

Notification by the Executive Director

Resumed session of 2020 of the Executive Board of the United Nations Human Settlements Programme (UN-Habitat), to be held on 29 July 2020

I. Background

1. At its on-line first session of 2020 held on 29 June 2020, the Executive Board, having exhausted the time available for that meeting before concluding discussions on the Agenda item on elections of officers to the Bureau for 2020-2021 and on other matters, decided to suspend that session and to resume at a later date at the end of July 2020 for purposes of elections and addressing any other matters that may arise. The Executive Board noted that such elections should be conducted by way of consensus, and only in the event that consensus is not reached should the elections be conducted by secret ballot in accordance with the applicable rules.
2. The Executive Board further decided that the Secretariat should communicate the date for the election following consultation with the Bureau.

II. Date, agenda, participation and key issue to be discussed

3. Accordingly, and following consultation with the Bureau, the first session of the Executive Board for the year 2020 will resume on Wednesday 29 July 2020.
4. The provisional agenda for the first session for the year 2020 contained in document HSP/EB.2020/1/Rev.2 was amended from the floor and adopted during the opening meeting of the first session of the Executive Board on 29 June 2020 and is attached herein as Annex I to the present Notification.
5. The session will resume at 10.00 a.m. East Africa Time on Wednesday 29 July 2020.
6. As indicated earlier, the key issues to be considered by the Executive Board at the resumed session are the elections of officers to the Bureau of the Executive Board other matters. All [36 members](#) of the Executive Board are therefore expected to participate in-person in the session which will be held at the headquarters of UN-Habitat on the United Nations Office in Nairobi (UNON) complex. Delegates participating in the elections should be seated in Conference Room 1 by 9.45a.m. it being understood that the session will resume virtually before the election.
7. Details of how to access the virtual part of the session will be shared on Friday 24 July 2020 with Members of the Executive Board, any State Member of the United Nations that is not a member of the Executive Board and any member of a specialized agency; any other organizations of the United Nations system and with intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council or accredited to the UN-Habitat Assembly which were duly registered to the first session of the Executive Board held on 29 June 2020, in accordance with rule 17 of the rules of procedure. Participants should be logged into the online session by 9.45a.m., East Africa Time.

III Proposed organizational arrangements for the resumed first session of the Executive Board for 2020

8. The Executive Director proposes the organizational arrangements and timetable for the resumed session as set out in Annex II to the present Notification for consideration by Member States and for the efficient conduct of work during the resumed session.

A. Composition of the Bureau and procedure for election

9. In accordance with rule 9 of the rules of procedure, the Bureau of the Executive Board consists of a Chair, three Vice-Chairs and a Rapporteur who were elected by the Executive Board at its first session, on 30 May 2019, for a period of one year. The geographical distribution of the Bureau members as well as of the 36 members of the Executive Board as elected by the UN-Habitat Assembly in May 2019 for a four-year term is described in Annex III to the present Notification.

10. Pursuant to rule 9 of the rules of procedure of the Executive Board, the Board will, during its resumed session, elect from among its members and taking into consideration the need to ensure equitable geographical representation, a new Bureau comprising a Chair, three Vice-Chairs and a Rapporteur, whose terms of office shall begin at the end of the first session in 2020 on Wednesday 29 July 2020.

11. As indicated earlier, the election of officers of the Bureau of the Executive Board will be conducted during the in-person part of the meeting and will be limited to the 36 members of the Executive Board physically present on the UNON complex, in line with the provision of Rule 9.1 of the rules of procedure of the Executive Board.

12. The procedure for election is described in Annex IV to the present Notification.

B. Meetings during the session

13. Following the Bureau's recommendation, the resumed session will be for one day and may be undertaken in two meetings, with one held in the morning and the other in the afternoon of Wednesday 29 July 2020, no later than close of business that day.

14. It is proposed that the first meeting, in the morning be devoted to housekeeping matters followed by Agenda Item 8 on election of officers of the Bureau of the Executive Board and Agenda Item 9 on other matters. The Board may continue the session in the afternoon if required to conclude the items on the Agenda.

C. Working language for the resumed first session of the Executive Board

15. Based on the recommendation of the Bureau of the Executive Board at its meeting held on 11 May 2020, the first session of the Executive Board will be conducted in English only.

