United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Mr. KIM Won-soo
A: Special Adviser and Head of the Change Implementation Team

DATE: 25 April 2012

REFERENCE:

FROM: Deputy Secretary-General
DE: Chair ad interim of the Umoja Steering Committee

SUBJECT: **Invitation to serve as member of the Umoja Steering**
OBJET: **Committee**

1. I am writing to bring to your attention a decision of the Umoja Steering Committee of 5 April 2012 to strengthen the strategic relationship between Umoja and the Change Implementation Team (CIT). As you are aware, Umoja is an undertaking which implies major Organizational change across the global Secretariat. The Steering Committee recognizes the complexity of this business transformation, and is also mindful of the other initiatives contained in the Secretary-General's vision for the work of the Change Implementation Team (CIT). It was agreed that there is a need to, which would be best effected by representation of the CIT on the Umoja Steering Committee.

2. Accordingly, I should like to cordially invite you, as Special Adviser and Head of the Change Implementation Team, to serve as a member of the Umoja Steering Committee. Steering Committee members are visible and active senior executives selected for their decision-making authority within their areas of responsibility. The current Terms of Reference are attached and the membership of the committee (since June 2011) is detailed in the annex to this memorandum.

3. I trust that you will agree that representation of the CIT on the Steering Committee will prove vitally important to achieving the Secretary-General's vision for strengthening the Organization through Umoja.

4. The next meeting of the Steering Committee will take place on Tuesday, 8 May 2012 from 09:00-11:00 hours, in room NL-3006. We will ensure that you are included on the distribution list for receipt of all documentation and correspondence.

5. In anticipation of your positive response, I have requested Mr. Baca, Umoja Interim Director, to provide you more details on how to align the CIT objectives and initiatives with the Umoja plan.

cc: Ms. Malcorra
Mr. Baca

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Terms of Reference
Umoja Steering Committee

Objective

To provide leadership and strategic guidance to the Umoja initiative.

Responsibilities

- Responsibility for delivery on Umoja business objectives
- Decide vision, structure and policy issues
- Monitor progress of overall initiative and exercise oversight responsibility
- Ensure that the solution captures, to the greatest extent possible, leading practice as embedded in the selected software
- Designate Process Owners as primary decision-makers for specific processes
- Approve Process Owner decisions at the summary level
- Resolve issues escalated by Process Owners
- Endorse and distribute revised policy documents within their areas of responsibility
- Review risk register and mitigation actions
- Advise and support the Chair/Sponsor

Procedures

- The Steering Committee is chaired by the Under-Secretary-General for Management.
- The Steering Committee meets monthly at UNHQ on a pre-agreed schedule.
- Members located outside of New York participate through telephone or video-conference.
- Members who are unable to participate may designate an alternate or other representative.
- The Chair may call non-scheduled (extraordinary) sessions, as needed.
- Meetings are summarized and decisions identified for follow-up action.

ANNEX

Umoja Steering Committee Members

- Under-Secretary-General, Department of Management (Until the new USG/DM is appointed, the Deputy Secretary-General serves as Chair, ad interim)
- Under-Secretary-General, Department of Field Support
- Chef de Cabinet, EOSG
- Assistant Secretary-General and Chief Information Technology Officer, Office of Information and Communications Technology
- Assistant Secretary-General, Office of Central Support Services, DM
- Assistant Secretary-General, Office of Human Resources Management, DM
- Assistant Secretary-General, Office of Programme Planning, Budget and Accounts, DM and Controller
- Assistant Secretary-General, Department of General Assembly and Conference Management
- Director for Management, UN Office in Vienna
- Director, Logistics Support Division, DFS
- Under-Secretary-General, Office of Legal Affairs – *ex officio*
- Under-Secretary-General, Office of Internal Oversight Services – *ex officio*
- Umoja Director – *ex officio*