

## Governance Affairs Office Workplan

1 April 2024 to 31 March 2025

[30 May 2025]

### **Governing Bodies Unit**

*This Governing Bodies Unit work plan forms a sub-section of the Governance Affairs Office Work Plan 2024-25. It will contribute to achieving the Governance Affairs Office Work plan through delivery of the following specific Objectives and Key Results.*

#### **Objective 1: Provide efficient and effective secretariat support to the Environment Assembly and its subsidiary bodies**

##### **2024/25 Key Results:**

1. Preparations for UNEA-7 are on track
2. The UNEA and CPR Bureaux are provided solid support by the UNEP secretariat.
3. The meeting of the annual subcommittee and other CPR meetings are well organized and result in guidance from Member States to UNEP on the preparation of the draft MTS/POW to be adopted at UNEA-7.

##### **Deliverables by Quarter of Performance Year:**

###### **2024 – Q2:**

- Plan and organize a first online meeting with the UNEA Bureau on 16 May 2024.
- Plan and organize a CPR Bureau meeting on 4 June to prepare for CPR 166 scheduled for 13 June.
- Plan and organize CPR 166 scheduled for 13 June, resulting in clear guidance on the assessment and lessons learned from UNEA-6.
- Plan and organize the joint Bureaux meeting on 26 June. The secretariat will present options for the theme for UNEA-7 for consideration.

