

MEMORANDUM

To: All UN-Habitat
Date: 17 April 2019

From: Kazumi Ogawa
Chief of Staff

Subject: **UN-Habitat Assembly: requests for engagements for the Executive Director and Deputy Executive Director**

1. As we approach the first UN-Habitat Assembly, from 27 to 31 May 2019, we are receiving invitations and meeting requests for the Executive Director and Deputy Executive Director.
2. In this regard, please note the following:
 - a. All requests (bilateral meetings, speaking engagements, MOU signings) for the engagement of the Executive Director or the Deputy Executive Director should be directed to the Office of the Executive Director. Please send requests to: Neil Khor (neil.khorjinkeong@un.org) for the Executive Director and Fernanda Lonardoni (fernanda.lonardoni@un.org) for the Deputy Executive Director **by 26 April 2019**. Requests received after this date will be slotted in as possible, but may not be accommodated.
 - b. Talking points and background briefs must be submitted **by 6 May 2019**, using the attached template, respecting the length and format. Documents will be circulated back to the drafter three days before the meeting or event, for any updates. Any requests (notably for bilaterals) that come after the deadline must be accompanied by talking points at the time the request is made.
 - c. Remarks for confirmed public speaking engagements must be submitted **by 13 May 2019**, using the attached template, respecting the allocated speaking time and format.
 - d. Each engagement of the Executive Director and Deputy Executive Director, which is not a bilateral meeting, requires a scenario. These must be submitted **by 13 May 2019**, following the attached example.
3. All submissions must be fully consulted with relevant colleagues in-house and cleared by the respective Division Director prior to final submission to the Office of the Executive Director. An e-mail, submitting the documents, confirming this, copying the respective Division Director is accepted in lieu of the standard Routing Slip.
4. Engagements of the Executive Director and Deputy Executive Director should not be considered confirmed until the necessary background documentation is submitted.

Best regards.