D. Access to the UNON complex for Executive Board members

16. The Executive Director would be grateful if each member of the Executive Board would forward to Mr. Chris Mensah, Secretary to the Governing Bodies, (Tel.: +254 732 689199, email: chris.mensah@un.org and unhabitat-sgb@un.org), as soon as possible but no later than 23 July 2020, the names and contact of their accredited representative and alternate representative who will physically cast the ballot for the elections during the resumed session for the purpose of providing them access to the United Nations Office in Nairobi (UNON) complex on Wednesday 29 July 2020.

17. Members of the Executive Board who do not have a representative that is physically present in Nairobi to attend the election of the Bureau may formally designate a representative from another delegation to attend the meeting of the Executive Board and vote on the Member's behalf. Such a representative, however, may not simultaneously represent another Member State in the same meeting and can only serve as the representative of a single Member State. Furthermore, the Member State on whose behalf a representative will be acting should submit a formal communication such as a Note Verbale to the Secretary, indicating the name and title of the representative and his/her delegation.

18. Given the Covid-19-related limitations on large gatherings, the Secretariat will work closely with UNON medical services and UNON Division of Conference Services to ensure that precautionary and social distancing measures are implemented in the Conference Room for the health and safety of all representatives during the session.

19. Enquiries regarding the resumed first session of the Executive Board for 2020 should be directed to:

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Annex I

Provisional agenda as adopted during the first session of 2020 of the Executive Board of UN-Habitat

1. Opening of the session.
2. Organizational matters:
 - a) Adoption of the agenda and the work plan for the first session of 2020;
 - b) Adoption of the report of the Executive Board on the work of its resumed first session;
 - c) Reports of the ad hoc working groups of the Executive Board.
3. Financial, budgetary and administrative matters.
4. Status of and discussions on the draft annual work programme of the United Nations Human Settlements Programme and draft budget of the United Nations Habitat and Human Settlements Foundation for 2021.
5. Status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session.
6. Consideration of the draft decision enabling the Executive Board to adopt decisions under a silent procedure when not in physical session
7. Dates and provisional Agenda for the second session of the Executive Board in 2020
8. Election of officers of the Bureau of the Executive Board
9. Other matters

Annex II

Proposed organization of work and timetable for the resumed first session of 2020 of the Executive Board, 29 July 2020

<i>Day/date</i>	<i>Time (East Africa Time)</i>	<i>Agenda item</i>	<i>Subject</i>	<i>Meeting</i>
Wednesday 29 July 2020 Morning meeting	10 a.m.		Opening of the resumed session.	On-line
		8	Election of officers of the Bureau of the Executive Board.	In- person
	1.00 p.m.		End of the morning meeting	
Wednesday 29 July 2020 Afternoon meeting	2.00 p.m.	8	Continuation of the election of officers of the Bureau of the Executive Board.	In- Person
	4.30 pm	9	Other matters including closure of the session	On-line
	5.00 p.m.		End of the afternoon meeting	

Annex III

Geographical distribution of officers of the Bureau and membership of the Executive Board

A. Bureau

<i>Year</i>	<i>Session of the Executive Board</i>	<i>Chair</i>	<i>Vice Chairs</i>	<i>Rapporteur</i>
2019	First	Western European and other States (United States of America)	Latin American and Caribbean States (Argentina) Asia-Pacific States (China) Eastern European States (Russian Federation)	African States (Malawi)
2020	Second	Asia-Pacific States	African States Latin American and Caribbean States Western European and other States	Eastern European States

B. Membership of the Executive Board of the United Nations Human Settlements Programme as from 31 May 2019 (36 members)

African States Angola (2019) Cameroon (2019) Democratic Republic of the Congo (2019) Egypt (2019) Ethiopia (2019) Kenya (2019) Malawi (2019) Morocco (2019) Nigeria (2019) Senegal (2019)	Western European and other States Canada (2019) France (2019) Germany (2019) Portugal (2019) Spain (2019) Sweden (2019) Turkey (2019) United States of America (2019)
Latin American and Caribbean States Argentina (2019) Brazil (2019) Chile (2019) Costa Rica (2019) Mexico (2019) Uruguay (2019)	Asia-Pacific States China (2019) India (2019) Indonesia (2019) Iran (Islamic Republic of) (2019) Japan (2019) Pakistan (2019) Republic of Korea (2019) Sri Lanka (2019)
Eastern European States Poland (2019) Romania (2019) Russian Federation (2019) Serbia (2019)	

Annex IV - Procedure for election during the resumed first session of the Executive Board for 2020 : note by the Secretariat

