

## Summary of discussions and recommendations emanating for the first Bureau meeting of the newly elected Bureau of Executive Board for the Year 2020/21

Monday 10 August 2020 – 10.00hrs – 12.00noon East Africa Time

Agenda item of the Agenda for the Bureau meeting	Discussion	Recommendation from the Bureau
<b>1.</b>	<b>Agenda item 1: Adoption of the Agenda.</b>	
	Adoption of the Agenda was done without any change.	<b>Adopted</b>
<b>2.</b>	<b>Agenda item 2: Welcoming remarks by the incoming Chair of the 2020-2021 Bureau of the Executive Board.</b>	
	<p>a) The incoming Chair of the Executive Board, Iran, representing the regional group of Asia-Pacific states congratulated the newly elected Bureau and underscored the need to have a collective commitment to work closely together to ensure that the sessions of the Executive Board have a successful outcome for UN-Habitat.</p> <p>b) The Chair also expressed his appreciation to the members of the outgoing Bureau and acknowledged their work as having successfully established a steady foundation for the Executive Board. He affirmed that the new Bureau will build on the legacy established by the outgoing Bureau to carry forward the strengthened oversight function of the Executive Board.</p> <p>c) He stated that the Bureau meeting which included the outgoing Bureau Members was of particular significance in establishing linkages for a firm foundation for the Executive Board including addressing the importance of a solid workplan for the next few months, especially in light of the on-going COVID-19 crisis and its impact on the meeting modalities of the Executive Board</p>	<b>Noted</b>
<b>3.</b>	<b>Agenda item 3: Hand-over discussions between the outgoing Bureau and the incoming Bureau of the Executive Board.</b>	
	a) On behalf of the Outgoing Chair of the Bureau (USA), Malawi, the Rapporteur for the outgoing Bureau congratulated the new Bureau on their election and made the following comments and suggestions to the	

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	<p><i>Agenda item 3 continued</i></p> <p>incoming Chair and Bureau for the period 2020-2021:</p> <ol style="list-style-type: none"> <li>1. December 2020 Session: The Bureau will need to consider whether or not to recommend the third session of the Executive Board for the year which is tentatively scheduled to take place in December. Factors to consider include the 2019 EB decision to have three sessions in 2020, availability of resources, regional group input, and meeting preparation time.</li> <li>2. Working Group on Programmatic Budgetary and Administrative Issues: The new Bureau should consider how to make the Working Group more effective noting that it is the only official means for Member States and the Secretariat to interact in between sessions of the Executive Board. The outgoing Bureau noted the areas for improvement as being more active engagement in the discussions of the working group by Member States and timely submission of documents by the Secretariat.</li> <li>3. Time Management during the sessions of the Executive Board: The Bureau should consider the best way to manage scarce EB meeting time. Noting that the recent sessions of the Executive Board had exceeded the planned meeting time, the outgoing Bureau recommends consideration of the best way to use limited time during the sessions including having an effective inter-session work which is essential to maximize time for the actual sessions.</li> <li>4. The ad hoc working group on working methods: The outgoing Bureau advised that this working group has completed its recommendations on the working methods of the Executive Board and these will need to be presented to the Executive Board at its next session for consideration and adoption.</li> <li>5. The ad-hoc working group on stakeholder engagement: This working group may need to resume its work and new chairs/co-chairs needed to be appointed as the previous Chair departed Nairobi.</li> <li>6. Modality for the next session of the Executive Board: The new</li> </ol>	<p align="center"><b>Noted</b></p> <p align="center"><b>The Chair of the incoming Bureau would be grateful to receive the recommendations of the outgoing Bureau in writing.</b></p> <p align="center"><b>Chair assured that the new Bureau will try their best to have in- person meetings.</b></p>

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	<p><i>Agenda item 3 continued</i></p>	<p>Bureau may also consider the format and modalities for the next session of the Executive Board, that is, on-line, partly in-person, and with interpretation services.</p> <ol style="list-style-type: none"> <li>7. Bureau Management: The Bureau is most effective when there is a two-way dialogue between the Bureau members and their respective regional groups so that views of their respective groups are captured rather than national positions.</li> <li>8. Consider restarting of coffee when in person meetings resume.</li> </ol>	
		<p><b>b)</b> Other Members of the outgoing Bureau added the following suggestions for consideration of the New Bureau:</p> <ol style="list-style-type: none"> <li>1. The new Bureau should offer support to the Secretariat to engage more with Member States.</li> <li>2. Consideration for joint Bureaux meetings with the committee of Permanent Representatives (CPR) and the UN-Habitat Assembly for example on the sidelines of the 2021 High Level mid-term review meeting of the CPR.</li> <li>3. Emphasis on the need for continuation of the work of the ad-hoc working group on Stakeholder engagement policy.</li> <li>4. Noting that the Ad-hoc working group on programmatic, budgetary and administrative matters, as requested by the Executive Board, recently recommended a 2021 Budget of USD 10 million, the Bureau has an important task to request Member States to fulfil their duty with regards to voluntary contributions to the Organisation.</li> </ol>	<p><b>Noted</b></p>

