

UNITED NATIONS



NATIONS UNIES

74

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POSTAL ADDRESS — ADRESSE POSTALE : UNITED NATIONS, NY 10017
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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

2013 FEB 22 P 4:00

001104

REFERENCE:

The Executive Office of the Secretary-General of the United Nations presents its compliments to all Permanent and Observer Missions to the United Nations and wishes to advise on the proper form for letters requesting circulation as official documents of the General Assembly and/or Security Council.

In order to facilitate timely action, the Executive Office of the Secretary-General asks that Missions adhere to the attached guidelines when submitting requests to the United Nations.

Missions can verify the publication of their letters by searching for their country name on the Official Document System at <http://ods.un.org>.

The Executive Office of the Secretary-General avails itself of this opportunity to renew to all Permanent and Observer Missions to the United Nations the assurances of its highest consideration.



FAXED

15-01356

CFR/02/002

13 2013

GUIDELINES FOR SUBMITTING MATERIALS FOR OFFICIAL CIRCULATION AS UNITED NATIONS DOCUMENTS

The Executive Office of the Secretary-General (EOSG) requests that all Permanent and Observer Missions to the United Nations adhere to the following guidelines when submitting letters requesting circulation as official documents of the General Assembly and/or Security Council.

- Only Permanent Missions and the Permanent Observer Mission of the State of Palestine may request official circulation;
- All documents must be received in the EOSG in the original with a live signature or stamp;
- Documents to be circulated as part of the General Assembly should include a current agenda item number, including the full name of the agenda item;
- Requests should include the following language: “[...] I should be grateful if you would circulate this letter as an official document of the General Assembly under agenda item __ and/or the Security Council;”
- An electronic copy of all documents to be circulated should be submitted to General Assembly Affairs at dpu-dgacm@un.org and/or Security Council Affairs Division at dpa-scsb3@un.org. Any questions or clarification required on form or language should also be directed to these addresses; and
- Only one letter is required for circulation. It is not necessary that Permanent Missions also send secondary letters to the Presidents of the General Assembly and/or Security Council.

21 February 2013

UNITED NATIONS



NATIONS UNIES

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POSTAL ADDRESS — ADRESSE POSTALE : UNITED NATIONS, NY 10017

CABLE ADDRESS — ADRESSE TELEGRAPHIQUE : UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE:

Le Cabinet du Secrétaire général de l'Organisation des Nations Unies présente ses compliments à toutes les missions permanentes et missions d'observation auprès de l'Organisation et appelle leur attention sur les consignes de présentation à respecter pour les lettres dont elles demandent de faire distribuer le texte comme document officiel de l'Assemblée générale et/ou du Conseil de sécurité.

Afin de faciliter le traitement rapide des demandes qui lui sont adressées, le Cabinet du Secrétaire général prie les missions de bien vouloir respecter les consignes de présentation ci-jointes.

Les missions peuvent vérifier que leurs lettres ont bien été publiées en cherchant le nom de leur pays dans le Système de diffusion électronique des documents de l'ONU à l'adresse suivante : <http://ods.un.org>.

Le Cabinet du Secrétaire général saisit cette occasion pour renouveler à toutes les missions permanentes et missions d'observation auprès de l'Organisation des Nations Unies les assurances de sa très haute considération.



4/4

Consignes de présentation des lettres à faire distribuer
officiellement comme document de
l'Organisation des Nations Unies

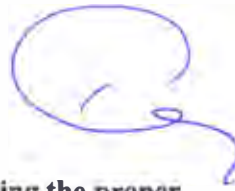
Le Cabinet du Secrétaire général demande que toutes les missions permanentes et missions d'observation auprès de l'Organisation des Nations Unies respectent les consignes de présentation ci-après pour les lettres dont elles demandent de faire distribuer le texte comme document de l'Assemblée générale et/ou du Conseil de sécurité.

- Seules les missions permanentes et la Mission permanente d'observation de l'État de Palestine auprès de l'Organisation des Nations Unies peuvent faire une demande de distribution officielle;
- Tous les documents doivent parvenir au Cabinet sous leur forme originale et porter l'original de la signature ou du cachet;
- Les textes à faire distribuer comme document de l'Assemblée générale doivent porter le numéro et l'intitulé complet du point de l'ordre du jour correspondant;
- Les demandes doivent être libellées comme suit : « [...] vous serai[t] obligé[e] de bien vouloir faire distribuer le texte de la présente lettre comme document de l'Assemblée générale, au titre du point __ de l'ordre du jour, et/ou du Conseil de sécurité. »;
- Le texte de tous les documents à faire distribuer devra être transmis sous forme électronique à la Division des affaires de l'Assemblée générale (adresse électronique: dpu-dgacm@un.org) et/ou à celle des affaires du Conseil de sécurité (adresse électronique: dpa-scsb3@un.org). Toute question ou demande de précisions concernant la présentation ou la formulation des lettres doit être transmise à ces mêmes adresses;
- Une lettre suffit pour faire la demande de distribution. Les missions permanentes n'ont pas besoin d'envoyer d'autre lettre aux présidents de l'Assemblée générale ou du Conseil de sécurité.



