

INTEROFFICE MEMORANDUM

TO: Mr. Stewart McNab
Representative, UNICEF Sana'a

26 August 1991

FROM: Stephen J. Woodhouse *Steve*
Director, Division of Personnel

SUBJECT: Orientation Guide for Yemen

Thank you for your orientation materials for Yemen.

We would like to congratulate you for an excellent job. We especially appreciate your efforts for a few reasons:

- The Guide reads like a novel! The language is clear and so well written, it is a pleasure to read. The cartoons are especially fun!
- We appreciate the compact format. This makes it easier to carry around. As a matter of fact, we shall emulate the format soon when we up-date our booklet "On the Go with UNICEF"
- Finally, that you are actually earning money with this guide is fantastic! Who would have thought that our internal documents could become fund raising tools!

Certainly new and transferred staff will find this profile informative and most useful in preparing themselves before and after arrival in Sana'a.

Distribution arrangements have been discussed with Personnel Services Section, and we have decided that PPSS will ensure that all new and transferring staff receive a copy. Can you kindly send then 25 copies for this purpose. For staff presently in Sana'a or others you wish to give copies locally, we would ask that you distribute the required copies directly.

May we suggest that the updating be done annually? This will create minimum extra work since little should change from year to year, yet will keep in-coming staff up-to-date in terms of what to expect upon arrival. Please send any changes to Training Section for review.

Again, congratulations on a job well done.

Regards.

cc: Mr. Joseph Acar, PPSS