

United Nations  Nations Unies  
INTEROFFICE MEMORANDUM MEMORANDUM INTERNE  
EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

TO: (See Distribution List)  
A:

DATE: 4 March 2026

CLASSIFICATION: Unclassified

FROM: E. Courtenay Rattray  
DE: Chef de Cabinet



SUBJECT: **Physical Office Presence**  
OBJET:

1. I would like to bring to your attention a matter concerning physical office presence in your respective entities. As you may be aware, effective on 1 October 2025, the Secretary-General decided that all staff members at Headquarters in New York would be required to work on site at least four days per work week. This decision was taken in order to align with the specific exigencies at the New York Headquarters, including increased in-person meetings and events, and expectations from Member States for greater staff physical presence, engagement and accessibility.
2. The Secretary-General notes that this adjustment to our physical presence in the office has yielded positive reactions from Member State representatives who value face-to-face interactions with staff members. Considering some of the similarities in the mandates of your entities to those in New York, especially concerning your role as convenors of intergovernmental conferences, meetings and events where Member States are also present, the Secretary-General requests that you, as Heads of Entities, implement a similar arrangement requiring office presence for four days per work week within your respective entities.
3. Please note that, based on extenuating circumstances, managers may still exercise flexibility and approve individual telecommuting requests beyond the required number of days of on site presence (under ST/SGB/2019/3), on a case-by-case basis.
4. Thank you for your attention to this matter.

cc: The Deputy Secretary-General  
USG Ryder

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