

## MEMORANDUM

**To:** All UN-Habitat Staff

**Ref.:** UNH-OED-OM-200512-01

**Through:** Christine Knudsen  
Emergency Director

**Date:** 12 May 2020

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

*Maimunah*  
14/5/2020  
@ 8:46 am

**Subject:** UN-Habitat's COVID-19 response structure

It is important that UN-Habitat continues to scale up its contribution to the broader COVID-19 response in support of efforts led by national and local governments, UN agencies and our network of partners.

Kindly find in attachment **UN-Habitat's COVID-19 Policy and Programmatic Framework** which provides guidance for our global, regional and country-level action. It will be periodically updated and shared with you as the situation evolves in the coming months. This is a key instrument to help re-orientating or scaling existing programmes and projects and taking steps to identify new areas of engagement focused on achieving direct tangible impact for those most affected by COVID-19. The framework is in alignment with the Secretary-General's report on 'Shared responsibility, global solidarity: Responding to the socio-economic impacts of COVID-19'.

The operationalization of the **COVID-19 Policy and Programmatic Framework** will depend on the efficient and effective coordination across the three key areas as outlined in the **COVID-19 Emergency Plan**: duty of care and security of our staff led by Mr. Neil Khor, business continuity of our ongoing operations led by Mr. Gary Landes, and our COVID-19 response led by the Emergency Director, Ms. Christine Knudsen. Please refer to the COVID-19 Emergency Plan for details on the roles and responsibilities of each key area.

1. The Emergency Director, in her role as coordinator of UN-Habitat's COVID-19 response will be supported by a COVID-19 Core Response Team, consisting off:
  - Graham Alabaster
  - Filiep Decorte
  - Bruno Dercon
  - David Evans
  - Esteban Leon
  - Fernanda Leonardi
  - Robert Ndugwa
  - Kerstin Sommer
  - Mabel Rubadiri

2. The Regional Representatives will lead the implementation of COVID-19 response through the country offices and be supported by the Emergency Director to facilitate the implementation of the COVID-19 Policy and Programmatic Framework.
3. Other Branches and Sections will provide support to the Emergency Director with regard to the COVID-19 response on a needs basis and in line with their expertise, roles and responsibilities within UN-Habitat's new structure.
4. The Emergency Director will work closely with Mr. Gary Landes and Mr. Neil Khor supporting the Executive Director and the Deputy Executive Director as Chair and Co-chair of the Crisis Management Group and ensuring the effective implementation of COVID-19 Emergency Plan and the UN-Habitat's COVID-19 Policy and Programmatic Framework.

Thank you.

CC: Victor Kisob, Deputy Executive Director and Assistant-Secretary General  
Raf Tuts, Director, Global Solutions Division  
Gary Landes, Director (ai), Management, Management, Advisory & Compliance Division  
Neil Khor, (OIC), Chief of Staff