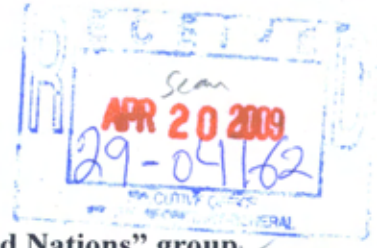


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Note to Ms. V. Claxton

Use of DHL Penthouse by "The Peace Meditation at the United Nations" group

1. I refer to your request to the Chef de Cabinet regarding the use of the DHL Penthouse on Tuesdays from 1 to 2 pm for "The Peace Meditation at the United Nations" group.
2. As you are aware, the use of the Penthouse, as per the provisions of ST/AI/145 rev 1 dated 18 June 1970, is "strictly limited to functions approved by the Secretary-General and only those organized by the UNDP Administrator, Under-Secretaries-General and Assistant Secretaries-General." The implementation of the Capital Master Plan will reduce the availability of venues for events at Headquarters and we anticipate an increase in demand for use of the Penthouse.
3. In this context, I would like to confirm the continuation of the current practice, provided that this space is not required for official functions. The Office of Central Support Services will communicate to you, to the extent possible, if the DHL Penthouse is not available for your event.

Angela Kane

Angela Kane
17 April 2009

cc: Mr. Nambiar
Mr. Sach
Mr. Adams