##### **Responsible Units/staff and Cross-organization collaboration**

*KR1 :*

*UB + all*

*KR 2: Aline + MP  
+Shang + Paul+ Monica*

*KR 3 :*

<p>4. <i>Member States are regularly informed and briefed on developments regarding UNEP governing bodies.</i></p> <p>5. <i>UNEP leadership and divisions are regularly informed, briefed and engaged in developments regarding UNEP governing bodies.</i></p> <p>6. <i>ED and DED meetings with regional and political groups and similar meetings are well organized.</i></p> <p>7. <i>UNEA-7 documentation is forecasted and UNEA-7 documentation focal points are fully briefed on timeframes and templates for UNEA-7 documentation.</i></p>	<ul style="list-style-type: none"> <li>- Update and share a new roadmap of CPR quarterly meetings, CPR and UNEA Bureau meetings, and Joint Bureaux meetings approved by the CPR and the UNEA Bureau.</li> <li>- Invite the SMT to consider the options for the theme for UNEA-7 and preparations for the annual subcommittee in July 2024.</li> <li>- Plan and organize an orientation session for newly accredited CPR members on 30 May.</li> <li>- Plan and organize for the ASC 11 scheduled for 8-12 July to focus on the roadmap to prepare a draft PoW and Budget for the period 2026-2027 and a draft MTS for the period 2026-2029 and consultation on the theme for UNEA-7.</li> </ul> <p><b>2024 - Q3:</b></p> <ul style="list-style-type: none"> <li>- Plan and organize a CPR Bureau meeting on 3 July to prepare for ASC 11, which is scheduled for 8 to 12 July.</li> <li>- Successfully organize ACS 11, resulting in clear guidance from Member States and stakeholders on all Agenda items.</li> <li>- Facilitate consultations with Member States and stakeholders on the theme for UNEA-7 led by UNEA-7 Presidency, and support PPD led preparations of the draft PoW, Budget, and MTS.</li> <li>- Following the establishment of the UNEA-7 taskforce, support the work of the TF under the leadership of the DED.</li> <li>- Plan and organize an orientation session for CPR members on 5 September.</li> <li>- Plan and organize a CPR Bureau meeting on 11 September to prepare for CPR 167, which is scheduled for 17September.</li> </ul>	<p><i>UB + MP+ Michelle +Paul +Shang+ PPD+CSD</i></p> <p><i>KR 4 : MP + Ruiwen</i></p> <p><i>KR 5: UB +Aline +EO</i></p> <p><i>KR 6: Aline+MP+EO+R Os</i></p> <p><i>KR 7 : Aline</i></p>
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	<ul style="list-style-type: none"> <li>- Plan and organize informal lunches between the Executive Director and the Permanent Representatives in Nairobi on deep thinking on UNEA the week of 2 to 9 September 2024.</li> <li>- Plan and organize CPR 167, scheduled for 17 September.</li> </ul> <p><b>2024 - Q4:</b></p> <ul style="list-style-type: none"> <li>- Plan and organize informal lunches between the Executive Director and the Permanent Representatives in Nairobi on deep thinking on UNEA the week of 4 to 8 November 2024.</li> <li>- Plan and organize a UNEA Bureau on 7 November focusing on consultations on the theme for UNEA-7.</li> <li>- Conclude consultations with Member States and stakeholders on the theme for UNEA-7.</li> <li>- Plan and organize a CPR Bureau meeting on 9 December to prepare for CPR 168 scheduled for 17 December.</li> <li>- Plan and organize a joint Bureaux meeting on 11 December to decide on the theme for UNEA-7 and other matters.</li> <li>- Plan and organize CPR 168, scheduled for 17 December.</li> <li>- Initiate consultations and discussions with UNITAR/BRS on programme and budget of trainings for delegates /co-facs</li> </ul> <p><b>2025 - Q1:</b></p> <ul style="list-style-type: none"> <li>- Plan and organize ED and DED meetings with regional groups as requested.</li> <li>- Plan and organize a meeting of the UNEA Bureau on 25 February to present the zero draft ministerial declaration for UNEA-7.</li> </ul>	
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	<ul style="list-style-type: none"> <li>- Plan and organize CPR 169 (date TBC).</li> <li>- Support the meetings of the UNEA-7 strategic task force. Identify key dates for preparatory meetings for UNEA-7, including at the regional level.</li> <li>- Fully brief UNEA-7 documentation focal points on timeframes and templates for UNEA-7, as well as on recommendations, in close collaboration with PPD and the EO.</li> </ul>	
<p><b>Objective 2: Contribute to successful preparations for other UNEP-related intergovernmental processes on request.</b></p>		
<p><b>2024/25 Key results</b></p> <ol style="list-style-type: none"> <li>1. <i>Outcomes of UNEA-6 are issued in all UN official languages in a timely manner and transmitted to the GA (when required).</i></li> <li>2. <i>INC on plastic pollution and the third meeting of the OEWG on SPP are adequately supported.</i></li> <li>3. <i>Focal points for the implementation of the outcomes of UNEA-6 are identified and revised final budget implications are submitted in cooperation with PPD and CSD.</i></li> </ol>	<p><b>Deliverables by Quarter of Performance Year:</b></p> <p><b>2024 - Q2:</b></p> <ul style="list-style-type: none"> <li>- Coordinate the finalization of UNEA-6's outcomes in close collaboration with UNON and UNEA-6 resolutions focal points and ensure their availability on the UNEA-6 outcomes webpage in all UN official languages.</li> <li>- Finalize and submit the UNEA contribution to the HLPF through consultations in the CPR.</li> <li>- Submit the Ministerial Declaration of UNEA- 6 to the President of the UN General Assembly as a contribution to the Summit of the Future.</li> <li>- Include and support consideration of an overview of the role of regional forums of ministers of the environment and UNEP regional offices in the agenda of the 11th ASC.</li> <li>- Support the organization and participate in INC-4.</li> <li>- Support the organization and participate in the third meeting of the OEWG on SPP.</li> <li>- Identify focal points for UNEA-6 resolutions</li> </ul>	<p><b>Responsible Units/staff and Cross-organization collaboration</b></p> <p><i>KR 1:</i> <i>Aline + MP</i></p> <p><i>KR2:</i> <i>UB+MP</i></p> <p><i>KR 3:</i> <i>Aline + MP</i></p> <p><i>Several results require close cooperation with other parts of UNEP and the</i></p>

