


MEMORANDUM

To: All UN-Habitat Staff **Ref:**
From: Andrew Cox 
Director, Management and Operations Division **Date:** 13 April 2017
UN-Habitat
Subject: **Cost recovery for events held outside normal business hours before or during the dates of the Governing Council (GC 26)**

Dear colleagues

1. UN-Habitat has to incur additional cost from UNDSS and UNON DCS to service events held before the GC26 and outside normal business hours (i.e. from 6pm) during the upcoming GC 26.
2. UN-Habitat through Management and Operations Division will charge any such event a fixed cost of US\$2,000 in order to recover these additional costs.
3. Should you organize such an event, you are required to provide coding block to charge to Denis Ongayo, Finance Unit, Management and Operations Division (*email denis.ongayo@unhabitat.org, UN gigiri ext. 25520*).

I thank you for your usual cooperation

C.C: Ms. Christine Musisi, Director, External Relations Division, UN-Habitat
Chris Mensah, Secretary to the Governing Council, Chief, External Relations and Inter-Agency Affairs, UN-Habitat