



THE SECRETARY-GENERAL

20 December 2013

Excellency,

It is my pleasure to invite you to continue to serve on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR), from 1 January to 31 December 2014.

I fully appreciate your dedication to UNITAR and wish to express my personal gratitude to you for the amount of time and energy that you devoted to the work and effective functioning of the Institute over the past year. I am grateful for all your efforts.

I hope that you will accept this extension and I am confident that you will continue to make a most valuable contribution to the work of UNITAR.

Please accept, Excellency, the assurances of my highest consideration.


BAN Ki-moon

His Excellency
Mr. Alexey Borodavkin
Permanent Representative of the
Russian Federation to the United Nations Office
and other International Organizations in Geneva
Geneva

13-11078

ARM/07/006





THE SECRETARY-GENERAL

20 December 2013

Dear Ms. Ebadi,

It is my pleasure to invite you to continue to serve on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR), from 1 January to 31 December 2014.

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I hope that you will accept this extension and I am confident that you will continue to make a most valuable contribution to the work of UNITAR.

Yours sincerely,


BAN Ki-moon

Ms. Shirin Ebadi

London

13-11098



THE SECRETARY-GENERAL

20 December 2013

Dear Ms. Fraser-Moleketi,

It is my pleasure to invite you to continue to serve on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR), from 1 January to 31 December 2014.

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Yours sincerely,

A handwritten signature in black ink that reads "Ki Moon Ban".

BAN Ki-moon

Ms. Geraldine Fraser-Moleketi
Tunis

13-11078



THE SECRETARY-GENERAL

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Dear Ms. Kumar,

It is my pleasure to invite you to continue to serve on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR), from 1 January to 31 December 2014.

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Yours sincerely,


BAN Ki-moon

Ms. Radha Kumar
New Delhi
13-11078



LE SECRÉTAIRE GÉNÉRAL

Le 20 décembre 2013

Monsieur l'Ambassadeur,

J'ai le plaisir de vous inviter à continuer de siéger au Conseil d'administration de l'Institut des Nations Unies pour la formation et la recherche (UNITAR) du 1^{er} janvier au 31 décembre 2014.

J'apprécie à sa juste valeur votre dévouement à l'UNITAR et tiens à vous remercier personnellement du temps et de l'énergie que vous avez consacrés à l'Institut pour en assurer la bonne marche ces trois dernières années. Je vous suis très reconnaissant de votre concours.

J'espère que vous accepterez cette prolongation et je suis certain que vous continuerez à apporter un appui précieux aux travaux de l'UNITAR.

Je vous prie d'agréer, Monsieur l'Ambassadeur, les assurances de ma très haute considération.


BAN Ki-moon

Son Excellence
Monsieur Henri Lopes
Ambassadeur de la République du Congo
en France
Paris
13-11078



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BAN/Ki-moon

Her Excellency
Mrs. U. Joy Ogwu
Permanent Representative of Nigeria
to the United Nations
New York
13-11078



RECEIVED

JAN - 8 2014

14-00112

EXECUTIVE OFFICE
OF THE SECRETARY-GENERAL

*Ambassador and Permanent Representative
of Nigeria to the United Nations*

REFNO:PMN/PR/C.07

ACTION JK
COPY cdc

24 December, 2013

Excellency,

I write to acknowledge with thanks, receipt of your letter dated 20 December, 2013, requesting my continued service on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR) from 1 January to 31 December, 2014. I am pleased to confirm my willingness to serve on the Board and sincerely convey my profound appreciation for this renewal and confidence reposed in me.

2. May I also seize this opportunity to assure you of my full support and cooperation as we collectively strive to achieve the goals for the establishment of the United Nations.

3. Please accept, Excellency, the assurances of my highest consideration.

Yours Sincerely

U. Joy Ogwu

Ambassador/Permanent Representative

H.E. Mr. BAN Ki-moon

Secretary-General of the United Nations
United Nations Headquarters
New York, N.Y. 10017

HR07/07/006



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Please accept, Excellency, the assurances of my highest consideration.

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BAN Ki-moon

His Excellency
Mr. Alfonso Quiñónez
Secretary for External Relations
Organization of American States
Washington, D.C.

13-11078



THE SECRETARY-GENERAL

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BAN/Ki-moon

Her Excellency
Ms. Portia Simpson-Miller
Prime Minister of Jamaica
Minister of Defence, Development,
Information and Sports
Kingston

13-11078



THE SECRETARY-GENERAL

20 December 2013

Dear Ms. Sydnese,

It is my pleasure to invite you to continue to serve on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR), from 1 January to 31 December 2014.

