



Executive Board of the United Nations
Human Settlements Programme
Second session of 2021

Online, 15 and 16 November 2021
Item 2 (a) of the provisional agenda*

**Organizational matters: adoption of the agenda
and the workplan for the second session of 2021**

Annotated provisional agenda

Item 1

Opening of the session

1. The Executive Board of the United Nations Human Settlements Programme (UN-Habitat) held its first session of 2021 online on 7 and 8 April 2021. The report of the Executive Board on its work at that session is set out in document HSP/EB.2021/10, while the decisions adopted by the Board at that session are set out in document HSP/EB.2021/11.
2. At its first session of 2021, in its decision 2021/4, the Executive Board agreed that the second session of 2021 of the Executive Board would be held for a duration of two or three days between 16 and 18 November 2021, with the understanding that the Bureau would subsequently recommend the number of days and any change required to the provisional agenda. The Bureau of the Executive Board, at its meeting held online on 8 September 2021, recommended that the second session of 2021 of the Executive Board be held for a duration of two days. The Bureau further recommended that the session should be held on Monday, 15 November and Tuesday, 16 November 2021. The recommendation of the Bureau took into consideration the provisional agenda for the session; the fact that the Executive Director of UN-Habitat was required to attend in person; the second regular session of the United Nations System Chief Executives Board for Coordination, to be held in New York on 18 and 19 November 2021; and the availability of dates on the meetings calendar of the Division of Conference Services of the United Nations Office at Nairobi for the year 2021.
3. The provisional agenda, as agreed upon by the Executive Board in its decision 2021/4, and further reviewed and amended by the Bureau at its meeting on 8 September 2021, is set out in document HSP/EB.2021/12.
4. Under this item, the Chair will declare the second session of 2021 of the Executive Board open and outline the protocols for the session.
5. The membership of the Executive Board beginning on 31 May 2019 can be found [here](#), while the geographical distribution of Bureau for the period the 2021–2022 is as follows:

Chair: Poland (Eastern European States)
Vice-Chairs: Egypt (African States)
France (Western European and other States)
Pakistan (Asia-Pacific States)
Rapporteur: Chile (Latin American and Caribbean States)

Action: Opening of the session by the Chair of the Executive Board.

* HSP/EB.2021/12.

Item 2

Organizational matters

(a) Adoption of the agenda and the workplan for the second session of 2021

6. Under this sub-item, the Chair will suggest that the Executive Board work for approximately six hours per day from 9 a.m. to 12 noon and from 2 to 5 p.m. (Nairobi time (UTC + 3)), with interpretation in the six official languages of the United Nations. The Executive Board will also consider and adopt its agenda for the session and decide on the organization of its work. The proposed timetable and organization of work is set out in the annex to the present document.

7. The provisional agenda, which is contained in document HSP/EB.2021/12, was decided upon by the Executive Board in paragraph 4 of its decision 2021/4, adopted at its first session of 2021, and was reviewed and amended by the Bureau at its meeting on 8 September 2021 to include an item on the review of the effectiveness of the oversight functions of the Executive Board with regard to its working methods, ensuring congruence with the other governing bodies of UN-Habitat.

Action: Briefing on organizational matters, including those related to interpretation services, and adoption of the provisional agenda and the workplan for the second session of 2021.

Documentation

Provisional agenda (HSP/EB.2021/12)

Annotated provisional agenda (HSP/EB.2021/12/Add.1)

List of documents before the Executive Board at its second session of 2021 (HSP/EB.2021/INF/3)

(b) Adoption of the report of the Executive Board on the work of its first session of 2021

8. Under this sub-item, on the recommendation of the Rapporteur, the Executive Board will be invited to adopt the report of the Executive Board on the work of its first session of 2021, which was held online on 7 and 8 April 2021. The decisions adopted by the Executive Board at that session are set out in document HSP/EB.2021/11.

Action: Adoption of the report of the Executive Board on the work of its first session of 2021.

