

To: All UN -Habitat staff

Reference:

From: Joerg Weich, Officer in Charge,
Management and Operations Division,
UN-Habitat

Date: 23 August 2019

Subject: **Compliance with mandatory training**

UN Habitat's compliance with mandatory training requirements remains in comparison to our sister agencies at the duty station the worst – despite regular and repeated reminders.

The individual records are available for consultation in HR.

The Executive Director has therefore decided to impose a moratorium on both approval of mission travel and approval of annual leave for all staff members who have not complied with all the mandatory training requirements by September 15 of this year (as at 1 August 2019 147 Individuals in total are non-compliant at varying degrees : 109 need to complete three more courses, 34 need to do five or more courses and 4 have not done any of the mandatory training courses).

This ban will be lifted once the individual's training record shows compliance.

In other words, supervisors are instructed not to approve mission or annual leave for staff members who have not recorded all required mandatory trainings in INSPIRA by September 15 COB.

cc. Mr. Victor Kisob