

## MEMORANDUM

To: All UN-Habitat Staff

Reference: UNH-OED-OM-191007-01

From: Maimunah Mohd Sharif  
Under-Secretary-General and  
Executive Director

Date: 7 October 2019

Subject: **Improving Coordination of Official Travel**

1. To enhance coordination and reporting of travel and gain maximum benefit from official missions, there is need for a clear system for staff travel forecasting and management.
2. As indicated in my memo of 26<sup>th</sup> October 2018, I am requesting Heads of Regions, Branches and all offices to ensure that all official travel for their personnel, including staff, consultants and individual contractors, are cleared by a Director before travel is undertaken.
3. I noted with distress that the compliance rate of UN-Habitat in terms of the 21day rule was 19.7 percent from January 2018 through October 2019.
4. Additionally, I am requesting that all travel requests be submitted to OED for approval, through Mr. Joerg Weich. If you do not receive a response from OED within 72 hours, this indicates that the travel can be undertaken.
5. Thank you.