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Yours sincerely,

A handwritten signature in black ink, reading "Ki Moon Ban", is written over the typed name "BAN/Ki-moon".

BAN/Ki-moon

Ms. Anne Kristin Sydnese
Oslo

13-11078



THE SECRETARY-GENERAL

20 December 2013

Dear Professor Valladão,

It is my pleasure to invite you to continue to serve on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR), from 1 January to 31 December 2014.

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I hope that you will accept this extension and I am confident that you will continue to make a most valuable contribution to the work of UNITAR.

Yours sincerely,


BAN/Ki-moon

Professor Alfredo G.A. Valladão
Institut d'Etudes Politiques
Paris

13-11098



QUERY: UNITAR Board of Trustees renewal letters

Coumba Santana to: Brook.BOYER

Cc: John Kamea, Marianne Haugaard

20/12/2013 05:05 PM

Good evening Brook,

Attached please find advances of the 10 letters and the final word versions for your files. They were already picked up by the messenger and will be mailed out to you on Monday 23 December 2013.

Best regards, Coumba.



Ms. Coumba Santana
Executive Office of the Secretary-General
Room# S-3736
United Nations, New York NY 10017
Tel: (917) 367-2976
Fax: (212) 963-8252
e-mail: santanac@un.org



20131220160800.pdf



13-11078-Letter to EBADI re reappt to BoT.doc



13-11078-Letter to FRASER-MOLEKETI re reappt to BoT.doc



13-11078-Letter to KUMAR re reappt to BoT.doc



13-11078-Letter to LOPES re reappt to BoT.doc



13-11078-Letter to OGWU re reappt to BoT.doc



13-11078-Letter to QUINONEZ re reappt to BoT.doc



13-11078-Letter to SIMPSON-MILLER re reappt to BoT.doc



13-11078-Letter to SYDNES re reappt to BoT.doc



13-11078-Letter to VALLADAO re reappt to BoT.doc



13-11078-Letter to BORODAVKIN re reappt to BoT.doc

Brook BOYER

Dear Coumba, Please find attached revised lette...

17/12/2013 10:19:14 AM

From: Brook BOYER <Brook.BOYER@unitar.org>
To: Coumba Santana <santanac@un.org>,
Cc: John Kamea <kamea@un.org>, Marianne Haugaard <haugaard@un.org>

Date: 17/12/2013 10:19 AM
Subject: RE: QUERY: UNITAR Board of Trustees renewal letters

Dear Coumba,

Please find attached revised letters. Apologies for some of the errors/discrepancies in the previous version. I have incorporated your suggested first paragraph in all letters which indeed simplifies things.

Note that in the second paragraph of the draft letters, the number of years reflects the previous term. In all cases except one (Ambassador Borodavkin) trustees will have completed a three year term as of 31 December of this year.

Please also find attached an excel file with the list of members and respective terms as of January 2013 (and former members dating back to 1994 on page 2 of the sheet). I think this list was shared with John last year but it is now updated. Also attached is a list with the members' respective addresses.

I noticed that the appointment letters in the past have used various address formulations. I've tried to follow the examples from the past.

Given the complexities, it may be best for us to speak on the phone. Please let me know what time would be convenient for me to call today. It may be good for John or Marianne to join if they are free as they are familiar with the UNITAR context.

Many thanks,

Brook

From: Coumba Santana [mailto:santanac@un.org]
Sent: lundi 16 décembre 2013 21:29
To: Brook BOYER
Cc: John Kamea; Marianne Haugaard
Subject: RE: QUERY: UNITAR Board of Trustees renewal letters

Good afternoon Brook,

The letters have many mistakes/discrepancies in them.
Here are the comments below.

1) Henry Lopes is indicated as Excellence only but he is his country's Ambassador to France- the previous letter addressed him as PR, he is indicated as PR of Republique du Congo. If he is a PR, please indicate or what.

2) Portia Simpson Miller is the PM of Jamaica. As such, her title should be
Prime Minister of Jamaica
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Please confirm. If it is so, please indicate the city where she is located.

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H.E. Ambassador Alexey Borodavkin, Permanent Representative of the Russian Federation to the United Nations Office and other International Organizations in Geneva

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5) Not all the letters are the same. Can the first paragraph be changed to:

"It is my pleasure to invite you to continue to serve on the Board of Trustees of the United Nations Institute for Training and Research (UNITAR), from 1 January 2014 to 31 December 2014."

