



2023 Sixth Bureau Meeting of the Executive Board of UN-Habitat
Hybrid format/ OED Boardroom – Friday, 1 September 2023
09:00-11:00 hrs. East Africa Time (EAT)

Agenda item 5: Projected the List of documents before the Executive Board of UN-Habitat at its third session of 2023 to be held from 28 to 30 November 2023

NOTE

This document highlights the proposal by the Secretariat to rationalise documents towards editing and translation towards the 2023 third session of the Executive Board to be held from 28 to 30 November 2023. It is based on the recommendation by the UNON Division of Conference Services to prioritise key documents, upto 90 pages, to be edited and translated given that the 2023 entitlements for the meetings of the UN-Habitat Governing Bodies have been largely exhausted.

1. A total of 111 pages of the documents have been recommended for editing and translation as indicated **in green** in the table below. Actual number is expected to be lower as the Secretariat works towards the conciseness of each document.
2. Key pre-session documents requiring either approval of the Executive Board at its third session of 2023 or informing expected key decisions of the Board have been prioritised for editing and translation.
3. The draft work programme and budget for the year 2024 has not been included in the total of 91 pages but will however be edited and translated as guided by UNON Division of Conference Services, taking into account work already done in New York in editing and translating the document for consideration by New York based bodies.
4. All in-session document / conference room papers will be availed in English only, which is in line with the provisions of rules of procedure of the Executive Board, specifically, Rule 6.9.

5. The post session documents, that is, the reports and decisions will be edited and translated.

	<i>Mandate</i>	<i>Agenda item/ Document symbol</i>	<i>Document title</i>	<i>Maximum word limit/ page limit</i>	<i>Internal UN-Habitat deadlines for review and clearance prior to submission to DCS</i>	<i>Recommendati on for editing and translation</i>
A: Pre-session documents						
1.	Rules of procedure	Agenda item 1	Notification by the Executive Director	3000 / 9 pages	Monday 4 September 2023	Edit and translate
2.	Rules of procedure	Agenda item 2.a HSP/EB.2023/10	Provisional agenda	700 2 pages	Monday 4 September 2023	Edit and translate
3.	Rules of procedure	Agenda item 2.a HSP/EB.2023/10/Ad d.1	Annotated provisional agenda	3000 9 pages	Monday 4 September 2023	Edit and translate
4.	Paragraphs 6 and 7 of Decision 2021/8 of the Executive Board	Agenda item 2 a	Draft technical inputs for the consideration of the Executive Board (Annex to the Annotated Agenda)	2000 6 pages	Monday 4 September 2023	English only
5.	Rules of procedure	Agenda item 2.a HSP/EB.2023/INF/5	List of documents	1000 3 pages	Monday 25 September 2023	English only
6.	Rules of procedure	Agenda item 2.b HSP/EB.2023/6	Report of the Executive Board of the United Nations Human Settlements Programme on the work of its first session of 2023	N/A	N/A	Available
7.	Rules of procedure	HSP/EB.2023/7	Decisions adopted by the Executive Board at its first session of 2023		N/A	Available
8.	Rules of procedure	Agenda item 2.c HSP/EB.2023/9	Report of the Executive Board of the United Nations Human Settlements Programme on the work of its second session of 2023	N/A	Monday 4 September 2023	English Advance Available
9.	-Decision 2/4 of United Nations Habitat Assembly	Agenda item 3 HSP/EB.2023/INF/6	Draft stakeholder engagement policy (<i>current version as is – no editing</i>)	N/A	Monday 13 November 2023	

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	-Paragraph 5 of Decision 2019/3 of the Executive Board -Paragraph 5 (b)of Decision 2019/4 of the Executive Board					
10.	Paragraph 5 (a)of Decision 2019/4 of the Executive Board	Agenda item 4 HSP/EB.2023/11	Report of the Executive Director on the financial status as at 30 June 2023	3500 11 pages	Monday 4 September 2023	Edit and translate
11.	Paragraph 2 of Decision 2023/1 of the Executive Board	Agenda item 4 HSP/EB.2023/11/Ad d.1	Report of the Executive Director on the fully costed scalability model for the non-earmarked Foundation budget	3000 9 pages	Monday 4 September 2023	Edit and translate
12.	Paragraph 4 (f) of Decision 2019/4 of the Executive Board	Agenda item 4 HSP/EB.2023/11/Ad d.2	Report of the Executive Director on the action by the United Nations Human Settlements Programme (UN-Habitat) to address geographical and gender imbalances in the composition of its staff as at 30 June 2023	3000 9 pages	Monday 4 September 2023	English only
13.	Rules of procedure	Agenda item 5 HSP/EB.2023/12	Report of the Executive Director on the draft work programme of UN-Habitat and draft budget of the United Nations Human Settlements Foundation for 2024	25,000 76 pages (Not included in the total page count but will be edited and translated taking into account translations already done by New York on portions of the document)	Monday 4 September 2023	Edit and translate
14.	Paragraph 9 of Decision 2023/1 of the Executive Board	HSP/EB.2023/12/Ad d.1	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 2024	3000 9 pages	Monday 4 September 2023	Edit and translate