	<ul style="list-style-type: none"> <li>- Facilitate finalization of revised budget implications for the implementation of the outcomes of UNEA-6 in cooperation with PPD and CSD through a memo sent by the DED.</li> </ul> <p><b>2024 – Q3, Q-4 and 2025 – Q1:</b></p> <ul style="list-style-type: none"> <li>- Support ROA in the preparations for and participate in AMCEN special session, which is scheduled for 2 to 5 September in Abidjan, Cote d’Ivoire.</li> <li>- Finalize and submit UNEA- 6 report to the UN General Assembly (A/79/25).</li> <li>- Support the organization and participate in intergovernmental meeting of the SPP, upon request.</li> <li>- Support the organization and participate in INC-5.</li> </ul>	<p><i>Executive Office, the NY Office, PPD, and CSD to follow up on the UNEA resolutions.</i></p>
<p><b>Objective 3: Serve as the main interface for external relations with representatives of the governing bodies, including through training and digital transformation</b></p>		
<p><b>2024/25 Key Results:</b></p> <ol style="list-style-type: none"> <li>1. <i>The CPR and UNEA websites are regularly updated and improved to ensure that they are relevant, user-friendly, and updated.</i></li> <li>2. <i>E-services and on-line tools are improved and Member States are well-equipped to access information and engage in effective communication with the Secretariat.</i></li> </ol>	<p><b>Deliverables by Quarter of Performance Year:</b></p> <p><b>2024 - Q2</b></p> <ul style="list-style-type: none"> <li>- Review the CPR website to make it more relevant, user-friendly, and updated.</li> <li>- Review and update the UNEA website to ensure that the information provided is easily accessible and relevant, in cooperation with the Communication Division.</li> <li>- Regularly updating and publishing the roadmap for UNEP governing bodies.</li> <li>- Expand the use of the UN Nairobi Journal in close collaboration with UNON.</li> </ul>	<p><b>Responsible Units/staff and Cross-organization collaboration</b></p> <p>KR 1: <i>Sabine + Brian</i></p> <p>KR 2: <i>Sabine + Brian +John +Shang</i></p>

<p>3. <i>The number of Member States accredited to CPR increases.</i></p> <p>4. <i>The directories and e-mail lists of Member States are up to date.</i></p> <p>5. <i>Ensure effective communication with member states.</i></p>	<ul style="list-style-type: none"> <li>- Expand the use of the E-Delegate platform in close collaboration with DGACM.</li> <li>- Create an on-line repository of past resolutions and decisions adopted by GC/UNEA.</li> <li>- Ensure effective and timely responses to logs and other correspondences from member states in close collaboration with the front office.</li> <li>- Provide training Member States on the use of on-line tools</li> </ul> <p><b>2024 - Q3 and Q4 – 2025 Q1</b></p> <ul style="list-style-type: none"> <li>- Updating and improving the CPR and Environmental focal points directory, including consideration of deploying the E-mission platform.</li> <li>- <i>Improve</i> the UNEA resolution portal, taking into account other options.</li> <li>- Continue efforts to encourage countries to get accredited to UNEP in collaboration with the regional offices and the New York Office.</li> <li>- Ensure effective and timely responses to logs and other correspondences from member states in close collaboration with the front office.</li> </ul>	<p>KR 3: <i>MP + Ruiwen</i></p> <p>KR4: <i>John +Sabine</i></p> <p>KR5: <i>Aline</i></p>
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**Civil Society Unit**

*This Civil Society Unit work plan forms a sub-section of the Governance Affairs Office Work Plan 2024-25. It will contribute to achieving the Governance Affairs Office Work plan through delivery of the following specific Objectives and Key Results.*

**Objective 4: Provide efficient and effective secretariat support to the Environment Assembly and its subsidiary bodies by facilitating meaningful engagement of Major Groups and Stakeholders**