Documentation

Report of the Executive Board of the United Nations Human Settlements Programme on the work of its first session of 2021 (HSP/EB.2021/10)

Decisions adopted by the Executive Board at its first session of 2021 (HSP/EB.2021/11)

Item 3

Reports by the chairs of the ad hoc working groups

9. In line with the decisions of the Executive Board, in particular paragraph 7 of decision 2019/2 creating the ad hoc working group on programmatic, budgetary and administrative matters and paragraph 5 of decision 2019/3 creating the ad hoc working group on the development of a draft stakeholder engagement policy, the chairs of the two ad hoc working groups will report on the work of the groups. The report by the Chair of the ad hoc working group on programmatic, budgetary and administrative matters will include an update on the alignment of the planning cycles of UN-Habitat with the quadrennial comprehensive policy review (QCPR) process, as referred to in paragraph 16 of decision 2020/3 and paragraph 40 of the report of the Executive Board at its first session of 2021 (HSP/EB.2021/10), in which it was agreed that “there was a need to continue consultations on the various options for the alignment of the quadrennial comprehensive policy review process with the UN-Habitat planning cycles” and recommended that “the ad hoc working group on programmatic, budgetary and administrative matters of the Executive Board continue its discussions and report thereon to the Executive Board at its second session of 2021”.

10. In line with paragraph 40 of the report of the Executive Board at its first session of 2021 (HSP/EB.2021/10), the Executive Director will also brief the Executive Board, if requested, on the views of the President of the United Nations Habitat Assembly of the United Nations Human Settlements Programme with regard to the alignment of the strategic planning cycles of UN-Habitat with the QCPR process.

Action: Briefings by the chairs of the ad hoc working groups and a briefing by the Executive Director, focusing specifically on the alignment of the planning cycles of UN-Habitat with the QCPR process, followed by discussions and recommendations by the Executive Board on the basis of the briefings.

Item 4

Financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan

11. Under this item, and in accordance with paragraph 4 of decision 2019/2, the secretariat will introduce the report of the Executive Director on the financial status of UN-Habitat. The secretariat will also provide an update on the internal restructuring and financing of UN-Habitat, the implementation of the resource mobilization strategy in accordance with the strategic plan for the period 2020–2023, and the status of staffing in the organization, grounded on equitable geographical distribution and gender parity.

12. In line with paragraph 3 of decision 2021/2, in which the Executive Board requested the Executive Director to submit future reports on the implementation of the resource mobilization strategy, including factual and analytical information pertaining to the achievement of the objectives of the resource mobilization strategy, to the Executive Board, the secretariat will also provide an update on the implementation of the resource mobilization strategy in accordance with the strategic plan.

13. The Executive Director will provide a briefing to the Executive Board in preparation for the discussion on the financial, budgetary and administrative situation of UN-Habitat.

Action: Briefing by the Executive Director on financial, budgetary and administrative matters and discussion. The Executive Board may wish to take note of the briefing and of the relevant documentation and formulate further recommendations for follow-up action.

Documentation

Report of the Executive Director on financial, budgetary and administrative matters: financial status of the United Nations Human Settlements Programme as at 31 July 2021 (HSP/EB.2021/13)

Interim financial status of the United Nations Human Settlements Programme as at 31 October 2021 (HSP/EB.2021/CRP.4)

Financial report and audited financial statements for the year ended 31 December 2020 and report of the Board of Auditors (A/76/5/Add.9)

Report of the Executive Director on financial, budgetary and administrative matters: implementation of the resource mobilization strategy in accordance with the strategic plan (HSP/EB.2021/13/Add.1)

Report of the Executive Director on the staffing of the United Nations Human Settlements Programme as at 31 July 2021 (HSP/EB.2021/13/Add.2)

Report of the Executive Director on the ongoing restructuring of the United Nations Human Settlements Programme (HSP/EB.2021/13/Add.3)

Report of the Executive Director on cost-recovery policies and methodologies of the United Nations Human Settlements Programme (HSP/EB.2021/13/Add.4)

