

HABITAT III TRAVEL CRITERIA FOR UN-HABITAT STAFF

1. Who is traveling to Habitat III?

Based on submissions submitted to the Director, External Relations, the official UN-Habitat delegation to Quito is being identified based on justifications provided by the programme manager, which fall within a “catalogue of tasks” to be carried out during the Habitat III. The “catalogue of tasks” is directly connected the specific roles and responsibilities of UN-Habitat as leader (or co-leader) of a number of special sessions, negotiations and discussions on the role of UN-Habitat in the New Urban Agenda, and in a limited number of cases, required support functions.

The final list of UN-Habitat staff traveling to Quito is approved by the Executive Director, independently of core or project resources, as well as the type of contract (temporary staff and consultants included).

2. Criteria for traveling

Apart from the tasks criteria, due to the economic constraints and the capacity limitations in Quito, austerity criteria will also be applied in the list of staff traveling, at the same time keeping in mind the historic significance of Habitat III and its relevance for UN-Habitat.

3. Budget for traveling

As part of the host city agreement, the Habitat III budget will cover the travel costs of those leading Special Sessions (based on Habitat III issue papers), as well as those providing support to Dr. Clos in his role as secretary-general of Habitat III. UN-Habitat is seeking clarification with the Habitat III secretariat on whether regional directors will be covered, as was the case for the Surabaya PrepCom in July. Remaining staff should be covered by Project Funds or the core budget assigned to the branch of office as part of the 2016 budget process, subject to the final approval of the Executive Director.

4. Costs of traveling

Due to ongoing financial constraints, all UN-Habitat staff traveling to Quito are expected to do so in economy class, or premium economy class (if available) irrespective of source of funding. Staff traveling in economy class are authorized to arrive up to two days prior to their assignment date or take two days after their return in Nairobi in order to compensate the long travel as recuperation time. Staff should indicate their voluntary downgrade as prompted in the Umoja travel request. Upgrades on a personal basis (costs covered personally by the staff member) will be allowed by the Travel Unit, as well as changes on itineraries (see below section ‘Conditions for travel’).

5. Presence in Nairobi

The presence of a core team of UN-Habitat staff at Headquarters during the days of the Habitat III is crucial for backing up of most of UN-Habitat and Habitat III-related operations. Each substantive area should, in coordination with the relevant Division director, ensure that at least one P-level staff member is present in Nairobi during the period of the Conference.

Tasks during Habitat III

6. Tasks related to the Conference

A number of Habitat III special sessions and side events are being led, or co-led, by UN-Habitat. Proper allocation of staff to coordinate and substantively support those events is necessary.

The staff allocation for the UN-Habitat sessions is as follows:

1. Special Sessions: travel expenses for the lead of each special session are expected to be paid by Habitat III.
2. Outreach and communications: UN-Habitat will be mounting an exhibit and managing media outreach to project a strategic, corporate image. Director, ERD, will identify staff to support these activities, with travel to be covered by ERD fund. Participation of staff for communications, media relations or other public information roles of specific programmes or projects must be approved by the Director, ERD, to ensure coherence with the corporate image and message. Such staff will be paid for by their respective programme or project.
3. Branches/offices organizing parallel events will cover the travel expenses of their staff, again with the necessary approval of the Division Director and with the concurrence of the Executive Director.

7. Tasks related to the UN-Habitat Work Programme and Budget

The principle outcome of HABITAT III will be the New Urban Agenda. In order to ensure the proper follow-up, the Executive Director will identify and approve staff to provide expert advice in the context of anticipated negotiations, and related discussions. Management Division, Programme Division and External Relations Division will be able to include one extra staff each (covered by Project or Core Funds) to support their activities during Habitat III. Each Division Director may also opt to identify an individual to provide administrative support, also to be paid for by Project or Core Funds. Directors of the Liaison Offices will be able to travel due to their political and corporate roles (covered by their own budget).

8. Tasks related to country participation

Regional offices have been working on the engagement of national delegations and other stakeholders per country for Habitat III. Funding for travel of Directors of the Regional offices is to be confirmed, whether by the Habitat III budget, through Project or Core Funds. One extra staff will be allowed from each regional office (if considered necessary by the Director and covered by Project or Core Funds) and one additional staff from each country office (if considered necessary by the Director and covered by Project or Core Funds). HPMs with an official delegation headed by a Head of State or a Minister travelling to Quito may travel, to

carry out specific protocol and other organizational support in coordination, as part of that country's delegation.

9. Travel for Executive Direction

The travel of the Executive Director and his support staff will be covered by the Habitat III budget. The travel of the Deputy Executive Director, as head of the UN-Habitat delegation, the Chief of Staff (TBC) and support staff will be covered by Core Funds.

Procedure for travel request

10. Travel Unit

The UNON Travel Unit will be requested to authorize the travel only for those staff indicated on the approved list (attached).

Conditions for travel

16. Economy class

Due to the financial constraints and the limitations in terms of budget, all official missions to Quito for Habitat III can only be financed in economy class. (See paragraph 4 above.) Staff should select "voluntary downgrade" in the Umoja travel solution, to enable correct ticketing by the travel unit.

Upgrades on a personal basis should be requested to the travel agent and indicated in the travel request. Staff can also check with the travel agent and the respective airline the possibility of an upgrade with air miles.

17. Multiple destinations outside the official travel route to and from Quito

The UNON Travel Unit has negotiated discounts with several airlines for the most direct routings and block booking may be applied in order to get the most economic fare. Personal deviations will be processed by the Travel Unit as per the UN rules. Please keep in mind that, in case of unexpected changes and delays, staff with tickets on personal deviation are required to cover any additional costs.

18. Travel on personal basis

If any staff member travels to Quito on personal basis, he/she must register as an individual, not as UN-Habitat staff.

19. Transit Visas and Visa for Ecuador

Staff are responsible for obtaining their own Visas, as applicable, for transit and/or Ecuador. Should staff have problems in doing so, however, they should notify their supervisors immediately. Habitat III and UN-Habitat are concurrently trying to identify practical solutions to facilitate the Visa process for those individuals with nationalities requiring Visa for entry into Ecuador.

20. Registration

UN-Habitat staff travelling to Habitat III must register for the Conference on an individual basis. Please consult the Habitat III website.

Other travel arrangements

21. UN-Habitat is making efforts to identify one or two hotels which it might block book, for ease of coordination. Details on this and on shuttle services from the hotels to the Conference venue will be provided in a forthcoming logistical note.

Security

26. Information on TRIP

All UN-Habitat staff traveling to Quito will be required to enter their details in the TRIP system. Please note that UNDSS and/or your Agency Security Officer/Focal Point will not be able to contact you in an emergency or account for you if you do not register your travels with valid contact details. UNDSS has strongly recommend that you register your travel to Quito (both official and personal) as well as your dependents' on UNDSS TRIP system, <http://trip.dss.un.org/> providing current and complete contact details of Hotel, etc to facilitate dissemination of advisories and ascertain your whereabouts in case of an incident.

27. Security training in Quito

UNDSS will provide a mandatory security briefing for all staff, consultants and temporary staff attending Habitat III. Information on this will be transmitted in due course.