<b><u>Key Results: 2024-25</u></b>	<b><u>Deliverables by Quarter of Performance year:</u></b>	<b><u>Responsible Units/staff and Cross-organization collaboration</u></b>	<b><u>Linkage to deliverables in the ED's Compact, relevant SMT programmatic and operational decisions and priorities</u></b>	<b><u>Update on Progress by</u></b>
<p>1. Active and meaningful participation of MGS in the work of the UNEA, and its subsidiary organs, including the Committee of Permanent Representatives (CPR), in physical and online sessions, as a follow up to outcomes of UNEA-6 and in preparation for UNEA-7.</p> <p>2. All accreditation requests are handled within 4 months of receipt. Increase newly accredited organizations by at least 50 annually. Capacity building for newly accredited organizations.</p> <p>3. Major Groups Facilitating Committee (MGFC) meetings are held regularly, ensuring communication between UNEP and MGFC and better relations with accredited organizations. Elections of MGFC members that are due are facilitated.</p> <p>4. Mechanisms, initiatives and tools for MGS engagement are further enhanced, including through capacity building workshops, and through supporting the "Group of Friends".</p> <p>5. Requests from UNEP Senior Management, Regional Offices, Member States or MGS, including</p>	<p><b>2024 – Q2:</b></p> <ul style="list-style-type: none"> <li>- Process all accreditations requests and update the accreditation status to CPR, develop standard information note, and provide online briefing session for newly accredited organizations (2).</li> <li>- Support monthly meetings of Major Groups Facilitating Committee (MGFC). (3)</li> <li>- Support activities of the "Group of Friends" (4)</li> <li>- Set up a UNEP internal group of focal point liaisons with Civil society (4)</li> <li>- Send invitations to MGS to provide proposals for new Perspective editions and authors for at least three "Perspectives" are identified (7)</li> <li>- Brief to the African MGS on the outcomes of UNEA (1)</li> <li>- Prepare and send out survey to all MGS on views on the "Perspectives" publication. (7)</li> </ul> <p><b>2024 – Q3:</b></p> <ul style="list-style-type: none"> <li>- Process all accreditation requests and update the accreditation status to CPR (2)</li> </ul>	<p><b>DRI RESULT 1:</b> UB + all</p> <p><b>DRI RESULT 2:</b> DO + MN + PK</p> <p><b>DRI RESULT 3:</b> IO + EN</p> <p><b>DRI RESULT 4:</b> LZ + MH</p> <p><b>DRI RESULT 5:</b> DO + all</p> <p><b>DRI RESULT 6:</b> UB + all</p> <p><b>DRI RESULT 7:</b> DO + IO + PK</p>	<p>Programme of work</p> <p>B. Policymaking organs</p> <p>Outcome 1: The Environment Assembly attracts significant interest from key decision-makers and stakeholders</p> <p>Outcome 2: The Environment Assembly sets the</p>	<p><b><u>2024 Q2:</u></b></p> <p><b><u>2024 Q3:</u></b></p> <p><b><u>2024 Q4:</u></b></p> <p><b><u>2025 Q1:</u></b></p>

<p><i>individual Major Groups requesting specific support, are responded to.</i></p> <p>6. <i>MGS at the regional level are meaningfully engaged through Regional Consultative Meetings (RCMs) in all UNEP regions in 2024/2025, in preparation for UNEA-7, in close cooperation with Regional Offices as well as the Regional Facilitators.</i></p> <p>7. <i>MGS gets the opportunity to present their views in at least 3 issues of “Perspectives” per year.</i></p>	<ul style="list-style-type: none"> <li>- <i>Organize a briefing/retreat for UNEP focal points working on Civil society, including Regional offices focal points (4)</i></li> <li>- <i>Organize briefing and facilitate consultation and participation for Major Groups and Stakeholders in preparation for the Annual Sub- Committee (ASC) (1)</i></li> <li>- <i>Facilitate relevant elections and brief newly elected representatives (3)</i></li> <li>- <i>Support monthly meetings of Major Groups Facilitating Committee (MGFC) (3)</i></li> <li>- <i>Support activities of Major Groups Facilitating Committee (MGFC) (5)</i></li> <li>- <i>Support activities of the “Group of Friends” (4)</i></li> <li>- <i>Perspective Publication following survey results. (7)</i></li> <li>- <i>Support the Animal Welfare Conference to advance UNEP’s work (5).</i></li> <li>- <i>Support RCM in AMCEN (6)</i></li> <li>- <i>Explore options for a possible review of MGS contributions to UNEA sessions in collaboration with interested stakeholders.(1)</i></li> </ul> <p><b>2024 – Q4:</b></p> <ul style="list-style-type: none"> <li>- <i>Process all accreditations requests and update the</i></li> </ul>		<p><i>global environmental policy agenda for the upcoming years.</i></p>	
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	<p><i>accreditation status to CPR, provide standard information note, and provide online briefing session for newly accredited organizations (2).</i></p> <ul style="list-style-type: none"> <li>- <i>Support monthly meetings of Major Groups Facilitating Committee (MGFC) (3)</i></li> <li>- <i>Support activities of Major Groups Facilitating Committee (MGFC) (5)</i></li> <li>- <i>Support activities of the “Group of Friends” (4)</i></li> <li>- <i>Perspective Publication following survey results(7).</i></li> <li>- <i>Support RCMs in UNEP regions (6)</i></li> <li>- <i>Facilitate relevant elections and brief newly elected representatives (3)</i></li> <li>- <i>Facilitate MGS consultations on the theme of UNEA-7 (1)</i></li> </ul> <p><b>2025 – Q1:</b></p> <ul style="list-style-type: none"> <li>- <i>Process all accreditation requests and update the accreditation status to CPR (2)</i></li> <li>- <i>Provide standard information note, and provide online briefing session for newly accredited organizations (2).</i></li> <li>- <i>Support monthly meetings of Major Groups Facilitating Committee (MGFC) (3)</i></li> </ul>			
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	<ul style="list-style-type: none"><li>- <i>Support activities of the “Group of Friends” (4)</i></li><li>- <i>Perspective Publication following survey results (7).</i></li><li>- <i>Global consultative meeting possibly including a capacity building workshop for enhanced MGS engagement (4)</i></li></ul>			
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**Objective 5: Contribute to successful preparations for other UNEP-related intergovernmental processes and other relevant MGS related activities of UNEP Divisions, Regional Offices and other relevant UN offices.**

