

**MEMORANDUM**

To: All UN-Habitat Staff  
Gigiri

Reference:

Through:

From: Mr. Joerg Weich  
OIC, Management and Operations Division,  
MOD

Date:  
11.11.2019

Subject: **UN-Habitat Fishbowl Furniture**

Dear colleagues,

We notice that most of the chairs purchased for the meeting rooms, known as “UN-Habitat Fishbowls,” are now placed in individual offices. This is asking colleagues that all the chairs which were removed from the fishbowls (red and white meeting chairs) to be returned immediately to the Fishbowls, as these will be used during the upcoming UN-Habitat meetings.

Kindly refrain in future from removing chairs and other furniture from any meeting rooms or fishbowls, and if you move one into another for a specific meeting with many participants in attendance, do please return it afterwards.

Thank you.