Please advise.

6) I would be grateful if you could please send me a list that indicated when each person was appointed and the duration of the term of service.

7) Can you please send me either the CV's with their exact current title and address- or include these information on the list?

Please let me know if you have any questions or need clarification.

Thank you, Coumba.

917-367-2976

From: Brook BOYER <Brook.BOYER@unitar.org>
To: Coumba Santana <santanac@un.org>
Date: 13/12/2013 10:47 AM
Subject: RE: QUERY: UNITAR Board of Trustees renewal letters

Dear Coumba,

For Ambassador Lopes, it should read "invite you to accept an extension of your second term".

Please find attached the letter in French.

Thanks and kind regards,

Brook

From: Coumba Santana [santanac@un.org]
Sent: Friday, December 13, 2013 3:48 PM

To: Brook BOYER

Subject: QUERY: UNITAR Board of Trustees renewal letters

Good morning Ms. Boyer,

1) Back in 2010, the letter for Mr. Henri Lopes was in French. Could you please advise if the current one should also be in French?

Is so, I would be grateful if a draft could be sent to me so that I can process it.

2) The 2010 letter invited him to serve on the Board, however, the second letter says "invite you to accept an extension of your second term". Should it read "accept an extension of your first term", please advise?

Thank you kindly, Coumba.



Ms. Coumba Santana
Executive Office of the Secretary-General
Room# S-3736
United Nations, New York NY 10017
Tel: (917) 367-2976
Fax: (212) 963-8252
e-mail: santanac@un.org

From: John Kamea/NY/UNO
To: SGCentral/NY/UNO@UNHQ,
Cc: Marianne Haugaard/NY/UNO, Coumba Santana/NY/UNO@UNHQ
Date: 12/12/2013 02:07 PM
Subject: FOR LOGGING PLEASE: UNITAR Board of Trustees

----- Forwarded by John Kamea/NY/UNO on 12/12/2013 02:07 PM -----

From: Sally FEGAN-WYLES <Sally.FEGAN-WYLES@unitar.org>
To: "Susana Malcorra (malcorra@un.org)" <malcorra@un.org>,
Cc: "blascof@un.org" <blascof@un.org>, "kamea@un.org" <kamea@un.org>, "Brook BOYER" <Brook.BOYER@unitar.org>
Date: 12/12/2013 01:08 PM
Subject: FW: UNITAR Board of Trustees

Dear Susana,

I am writing as a follow-up to our discussion on the extension of UNITAR Board of Trustee members, just after my meeting with the Secretary-General in May of this year. During my meeting with the SG, the SG agreed that we could extend the terms of the 10 BOT members that are expiring in December 2013 for one additional year, so that we are covered until we know what will happen in terms of the consolidation.

During our conversation, I further asked you if we could replace Lakdar Brahimi with another Algerian, to be nominated by their government, as Lakdar has not been able to attend the last three meetings, and does not wish to be extended. I also asked if we could add the German PR in Geneva to the Board, as they are a very important supporter of UNITAR, and we need another BOT member to ensure we make our quorum.

You had kindly indicated that this would be fine, so I am now writing to follow up. Please find attached for your approval, draft letters for the extension of the 10 members whose term expires in two weeks.

I will send the letters for the two new members by separate cover, together with their CV's.

The following 11 members are set to expire on 31 December 2013:

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H.E. Mr. Lakhdar Brahimi (Algeria)

Dr. Shirin Ebadi (Iran)

Ms. Geraldine Fraser-Moleketi (South Africa)

Dr. Radha Kumar (India)

H.E. Mr. Henri Lopes (Congo – Brazzaville)

H.E. Mrs. U. Joy Ogwu (Nigeria)

H.E. Mr. Alfonso Quinonez (Guatemala)

H.E. Mrs. Portia Simpson Miller (Jamaica)

Mr. Anne Kristin Sydnès (Norway)

Dr. Alfredo G.A. Valladão (Brazil)

Thank you for your support and I look forward to your follow-up.

Sally Fegan-Wyles

United Nations Assistant Secretary-General

Acting Head, Executive Director, UNITAR

Aucun virus trouvé dans ce message.