<b><u>Key Results:</u></b>	<b><u>Deliverables by Quarter of Performance year:</u></b>	<b>Responsible Units/staff and Cross-organization collaboration</b>	<b>Linkage to deliverables in the ED's Compact, relevant SMT programmatic and operational decisions and priorities</b>	<b><u>Update on Progress by</u></b>
<ol style="list-style-type: none"> <li>1. MGS activities relating to UNEA resolutions follow-up are supported, including the SPP.</li> <li>2. UNEP Divisions are effectively advised on best practices for MGS engagement in UNEP-led processes.</li> <li>3. Support given to the implementation of UNEP's Youth engagement strategy.</li> <li>4. Support is given to UNEP's Regional Offices on MGS matters.</li> <li>5. UNEP contributes to strengthened relationship with civil society units in other relevant UN organizations to coordinate and enhance meaningful engagement and exchange across the UN system.</li> <li>6. UNEP contributes as a member to the Inter-Agency Support Group on Indigenous Peoples issues and takes part in the collaboration with the UN-Permanent Forum on Indigenous Issues (UNPFII).</li> <li>7. Meaningful engagement of Major Groups and Stakeholders in the preparations for the UNEP Medium Term Strategy 2026-2029 and the related Programme of Work.</li> <li>8. Support is provided in response to requests related to MGS events/initiatives.</li> </ol>	<p><b>Deliverables</b></p> <p><b>2024 - Q2:</b></p> <ul style="list-style-type: none"> <li>- Support INC 4 (1)</li> <li>- Support MGS participation in the OEWG-3, including on accreditation, travel support and webinars (1)</li> <li>- Consolidated teleconference with Regional Offices (4)</li> <li>- Support UNEP accredited organisations to actively participate in the UN Civil Society Conference (5)</li> <li>- Support African major group on the post UNEA-6 outcome webinar (8)</li> <li>- Provided advice and response on the relating to terminology on IP and local communities (6)</li> <li>- Participate at the UNPFII in New York (6)</li> </ul> <p><b>2024 - Q3:</b></p> <ul style="list-style-type: none"> <li>- Prepare and disseminate internal guidelines for MGS engagement for UNEP processes (2)</li> <li>- Consolidated teleconference with Regional Offices One Brownbag for UNEP staff on MGS engagement (4, 2)</li> </ul>	<p>RESULT 1 DRI: LZ + MH</p> <p>DRI RESULT 2: DO + IO</p> <p>DRI RESULT 3: LZ + PK</p> <p>DRI RESULT 4: IO + all</p> <p>DRI RESULT 5: DO + LZ</p> <p>DRI RESULT 6: LZ + MH</p> <p>DRI RESULT 7: UB + DO</p> <p>DRI RESULT 8: IO + all</p>	<p>Programme of work</p> <p>B. Policymaking organs</p> <p>Outcome 1: The Environment Assembly attracts significant interest from key decision-makers and stakeholders</p> <p>Outcome 2: The Environment Assembly sets the global environmental</p>	<p><i>For each deliverable, please indicate the status delayed/in progress/completed</i></p> <p><b><u>2024 Q2:</u></b></p> <p><b><u>2024 Q3:</u></b></p> <p><b><u>2024 Q4:</u></b></p> <p><b><u>2025 Q1:</u></b></p>

