

First session of 2020 of the Executive Board of the United Nations Human Settlements Programme (UN-Habitat), 29 June 2020

Notification by the Executive Director (Revised)

I. Background

1. The General Assembly of the United Nations, in its resolution 73/239 of 20 December 2018, decided that, in 2019, the Executive Board of the United Nations Human Settlements Programme (UN-Habitat), after the election of its members by the United Nations Habitat Assembly (UN-Habitat Assembly), would meet for its first session in Nairobi for a duration of three days.
2. At its first session, in May 2019, the UN-Habitat Assembly elected the 36 members of the Executive Board, following which the Executive Board met for its first session on 30 May 2019 on the margins of the first session of the UN-Habitat Assembly. At that session, in addition to the election of the 36 members:
 - (a) The Bureau of the Executive Board was elected;
 - (b) The rules of procedure of the Executive Board were adopted and subsequently endorsed by the UN-Habitat Assembly;
 - (c) The Executive Board agreed to resume its first session at a later date in November 2019.
3. Accordingly, the Executive Board met in Nairobi for its resumed first session on 19 and 20 November 2019 and agreed that the first session of the Executive Board for the year 2020 would be held for a duration of 3 days from 31 March to 2 April 2020. The report of the Executive Board on the work of its resumed session in November is set out in document [HSP/EB.1/12](#). The decisions of the Board at that meeting are set out in document [HSP/EB.1/11](#).
4. At its meeting of 6 March 2020, held to prepare for the first session of 2020, the Bureau of the Executive Board recommended, in the light of the evolving global situation with regard to the coronavirus(COVID-19), that the duration of the first session of 2020 of the Executive Board be shortened to two days, on Tuesday, 31 March 2020 and Wednesday, 1 April 2020. The Bureau met again on 19 March 2020 and decided to postpone the first session of Executive Board to a later date given the unpredictable global situation with respect to the COVID -19.
5. Subsequently, the Bureau met on 11 May 2020 and decided that aware of the continued unpredictable global situation with respect to COVID 19, and given the importance of business continuity for the Organization and the importance of continuous oversight by Member States of the activities of its activities, the first session of the Executive Board for the year 2020 will take place this time virtually for one day on 29 June 2020.

II. Dates, agenda and participation

6. Pursuant to the recommendation of the Bureau of the Executive Board at its meeting of 11 May 2020 and given the continued unpredictable global situation with COVID-19 which has also impacted on the onsite operations at the headquarters of UN-Habitat in Nairobi, the first session of 2020 of the Executive Board will be held virtually on 29 June 2020.
7. The provisional agenda was approved by the Executive Board at its resumed meeting, held on 19 and 20 November 2019, in paragraph 7 of its decision 2019/4, and amended by the Bureau of the Executive Board at its meeting of 14 January 2020, in document [HSP/EB.2020/1](#), was further revised by the Bureau at its meeting of 6 March 2020 and reconfirmed on 11 May 2020, taking into account priority items for discussion at the first session in 2020 of the Executive Board and the shortened duration of the meeting. The revised provisional agenda is set out in Annex I to the present notification.
8. Pursuant to rule 6 of the rules of procedure of the Executive Board in document [HSP/HA.1/HLS.3](#), the substantive documents for the session were issued by 4 March 2020, which was four weeks prior to the then expected opening of the session which was to commence on 31 March 2020. The list of documents for that session and which still applies to the virtual session to be held on 29 June is set out in Annex II to the present notification.

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9. The session will be opened at 9 a.m. East Africa Time on Monday, 29 June 2020. Participants should be logged into the virtual session by 8.45 a.m. East Africa Time.
 10. The details on how to access the virtual session will be shared with Participants on or after 22 June 2020.
 11. All [36 members](#) of the Executive Board are expected to participate in the session.
 12. In addition, the sessions of the Executive Board are open to “any State Member of the United Nations that is not a member of the Executive Board and any member of a specialized agency” in accordance with rule 17 of the rules of procedure.
 13. In line with rule 8 of the rules of procedure, the Executive Director would be grateful if each member of the Executive Board and any observers would forward to the secretariat of the Executive Board the names of their accredited representatives, alternate representatives and advisers, including their email contacts for purposes of access to the virtual session as soon as possible but no later than 20 June 2020. Each delegation should consist of an accredited representative and such alternate representatives and advisers as may be required.

III. Key issues to be discussed

14. Among the key issues to be considered by the Executive Board at its first session of 2020 are the following:
 - (a) Financial, budgetary and administrative matters;
 - (b) Status 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;
 - (c) Status of implementation of resolutions and decisions adopted by the UN-Habitat Assembly at its first session;
 - (d) Elections of Officers of the Bureau of the Executive Board.

