



memorandum

S.G./104/80

date October 8 ,1980

from the **SECRETARY GENERAL**

[Handwritten signature] to Assistant Secretary General, Executive and Assistant Secretaries, and Department and Offices Directors
Subject Official communications to Ministries of the Government of Barbados, Commonwealth of Dominica, Grenada, Jamaica, Saint Lucia, Suriname, and Trinidad and Tobago

In the interest of expediting correspondence of the General Secretariat addressed to Officers of the Ministries of the governments listed above, the staff of the General Secretariat is instructed to direct all communications to the Permanent Secretary of the Ministry concerned, as in the following example:

	<u>Salutation</u>	<u>Closing</u>
Permanent Secretary Ministry of Foreign Affairs Kingston, Jamaica, W.I.	Sir:	Very truly yours,

Communications shall only be directed to an individual by name, when addressing such a person in his capacity as an officer of one of the entities of the Organization, such as Chairman of the Inter-American Council for Education, Science, and Culture, or as Chairman of an inter-American Technical committee.

Previous Memoranda and Personnel Circulars regarding the preparation of official correspondence and authorized signatures for communicating with cabinet officers apply also to correspondence directed to a Permanent Secretary.