



The Secretary General

To:
OSCE PA President
Members of the OSCE PA Bureau
Members of the OSCE PA Standing Committee

Copenhagen, 9 March 2020

Dear President,
Dear Members of the Bureau,
Dear Members of the Standing Committee,

I am writing to update you about the preventive and mitigation measures that the OSCE PA International Secretariat has put in place in the light of the outbreak and spread of the COVID-19 coronavirus.

In this regard, please find attached to this letter the *Interoffice Memorandum* I have circulated to my staff last Friday. It contains specific instructions and recommendations aimed at minimizing risks and at enhancing the safety and health of our Members and Staff, which remains our utmost priority, while trying to ensure continuity to our key mandated activities.

Measures include the reduction of travel and non-immediately necessary activities, as well as the development of flexible working arrangements, including telecommuting and the increased use of video-conference equipment.

This Interoffice Memorandum has been drafted in close coordination with the OSCE executive structures and its newly established *COVID-19 Taskforce*, in which we are active participants. Within this framework, we are striving to coordinate all of our efforts and maintain a consistent approach with the other OSCE Institutions. We are also strictly abiding to all recommendations issued by our two host countries, Denmark and Austria.

The spread of the virus is indeed generating great uncertainty and unpredictability. Please rest assured that, together with my team, I am constantly monitoring the rapidly evolving situation and I will take due care of informing you of any relevant updates concerning the feasibility of our planned activities.

Yours sincerely

A handwritten signature in black ink, which appears to read 'Roberto Montella', is written over a light blue horizontal line.

Roberto Montella
Secretary General