

MEMORANDUM

To: ALL PMOs

Reference:

Through: Andrew Cox, Director
Management and Operations Division

Date: 05 January 2018

From: Kamal Naim
Head ICT Unit, UN-Habitat

Subject: **Office 365 (Unite Mail) – Rate Card for 2018-2019**

1. Reference is made to the migration of UN-Habitat email system into office 365 (Unite Mail) and related cost allocation and recovery.
2. Project Management Officers (PMOs) are kindly reminded to allocate the necessary funds to cover their project staff email accounts for the period of 2018-2019. The current rate card for Unite Mail subscription is \$200 per user per year.
3. ICT Support Unit (ICTU) will be monitoring email user subscriptions at UN-Habitat and will work with all PMOs to identify their respective project users on yearly basis.
4. Charge back will be coordinated by ICTU and Budget and Finance Unit(BFU) through UMOJA service delivery module or other related mechanism.
5. ICTU will provide to BFU the list of project emails agreed with PMOs together with their respective projects and the costs that should be recovered.

Thank you.

CC: Chief Budget and Finance Unit, UN-Habitat