Note by the secretariat on the structural solution to deal with the decrease in non-earmarked funding, ensuring that all sources of funding contribute fully to the implementation of the strategic plan for the period 2020–2023 and the work programme of the United Nations Human Settlements Programme (HSP/EB.2021/13/Add.5)

Report of the Executive Director on the responsibility and accountability framework of the United Nations Human Settlements Programme and its implementation (HSP/EB.2021/13/Add.6)

Item 5

Discussion and possible approval of the draft work programme of UN-Habitat and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2022

14. Pursuant to rule 5 (c) of its rules of procedure, the Executive Board has the mandate to approve and oversee the implementation of the annual programme of work and budget and the resource mobilization strategy, in accordance with the strategic plans and political guidelines provided by the United Nations Habitat Assembly. Accordingly, under this item, the secretariat will present to the Executive Board the draft annual work programme of UN-Habitat and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2022 for further consideration and possible approval by the Executive Board, based on feedback from the Committee for Programme and Coordination and the Advisory Committee on Administrative and Budgetary Questions.

15. In line with paragraph 4 of decision 2021/1, the secretariat will also brief the Executive Board on notional budget allocations for the year 2022 on the basis of projected revenue levels for 2021 for the Foundation non-earmarked budget.

Action: Briefing by the Executive Director on the draft annual work programme and budget for the year 2022. The Executive Board may wish to consider and possibly approve the draft annual work programme and budget of UN-Habitat for 2022.

Documentation

Report of the Executive Director on the draft work programme and budget of the United Nations Human Settlements Programme for the year 2022 (HSP/EB.2021/4)

Report of the Advisory Committee on Administrative and Budgetary Questions on the draft work programme and budget of the United Nations Human Settlements Programme for the year 2022 (HSP/EB.2021/14)

Item 6

Implementation of the strategic plan for the period 2020–2023

(a) Annual report for 2020 on the strategic plan for the period 2020–2023

15. The first year of the implementation of the strategic plan for the period 2020–2023 ended on 31 December 2020. Accordingly, and pursuant to paragraph 4 of decision 2021/4, under this sub-item the Executive Board will be invited to consider the UN-Habitat Annual Report 2020, covering the first year of the implementation of the strategic plan for the period 2020–2023, but solely with reference to the year 2020.

In addition, and in line with paragraph 4 of recommendation 2021/2, adopted by the Committee of Permanent Representatives at the first meeting of the high-level midterm review, in which the Committee acknowledged that the adequate extrabudgetary earmarked funding to the Programme and the shortfall in extrabudgetary non-earmarked funding had severely restricted the ability of the Programme to achieve balanced progress in the implementation of the strategic plan for the period 2020–2023 and to monitor its implementation, and requested the Executive Director to present to the Executive Board at its second session of 2021 a focused draft work programme for 2022, the Executive Board will be briefed on the recalibration of the strategic plan for the period 2020–2023.

16. In line with paragraph 8 of recommendation 2021/2, in which the Committee called upon the Executive Director to strengthen the analysis of linkages between its operational and normative activities to increase the impact of its work in support of sustainable and inclusive recovery and requested the Executive Director to present the analysis to the Executive Board for further consideration, the Executive Board will be briefed accordingly.

Action: Briefing by the Executive Director on the UN-Habitat Annual Report 2020 on the implementation of the strategic plan of the United Nations Human Settlements Programme for the period 2020–2023 and on the recalibration of the strategic plan for the period 2020–2023. The Executive Board may wish to take note of the briefing and of the relevant documentation and formulate further recommendations for follow-up action.

