



Secretariat

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INFORMATION CIRCULAR N°. 61

Subject : Visit by the Secretary-General of the United Nations

1. I have the pleasure to inform you that the Secretary-General of the United Nations, Mr. Kofi Annan, will meet staff members of the United Nations Office at Geneva during his official visit next week.
2. The Secretary-General will address all staff on:

**Tuesday, 9 December 2003
at 10:15, in the Assembly Hall**

3. Subject to the exigencies of service, supervisors are requested to release staff members from their duties to enable them to attend this meeting.

(Signed) Sergei **Ordzhonikidze**
Director-General