IV. Informal consultations

15. To facilitate the work of the Executive Board, arrangements will be made upon request for virtual informal consultations to be held between the regional groups on various matters, including any draft decisions for consideration and possible adoption by the Executive Board at its first session of 2020. Such requests may be forwarded to the Secretariat through the emails: chris.mensah@un.org and unhabitat-sgb@un.org

V. Proposed organizational arrangements for the first session of the Executive Board for 2020

16. The Executive Director proposes the organizational arrangements and timetable for the first session of 2020, as set out in Annex III to the present notification, for consideration by Member States, for the efficient conduct of work during the one day virtual session.

A. Bureau

17. 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 present Bureau will therefore preside over the conduct of the first session of 2020. 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 IV to the present notification. Pursuant to rule 9 of the rules of procedure of the Executive Board, the Board will, on the last day of its first session for 2020, 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 for 2020. Also, in accordance with rule 9, the offices of Chair and Rapporteur shall rotate each year to a different regional group with each regional group occupying the office of Chair and Rapporteur once during a period of five years. This rotation as expected to apply to the Bureau composition for period 2020/2021 has also been indicated in Annex IV.

B. Meetings during the Session

18. Following consultations within the Bureau, and considering that the session will be held virtually, it is recommended that the one day session of the Executive Board be undertaken in two virtual meetings lasting three hours each, one in the morning and another in the afternoon of 29 June 2020. It is proposed that the first meeting in the morning of the first session of 2020 be devoted to the opening of the session (item 1), organizational as well as financial, budgetary and administrative matters (items 2 and 3, respectively), the status of and discussions on the draft annual work programme of UN-Habitat and draft budget of the United Nations Habitat and Human Settlements Foundation for 2021 (item 4), and the briefing on the status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session (item 5); and that the second meeting in the afternoon be devoted to election of officers of the Bureau of the Executive Board (item 6), and the provisional agenda for the second session of 2020 of the Executive Board (item 7).

C. Pre-session documentation

19. As stated in paragraph 7 above, the Bureau at its meeting held on 11 May 2020 reconfirmed the Provisional Agenda previously circulated for the session of the Executive Board that was to be held on 31 March and 1 April 2020 and which was later postponed. The provisional Agenda is therefore available in six languages as [HSP/EB.2020/1/Rev.1](#) and is reflected as Annex 1 to the present notification. The official documents relating to items on the provisional Agenda have previously been made available in all official languages on 4 March 2020 and will be availed again on 1 June 2020 which will be four weeks prior to the start of the session for ease of reference and in line with the rules of procedure.

20. In light of the deadlines for the Secretariat and the Divisions of Conference Services associated with the preparation, submission and processing of official pre-session documents into six official languages before a session which is approximately a 3 months process, the virtual first session to be held on 29 June 2020 will be supported by the background documents that were already available in six official languages as part of the pre-session documents originally prepared for the March 2020 first session. As such, it is important to note that these pre-session documents do not cover any new developments which took place from January 2020 to June 2020. The list of documents is presented in Annex II to the present notification.

21. The Executive Director in her briefing to the Executive Board during the upcoming session will however to the extent possible include updates covering the period January to June 2020.

C. Outcomes of the Session

22. The Bureau, during its meeting on 11 May 2020 recommended that the outcomes of the first session of the Executive Board due to the fact that it is being held virtually and for one day only, be limited inter-alia in scope with respect to negotiations and to be procedural in nature. This is to take account of the fact that for this first virtual session of the Executive Board, the ability to negotiate substantive outcomes will be highly limited. The Bureau recommended that the draft procedural outcomes which include the elections for the 2020/2021 Bureau of the Executive Board and the provisional agenda for the 2020 second session of the Executive Board should be considered in advance of the session preferably through a silence procedure following the practise established by decision 74/544 of the General Assembly on 'Procedure for taking decisions of the General Assembly during the Coronavirus disease 2019 (COVID-19) pandemic'.

D. Working Language for the Virtual First Session of the Executive Board

23. Given the limited availability of technology and capacity for interpretation for virtual meetings currently prevailing at the United Nations including the Division of Conference Services at the United Nations Office at Nairobi, and 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.

24. The Executive Director however wishes to confirm that pre-session documents are available in all the six official languages of the United Nations as stated in paragraphs 19 and 20 above.

