technical details and specifications about their national flags, including Pantone colour codes, ratios and/or measurements of bars, stripes, or other imagery, and high-resolution graphic images of the flag as well of copies of national flag codes, decrees or similar documents governing the use of their respective national flags.
- 4) All information should be submitted to the Protocol and Liaison Service in a letter signed by the Permanent Representative or Permanent Observer. If no reply is received, the information currently displayed will be considered acceptable as is.

The Protocol and Liaison Service of the United Nations of the Department for General Assembly and Conference Management (DGACM) of the United Nations avails itself of this opportunity to renew to the Permanent and Observer Missions accredited to the United Nations the assurances of its highest consideration.



12 April 2024