21 février 2013

**Note to the Chef de Cabinet
Through Mr. Patrick Carey**



**Draft Note Verbale to Permanent Missions regarding the proper
submission of official documents**

The Central Records Unit (CRU) of the Executive Office of the Secretary-General has drafted a note verbale to instruct Permanent Missions on the proper style and language to be used when requesting documents to be circulated through the General Assembly and the Security Council. The last such note was sent to Permanent Missions on 29 February 2008.

The note verbale was drafted in consultation with the Document Processing Unit (DGACM) and the Security Council Affairs Division (DPA). The final version will be circulated in French and English.

CRU seeks the approval of this note verbale by the Chef de Cabinet.



Jill Annitto
Chief, Central Records Unit
13 February 2013

GRAPHNET

megaFAX JOURNAL transmitted electronically by **GNETMAIL**

For information, call 1-800-327-1800 or 1-201-837-5100

REML:DC2

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BROADCAST STATUS REPORT FOR DOCUMENT: 1947742 INPUT: 2/22/2013 16:06

1. DOCUMENTS DELIVERED OR CANCELLED

1.1 DEPARTMENT - ANI:9173670132

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D1104	1947742A162	FX	2128679815	1212685156	22/16:26	5	PMNM	121268515
D1104	1947742A163	FX	2128262964	8002	22/16:25	5	PMSN	8002
D1104	1947742A164	FX	2129833202	2129833202	22/16:26	5	PMMS	212983320
D1104	1947742A165	FX	2124867998	GF91212486	22/16:13	5	PMUZ	GF9121248
D1104	1947742A166	FX	2123086705	954 332 00	22/16:32	5	PMZW	954 332 0
D1104	1947742A167	FX	2126617263	306	22/16:26	5	PMKU	306
D1104	1947742A168	FX	2129834439	1212983443	22/16:15	5	PMSY	121298344
D1104	1947742A169	FX	2129721216	1 212 972	22/16:27	5	PMAF	1 212 972
D1104	1947742A170	FX	2127510569	GF91212751	22/16:14	5	PMTS	GF9121275
D1104	1947742A171	FX	2129490086	Turkish Mi	22/16:13	5	PMTU	Turkish M
D1104	1947742A172	FX	2124862521	212-486-25	22/16:14	5	PMTR	212-486-2
D1104	1947742A173	FX	2123715716	GF91212371	22/16:15	5	PMBR	GF9121237
D1104	1947742A174	FX	2122230498	212 759 41	22/16:13	5	PMHO	212 759 4
D1104	1947742A175	FX	2129357607	GF91212935	22/16:15	5	PMJM	GF9121293
D1104	1947742A176	FX	2122860815	GF91212286	22/16:14	5	PMNU	GF9121228
D1104	1947742A177	FX	6464307591	FAX	22/16:14	5	PMNO	FAX
D1104	1947742A178	FX	2126829746	+1212 682	22/16:27	5	PMRO	+1212 682
D1104	1947742A179	FX	2125832549	GF91212583	22/16:16	5	PMSW	GF9121258
D1104	1947742A180	FX	2122861555	1212286155	22/16:27	5	PMSZ	121228615
D1104	1947742A181	FX	2127542755	GF91212754	22/16:14	5	PMWZ	GF9121275
D1104	1947742A182	FX	9173691024	9173691024	22/16:27	5	PMTA	917369102
D1104	1947742A183	FX	2129807029	1212980702	22/16:15	5	PMNS	121298070
D1104	1947742A184	FX	2126874517	GF91212687	22/16:18	5	PMUG	GF9121268
D1104	1947742A185	FX	2128084975	GF91212808	22/16:27	5	PMNH	GF9121280
D1104	1947742A186	FX	2126440070	GF91212644	22/16:15	5	PMMU	GF9121264
D1104	1947742A187	FX	2127511966	GF91212751	22/16:15	5	PMJA	GF9121275
D1104	1947742A188	FX	2129726975	212 972 69	22/16:15	5	PMPE	212 972 6
D1104	1947742A189	FX	2127459316	1 212 745	22/16:14	5	PMUK	1 212 745
D1104	1947742A190	FX	2126871846	GF91212687	22/16:15	5	PMLI	GF9121268
D1104	1947742A191	FX	6462829369	GF91646282	22/16:29	5	PMKE	GF9164628
D1104	1947742A192	FX	2128569820	GF91212856	22/16:15	5	PMGA	GF9121285
D1104	1947742A193	FX	2022937941	2022937941	22/16:15	5	PMSD	202293794
D1104	1947742A194	FX	2128084975	GF91212808	22/16:15	5	PMTV	GF9121280
D1104	1947742A195	FX	2123196509	212-319-65	22/16:27	5	MSC	212-319-6
D1104	1947742A196	FX	2128779021	2128779021	22/16:16	5	MSC	212877902
D1104	1947742A197	FX	2129723970	GF91212972	22/16:28	5	MSC	GF9121297
D1104	1947742A198	FX	2122928680	2127582718	22/16:15	5	MSC	212758271
D1104	1947742A199	FX	9173673476	+121296317	22/16:15	5	MSC	+12129631
D1104	1947742A200	FX	2128675887	2128675887	22/16:15	5	MSC	212867588
D1104	1947742A201	FX	2128673840	2128673840	22/16:16	5	MSC	212867384
D1104	1947742A202	FX	2129630908	212+963+09	22/16:15	5	MSC	212+963+0
D1104	1947742A203	FX	2129635847	1212 963 2	22/16:16	5	MSC	1212 963
D1104	1947742A204	FX	2123553909	1212355800	22/16:44	5	MSC	121235580
D1104	1947742A205	FX	2125996009	2125996009	22/16:17	5	MSC	212599600
D1104	1947742A206	FX	2123389832	1212338983	22/16:26	5	MSC	121233898
D1104	1947742A207	FX	2125573954	+1 212+557	22/16:15	5	MSC	+1 212+55
D1104	1947742A209	FX	2124861361	212 486 1	22/16:16	5	MSC	212 486
D1104	1947742A210	FX	2129634879	70250	22/17:10	5	MSC	70250
D1104	1947742A211	FX	2123193434	212 319 34	22/16:37	5	MSC	212 319 3
D1104	1947742A212	FX	2128679719	1212867971	22/16:47	5	MSC	121286797
D1104	1947742A213	FX	2128830143	2128830143	22/16:17	5	MSC	212883014
D1104	1947742A214	FX	2122860260	2122860260	22/16:27	5	MSC	212286026
D1104	1947742A215	FX	2122860260	2122860260	22/16:16	5	MSC	212286026

