



**Second meeting of the Bureau of the Executive Board for the year 2024**

Friday, 15 March 2024

10:00hrs -12:00 hrs, East Africa Time (EAT)

Hybrid meeting- UN-Habitat OED Boardroom

**MEETING SUMMARY**

**Agenda item 1: Adoption of the provisional Agenda.**

1. Mr. Daniel Kotut, Charge d' Affaires a.i of the Permanent Mission of the Republic of Kenya to UN-Habitat representing Africa as Chair of the Executive Board, opened the meeting at 10:05 hrs EAT.

**The following Executive Board Bureau members were present:**

**In-person**

H.E. Mr. Silvio Albuquerque, Ambassador and Permanent Representative of the Federative Republic of Brazil to UN-Habitat.

Mr. Ronney Almeida e Silva Filho, Deputy Permanent Representative of the Federative Republic of Brazil to UN-Habitat

Mr. Clement Payeur, Deputy Permanent Representative of the Republic of France to UN-Habitat

**On-line**

Ms. Joanna Szymanska, Deputy Permanent Representative of the Republic of Poland

Dr. Victory Jaja, Acting Permanent Representative of the Federal Republic of Nigeria and expected incoming Chair of the Executive Board.

**The following UN Habitat Secretariat members were also present :**

Mr. Michal Mlynar, Acting Executive Director of UN-Habitat

Mr. Raf Tuts, Director, Global Solutions Division.

Mr. Chris Mensah, Secretary to the Governing Bodies.

Mr. Erfan Ali, Chief of Staff

Mr. Stephen Slawsky, Director, Management Advisory and Compliance

Ms. Edlam Abera Yemeru, Director a.i, External Relations, Strategy, Knowledge and Innovation (ERSKI)

2. The Chair welcomed all participants to the meeting and the provisional Agenda was adopted with an amendment to Agenda item 2 to include a fourth sub item on “Dates of the Briefing by the Acting Executive Director on the Preparations for the session”. The agenda as adopted can be accessed [here](#).

**Agenda item 2: Status of preparation for the 2024 first session of the Executive Board**

3. The Chair invited the Acting Executive Director to provide an update on the status of preparation for the 2024 first session of the Executive Board.
4. The Acting Executive Director thanked the Bureau for the guidance it provided during the Bureau meeting held on 2 February 2024 which enabled the Secretariat to proceed accordingly with the preparations for the session. He noted that the convocation note to confirm the dates and agenda for the first session of the Executive Board had been shared with Member States.
5. The presentation by the Acting Executive Director can be accessed [here](#) and his detailed statement can be accessed [here](#).

**a. Update on the documentation for the session.**

6. The Acting Executive Director informed that the pre-session documents had already been submitted to the Division of Conference Services and were being edited and translated. In addition, the Acting Executive Director further informed the Bureau that the documents would be available to Member States in the six official United Nations languages four weeks prior to the session as required by rule 6.8 of the rules of procedure.
7. A Bureau member enquired if the Secretariat foresaw any problems in the translation of all documents for the session.
8. The Acting Executive Director noted that he did not anticipate any problems in the translation of documents for the sessions and that all documents would be posted 42 days prior to the session as required by the rules of procedure. He further confirmed to the Bureau that the related costs should be covered through the available regular budget resources, notwithstanding the ongoing general liquidity crisis on the UN regular budget.
9. The Bureau took note of the steps taken by the Acting Executive Director to ensure that pre-session documents towards the upcoming session of the Executive are translated into the six UN official languages.

**b. Technical inputs into the proposed draft outcomes of the session.**

10. The Acting Executive Director noted that the upcoming first session of the Executive Board would provide updates to Member States on various items including the update on the draft work program and budget for 2025, the normative and operational activities of UN-Habitat, the preparation of the next Strategic Plan for the period 2026 to 2029, and the twelfth session of the World Urban Forum (WUF 12), among others. For these updates, the Acting Executive Director noted that the Executive Board may take note and make any recommendations accordingly.
11. The Acting Executive Director informed that two matters that would require specific guidance in the form of concrete decisions from the Executive Board include: a) the implementation of Resolution 2/7 of the UN-Habitat Assembly on “Adequate housing for all”, and b) the

operationalization of the SURGe initiative where three options would be presented in line with the request by the UN-Habitat Assembly in Resolution 2/5 on “Enhancing the interlinkage between urbanization and climate change resilience”.

12. The Bureau took note of the recommendations by the Acting Executive Director on the draft technical inputs towards the possible outcomes for the session which would aid informal consultation on draft outcomes and requested the Secretariat to share the draft technical inputs in readiness for the informal consultations prior to the session during the month of April, starting 8 April 2024.

**c. Confirmation of the dates for the 2024 second session of the Executive Board.**

13. The Acting Executive Director informed that the Organization had further consulted with the UNON Division of Conference Services on the possible dates for the second session of the Executive Board in 2024 and their considered advise was that the session be held from 4 to 6 December 2024, given the very busy global schedule in the last quarter of the year. The Acting Executive Director therefore recommended that the Bureau consider those dates.
14. The Bureau recommended that the second session of the Executive Board for the year 2024 be held for a duration of 3 days from 4 December to 6 December 2024 and that those dates be included in the technical inputs towards the draft decisions to be first considered by the ad hoc working group on programmatic budgetary and administrative matters during its informal consultations and subsequently by the Executive Board in its first session.