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4.	<b>Agenda item 4: Brief comments by the Executive Director.</b>	
Welcoming remarks by the Executive Director	<p><b>a)</b> The Executive Director congratulated new Members of the Bureau for the period 2020/2021 and reiterated her commitment to work with the new Bureau composed of Iran, Chile, Egypt, France, and Serbia. She stated that she will count on their advice and guidance.</p> <p><b>b)</b> She extended her personal gratitude and that of UN-Habitat to the outgoing Bureau composed of United States of America, Argentina, China, Malawi and the Russian Federation, noting that she will still count on the support of the Members of the outgoing Bureau.</p>	<b>Noted</b>
The UN-Habitat Strategic Plan 2020-2024 and the Catalogue of Services	<p><b>a)</b> The Executive Director highlighted to the new Bureau the four domains of change under the UN-Habitat Strategic Plan 2020-2024, being:</p> <ul style="list-style-type: none"> <li>(i) reduced spatial inequality and poverty in communities across the urban-rural continuum;</li> <li>(ii) enhanced shared prosperity of cities and regions;</li> <li>(iii) strengthened climate action and improved urban environment; and</li> <li>(iv) effective urban crisis prevention and response</li> </ul> <p><b>b)</b> She also shared with the Bureau the 2020 UN-Habitat Catalogue of Services which was recently launched in August 2020. The catalogue is a snapshot of UN-Habitat's expertise, which can help national governments, local and regional authorities, as well as a variety of stakeholders, to recover from the ongoing COVID-19 pandemic and accelerate their efforts towards the achievement of the Sustainable Development Goals and the implementation of the New Urban Agenda. She stated that she was looking forward to engaging with all Member States regarding the Catalogue in the next few months.</p>	<b>Noted</b>  <b>The Bureau noted that the Catalogue of Services was a good initiative to enhance the visibility of UN-Habitat.</b>

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<p><b><i>Agenda item 4 continued</i></b></p> <p>Functions of the Executive and the Bureau of the Executive Board</p>	<p>c) Referring to rule 5 and rule 10 of the Rules of procedure of the Executive Board respectively, the Executive Director highlighted the functions of the Executive Board and its Bureau.</p>	<p><b>Noted</b></p>
<p>Proposed work plan of the Bureau of the Executive Board</p>	<p>d) The Executive Director presented a proposed work plan for consideration by the Bureau towards the up-coming second session of the Executive Board to be held from 27 – 29 October 2020 with at least four meetings of the Bureau to prepare for that session tentatively scheduled for 10 August 2020, 10 September 2020, 7 October 2020 and 26 October 2020</p>	<p><b>Agreed as a tentative schedule of the Bureau with next meeting of the Bureau planned for 10 September 2020</b></p>
<p>Proposed work plan of the Executive Board 2020/2021 in alignment with process of approval of the annual work programme and budget 2022</p>	<p>e) As lessons learned from the past year and noting the important oversight function of the Executive Board on the Work Programme and Budget of UN-Habitat, the Executive Director stated that it will be important to align the schedule of the Executive Board for 2021 with the preparation and approval processed of the 2022 draft work programme and budget to allow for adequate and timely consultation with Member states. In this regard she proposed work plan for the Executive Board which would take into account pre-requisite deadlines as follows:</p> <ol style="list-style-type: none"> <li>1. To meet the first deadline of submission of the draft 2021 work programme document to New York of 15 January 2021, the next session of the Executive Board in October 2020, may empower the Ad-hoc working group on programmatic budgetary and administrative matters to review and discuss the proposed Work Programme prior to its submission to new York to the Controller, by 15 January 2021.</li> <li>2. To meet the second deadline will be 15 February 2021 during which the budget associated with draft Work Programme is to be submitted to New York to form the Secretary General’s report to the ACABQ,</li> </ol>	<p><b>Noted for further discussion at the next Bureau meeting to be held on 10 September 2020 to allow Members of the Bureau to consult with their respective regional groups.</b></p>

