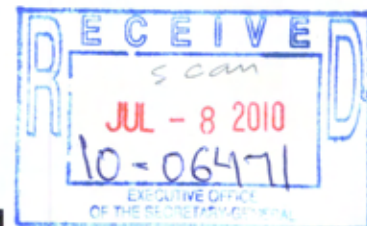


PS - action

DM
UN Women

DSG



Note to the Deputy Secretary General

UN Women - Temporary office space for USG and the Transition Team

1. I refer to your note dated 16 June 2010 requesting temporary office space for the Under-Secretary-General (USG) and the UN Women Transition Team and to update you on actions taken thus far to accommodate this request.
2. I am pleased to inform you that my staff has met with focal points from the Transition Team to further discuss the space requirements and related timelines. An office suite located on the second floor of the Madison building was identified to meet the requirements of the USG's Transition Team for an interim period from 1 August to the end of December 2010 with possible extension until the end of March 2011. A joint site visit to survey the proposed space has already taken place, after which focal points in the Transition Team confirmed its suitability to meet their requirements.
3. Presently, the Facilities Management Service (FMS) has assigned architectural and engineering consultants to plan and implement some minimal works needed to address specific requirements of the Transition Team. They will work together closely on all details to ensure timely provision of suitable office accommodation for the new entity. These works are expected to be completed in time for move-in by 1 August 2010.
4. While we proceed to make arrangements for office space, infrastructure and equipment for the Transition Team, the issue of funding, however, still requires clarification. In order to prevent any delays in getting the Transition Team operational, I would be grateful for your advice as to what has been envisaged as the source of funds for the transition phase of UN Women.
5. Thank you for your attention to this matter.

Angela Kane

Angela Kane
7 July 2010

cc: Mr. Sach
Mr. Yamazaki

JUL 23 2010