**d. Dates of the Briefing by the Acting Executive Director on Preparations for the session**

15. The Acting Executive Director requested the Bureau to consider rescheduling the briefing by the Acting Executive Director to Member States scheduled for 22 April 2024 on preparations for the 2024 first session due to an expected official mission under the instruction of the Secretary General of the United Nations to represent him at an event in China. The Acting Executive Director suggested that the Bureau consider rescheduling the briefing to 26 April 2024.
16. The Bureau agreed and therefore recommended that the briefing to Member States by the Acting Executive Director be held on 26 April 2024.

**Additional discussions**

17. One Member of the Bureau informed that some members of their regional group had preference for the session to be held in a hybrid format. The Bureau Member took note of the suggestion and also noted that it had decided earlier that the session would be held fully in person due to cost related issues. It then requested the secretariat to provide the cost of hybrid versus fully in person session and how much UN-Habitat would save by holding the meeting fully in person.
18. The Secretariat noted that cost of in-person meetings including interpreters are paid for by the General Assembly allocated regular budget. The allocated budget is most often not enough, and the Organization always had to add extra budgetary resources. The Secretariat also noted that hybrid meetings require using Remote Simultaneous Interpretation Platform (Interactio) and there is no mechanism to vote online while in-person sessions tend to inspire dynamism and ability to resolve issues faster during the session.
19. The Acting Executive Director provided an update to the Bureau that registration for the first session of the Executive Board would open 25 March 2024 and would be closed on 2 May 2024.

20. The Bureau took note of the date of the opening of registration for the upcoming session.

**Agenda item 3: Update on the impact of the United Nations liquidity crisis on the work of UN-Habitat**

21. Upon invitation by the Chair, the Acting Executive Director provided an update on the impact of the liquidity crisis in the regular budget from assessed contributions, which applies to all programmes of the United Nations Secretariat. For UN-Habitat, the impact includes an overall reduction of 9% of funding from the regular budget, resulting in the freezing of certain positions as well as significant reductions in travel, consultancies and other operating expenses. The presentation by the Acting Executive Director can be accessed [here](#).
22. A member of the Bureau enquired whether the United Nations Office at Nairobi (UNON) would also experience cost cut as part of the Secretariat.
23. The Secretariat noted that UNON would also experience severe budget cuts which would lead to a reduction in maintenance and other services in the compound.
24. A Member of the Bureau enquired if after advertising the vacant posts, the Organization would proceed with the selection process.
25. The Secretariat noted that there would be full recruitment until the selection process and the interviewees would be made aware that they might be selected but not effectively hired.
26. A Member of the Bureau enquired if the Secretary General foresaw the possibility of change in the significant arrears by Member States assessed contributions.
27. The Secretariat noted that the Secretary General does not foresee an easing of the crisis soon.
28. The Bureau took note of the briefing by the Acting Executive Director on the impact of the United Nations liquidity crisis on the work of UN-Habitat.

**Agenda item 4: Update on the joint meeting of the Bureaux of the UN-Habitat Governing Bodies in Mexico.**

29. Upon invitation by the Chair, the Acting Executive Director briefed the Bureau on the joint meeting of the Bureaux of the UN-Habitat Governing Bodies in Mexico. The presentation by the Acting Executive Director can be accessed [here](#) and his detailed statement can be accessed [here](#).
30. A member of the Bureau confirmed participation in the joint meeting of the Bureaux in Mexico and enquired about financial support that would be provided by the Government of Mexico for Heads of Delegations.
31. The Secretariat informed that the Government of Mexico would cover accommodation from the 20 to 22 March 2024 for all Heads of Delegations. The Secretariat informed that it would request further clarification on what else would be covered for Heads of Delegations by the Government of Mexico.
32. A member of the Bureau confirmed that Belgium, France and Germany as members of the Joint Bureaux would be represented at the Ambassadorial level by their Embassies in Mexico.
33. A member of the Bureau observed that the ad hoc working group on stakeholder engagement policy meeting was scheduled for 25 March 2024 and requested that the meeting be rescheduled

to allow delegations that would travel to Mexico to also participate in that working group meeting.

34. The Secretariat noted that it was in discussions with the Chair of the ad hoc working group on stakeholder engagement policy to consider rescheduling the meeting to enable all delegates to attend the meeting.
35. The Bureau took note of the update of the joint meeting of the Bureaux of the UN-Habitat Governing Bodies in Mexico

**Agenda item 6: Any other matters**

**a. Proposed field visit to Mozambique.**

36. Upon invitation by the Chair, the Acting Executive Director briefed the Bureau on the proposed field visit to Mozambique by Member States of the Governing Bodies of UN-Habitat. The Acting Executive Director noted that there was a formal confirmation from the Government of Mozambique welcoming Member States for the field trip and proposing that it takes place within the period of 3 to 14 June 2024. The proposed period of the visit would be 4 to 5 days and the locations being considered included the cities of Maputo, Beira and Pemba where UN-Habitat has active programs.
37. The Secretariat stated that after confirming dates with the Government of Mozambique, a note verbale would be sent to all Member States requesting them to save the date.
38. The Bureau noted that it looked forward to the field visit in Mozambique and recommended that the Secretariat take due consideration of security as a factor when selecting the locations for the field trip to ensure safety for all participants.
39. The Secretariat took note of the security concern by the Bureau.

**b. Other matters raised under AOB**

40. A member of the Bureau enquired if the meeting of the Steering Committee of the Local 2030 had been confirmed to take place in Nairobi.
41. The Secretariat confirmed that the Steering Committee of Local the 2030 would take place on 9 May 2024 in Nairobi and the timing would be confirmed at a later date.

**The second meeting of the Bureau of the Executive Board for the year 2024 was adjourned at 12:05 hrs. East African Time (EAT).**