

MEMORANDUM

To: Senior Management Board Reference: UNH-OED-OM-191017-01

From: Maimunah Mohd Sharif 
Under-Secretary-General and
Executive Director Date: 30 October 2019

Subject: **UN SWAP results and required reporting for 2019**

I am happy to share with you the UN System-wide Action Plan (UN SWAP) information that will guide the relevant 'business owners' (see list attached) in the 2019 UN SWAP reporting that we are required to complete by 10 January 2020.

To this end, I am also sharing the following documents which include resources to assist the 'business owners' in the reporting process.

- Letter from UN Women ED presenting a summary of UN-Habitat's SWAP review
- Systemwide 2018 results
- UN-Habitat 2018 results at a glance
- Detailed submission to UN SWAP for 2018
- Summary of general technical guidance on UN SWAP
- Allocation of topics to the responsible units ('business owners') of the various aspects of UN SWAP
- Secretary-General's report on Mainstreaming a gender perspective into all policies and programmes in the United Nations system dated April 2019

As you will note from the 2018 report, overall, our results are positive, but we would like to do even better as we report for 2019.

In order to ensure success, I would like to highlight a number of key issues on the way forward:

1. To effectively showcase UN-Habitat's achievements, it is important that the whole agency works on the UN SWAP report together.
2. The Gender Unit will coordinate the UNSWAP reporting process. In this respect, please review the attached focal point list and last year's report. Focal points are requested to submit in the same format as last year's report to the Gender Unit no later than 30 November 2019.

I look forward to your usual cooperation. Please contact Angela Mwai at angela.mwai@un.org, should you require any - assistance.

Thank you.