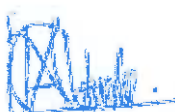


MEMORANDUM

To: All Staff, UN-Habitat

Reference:


From: Dr. Aisa Kirabo Kacyira
Deputy Executive Director
UN-Habitat

Date: 16 November 2015

Subject: **Risk Management Training**

1. You will recall the adoption of the Enterprise Risk Management (ERM) and the related ERM Implementation Guidelines disseminated to all staff through a memo from the Executive Director dated 30 April 2015 (http://intranet.unhabitat.org/sites/default/files/documents/UN-Habitat_ERM_Guidelines_2015.pdf).
2. ERM is an important management tool aimed at assessing and mitigating risks. UN-Habitat particular business model and operational environment makes such tool even more crucial for our operations as highlighted in the recently completed evaluation of UN-Habitat by OIOS.
3. In order to operationalize the ERM, a roadmap leading to full implementation was established as part of the above Guidelines. Staff training in ERM is an important milestone in the roadmap.
4. Accordingly, I am requesting all professional staff to undertake the e-learning ERM programme available in Inspira under "Main Menu">"Self Service">"Learning">"My learning". CDs are also available for locations which might not have Inspira access.
5. The training should be completed by **31 March 2016** and shall be reported as part of the e-Pas cycle ending 31 March 2016.
6. We are also working on additional interactive training on ERM and details will be shared once finalized.
7. If you require any technical assistance or further information on the ERM training, you may contact Mohamed Robleh, the designated focal point for ERM by phone (Tel: +254-20-762-4596) or email (mohamed.robleh@unhabitat.org).

Thank you.

cc: All Branch Coordinators
All Regional Directors