

## MEMORANDUM

To: All Staff, UN-Habitat

Reference: UNH-OED-OM-201117-01

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

Date: 17 November 2020

Subject: **Establishment of Donor Relations Focal Point System**

1. UN-Habitat is establishing a Donor Relations Focal Point System to strengthen strategic relations with existing and potential donors, better coordinate engagement with donors throughout the organization and thereby increase the level of flexible, predictable funding to support implementation of core and earmarked activities in of UN-Habitat's strategic plan.
2. The list of Donor Focal Points and their Terms of Reference are provided in the attached Annex and will work closely with the Donor Relations and Strategic Resource Partnership Branch in the External Relations, Strategy, Knowledge, and Innovation Division.
3. I would very much appreciate if you could lend the designated focal points your full support so that together, we can improve the financial situation of the organization.

Thank you.

Encl. Focal Point List, Terms of Reference.