

United Nations  Nations Unies

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REFERENCE:

12 November 2003

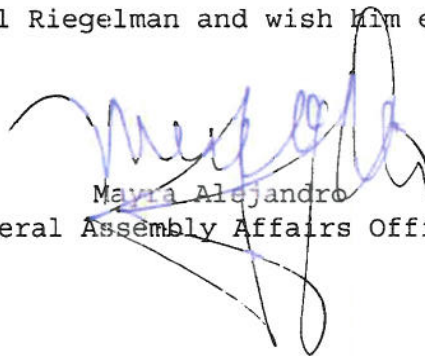
To whom it may concern,

This is to certify that Mr. Michael Riegelman has worked under my supervision in the General Assembly Affairs Branch of the Department for General Assembly and Conference Management of the United Nations since 2 September 2003, as a Meetings Services Clerk.

Mr. Riegelman's responsibilities consist of servicing the meetings of the plenary of the General Assembly, both formal and informal, during regular, special and emergency special sessions; servicing the meetings of the General Committee of the General Assembly, both formal and informal; and other clerical and administrative duties.

Mr. Riegelman's performance has been superb. His technical competence is first-rate. The quality of his work is good and he can perform a large amount of work. Mr. Riegelman is reliable, punctual and responsible. He has a very friendly attitude and has good relations with his colleagues.

I highly recommend Mr. Michael Riegelman and wish him every success in future endeavours.



Mayra Alejandro  
General Assembly Affairs Officer

REFERENCE:

30 September 2004

TO WHOM IT MAY CONCERN

Mr. Michael RIEGELMAN has been in the employ of the General Assembly Affairs Branch of the Department of General Assembly and Conference Management as a meeting services assistant for a period beginning 2 September to 23 December 2003 to assist in the convening of the fifty-eighth regular session of the General Assembly.

During the period, as a member of a team of six assistants, Mr. Riegelman participated in the daily preparation for the timely and orderly conduct of plenary meetings of the General Assembly and of its General Committee. His duties included electronic inputting and filing of speaking notes for the President of the General Assembly, assembling necessary documentations, attending meetings to provide in-meeting support, updating the broad range of reference files and conducting research on Assembly practices as requested.

A good team player with harmonious working relationship all around, Mr. Riegelman discharged his responsibilities cooperatively, conscientiously and diligently, taking initiative on occasions to improve the working methods of the office. He was always ready to take on additional assignments and work beyond the normal hours. In his work, Mr. Riegelman also displayed a keen interest in international affairs, languages and diplomacy.

The General Assembly Affairs Branch was quite satisfied with his overall performance.

Margie Kam  
Deputy Chief  
General Assembly Affairs Branch  
GAEAD/DGACM  
**GENERAL ASSEMBLY  
AFFAIRS BRANCH/DGACM**