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<i>Agenda item 4 continued</i>	<p>the Executive Board may wish to consider holding its 2021 first session in early February and have its input into the draft 2022 Work Programme and Budget.</p> <p>3. The 2021 second session of the Executive Board may be held in June or October 2021 to consider and possibly approve the draft Work Programme and Budget for 2022 by which time the ACABQ should have given its report on the budget for further consideration by the Board.</p> <p>The Executive Director however noted a challenge with holding the second session of the Executive Board in June 2021 given that the High-level CPR mid-term review, will be held in June 2021 and in this regard suggested that the Board could consider holding its 2021 second session in October 2021.</p> <p>The representative from France emphasized that the ad-hoc working group on programmatic, budgetary and administrative matters is not a decision-making body and that the final decision on the adoption of the work programme and budget for 2022 pertains to the Executive Board itself.</p>	
Continuation of the work of the ad-hoc working groups of the Executive Board	<p>f) The Executive Director made the following proposals:</p> <p>1. That the <u>ad-hoc working group on programmatic, budgetary and administrative issues</u> continues with its work in the interim prior to the upcoming session and meet at least three times to discuss in advance some of the pre session documents that will be before the Board for consideration and possible approval. These documents relate to the work programme and budget as well as the strategic plan. She thanked the working group under the leadership of Romania and Pakistan for the work they have done so far including at the recent meeting held on 30 July 2020 in which they</p>	<p><b>Noted but with the emphasis that the ad-hoc working groups are not decision-making bodies.</b></p> <p><b>The Bureau agreed that the ad-hoc working group on programmatic, budgetary and administrative issues should continue with its work and that the Chair of the Working</b></p>

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<p><i>Agenda item 4 continued</i></p>	<p>reached consensus on a recommended budget for 2021 as requested by the Executive Board.</p> <p>2. That the <u>ad-hoc working group on working methods</u> having completed its work prior to the 2020 first session of the Executive Board could assist with prior consideration of any draft decisions before they are formally discussed and adopted by the Board during the second session in the interest of the efficient conduct of the upcoming session. Noting that the provisional agenda for that session is relatively long and substantive in nature, and further the possibility that the session may be held online are quite high, she encouraged the Bureau to consider a consultative mechanism prior to the second session of the Board.</p> <p>3. That the <u>ad-hoc working group on stakeholder engagement policy</u> should find innovative ways to resume its negotiations despite the ongoing COVID-19 pandemic which limited its ability for intensive dialogue. The Bureau may also need to identify a new Chair to steer the work of this working group.</p>	<p><b>Group should be consulted to agree on a schedule as well as topics to be considered by the group.</b></p> <p><b>The Bureau agreed that the working group on working methods could assist with prior informal consultations on the draft decisions and resolutions to be considered by the executive Board at its second session. Argentina as Chair of that working group accepted the role. The Secretariat was requested to approach Kenya as co-Chair of that working group on their availability to assist in this role.</b></p> <p><b>The Bureau agreed that they needed more time to consult with regard to the continuation of the work of the working group on stakeholder engagement policy.</b></p> <p><b>The Bureau recommended that in the meantime the secretariat should send out a note to Member states to seek their interest to Chair the working</b></p>

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		<b>group on stakeholder engagement policy</b>
<p><i>Agenda item 4 continued</i></p> <p>Provisional agenda for the 2020 second session of the Executive Board</p>	<p><b>g)</b> The Executive Director presented a proposal for the revision of the provisional Agenda of the second session of the Executive Board to primarily include an item on the draft work programme and budget for the year 2021 and to reorganise the items on the agenda for better flow.</p>	
	<p><b>h)</b> The Bureau reviewed the proposals and made recommendations for the provisional agenda for the 2020 second session of the Executive Board to read as follows:</p> <ol style="list-style-type: none"> <li>1. Opening of the session.</li> <li>2. Organizational matters:               <ol style="list-style-type: none"> <li>a) Adoption of the agenda and the workplan for the second session of 2020;</li> <li>b) Adoption of the report on the first session of 2020;</li> <li>c) Reports of the Chairs of the Ad-hoc working groups.</li> </ol> </li> <li>3. Financial, budgetary and administrative matters.</li> <li>4. Action by UN-Habitat to address geographical and gender imbalances in the composition of its staff.</li> <li>5. Discussions and possible approval of the draft annual work programme of the United Nations Human Settlements Programme and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2021.</li> <li>6. Reports on the implementation of UN-Habitat strategic plans:               <ol style="list-style-type: none"> <li>a) Receipt of the 2019 annual report on the strategic plan for the period 2014–2019;</li> <li>b) Update on the final report on the strategic plan for the period</li> </ol> </li> </ol>	<p><b>Agreed</b></p> <p><b>A topic on UN-Habitat Covid-19 response is to be included as part of the Executive Director’s Report to the session for discussion.</b></p>



