**First UN-Habitat Assembly, 27 – 31 May 2019**

**Background Brief & Talking Points**

**UN-Habitat Executive Director meeting with [NAME / ENTITY]**

**[DATE: Day/Month/Year], [LOCATION]**

-------------------------

**1 page maximum, Times New Roman, Font 12**

**Talking points** [short concise points – examples below / can be adapted]

* Thank and recognize past partnership, specifically…
* Key entry points for UNH engagement in the future…
* Any key asks / funding proposals…
* Added value of UNH expertise to collaborate with entity/country…

**Background** [short concise points]

* Current projects/initiatives/MOU’s [key $ project figures, focus areas] …
* UNH past & expected future collaboration with entity/country…
* Very brief overview of the entity/country (mandate, presence, focus) …
* Recent mission/outcome undertaken by any UNH staff member in collaboration with entity/country – if relevant…

**Short biography [if an individual]**

**Prepared by:** [Name(s)]