E. Registration

25. All delegates are encouraged to pre-register online for this virtual session at <https://unhabitat.org/governance/executive-board> from Wednesday, 27 May 2020 to Saturday, 20 June 2020. The secretariat of UN-Habitat requests all participants to register in order to enable the organization to record the attendance of all participants in the session. UN-Habitat also requests Permanent and Observer Missions in addition to registering online, to communicate the names and email addresses of the members of their respective delegations as early as possible, but no later than 22 June 2020 by an official letter emanating from the Government or a Note Verbale from the Permanent Mission of the country to the United Nations or to UN-Habitat to the Secretary to the Governing Bodies of UN-Habitat: Mr. Chris Mensah, Secretary to the Governing Bodies (Telephone: 254 732 689199, email: chris.mensah@un.org and unhabitat-sgb@un.org). This will also enable effective planning for the session.

26. All duly accredited delegates and participants who are registered will receive the details on how to access the virtual meeting on or after 22 June 2020.

27. Additional information is available on the UN-Habitat website at <https://unhabitat.org/governance/executive-board>. Enquiries regarding the first session of the Executive Board for 2020 should be directed to:

Mr. Chris Mensah

Secretary to the Governing Bodies

United Nations Human Settlements Programme (UN-Habitat)

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Annex I

Proposed revised provisional agenda for 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 workplan 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. Election of officers of the Bureau of the Executive Board.
7. Provisional agenda for the second session of the Executive Board in 2020.
8. Other matters.

* At its meeting of 6 March 2020, the Bureau of the Executive Board recommended, in the light of the evolving global situation with regard to the coronavirus, COVID-19, that the duration of the first session of 2020 of the Executive Board be shortened and that the provisional agenda for the meeting, as set out in document HSP/EB.2020/1, be revised, taking into account priority items for discussion at the first session of 2020 of the Executive Board. The Bureau further reaffirmed this decision at its meeting of 11 May 2020 in which it decided the meeting will be held virtually for one day.

Annex II

Tentative list of documents before the Executive Board at its first session of 2020

| <i>Agenda item</i> | <i>Document symbol</i> | <i>Document title</i> |
|--------------------|---------------------------|--|
| 1 | | Notification by the Executive Director (revision 2) |
| 2 (a) | HSP/EB.2020/1/Rev.1 | Revised provisional agenda |
| 2 (a) | HSP/EB.2020/1/Rev.1/Add.1 | Revised annotated provisional agenda |
| 2 (a) | HSP/EB.2020/INF/1 | List of documents |
| 2 (b) | HSP/EB.1/12 | Report of the Executive Board of the United Nations Human Settlements Programme on the work of its resumed first meeting |
| 2 (b) | HSP/EB.1/11 | Decisions adopted by the Executive Board of the United Nations Human Settlements Programme at its resumed first session |
| 3 | HSP/EB.2020/2 | Report of the Executive Director entitled “Implementation of the strategic plan for the period 2020–2023: financial status as at 31 December 2019 |
| 3 | HSP/EB.2020/2/Add.1 | Update on the ongoing restructuring of UN-Habitat |
| 3 | HSP/EB.2020/3 | Staffing of the United Nations Human Settlements Programme as at 31 December 2019 |
| 4 | HSP/EB.2020/4 | Report of the Executive Director 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 | HSP/EB.2020/13 | Report of the Executive Director on progress in the implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session |
| 5 | HSP/EB.2020/13/Add.1 | Draft capacity-building strategy for the implementation of the Sustainable Development Goals and the New Urban Agenda |
| 5 | HSP/EB.2020/13/Add.2 | Concept note on the implementation of a review process for the United Nations system-wide guidelines on safer cities and human settlements |
| 6 | HSP/EB.1/HLS.3 | Rules of procedure of the Executive Board of UN-Habitat |
| 7 | HSP/EB.2020/17 | Provisional agenda for the second session of 2020 of the Executive Board |

Annex III

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

| <i>Day/date</i> | <i>Time</i> | <i>Agenda item</i> | <i>Subject</i> |
|--|-------------|--------------------|--|
| Monday, 29 June 2020 Morning virtual meeting | a.m. | 1 | Opening of the session. |
| | | 2 | Organizational matters: (a) Adoption of the agenda and the workplan 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. |
| Monday 29 June 2020 Afternoon virtual meeting | p.m. | 6 | Election of officers of the Bureau of the Executive Board. |
| | | 7 | Provisional agenda for the second session of the Executive Board in 2020. |
| | | | Adoption of the outcomes of the first session of 2020 of the Executive Board |
| | | 8 | Other matters |

Annex IV

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 | Eastern European States |

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

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|---|---|
| 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) | |