



PROTOCOL AND LIAISON SERVICE
DEPARTMENT FOR GENERAL ASSEMBLY AND CONFERENCE MANAGEMENT

PRO/NV/CORR1

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 Missions and Observer Offices to the United Nations and to the Liaison Offices of the Specialized Agencies and related organizations and has the honour to reissue its previous note dated 11 August referring to its Note Verbale dated 12 March 2020 regarding the business continuity operations in light of the ongoing COVID-19 situation. The Note Verbale is reissued due to an error in the second bullet which has been corrected below.

In reference to the above mentioned Note Verbale, the Protocol and Liaison Service requests that any communication addressed to the Protocol and Liaison Service should continue to be submitted by e-mail only to **unprotocol@un.org**.

With a view to the increased volume of digital correspondence, Permanent Missions and Observer Offices and Liaison Offices of Specialized Agencies and related organizations are kindly asked to follow the requirements listed here when submitting documentation to the Protocol and Liaison Service:

- All forms, letters, and related documentation (SG.5, SG.8, SG.32, letters of appointment, I-94, etc.) should be submitted individually in .PDF format, black and white only, at a 300 dpi maximum resolution.
- All colour images of passport biometrical and visa pages, permanent resident cards, employment authorization cards, and similar items should be submitted individually in **.PDF format** at a medium resolution (**under 600 kb in size**). Such images must be clearly legible, but do not need to be submitted at the highest possible resolution. Such documents should **not** be submitted in .PDF format **combined** with other documents.
- All passport-sized photographs of personnel and their dependents should follow the standard guidelines used for online picture submission (.JPG format, between 600x600 and 1200x1200 pixels, full color, under 240 kb in size). Photos should not be submitted in .PDF format combined with other documents.
- For ease of reference and improved accessibility, all abovementioned documentation should be submitted as individual files that are labelled accordingly (for example, 'Passport-[family name]-[country].JPG' or 'SG5-[family name]-[country].PDF').

For further information on required documents, Permanent Missions and Observer Offices and Liaison Offices of Specialized Agencies and related organizations are asked to refer to the checklist posted in the Protocol and Liaison Service website, which can be found at: <https://protocol.un.org/dgacm/pls/site.nsf/Registration.xsp>. The website of the Protocol and Liaison Service of the Department for General Assembly and Conference Management (DGACM) will continue to be updated with additional details as needed.

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



14 August 2020