

Kohly, Shalini

From: Besimensky, Tania
Sent: Saturday, September 23, 2023 12:10 AM
To: Kohly, Shalini
Cc: Farina, Costanza; Edjigayehu-Grandclaude, Mekdes; Lara, Alma; Park, Chongseo
Subject: FW: STA for Shalini
Attachments: 20230531-Lebanon Hotel Policy and List.pdf

Follow Up Flag: Follow up
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Dear Shalini,

I hope that this finds you well.

Thank you for accepting this STA during my absence from the Beirut Office, and many thanks to Chongseo. As I am leaving on 12 October, it would be good if we could spend the day of 11 October together so that I can brief you, if possible. That would probably mean travelling on 10 October for you. I shall be back in the office on Monday, 30 October. It would be good to have a debriefing session, perhaps online?

For the time being and in order to help you with the preparations, I will provide you with the budget code of the Office Running Cost: 2230834021 BEI (Cost centre 111120). It may change when coming closer to the mission. I would be grateful if you could provide a cost estimate.

I am attaching the UNDSS list of hotels. Please let me know if you need anything else.

Thank you once again.

Best wishes,

Tania

From: Lara, Alma <a.lara@unesco.org>
Sent: Friday, September 22, 2023 6:27 PM
To: Besimensky, Tania <t.besimensky@unesco.org>
Subject: STA for Shalini

Dear Tania,

I hope you are doing well. Shalini has been informed about the agreement of both Offices to perform her STA. Could you kindly get in touch with her to provide the budget code and discuss the logistics. I would appreciate keeping Chongseo and us in copy.

Thank you!

Alma