I. INTRODUCTION

1. The Executive Board of UNHABITAT is under its rules of procedure required at its first regular session each year to elect a Bureau from among its members.
2. At its first session on 29 June 2020, the Executive Board decided to suspend its meeting and to resume at a later date by the end of July 2020 for purposes of the election of the Bureau of the Executive Board for 2020-2021. The Executive Board also decided that such elections should be conducted by way of consensus and only in the event that consensus is not reached should elections be conducted by way of secret ballot. The Executive Board further decided that the Secretariat should communicate such a date for the election following consultation with the Bureau.
3. The current members of the Bureau are as follows: United States (Chair), China (Vice Chair); Russian Federation (Vice Chair), Argentina (Vice-Chair) and Malawi (Rapporteur).

II. RULES OF PROCEDURE OF THE EXECUTIVE BOARD

4. Rule 9 provides for the election of the Bureau.

“1. The Executive Board shall, at its first regular session each year, elect from among its members, taking into consideration the need to ensure equitable geographical representation, a Bureau comprising a Chair, three Vice-Chairs and a Rapporteur, who shall hold office until their successors are elected.

2. They shall, subject to the provisions herein, be eligible for re-election.

3. The offices of Chair and Rapporteur shall rotate each year to a different regional group. Each regional group shall occupy the office of Chair and Rapporteur once during a period of five years.

4. If the Chair cannot preside over a meeting or any part thereof, a Vice-Chair shall be designated by the Chair to temporarily preside over the proceedings.

5. If a Member State resigns from the office of Chair, Vice-Chair or Rapporteur, another Member State of the Executive Board from the same regional group shall be designated to fill the vacancy.”

5. Rule 10 provides for the functions of the Bureau as follows: “The Bureau of the Executive Board shall meet as necessary. The primary functions of the Bureau include preparation and organization of Board meetings, facilitation of transparent decision-making and promotion of dialogue. The Bureau shall brief the Board on its deliberations. It shall not have the authority to make decisions on any substantive matters.”

III. RULES OF PROCEDURE OF THE UNITED NATIONS HABITAT ASSEMBLY

6. In accordance with Rule 16 of the Rules of Procedure of the Executive Board, the rules relating to voting as set out in the Rules of Procedure of the United Nations Habitat Assembly are applicable to the Executive Board.

7. Rule 61 of the Rules of Procedure of the United Nations Habitat Assembly provides that, “All elections shall be held by secret ballot unless otherwise decided by the UN-Habitat Assembly.”

8. Rule 63 provides as follows when only one elective place needs to be filled.

“1. If, when only one elective place is to be filled, no candidate in the first ballot obtains the majority required, a second ballot shall be taken, confined to the two candidates having obtained the largest number of votes. If, in the second ballot, the votes are equally divided, the President shall decide between the candidates by drawing lots.

2. In the case of a tie in the first ballot between the candidates obtaining the second largest number of votes, a special ballot shall be held between such candidates for the purpose of reducing their number to two; similarly, in the case of a tie between three or more candidates obtaining the largest number of votes, a special ballot shall be held. If a tie again results in the special ballot, the President shall eliminate one candidate by drawing lots, and thereafter another ballot shall be taken between all the remaining candidates. The procedure prescribed in the present rules shall, if necessary, be repeated until one candidate is duly elected.”

IV. PROCEDURE FOR THE ELECTION

9. In accordance with the Rules of Procedure, the election will be held by secret ballot. Separate ballot papers will be prepared for each of the five regions on the basis of the above-mentioned arrangement for the allocation of seats. Accordingly, each elector will receive five ballot paper reserved for each geographical region respectively.

10. The ballots will be marked for (i) Group of Asia Pacific States (Chair); (ii) African States (Vice Chair); (iii) Latin American and the Caribbean States (Vice Chair), (iv) Western Europe and other States (Vice Chair) and (v) Eastern European States (Rapporteur).

11. The rules of procedure do not provide for formal nominations. Accordingly, each ballot will have a single space that will be left blank. Electors may write the name of any member of a regional group on the ballot that is reserved for that geographical region bearing in mind, that there are endorsed candidates. A ballot paper reserved for one geographical region may not contain the name of State that is not a Member of that region. Such a ballot paper will be declared invalid. A ballot paper may also not contain the name of more than one State as each regional group is only entitled to a single representative on the Bureau.

12. At the end of the meeting, the States of each regional group that have obtained the highest number of votes and a majority of the Members of the Executive Board present and voting shall be declared elected.