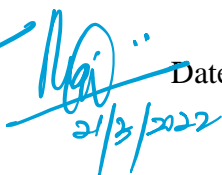


MEMORANDUM

To: All Staff

Ref: UNH-OED-OM-220315-01

From: Ms. Maimunah Mohd Sharif
Under-Secretary-General
and Executive Director



Date: 15 March 2022

Subject: **Revised Programme Review Committee (PRC) Guidelines with Delegation of Authority (DOA) to Regional Representatives and Global Solutions Division Director for approval of projects up to USD 2 million.**

1. In line with the ongoing organizational reform process aimed at enhancing efficiency, effectiveness and further strengthening the programme and project review and approval process, the guidelines for the PRC process have been evolving, and Version 2.0 has been prepared (see guidelines attached).
2. The main update in this version focuses on a greater delegation of authority of project review and approval to the Regional Offices and the Global Solutions Division (for programmes and projects with a **2 million USD budget ceiling**). The Directors with DOA will be accountable for project quality, a **whole-house co-creation approach** and full compliance with the new guidelines. Based on the sub-delegation of authority, the PRC Local Working Groups shall be chaired by Regional Representatives. The guidelines further explain how the Local Working Groups will operate.
3. The PRC remains UN-Habitat's technical committee for quality assurance for projects at formulation and implementation stages and an advisory body to the Executive Director on project approvals. Further, the PRC can advise the Executive Director against the approval of any project that is clearly not advancing the interests of the organization or that jeopardises its reputation. The final approval decision on any project will rest with the Executive Director directly or through Delegated Authority.
4. The DOA takes effect immediately.