Documentation

Note by the secretariat on the summary of the Annual Report 2020 on the implementation of the strategic plan of the United Nations Human Settlements Programme for the period 2020–2023 (HSP/EB.2021/15)

Annual report 2020 (HS/004/21E)

Report of the Executive Director on the recalibration of the strategic plan of the United Nations Human Settlements Programme for the period 2020–2023 following the first meeting of the Committee of Permanent Representatives to the United Nations Human Settlements Programme for a high-level midterm review (HSP/EB.2021/19)

Report of the Executive Director on the analysis of linkages between the operational and normative activities of the United Nations Human Settlements Programme to increase the impact of its work across the outcomes of the strategic plan in support of sustainable and inclusive recovery (HSP/EB.2021/19/Add.1)

(b) Actual annual income and expenditure in support of the draft financial plan

17. In line with paragraph 11 of decision 2020/3, in which the Executive Board took note of the concept note on the draft financial plan for the implementation of the strategic plan for the period 2020–2023 and recommended that an explanation of actual annual income and expenditures be included, under this sub-item the secretariat will provide an explanation of the actual annual income and expenditures in support of the draft financial plan.

Action: Briefing by the Executive Director on the actual annual income and expenditures in support of the draft financial plan. The Executive Board may wish to take note of the briefing and of the relevant documentation and formulate further recommendations for follow-up action.

Documentation

Report of the Executive Director on the draft financial plan for the period 2020–2023 (HSP/EB.2021/16)

Item 7

Normative and operational activities of UN-Habitat, including reporting on the programmatic activities of the Programme in 2021 and the implementation of subprogrammes, flagship programmes and technical cooperation activities, and an update on the response of the Programme to the coronavirus disease (COVID-19) pandemic.

18. Under this item, and in accordance with paragraph 6 (b) of decision 2019/4 and paragraph 4 of decision 2021/4, the Executive Director will provide a briefing on the implementation of the normative and operational activities of UN-Habitat, which will include a briefing on activities at the country level, and on the programmatic activities of the Programme, with a focus on engagement in housing policy issues and priorities in Europe; engagement on migration and displacement, including progress on flagship programme 4 (Inclusive cities: enhancing the positive impact of urban migration) on inclusive cities for migrants, with case studies on Burkina Faso and the response to the Venezuela crisis. The briefing will also highlight the role of UN-Habitat in supporting voluntary local reviews on the Sustainable Development Goals, in line with paragraph 10 of recommendation 2021/1, adopted by the Committee of Permanent Representatives at the first meeting of the high-level midterm review. The briefing will also reflect on the ways in which the COVID-19 pandemic is influencing the work of UN-Habitat in those thematic areas.

19. The briefing will also set out the ways in which normative and operational activities are integrated to build prosperity and achieve a better quality of life for all, towards the implementation of the New Urban Agenda and to achieve the urban dimensions of the Sustainable Development Goals.

20. In addition, under this sub-item and in line with paragraph 5 of recommendation 2021/1, adopted by the Committee of Permanent Representatives at the first meeting of the Committee for a high-level midterm review, in which the Committee requested the Executive Director to develop a plan to further develop the institutional anchoring of capacity-building as a cross-cutting function and to present the plan to the Executive Board for its further consideration and possible approval, the Executive Director will present a plan for developing the institutional anchoring of capacity-building as a cross-cutting function.

21. By paragraph 2 of decision 2021/3, the Executive Board requested the Executive Director, taking into account the United Nations System-wide Guidelines on Safer Cities and Human Settlements, to provide to the Executive Board at its second session of 2021 the terms of reference of a peer review mechanism and an assessment of the resources required to assess progress and propose amendments, where necessary, to the guidelines in order to ensure their effective implementation. Accordingly, the Executive Director will provide a briefing on the effective implementation of the United Nations System-wide Guidelines on Safer Cities and Human Settlements, including the terms of reference of a peer review mechanism for an effective implementation of the Guidelines.

22. In line with paragraph 9 of decision 2021/1, in which the Executive Board recommended the continued implementation by the Programme of the Secretary-General's reform agenda to the fullest, including strengthened cooperation with other United Nations entities, the Executive Director will provide a briefing on cooperation with the United Nations Environment Programme.

Action: Briefing by the Executive Director on normative and operational activities of UN-Habitat, including an analysis of linkages between UN-Habitat's operational and normative activities and cooperation with the United Nations Environment Programme. The Executive Board may wish to take note of the briefing by the Executive Director and of the relevant documentation and formulate further recommendations for follow-up action.

