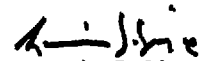


LOHRM

NOTE TO MR. BEISSEL

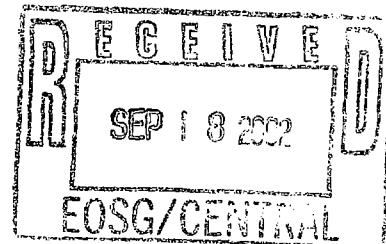
Re: Letters of Appreciation from Offices Away from Headquarters

1. I refer to your memorandum of 29 August 2002 regarding the subject matter. In this connection, you have proposed that a template of the letters of appreciation for the Secretary-General's signature be prepared by EOSG to ensure consistency and accuracy at all times. You have also proposed that Offices Away from Headquarters send these types of letters directly to EOSG—that is, without going through the Overseas Cluster—once the template is fully operational.
2. I fully agree with you on the need to ensure consistency and to devise a set of guidelines for the preparation of letters of appreciation for the Secretary-General's signature. In this context, I propose that we meet in the very near future in order to examine the various aspects of this matter. I shall invite those colleagues in EOSG who process such letters and would ask you to do the same. In particular, we would look into the purpose, substance and format of these letters, and the categories of staff members who would be eligible to receive them.
3. The role of the Overseas Cluster is important in terms of ensuring that letters of appreciation for the Secretary-General's signature that are prepared by Offices Away from Headquarters are in conformity with standard procedures. Its role would be equally important once we establish more specific guidelines.
4. I look forward to our continued cooperation.



Lamin J. Sise

12 September 2002



22-15429



TO: Mr. Lamin Sise, Director  
A: Executive Office of the Secretary-General

DATE: 29 August 2002

THROUGH:  
s/c

*D Beissel*

FROM: Denis Beissel, Director  
DE: Operational Services Division/OHRM

SUBJECT: **Letters of appreciation from Offices Away from Headquarters**

The Overseas Cluster of my Division acts as a liaison between your office and the Offices Away from Headquarters in the preparation of letters of appreciation for the Secretary-General's signature. In this regard, we forward letters of appreciation to your office, which are prepared by the Offices Away from Headquarters.

In the interest of increased efficiency, we propose that a template of the letters of appreciation be created by your office to ensure consistency and accuracy at all times. We could assist your office technically in the creation of said template. Once finalized, we will distribute it and request that comments be sent directly to you.

In view of the fact that Offices Away from Headquarters have the authority to prepare such letters, and that the Executive Office of the Secretary-General approves them, the Overseas Cluster does not provide any added value to this process.

Therefore, I propose that once the template is fully operational, the respective Offices Away from Headquarters send these letters directly to your office, which would eliminate any unnecessary delays.

Your views on this matter would be most appreciated.

22-15429