



13 March 2024

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## Secretary-General's Bulletin

### Organization of the United Nations Office for Disaster Risk Reduction

The Secretary-General, in accordance with the procedures for promulgation of administrative issuances set out in [ST/SGB/2009/4](#) and pursuant to the Secretary-General's bulletin [ST/SGB/2015/3](#) entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure and scope of activities of the United Nations Office for Disaster Risk Reduction, promulgates the following:

#### Section 1 General provision

The present bulletin shall apply in conjunction with the Secretary-General's bulletin [ST/SGB/2015/3](#) and any future amendments thereto, as well as in conjunction with relevant Secretary-General's bulletins establishing the organizational structure of the entities mentioned in the present bulletin.

#### Section 2 Functions and organization

2.1 The Office is the focal point in the United Nations system for the coordination of disaster reduction and for ensuring synergies among the disaster-reduction activities of the United Nations system and regional organizations in socioeconomic and humanitarian fields to prevent new and reduce existing disaster risks, and to strengthen resilience.

2.2 The Office discharges its responsibilities by:

(a) Coordinating the implementation, follow-up and review of the Sendai Framework for Disaster Risk Reduction, including by fostering coherence with other international instruments, such as the 2030 Agenda for Sustainable Development, the Paris Agreement on Climate Change, the Addis Ababa Action Agenda, the New Urban Agenda, the Istanbul Programme of Action, the Samoa Pathway and the Vienna Programme of Action for Landlocked Developing Countries for the Decade 2014–2024, as well as the Agenda for Humanity;

(b) Coordinating disaster risk reduction activities across the United Nations system and supporting the development of United Nations system-wide policies related to disaster risk reduction, such as the United Nations Plan of Action on Disaster Risk Reduction for Resilience: Towards a Risk-informed and Integrated



Approach to Sustainable Development; and fostering synergies and strategic partnerships with other international, regional and non-governmental organizations, in particular those focusing on socioeconomic, environmental and humanitarian issues, for the purpose of reducing disaster risk;

(c) Undertaking risk analysis and generating evidence-based and practical guidance for the implementation of the Sendai Framework, in close collaboration with Member States and through the mobilization of experts; re-enforcing a culture of prevention among relevant stakeholders by supporting the development of standards, advocacy initiatives and the dissemination of disaster risk-informed policies and practices, as well as providing education and training on disaster risk reduction through affiliated organizations; and supporting Member States in the development of national and local plans and in monitoring trends and patterns of disaster risks and impacts;

(d) Monitoring and reporting to the General Assembly on the progress made by Member States in implementing the Sendai Framework (through the annual report of the Secretary-General on the implementation of the Sendai Framework for Disaster Risk Reduction 2015–2030) on the basis of data submitted by Member States through the Sendai Framework monitoring system, the related online monitoring and reporting tool, and building Member States' capacity to collect data and use the system;

(e) Providing guidance and support to Member States, international and regional organizations and other stakeholders on implementing the Sendai Framework and regional disaster risk reduction frameworks, policies and plans, and on integrating disaster risk management strategies when implementing other relevant international instruments;

(f) Establishing global and regional coordination and providing review mechanisms for disaster risk reduction to Member States, intergovernmental processes and key stakeholders by:

(i) Convening the Global Platform and the Regional Platforms for Disaster Risk Reduction, which enable Member States to take stock of the progress made and lessons learned in reducing disaster risk;

(ii) Engaging stakeholders, including parliamentarians, the private sector, civil society, academia, science and technology partners, the media and community-based organizations, and maintaining the stakeholders' voluntary commitment registry, an online platform to mobilize, monitor and take stock of commitments from stakeholders for the implementation of the Sendai Framework until 2030;

(g) Fostering gender-sensitive and human rights-based approaches at all phases of disaster risk management, including by encouraging the participation of women, children and young people, the elderly and persons with disabilities;

(h) Ensuring effective global communication, advocacy, knowledge-sharing and knowledge-management related to disaster risk reduction, with a view to reinforcing a culture of prevention and resilience in coordination with the Department of Global Communications.

2.3 The Office is divided into organizational units, as described in the present bulletin.

2.4 The Office is headed by the Assistant Secretary-General and Special Representative of the Secretary-General for Disaster Risk Reduction, who is assisted in discharging his or her functions by the Director of the United Nations Office for Disaster Risk Reduction. The Assistant Secretary-General, the Director and the officials in charge of each organizational unit, in addition to the specific functions set

out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin [ST/SGB/2015/3](#).

### **Section 3**

#### **Assistant Secretary-General and Special Representative of the Secretary-General for Disaster Risk Reduction**

3.1 The Assistant Secretary-General and Special Representative of the Secretary-General for Disaster Risk Reduction is accountable to the Secretary-General.

