

## MEMORANDUM

To: All Staff Reference: UNH-OED-OM-210120-01

From: Maimunah Mohd Sharif, Executive Director Date: 20<sup>th</sup> January 2021

Subject: **UN-HABITAT Mission Travels during the COVID-19 Pandemic**

1. Further to the memorandum from the Executive Director, reference UNH-OED-OM-191007-01, dated 7<sup>th</sup> October 2019, on Improving Coordination of Official Travel, the purpose of this memorandum is to provide updated guidance on the subject in view of the ongoing COVID-19 pandemic.
2. Please note that, henceforth, all travel requests are to be reviewed and approved by the respective Directors, and shall be shared with OED by e-mail to [unhabitat-ded@un.org](mailto:unhabitat-ded@un.org) for information. Regional Representatives shall submit travel requests to the Chief, OED, for approval. Furthermore, all travel requests violating the advance travel requirement of 21 days will require approval from the Chief, OED. Submissions shall be shared by e-mail to [CoSUNHabitat@un.org](mailto:CoSUNHabitat@un.org).
3. I continue to encourage staff to use as much as possible alternative methods in lieu of mission travels, such as virtual meetings, so as to limit exposure to COVID-19. In instances when mission travel is absolutely necessary, staff should ensure that travel preparations and measures taken during and after the mission are in line with relevant protocols and guidelines by the United Nations Secretariat as well as by the governments in transit and destination countries.
4. Please refer to the [United Nations Secretariat Guidance on Official Travel during the COVID-19 pandemic](#) and the latest [policy and guidance](#) updates.
5. Thank you for your continued support and cooperation.