



United Nations
Educational, Scientific and
Cultural Organization

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

To all Permanent Delegations and
Observers to UNESCO

24 September 2013

Ref.: DIR/ERI/MSO/13.104

Subject: **Updating of the Official Correspondence Guide**

Sir/Madam,

With the concern of improving the communication of the Organization with its official partners, the Sector for External Relations and Public Information (ERI) periodically updates its data relating to national authorities responsible for UNESCO's fields of competence.

The Guide of Official Correspondence with Member States is regularly updated, this database indicates the contact addresses of Member States, Associate Members, National Commissions for UNESCO and Permanent Delegations to UNESCO. It also contains guidelines on the language to be used in official correspondence, the transmission modalities and the preference of the Member States for receiving correspondence electronically or by regular post (or both).

In this context, you will find the identification sheet concerning your country, produced in line with information currently available, on the <http://www.unesco.int> website, dedicated to Member States and National Commissions (entry "Official Correspondence" under Resources and Directories; direct access: [http://www.unesco.org/new/en/member-states/member-states-information/Official correspondence/](http://www.unesco.org/new/en/member-states/member-states-information/Official%20correspondence/)).

I would appreciate receiving any changes to this data by **31 October 2013** at the latest, either by using the links contained in the identification sheet, or by mail to:

(For all countries, except those in sub-Saharan Africa)

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(For the countries of Sub-Saharan Africa)

Africa Department (with copy to Sector for External Relations and Public Information as indicated above)

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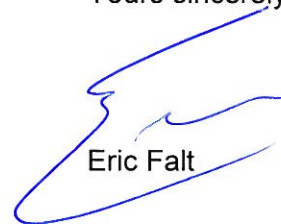
E-mail: v.kariuki@unesco.org with copy to c.hugoninc@unesco.org

In addition, I would like to solicit your agreement to reproduce the photographs of the Permanent Delegate and of members of the National Commission, when available, in various publications issued by UNESCO.

I take this opportunity to invite you to communicate to us, as well as to the relevant UNESCO Field/ Cluster/ Regional Office, any change that might occur with respect to this information in the future.

I thank you for your valuable participation in this important exercise.

Yours sincerely,



Eric Falt

cc.: National Commissions for UNESCO
UNESCO Field Offices