	<ul style="list-style-type: none"> <li>- Engage with PPD on the MGS consultation on a new MTS and POW (7)</li> <li>- Organize meetings for MGS and relevant UNEP staff in conjunction with the ASC (8)</li> <li>- Support the NY Office to promote MGS engagement in the Summit of the Future/Pact (5)</li> <li>- Establish a UNEP-internal working group on IP related issues (6)</li> </ul> <p><b>2024 - Q4:</b></p> <ul style="list-style-type: none"> <li>- Consolidated teleconference with Regional Offices (4)</li> <li>- Draft UNEP's report to the UNPFII based on inputs from UNEP Divisions and contribute to the interagency collaboration (6)</li> <li>- Support the preparations for the intergovernmental conference on SPP (1)</li> </ul> <p><b>2025 – Q1:</b></p> <ul style="list-style-type: none"> <li>- Consolidated teleconference with Regional Offices (4)</li> <li>- Support MGS participation in the intergovernmental conference on SPP (1)</li> </ul>		<p><i>policy agenda for the upcoming years.</i></p>	
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## Governance Affairs Office

### Objective 6: *Ensure timely and effective implementation of administrative, management, human resources and financial rules and regulations*

#### 2024/25 Key Results:

1. 100% compliance with mandatory training
2. 100% compliance with e-performance/workplan documents
3. Office adequately staff
4. Office activities adequately financed
5. Full understanding of the rules and regulations related to administrative, HR and other relevant issues
6. Office is well equipped and the space well managed
7. UNEA-6 financial report completed and donor reports done
8. 100% compliance with the Leadership dialogue
9. Missions/travel requests approved within 21 days of travel
10. 100% compliance on the submission of Mission reports

#### Deliverables by Quarter of Performance Year:

##### 2024 – Q2:

- Ensure that staff complete all mandatory training.
- Ensure that all staff evaluation for the cycle 2023-2024 completed by the deadline date.
- Ensure that all staff workplan for the cycle 2024-2025 completed by the deadline date.
- Ensure JO for the Chief of CSU advertised.
- Ensure adequate utilization of the approved budget, in compliance with the rules and regulation.
- Newly recruited staff properly onboarded, with clearly defined roles and responsibilities, including through induction, mentoring etc.
- Weekly staff meeting held on relevant and timely topics.
- Ensure all UNEA-6 payments (vendors, UNON and travel related) are made.
- Ensure timely follow up on the pending donor contributions and ensure UNEA-6 website on contributions is updated.
- Ensure availability of office supplies all the time
- Ensure the office is in good condition by reporting to UNON of any, Ensure leadership dialogue is done by the stipulated time.
- Ensure that all incoming staff are settled in their workstations in time.

#### Responsible Units/staff and Cross-organization collaboration

KR1 :

RO+LK+all

KR2 :

RO+all

KR3 :

RO+UB+LK

KR4 :