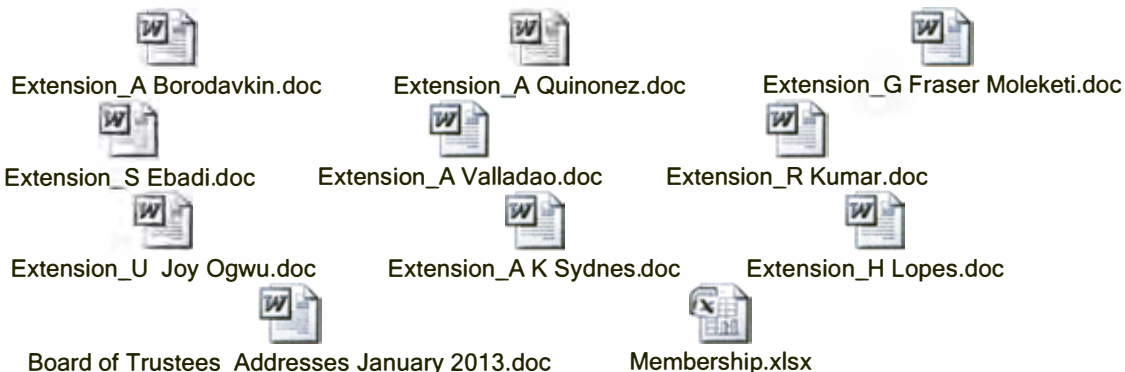
Analyse effectuée par AVG - www.avg.fr

Version: 2012.0.2247 / Base de données virale: 3658/6413 - Date: 12/12/2013

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Version: 2012.0.2247 / Base de données virale: 3658/6414 - Date: 12/12/2013



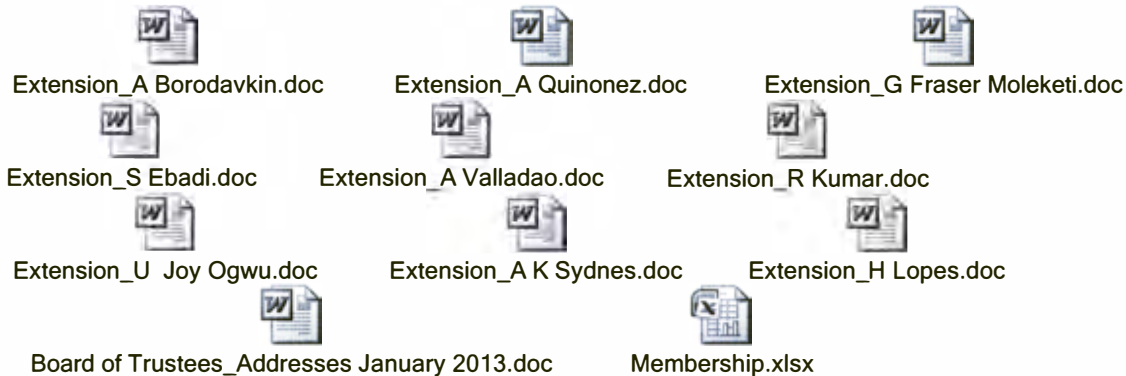
**RE: QUERY: UNITAR Board of Trustees renewal letters****Brook BOYER** to: Coumba Santana

17/12/2013 10:19 AM

Cc: John Kamea, Marianne Haugaard

History: This message has been replied to.

11 attachments



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Cc: Marianne Haugaard/NY/UNO, Coumba Santana/NY/UNO@UNHQ
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To: "Susana Malcorra (malcorra@un.org)" <malcorra@un.org>,
Cc: "blascof@un.org" <blascof@un.org>, "kamea@un.org" <kamea@un.org>, "Brook BOYER" <Brook.BOYER@unitar.org>
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Dr. Shirin Ebadi (Iran)
Ms. Geraldine Fraser-Moleketi (South Africa)
Dr. Radha Kumar (India)
H.E. Mr. Henri Lopes (Congo – Brazzaville)
H.E. Mrs. U. Joy Ogwu (Nigeria)
H.E. Mr. Alfonso Quinonez (Guatemala)
H.E. Mrs. Portia Simpson Miller (Jamaica)
Mr. Anne Kristin Sydnnes (Norway)
Dr. Alfredo G.A. Valladão (Brazil)

Thank you for your support and I look forward to your follow-up.

Sally Fegan-Wyles
United Nations Assistant Secretary-General
Acting Head, Executive Director, UNITAR

Aucun virus trouvé dans ce message.

