

ABSENCE OF A PERMANENT REPRESENTATIVE/OBSERVER FROM HEADQUARTERS

The Protocol and Liaison Service of the United Nations kindly asks all Missions and Offices to notify the absence of a Permanent Representative/Observer every time the latter is away from the Station in New York.

For more information about the procedure of notification, please find below:

- The Chapter IX of the Manual of Protocol regarding the absence of a Permanent Representative/Observer.
- The Note Verbale (Ref. PRO 2-2-1 NV) from the Protocol and Liaison Service signed the 20 April 2011.
- A sample letter to notify the absence of a Permanent Representative/Observer to the Protocol and Liaison Service.

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Temporary absence of a Permanent Representative/observer from headquarters

Before absenting himself/herself from the mission for any length of time, a Permanent Representative/ Observer is required, in accordance with General Assembly resolution 257 A (III), to notify the Secretary-General, by a letter signed by the Permanent Representative/Observer, of the name of the member of the mission who will perform the duties of head of the mission in the capacity of charge d'affaires a.i. during the absence of the Permanent Representative/observer.

If the charge d'affaires a.i. is not designated in the aforementioned manner, his/her appointment may not figure in any document of the United Nations and he/she will not be accorded the precedence to which he/she would otherwise be entitled in the official functions in which he/she may participate.

Since a charge d'affaires a.i. cannot appoint himself/herself or another charge d'affaires a.i. should there be several consecutive charges d'affaires a.i during the absence of the Permanent Representative/Observer, their names and the dates of their respective appointments should be communicated to the Secretary-General by the Permanent Representative/Observer before his/her departure. However, if the Permanent Representative/Observer is already away from New York and it is impossible to obtain a letter from him/her, the appointment of a charge d'affaires a.i. should be made by a letter or telegram from the Minister for Foreign Affairs of the country in question to the Secretary-General of the United Nations. The Permanent Representative/ Observer should also notify the Secretary-General of the date of his/her resumption of duties.

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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

PRO 2-2-1 NV-Absence from Headquarters

The Deputy Chief of Protocol of the United Nations presents her compliments to the Permanent Representatives to the United Nations and has the honour to remind them that whenever a Permanent Representative departs his/her station in New York, either permanently or on a temporary basis, they are required by General Assembly resolution 257 A (III) to notify the Secretary-General, in a letter signed by the Permanent Representative, of the name of the member of the mission who will perform the duties of head of the mission in the capacity of Chargé d'affaires, a.i. If the Permanent Representative has not done so before departing, then the Minister for Foreign Affairs of the member state concerned should so inform the Secretary-General of the United Nations by letter.

The Permanent Representative should also notify the Secretary-General of the date of his/her resumption of duties.

This procedure is established in international diplomatic usage reflected in article 19 of the Vienna Convention on Diplomatic Relations (1961).

If a Chargé d'affaires is not appointed in the aforementioned manner, his/her appointment may not figure in any document of the Organization and he/she will not be accorded the precedence to which he/she would otherwise be entitled in the official functions in which he/she may participate.

The Deputy Chief of Protocol of the United Nations avails herself of the opportunity to renew to the Permanent Representatives to the United Nations the assurances of her highest consideration.