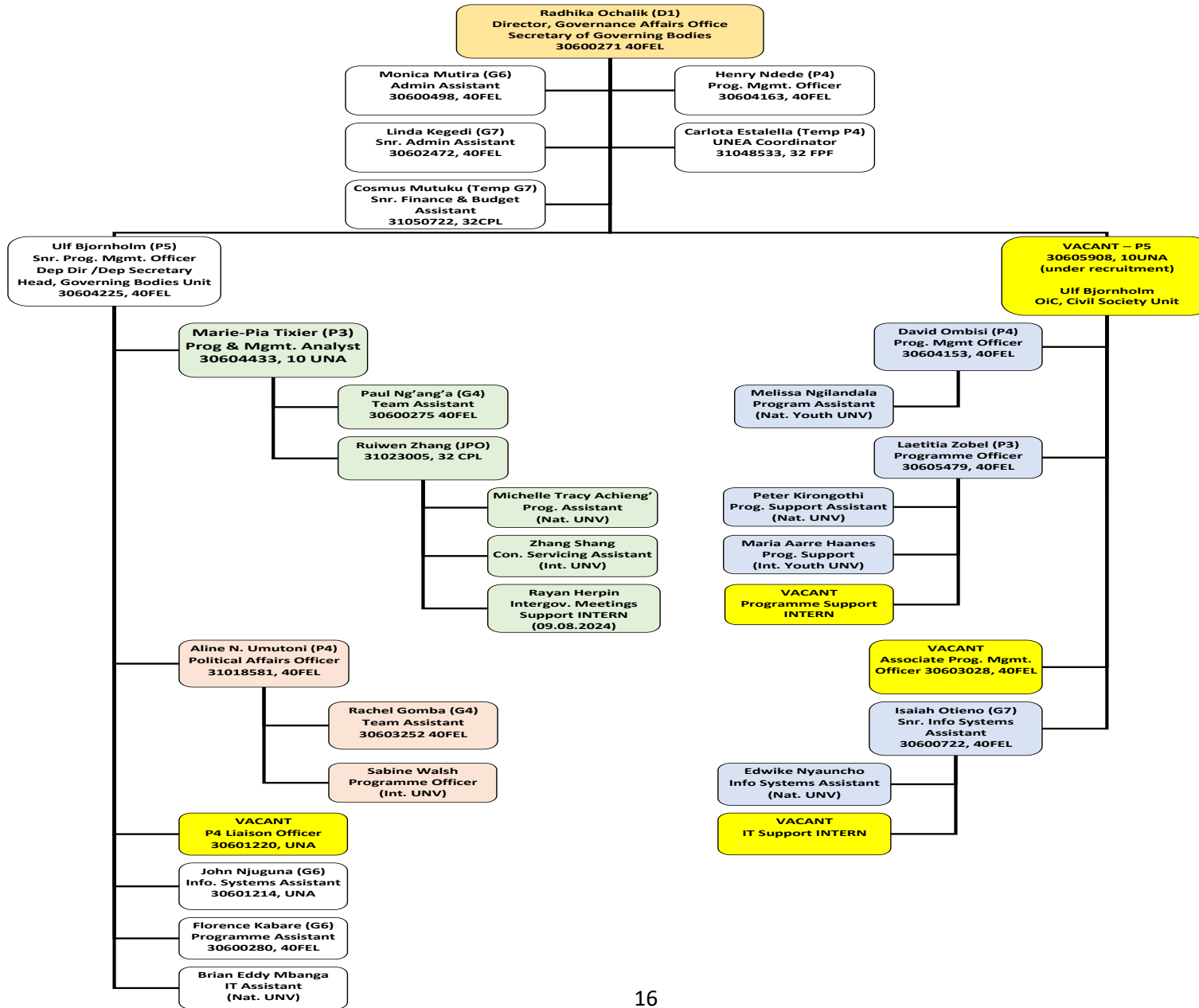
RO+UB+CM+LK

KR5:

RO+LK

<p>11. <i>Internal meetings of the Office are well organized</i></p>	<ul style="list-style-type: none"> <li>- Ensure travel plans are submitted in time and adhere to 21 days rule for submission of travel requests.</li> <li>- Ensure staff submit their individual mission reports upon completion of mission.</li> <li>- Ensure well-coordinated office meetings.</li> </ul> <p><b>2024 - Q3 and Q4:</b></p> <ul style="list-style-type: none"> <li>- Ensure mid-point discussion is held by the FROs for all staff.</li> <li>- Ensure the recruitment process for the Chief of CSU concluded bearing in mind that the post is a RB post.</li> <li>- Ensure that the temporary recruitment process for P-2 in the CSU is concluded.</li> <li>- Ensure the recruitment of a Senior Budget and Finance Assistant.</li> <li>- Ensure timely recruitment of interns.</li> <li>- Ensure adequate utilization of the approved budget, in compliance with the rules and regulation.</li> <li>- Newly recruited staff properly onboarded, with clearly defined roles and responsibilities, including through induction, mentoring etc.</li> <li>- Weekly staff meeting held on relevant and timely topics.</li> <li>- Track the UNEA-6 budget and expenditures to identify potential savings to be reallocated.</li> <li>- Closure of the 18 UNEA-6 grants as per the donors' specifications and prepare and submit the final financial and substantive reports to the donors.</li> </ul> <p><b>2025 - Q1:</b></p>	
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	<ul style="list-style-type: none"><li>- Ensure that end of cycle discussion begins to conclude the staff evaluation for the cycle 2024-2025 and the discussion on the workplan for the cycle 2025-2026 begins.</li><li>- Ensure the recruitment of a Administrative Assistant for the CSU.</li><li>- Ensure adequate utilization of the approved budget, in compliance with the rules and regulation.</li><li>- Ensure office budget prepared, in consultation with the GBU and CSU, and submitted on time.</li><li>- Newly recruited staff properly onboarded, with clearly defined roles and responsibilities, including through induction, mentoring etc.</li><li>- Weekly staff meeting held on relevant and timely topics.</li></ul>	
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**Please ensure signature occurs AFTER review by Executive Office.**

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_