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Version: 2012.0.2247 / Base de données virale: 3658/6413 - Date: 12/12/2013

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ARTICLE I

Purposes

Pursuant to General Assembly resolution 1934 (XVIII) of 11 December 1963 and resolution 42/197 of 11 December 1987, the United Nations Institute for Training and Research is established by the Secretary-General as an autonomous institution within the framework of the United Nations for the purpose of enhancing the effectiveness of the United Nations in achieving the major objectives of the Organization, by the performance of the functions described hereinafter, in particular the maintenance of peace and security and the promotion of economic and social development.

ARTICLE II

Functions

1. The two functions of the Institute are training and research.
2. Training being the main focus of its activities, the Institute shall provide training at various levels to persons, particularly from developing countries, for assignments with the United Nations or the specialized agencies and for assignments in their national services which are connected with the work of the United Nations, the organizations related to it, or other institutions operating in related fields. These programmes may include training for staff members of the United Nations and of the specialized agencies as well as training for special United Nations field assignments.
3. The Institute shall conduct research and study related to the functions and objectives of the United Nations. Such research and study shall give appropriate priority to the requirements of the Secretary-General of the United Nations and of other United Nations organs and the specialized agencies.

ARTICLE III

Board of Trustees

1. There shall be a Board of Trustees of the Institute (hereinafter referred to as "the Board") to be established on a broad geographical basis and composed as follows:

(a) Not less than eleven members (and not more than thirty) shall be appointed by the Secretary-General in consultation with the President of the General Assembly and the President of the Economic and Social Council; these Board members may include one or more officials of the United Nations Secretariat;

(b) The term of office of the members of the Board shall be three years;

(c) The term of a member appointed to fill a vacancy on the Board shall be for the

duration of the unexpired term of office of the former member of the Board. No appointed member of the Board shall serve continuously for more than two terms;

(d) The Secretary-General, the President of the General Assembly, the President of the Economic and Social Council and the Executive Director of the Institute shall be *ex officio* members of the Board;

(e) A member of the Board who cannot attend a meeting of the Board shall be represented by an appropriate alternate appointed by the Secretary-General on the proposal of the member of the Board concerned. The rules of procedure of the Board shall specify the modalities of such designation, and the conditions of such representation.

2. The Board shall:

(a) Formulate principles and policies to govern the activities and operations of the Institute;

(b) Establish conditions and procedures for:

(i) The utilization of funds from the General Fund and the Reserve Fund for the functions of the Institute in accordance with the priorities established by the Board;

(ii) The receipt and disbursement of special purpose grants;

(c) Consider and approve the work programme and adopt the budget of the Institute on the basis of proposals submitted to it by the Executive Director, including any new programmes that may be proposed by the Secretary-General or by Governments through the General Assembly, within the limits of available financial resources;

(d) In the context of programme and budget preparations, review the composition, structure and staffing of the Institute to be funded from the General Fund, with a view to their adjustment in the light of the financial resources available to, and programme activities of, the Institute;

(e) Determine the conditions of admission of participants in the Institute's programmes, courses and meetings;

(f) Make whatever recommendations it may deem necessary or desirable for the effective functioning of the Institute.

3. The Board shall meet at least once a year. It shall elect its own officers and may adopt such rules of procedure as it may consider necessary. It shall take its decisions in the manner provided in its rules of procedure.

4. The Board shall consider the methods of financing the Institute with a view to ensuring the effectiveness of its future operations, their continuity and the Institute's autonomous character within

Updated January 2013

UNITAR Board of Trustees Membership (January 2013)

Title	Last Name	First Name	Current Affiliation	Country	Expiration	1st term	2nd term
Mr.	BORODAVKIN	Alexey	Permanent Representative, Russian Federation, Geneva	Russia	2013	2013	
Mr.	BRAHIMI	Lakhdar	United Nations and Arab League Special Envoy to Syria	Algeria	2013	2008-2010	2011-2013
Dr.	EBADI	Shirin	Lawyer, Nobel Peace Prize Winner, Iran	Iran	2013	2008-2010	2011-2013
Ms.	FRASER-MOLEKETI	Geraldine	Special Envoy on Gender, African Development Bank	South Africa	2013	2008-2010	2011-2013
Dr.	KUMAR	Radha	Director of the Mandala Centre for Peace and Conflict Resolution at Jamia Millia Islamia University, India	India	2013	2008-2010	2011-2013
Mr.	LOPES	Henri	Ambassadeur Extraordinaire et Plénipotentiaire de la République du Congo en France	Congo Brazzaville	2013	2008-2010	2011-2013
Mr.	MICHEL	Nicolas	Professor, University of Geneva,	Switzerland	2014	2009-2011	2012-2014
Ms.	OGWU	U. Joy	Permanent Representative, Nigeria, New York	Nigeria	2013	2010-2012	2013-2013
Mr.	QUINONEZ	Alfonso	Secretary for External Relations, Organization of American States	Guatemala	2013	2011-2013	
Ms.	SIMPSON MILLER	Portia	Prime Minister, and Minister of Defence, Development, Information and Sports, Jamaica	Jamaica	2013	2011-2013	
Ms.	SYDNES	Anne Kristin	Director, Corporate Social Responsibility, Norwegian Ministry of Trade and Industry	Norway	2013	2008-2010	2011-2013
Prof.	VALLADAO	Alfredo	Professor, Institut d'Etudes Politiques, Paris	Brazil	2013	2010-2012	2013-2013