TO: 912129639903 DATE: Sat Feb 23 2013 06:57 EST

D1104	1947742A216	FX 2123461384	GF91212346	22/16:17	5 MSC	GF9121234
D1104	1947742A217	FX 2129634879	70250	22/16:30	5 MSC	70250
D1104	1947742A218	FX 2064265442	GF91206426	22/16:16	5 MSC	GF9120642
D1104	1947742A097	FX 2127501657	CANCELLED	23/06:48	✓ PMCM	UNEXPECTE-EMAIL
D1104	1947742A003	FX 2129491840	+1 212 949	23/01:35	5 PMAU	+1 212 94
D1104	1947742A018	FX 2127797097	2127797097	23/01:35	5 PMMT	212779709
D1104	1947742A072	FX 2123198232	1212319823	23/01:34	5 PMCG	121231982
D1104	1947742A155	FX 2129723154	GF91212972	23/01:46	5 PMKN	GF9121297
D1104	1947742A208	FX 2123554014	GF91212355	23/01:47	5 MSC	GF9121235

TOTAL DOCUMENTS DELIVERED -	217	429.82
TOTAL DOCUMENTS CANCELLED -	1	----

2. REPORT SUMMARY

DOCUMENTS DELIVERED	DOCUMENTS CANCELLED	DOCUMENTS OUTSTANDING	TOTAL SUBMITTED	CHARGES
217	1	0	218	429.82

* * * Immediate TX Result Report (Feb. 25. 2013 12:35PM) * * *

Fax Header)

Date	Time	Destination	Mode	TXtime	Page	Result	User Name	File No.
Feb. 25.	12:34PM	2127441290	G3TES	0'43"	P.	4 OK	Myanmar	3381

P : SEP Code
 E : ECM
 * : LAN-Fax
 ☎ : Mail

M : Memory
 S : Standard
 + : Delivery
 <-> : IP-FAX

L : Send later
 D : Detail
 Q : RX Notice Req.
 ☐ : Folder

@ : Forwarding
 F : Fine
 A : RX Notice

Delivery Confirmation Report

Your message: 1104
was delivered
to: comoros@un.int
at: 24/02/2013 02:01:21 PM