Action: Briefing by the Executive Director on the terms of reference of a peer review mechanism for effective implementation of the United Nations System-wide Guidelines on Safer Cities and Human Settlements. The Executive Board may wish to take note of the briefing by the Executive Director and of the relevant documentation and formulate further recommendations for follow-up action.

Action: Briefing by the Executive Director on the plan to further develop the institutional anchoring of capacity-building as a cross-cutting function. The Executive Board may wish to take note of the briefing and of the relevant documentation and approve the development plan.

Documentation

Report of the Executive Director on normative and operational activities of the United Nations Human Settlements Programme, focusing on the localization of the Sustainable Development Goals, guidance on housing rights and policy, and work on migration and displacement (HSP/EB.2021/18)

Report of the Executive Director on the terms of reference for the Mechanism for the Review of the Implementation of the United Nations System-wide Guidelines on Safer Cities and Human Settlements (HSP/EB.2021/20)

Report of the Executive Director on the UN-Habitat capacity-building strategy: updated implementation plan for the period 2021–2024 with priorities for the year 2022 (HSP/EB.2021/17)

Report of the Executive Director on the cooperation between the United Nations Human Settlements Programme and the United Nations Environment Programme (HSP/EB.2021/INF/4)

Item 8

High-level meeting to assess progress in the implementation of the New Urban Agenda

23. Under this item, the Executive Director will brief the Executive Board on the status of preparations for the high-level meeting of the General Assembly on the review of the implementation of the New Urban Agenda, to be held in 2022 during the seventy-sixth session of the General Assembly.

Action: Update by the Executive Director on the steps taken by UN-Habitat to engage Member States, the United Nations system and other stakeholders of the New Urban Agenda in preparation for the high-level meeting to assess progress in the implementation of the New Urban Agenda. The Executive Board may wish to take note of the briefing by the Executive Director and provide further recommendations for follow-up action.

Documentation

General Assembly resolution 75/224 on the implementation of the outcomes of the United Nations Conferences on Human Settlements and on Housing and Sustainable Urban Development and strengthening of the United Nations Human Settlements Programme (UN-Habitat)

Item 9**Annual report of the Office of Internal Oversight Services to the Executive Board**

24. Under this item, and in line with paragraph 6 (c) of decision 2019/4, the Executive Board will be invited to consider the annual report of the Office of Internal Oversight Services.

25. In addition, in line with rule 5 (b) and 5 (f) of the rules of procedure of the Executive Board, pursuant to which the functions of the Executive Board shall include, inter alia, ensuring accountability, transparency, efficiency and effectiveness (rule 5 (b)) and overseeing the compliance of UN-Habitat with evaluations and supporting auditing functions (rule 5 (f)), the secretariat will also update the Executive Board on the evaluation of the activities of UN-Habitat, as prescribed in the reports of the United Nations Joint Inspection Unit on blockchain applications in the United Nations system and on mainstreaming environmental sustainability across the organizations of the United Nations system. The Executive Board will also be briefed on the implementation and follow-up of evaluation reports in UN-Habitat.

Action: Briefing by the Executive Director and discussion. The Executive Board may wish to take note of the briefing by the Executive Director and of the relevant documentation and formulate further recommendations for follow-up action.

Documentation

Activities of the Office of Internal Oversight Services for the period from 1 July 2019 to 30 June 2020 (A/75/301 (Part I))

Blockchain applications in the United Nations system: towards a state of readiness (JIU/REP/2020/7)

Mainstreaming environmental sustainability across organizations of the United Nations system (JIU/REP/2020/8)

Implementation and follow-up of evaluation reports in UN-Habitat (HSP/EB.2021/INF/5)

Item 10**Annual report of the Ethics Office to the Executive Board**

26. Under this item, and in line with paragraph 6 (d) of its decision 2019/4, the Executive Board will be invited to consider the annual report of the Ethics Office.