3.2 The Assistant Secretary-General and Special Representative of the Secretary-General for Disaster Risk Reduction coordinates disaster risk reduction initiatives across the United Nations system and is responsible for all activities of the Office, including its administration and management.

3.3 The Assistant Secretary-General and Special Representative of the Secretary-General for Disaster Risk Reduction:

(a) Acts as the principal advisor to the Secretary-General on issues regarding disaster risk reduction and represents the Secretary-General in all matters related to disaster risk reduction in relations with Member States, including Permanent Missions and Permanent Observer Missions, other United Nations entities, funds, programmes and specialized agencies, and all other stakeholders;

(b) Provides leadership in the coordination, follow-up and review of the Sendai Framework, including by fostering coherence with other international instruments, including the 2030 Agenda, the Paris Agreement, the Addis Ababa Action Agenda, the New Urban Agenda, the Istanbul Programme of Action, the Samoa Pathway, the Vienna Programme of Action and the Agenda for Humanity;

(c) Provides strategic guidance for the United Nations system's work on disaster risk reduction and ensures coordination with the other entities of the Secretariat, as well as United Nations funds, programmes and specialized agencies involved in disaster risk reduction, including by convening and chairing the Senior Leadership Group on Disaster Risk Reduction for Resilience and by supporting the implementation of United Nations system-wide policies on disaster risk reduction, such as the United Nations Plan of Action on Disaster Risk Reduction for Resilience;

(d) Mobilizes international, regional and national support for disaster risk reduction and resources for disaster risk reduction programmes;

(e) Facilitates partnerships and encourages key stakeholders to contribute to sustainable development through risk-informed and resilient planning and investment;

(f) Convenes the Global Platform and the Regional Platforms for Disaster Risk Reduction to take stock of progress, share lessons learned and exchange knowledge, mobilize political support for risk-informed and resilient development and planning, and agree on future priorities, in close cooperation with the host country of each platform;

(g) Coordinates comprehensive action on disaster risk reduction by different stakeholders to support the capacity development of Member States' local authorities and other stakeholders.

### **Section 4**

#### **Director of the United Nations Office for Disaster Risk Reduction**

The Assistant Secretary-General and Special Representative of the Secretary-General for Disaster Risk Reduction is assisted in performing all of his or her duties by the Director of the United Nations Office for Disaster Risk Reduction, who serves

as his or her deputy. The Director is accountable to the Assistant Secretary-General and Special Representative of the Secretary-General.

## **Section 5**

### **Risk Knowledge, Monitoring and Capacity Development Branch**

5.1 The Risk Knowledge, Monitoring and Capacity Development Branch is headed by a chief, who is accountable to the Director.

5.2 The core functions of the Branch are the following:

(a) Developing and maintaining the Sendai Framework monitoring system to track the implementation of the Sendai Framework and the disaster risk reduction-related indicators of the Sustainable Development Goals, and supporting Member States in the reporting process;

(b) Coordinating the development of the Global Assessment Report on Disaster Risk Reduction, the flagship report of the United Nations on worldwide efforts to reduce disaster risks;

(c) Enhancing the understanding of global disaster risks, improving the quality of disaster loss data reporting, in collaboration with relevant partners, in order to provide a baseline for disaster risk assessments and analysis, and providing advice on effective risk management and risk-informed policy- and decision-making;

(d) Support capacity development activities and monitor the implementation of the Sendai Framework;

(e) Fostering a comprehensive and collaborative approach towards promoting urban resilience, including through the “Making Cities Resilient 2030” initiative globally;

(f) Coordinating a coherent approach towards disaster risk reduction in relation to climate change, within and outside the United Nations, including through engagement in intergovernmental bodies.

## **Section 6**

### **Intergovernmental Processes, Inter-agency Coordination and Partnerships Branch**

6.1 The Intergovernmental Processes, Interagency Coordination and Partnerships Branch is headed by a chief, who is accountable to the Director.

6.2 The core functions of the Branch are the following:

(a) Coordinating and overseeing the preparation of reports on disaster risk reduction for presentation to United Nations principal organs, such as the General Assembly and the Economic and Social Council;

(b) Providing guidance and support on disaster risk reduction policies and strategies to Member States and other stakeholders in the context of global conferences and negotiations of relevant resolutions and political declarations by United Nations organs;

(c) Coordinating and monitoring the implementation of the United Nations Plan of Action on Disaster Risk Reduction for Resilience;

(d) Facilitating collaboration and coordination among key partners, such as international financial institutions, regional development banks, parliamentarians, the private sector, science and technology, academia, civil society and community organizations, in order to advance disaster risk reduction and the prevention agenda for resilient societies;

(e) Developing and maintaining a registry of stakeholders' voluntary commitments towards the implementation of the Sendai Framework and encouraging knowledge-sharing and international cooperation on "build back better" programmes.