All commencement dates are 1 January; All expiration dates are 31 December.



Fw: FOR LOGGING PLEASE: UNITAR Board of Trustees
SGCentral to: Maria Chacon
Sent by: Michelle Rakotojaona



12/12/2013 02:10 PM

----- Forwarded by Michelle Rakotojaona/NY/UNO on 12/12/2013 02:10 PM -----

ACTION **JK**
COPY **cac**

From: John Kamea/NY/UNO
To: SGCentral/NY/UNO@UNHQ,
Cc: Marianne Haugaard/NY/UNO, Coumba Santana/NY/UNO@UNHQ
Date: 12/12/2013 02:07 PM
Subject: FOR LOGGING PLEASE: UNITAR Board of Trustees

----- Forwarded by John Kamea/NY/UNO on 12/12/2013 02:07 PM -----

From: Sally FEGAN-WYLES <Sally.FEGAN-WYLES@unitar.org>
To: "Susana Malcorra (malcorra@un.org)" <malcorra@un.org>,
Cc: "blascof@un.org" <blascof@un.org>, "kamea@un.org" <kamea@un.org>, "Brook BOYER" <Brook.BOYER@unitar.org>
Date: 12/12/2013 01:08 PM
Subject: FW: UNITAR Board of Trustees

Dear Susana,

I am writing as a follow-up to our discussion on the extension of UNITAR Board of Trustee members, just after my meeting with the Secretary-General in May of this year. During my meeting with the SG, the SG agreed that we could extend the terms of the 10 BOT members that are expiring in December 2013 for one additional year, so that we are covered until we know what will happen in terms of the consolidation.

During our conversation, I further asked you if we could replace Lakdar Brahimi with another Algerian, to be nominated by their government, as Lakdar has not been able to attend the last three meetings, and does not wish to be extended. I also asked if we could add the German PR in Geneva to the Board, as they are a very important supporter of UNITAR, and we need another BOT member to ensure we make our quorum.

You had kindly indicated that this would be fine, so I am now writing to follow up. Please find attached for your approval, draft letters for the extension of the 10 members whose term expires in two weeks. I will send the letters for the two new members by separate cover, together with their CV's.

The following 11 members are set to expire on 31 December 2013:

H.E. Mr. Alexey Borodavkin (Russia) ✓
H.E. Mr. Lakhdar Brahimi (Algeria) ✓
Dr. Shirin Ebadi (Iran) ✓
Ms. Geraldine Fraser-Moleketi (South Africa) ✓
Dr. Radha Kumar (India) ✓
H.E. Mr. Henri Lopes (Congo – Brazzaville)
H.E. Mrs. U. Joy Ogwu (Nigeria) ✓
H.E. Mr. Alfonso Quinonez (Guatemala) ✓
H.E. Mrs. Portia Simpson Miller (Jamaica) ✓
Mr. Anne Kristin Sydnes (Norway) ✓

HRN/07/006

Dr. Alfredo G.A. Valladão (Brazil) ✓

Thank you for your support and I look forward to your follow-up.

Sally Fegan-Wyles

United Nations Assistant Secretary-General

Acting Head, Executive Director, UNITAR

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Extension UNITARBoard_A Borodavkin.doc



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Extension UNITARBoard_H Lopes.doc



Extension UNITARBoard_R Kumar.doc



Renewal UNITARBoard_U Joy Ogwu.doc



Extension UNITARBoard_A K Sydnes.doc



Extension UNITARBoard_G Fraser Moleketi.doc



Extension UNITARBoard_P Simpson Miller.doc



Extension UNITARBoard_S Ebadi.doc



Renewal UNITARBoard_Valladao.doc