Action: Briefing by the Executive Director and discussion. The Executive Board may wish to take note of the annual report of the Ethics Office to the Executive Board and formulate further recommendations for follow-up action.

Documentation

Report of the Secretary-General on the activities of the Ethics Office (A/76/76)

Item 11**Review of the effectiveness of the oversight functions of the Executive Board with regard to its working methods, ensuring congruence with the other governing bodies of UN-Habitat**

27. Under this item, and in accordance with the recommendation of the Bureau at its meeting on 8 September 2021, the Chair will invite the Executive Board to review the functioning mechanisms of the Board with a view to achieving greater efficiency in the implementation of its mandate. The working methods, as reflected in the report of the ad hoc working group on working methods on the proposed working methods of the Executive Board (HSP/EB.2020/20), were adopted in October 2020 by the Executive Board at its second session of 2020, as reflected in paragraph 2 of its decision 2020/6.

Action: Briefing by the Chair of the Executive Board and discussion. The Executive Board may wish to formulate further recommendations for follow-up action.

Documentation

Report of the ad hoc working group on working methods on the proposed working methods of the Executive Board of the United Nations Human Settlements Programme (HSP/EB.2020/20)

Item 12

Provisional agenda for the next session of the Executive Board

28. Under this item, the Executive Board will adopt the provisional agenda for its first session of 2022 and decide on the dates of that session.

29. The Executive Board may also wish to adopt any draft decisions and outcomes of its second session of 2021.

Action: Consideration and possible adoption of the provisional agenda for the first session of 2022 of the Executive Board.

Action: Consideration and possible adoption of the decisions and outcomes of the Executive Board at its second session of 2021.

Documentation

In-session draft decisions to be recommended by the Bureau and Member States, including on the dates and provisional agenda for the next session of the Executive Board

Item 13

Other matters

30. Under this item, the Executive Board will consider any matters that, although not falling under any particular agenda item, are thought to warrant its attention.

Item 14

Closure of the session

31. It is expected that the Executive Board will conclude the work of its second session of 2021 by 5 p.m. (Nairobi time) on Tuesday, 15 November 2021.

Annex

Proposed organization of work and timetable for the second session of 2021 of the Executive Board, 15 and 16 November 2021

<i>Day</i>	<i>Time*</i>	<i>Agenda item and subject</i>
Monday, 15 November 2021	9 a.m.	<ol style="list-style-type: none"> 1. Opening of the meeting 2. Organizational matters: <ol style="list-style-type: none"> (a) Adoption of the agenda and the workplan for the second session of 2021 (b) Adoption of the report of the Executive Board on the work of its first session of 2021 3. Reports by the chairs of the ad hoc working groups 4. Financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan
	2 p.m.	<ol style="list-style-type: none"> 5. Discussion and possible approval of the draft work programme of the United Nations Human Settlements Programme and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2022 6. Implementation of the strategic plan for the period 2020–2023: <ol style="list-style-type: none"> (a) Annual Report 2020 on the strategic plan for the period 2020–2023 (b) Actual annual income and expenditure in support of the draft financial plan <p><i>Informal consultations on draft decisions</i></p>
Tuesday, 16 November 2021	9 a.m.	<ol style="list-style-type: none"> 7. Normative and operational activities of the United Nations Human Settlements Programme, including reporting on the programmatic activities of the Programme in 2021 and the implementation of subprogrammes, flagship programmes and technical cooperation activities, and an update on the response of the Programme to the coronavirus disease (COVID-19) pandemic 8. High-level meeting to assess progress in the implementation of the New Urban Agenda
	2 p.m.	<ol style="list-style-type: none"> 9. Annual report of the Office of Internal Oversight Services to the Executive Board 10. Annual report of the Ethics Office to the Executive Board 11. Review of the effectiveness of the oversight functions of the Executive Board with regard to its working methods, ensuring congruence with the other governing bodies of UN-Habitat 12. Provisional agenda for the next session of the Executive Board 13. Other matters 14. Closure of the session

* All times are Nairobi time (UTC + 3).