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	<p><i>Agenda item 4 continued</i></p>	<p>2014–2019 and on briefing on the status of the ongoing evaluation of the strategic plan for the period 2014–2019;</p> <p>c) Implementation of the strategic plan for the period 2020–2023:</p> <ol style="list-style-type: none"> <li>i. Accountability framework;</li> <li>ii. Financial plan;</li> <li>iii. Results-based management policy;</li> <li>iv. Results framework;</li> <li>v. Partnership strategy, including UN-Habitat engagement with the private sector and with non-governmental partners;</li> <li>vi. Impact communication strategy;</li> <li>vii. Resource mobilization strategy and review of the investment funds.</li> </ol> <p>7. Briefing on the status of implementation of resolutions and decisions adopted by the UN-Habitat Assembly at its first session.</p> <p>8. Briefing on the status of the development of the capacity-building strategy.</p> <p>9. Briefing on normative and operational activities of UN-Habitat including reporting on programmatic activities of UN-Habitat in 2020 and the implementation of the sub-programmes, the flagship programmes and activities under technical cooperation.</p> <p>10. Action by UN-Habitat to strengthen protection against sexual exploitation and abuse and workplace sexual harassment.</p> <p>11. Implementation by UN-Habitat of the reform of the development system and management of the United Nations and alignment of the planning cycles of UN-Habitat with the quadrennial comprehensive policy review process.</p> <p>12. Annual report of the Office of Internal Oversight Services to the Executive Board.</p> <p>13. Annual report of the Ethics Office to the Executive Board.</p> <p>14. Provisional agenda for the next session of the Executive Board.</p> <p>15. Other matters.</p> <p>16. Closure of the session.</p>	

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<i>Agenda item 4 continued</i>	<p>i) The Bureau further considered a proposal by the representative of Serbia with regard to possible discussions by the Executive Board on UN-Habitat's COVID-19 response during its second session of the Board for the year 2020 and its inclusion in the work programme and budget of UN-Habitat. The representative of Serbia further suggested that a third special session of the Executive Board should be held in December 2020 to focus on UN-Habitat's COVID-19 response.</p>	<p><b>The Bureau requested to receive a written proposal from Serbia with regard to possible discussions by the Executive Board on UN-Habitat's COVID-19 response and its inclusion in the work programme and budget of UN-Habitat. In this regard, the Bureau agreed to further discuss the possibility for a third special session of the Executive Board in 2020 specifically focused UN-Habitat's COVID-19 response.</b></p> <p><b>The representative of Serbia agreed to put his suggestion in writing.</b></p>
<b>5.</b>	<b>Agenda item 5: Organization of work and workplan for the Executive Board and its Bureau meetings for 2020 – 2021.</b>	
<i>Agenda item 5 continued</i>	<p>a) The Chair of the Board called the attention of the Bureau to the proposed workplan presented by the Executive Director as well as the proposed alignment of the sessions of the Executive Board in 2021, with the approval process of the draft work programme and budget for 2022.</p>	<b>Noted</b>
	<p>b) The Bureau agreed to the work plan for the Bureau towards the second session of the Executive Board as presented by the Executive Director. The second meeting of the new Bureau will be held on 10 September 2020.</p>	<b>Agreed with the recommendation to avoid holding meetings between 12 and 16 October 2020 to avoid conflicts with UNEP's meetings.</b>
	<p>c) The Bureau agreed to further consider the proposals with regard to alignment of the sessions of the Executive Board in 2021, with the</p>	<b>Agreed</b>

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	approval process of the draft work programme and budget for 2022, at the next Meeting of the Bureau on 10 September 2020.	
	<b>d)</b> The Secretariat undertook to share a document detailing the timelines for preparation and approval of the draft work programme and budget 2022.	<b>Agreed</b>
<b>6.</b>	<b>Agenda item 6: General comments on the Second session of the Executive Board of the year 2020.</b>	
	Provisional Agenda	<b>Agreed</b>
	Format of the second session of the Board	<b>Agreed</b>
<b>7.</b>	<b>Agenda item 7: Continuation of the work of the Ad-Hoc working group on the stakeholder engagement policy.</b>	
	<b>a)</b> Having considered the recommendations made by both the outgoing Bureau and the Executive Director on the continuation of the work of the ad-hoc working groups and specifically, the ad-hoc working group on stakeholder engagement policy, the Bureau recommended that Members of the Bureau should be given more time to consult with regard to the continuation of the work of the ad-hoc working group.	<b>Agreed</b>
	<b>b)</b> In the meantime, the Secretariat should send a Note to all Member States seeking their interest to Chair the ad-hoc working group on stakeholder engagement policy following the end of tour of duty of its former Chair, the immediate former Permanent Representative of Costa Rica to UN-Habitat.	<b>Agreed</b>

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<b>8.</b>	<b>Agenda item 8: Any other matters</b>	
	<p>c) Under any other matters, the Executive Director requested that at every Bureau meeting, the Bureau may consider discussions on different thematic issues in which the Bureau could give guidance to the Organization. In this regard she suggested topics on Communications and Fundraising for possible consideration at upcoming Bureau meetings.</p>	<b>Noted</b>