



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

Organización
de las Naciones Unidas
para la Educación,
la Ciencia y la Cultura

Организация
Объединенных Наций по
вопросам образования,
науки и культуры

منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

**The Assistant Director-General
for External Relations and Public Information**

To all Permanent Delegates
and Observers to UNESCO

7 MAY 2012

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Sir/Madam,

In order to improve the working relationship and strengthen the close cooperation that UNESCO enjoys with the host country, I would like to kindly remind you that all correspondence from Permanent Delegations to UNESCO addressed to the French Ministry of Foreign Affairs (Protocol) should always be transmitted through the Protocol Unit of the Organization, which will then forward it to the Ministry. This provision concerns requests for the issuance of residence permits, special cards, certificates of function, visa applications, requests for access cards to airports, or information on the change of the Permanent Delegate's official address.

Only requests for franchise and VAT refunds may be sent directly to the French Ministry of Foreign Affairs (Protocol). Therefore, please, be informed that any other communication addressed to the Ministry, as indicated above, will be returned to UNESCO and consequently, will delay the submission of applications and their processing.

Thanking you for your kind understanding, please accept, Sir/Madam, the assurances of my highest consideration.

Eric Falt