

MEMORANDUM

To: All UN-Habitat Staff Reference:

From: Maimunah Mohd Sharif *MMS/19/01-SS pm.* Date: 25 January 2019
Under-Secretary-General and
Executive Director

Subject: Establishment of a UN-Habitat Assembly Task Force

1. Following the adoption of General Assembly resolution, A/73/539 on UN-Habitat (attached) on 20 December 2018, the UN-Habitat Assembly will hold its first session between 27 and 31 May 2019, replacing the Governing Council.

2. In addition to legislative aspects of preparation for the Assembly, it is important that we take the opportunity of its inaugural session to increase the visibility and strengthen political and financial support for sustainable urbanization and human settlements. This is also a chance for UN-Habitat to take a step towards establishing itself as a Centre of Excellence, strengthening its strategic partnerships and collaboration with Governments, United Nations sister entities, and key stakeholders.

3. In order to properly strategize and plan for the Assembly in a coordinated and inclusive manner, I am establishing a Task Force under the leadership of the Deputy Executive Director. The Task Force will be the focal point for the coordination of Assembly preparations, including: (i) substantive preparations; (ii) administration and logistics; and (iii) other tasks as needed.

4. The responsibilities of the Task Force include:

- Identifying expected outcomes and proposing innovative approaches to obtain them;
- In-house and external resource mobilization for the organization of the Assembly;
- Recommending high-level political representation at the Assembly;
- Advising on the format of the components of the Assembly, such as the plenary, including dialogue on the theme, the sessional committee, and the opening and closing ceremonies;
- Identifying which substantive documents are required;
- Considering how UN-Habitat can best support the Committee of Permanent Representatives as it prepares for the Assembly;
- Advising on external and internal communications; and
- Any other tasks as assigned by the Executive Director and Deputy Executive Director.

5. The Task Force will be composed of the following members:

- Mr. Victor Kisob, Deputy Executive Director
- Ms. Christine Musisi, Director, External Relations Division
- Mr. Raf Tuts, Director, Programme Division
- Mr. Chris Mensah, Governing Council Secretariat
- Ms. Susannah Price, Head of Communications
- Mr. Pacome Kossy, Senior Strategic Advisor to the Executive Director
- Ms. Angela Mwai, Head, Gender Equality Unit

The Governing Council secretariat will serve as the secretariat of this Task Force.

6. In order to encourage a whole-of-organization approach to the preparation of the Assembly, sub-groups may be established, and other substantive officers, in particular directors of regional and liaison offices, will be requested to contribute to specific activities. As has been the case with previous Governing Council sessions, a list of duties and responsibilities will be circulated in due course, assigning staff members to particular tasks or functions during the period of the Assembly. Should colleagues have any questions, comments, or suggestions, or if they would like to volunteer for duties, please contact Mr. Christian Mensah, the focal point for the UN-Habitat Assembly Task Force and overall preparations for the Assembly. Staff members should obtain the concurrence of their immediate supervisor before volunteering.

I count on your full support in ensuring the success of this historic event.

Thank you.