## **Section 7**

### **Communication, Advocacy and Knowledge Management Section**

7.1 The Communication, Advocacy and Knowledge Management Section is headed by a chief, who is accountable to the Director.

7.2 The core functions of the Section are the following:

(a) Supporting the Office to achieve its strategic objectives by ensuring that it is connected with the public, maintains the support of key stakeholders and engages horizontally across the United Nations system to coordinate and foster coherence;

(b) Maintaining the integrity of the name and reputation of the Office with the public and stakeholders;

(c) Designing and implementing online communications and knowledge management platforms, including PreventionWeb;

(d) Coordinating the preparation of the annual report of the Office;

(e) Managing the development of tools and databases that support programme implementation, in line with the guidance from the Office of Information and Communications Technology and the Data Strategy of the Secretary-General for Action by Everyone, Everywhere.

7.3 Other functions of the Section, which are closely coordinated with the Department of Global Communications, are the following:

(a) Conceptualizing and implementing the overall strategy for communication on disaster risk reduction, including social media outreach, knowledge management and the digital strategy;

(b) Developing public information and advocacy campaigns for the United Nations Office for Disaster Risk Reduction and evaluating their reach and impact;

(c) Maintaining regular contact with the media and engaging them as advocacy partners for disaster risk reduction;

(d) Designing and producing publications and communication materials for the Office in print and electronic form.

## **Section 8**

### **External Relations Section**

8.1 The External Relations Section is headed by a chief, who is accountable to the Director.

8.2 The core functions of the Section are the following:

(a) Developing strategies to enhance voluntary contributions to the United Nations trust fund for disaster risk reduction;

(b) Managing external relations and facilitating cooperation agreements and programmatic alliances with partners;

(c) Ensuring timely reporting and coordination with donors on voluntary contributions.

## **Section 9**

### **Resource Planning and Management Section**

9.1 The Resource Planning and Management Section is headed by a chief, who is accountable to the Director.

9.2 The core functions of the Section in support of the Office are the following:

- (a) Resource planning and management, general administration, workforce planning and performance reporting;
- (b) Coordinating the preparation of the annual budget and supporting management on the budget review process;
- (c) Coordinating the preparation of the strategic framework and work programme of the Office;
- (d) Facilitating, in consultation with the Office of Human Resources, human resources-related activities, including learning and staff development;
- (e) Managing financial and human resources, cost recovery and reporting;
- (f) Providing administrative services and assistance to the Assistant Secretary-General and Special Representative of the Secretary-General for Disaster Risk Reduction, the Director, programme managers and staff members in carrying out the programme of work and activities of the United Nations Office for Disaster Risk Reduction;
- (g) Ensuring compliance with information and communication technology policies, procedures and standards issued by the Office of Information and Communications Technology.

## **Section 10**

### **Regional offices**

10.1 The United Nations Office for Disaster Risk Reduction has five regional offices as follows: the Regional Office for Africa; the Regional Office for the Americas and the Caribbean; the Regional Office for the Arab States; the Regional Office for Asia and the Pacific; and the Regional Office for Europe and Central Asia.

10.2 Each of the five regional offices is headed by a chief, who is accountable to the Director.

10.3 The core functions of the regional offices are as follows:

- (a) Implement the strategic framework and work programme of the Office at the regional level;
- (b) Support Member States in the region to develop national and local disaster risk reduction strategies and plans, consistent with other international frameworks and agreements;
- (c) Coordinate the organization of the regional platforms for disaster risk reduction, in close cooperation with Member States;
- (d) Build and maintain partnerships for national, subregional and regional cooperation with Member States, regional and subregional organizations, the private sector, civil society, parliamentarians and the science and technology community to mobilize support and encourage action for inclusive disaster risk reduction;
- (e) Support efforts related to the United Nations Plan of Action on Disaster Risk Reduction for Resilience at the regional and national levels by engaging with

resident coordinators and country teams, as well as United Nations coordination and planning processes and mechanisms at the regional level;

(f) Advocating for opportunities to create linkages between disaster risk reduction and climate change adaptation, for the purpose of building a resilient future and achieving the Sustainable Development Goals and targets through the implementation of the 2030 Agenda and the Sendai Framework.

## **Section 11**

### **Final provision**

The present bulletin shall enter into force on the date of its issuance.

*(Signed)* António **Guterres**  
Secretary-General

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