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15.	Paragraph 7 of Decision 2023/1 of the Executive Board	Agenda item 6 HSP/EB.2023/13	Report of the Executive Director on the due diligence assessment of the Sustainable Human Settlements Foundation	3000 9 pages	Monday 4 September 2023	Edit and translate
16.	Paragraph 10 of Decision 2023/1 of the Executive Board	Agenda item 7 HSP/EB.2023/14	Report of the Executive Director on the analysis of the principal obstacles to the implementation of the New Urban Agenda by Member States	5000 15 pages	Monday 4 September 2023	English only
17.	Paragraph 2 of Decision 2/3 of the United Nations Habitat Assembly	Agenda item 8 HSP/EB.2023/INF7	Report of the Executive Director on the preparations for the development of the strategic plan for the period 2026 to 2029	2000 6 pages	Monday 25 September 2023	English only
18.	Paragraphs 3 and 4 of Resolution 2/10 of the United Nations Habitat Assembly	Agenda item 9 HSP/EB.2023/INF/8	Report of the Executive Director on the proposed draft terms of reference of the urban action funding window towards the need to achieve the implementation of United Nations Habitat Assembly resolutions in a balanced manner	3000 9 pages	Monday 25 September 2023	English only
19.	Paragraphs 3 and 4 of Resolution 2/1 of the United Nations Habitat Assembly	Agenda item 10 HSP/EB.2023/INF/9	Report of the Executive Director on the proposed roadmap towards the preparation of the development of international guidelines on people- centred smart cities as a non-binding framework for developing national and local smart city regulations, plans and strategies	2000 6 pages	Monday 25 September 2023	English only
20.	Paragraph 6 (b) Decision 2019/4 of the Executive Board Paragraph 2 of Decision 2023/ 2 of the Executive Board	Agenda item 11 HSP/EB.2023/15	Report of the Executive Director on Normative and Operational Activities of UN-Habitat including highlights of activities for the period of January to June 2023, updates on the work on Urban Regeneration and SDG Cities	8500 26 pages	Monday 4 September 2023	Edit and translate
21.		Agenda item 12 HSP/EB.2023/16	Report of the Executive Director on the status of preparations for the twelfth session of the World Urban Forum	3000 9 pages	Monday 4 September 2023	English only
22.		Agenda item 13 HSP/EB.2023/17	Note by the secretariat on the implementation of the UN Development System reform in UN- Habitat	1000	Monday 4 September 2023	English only

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23.		HSP/EB.2023/INF/10	Checklist on the Implementation of the Reform of the UN development system-	3000 9 pages	Monday 4 September 2023	English only
24.	Paragraph 6 (c) of Decision 2019/4 of the Executive Board	Agenda item 14 HSP/EB.2023/18	Note by the secretariat on the summaries of the report of the Office of Internal Oversight Services to the Executive Board and the report of the Ethics Office to the Executive Board	2000 6 pages	Monday 4 September 2023	English only
25.		Agenda item 14 (GA Document)	Report on the activities of the Office of Internal Oversight Services for the period from 1 July 2022 to 30 June 2023 (will be provided if available)	GA document (If available)	Monday 4 September 2023	GA document will be in UN Languages if available
26.	Paragraph 6 (d) of Decision 2019/4 of the Executive Board	Agenda item 15 HSP/EB.2023/19	Note by the secretariat on the summaries of the report of the Office of Internal Oversight Services to the Executive Board and the report of the Ethics Office to the Executive Board	2000 6 pages	Monday 4 September 2023	English only
27.		Agenda item 15 (GA Document)	Report of the Secretary-General on the activities of the Ethics Office (if available)	GA document (If available)	Monday 4 September 2023	GA document will be in UN Languages if available
28.	Paragraph 6 of Decision 2022/5 of the Executive Board	Agenda item 16 HSP/EB.2023/20	Report of the Executive Director on the implementation of the recommendations of the 2022 report of the Joint Inspection Unit on the findings of its review of the management and administration of UN-Habitat	5000 15 pages	Monday 4 September 2023	English only
B. In-session documents /Conference room papers						
29.		Agenda item 4 HSP/EB.2023/CRP 4	Report of the Executive Director on the interim financial status as at 30 September 2023	3000 9 pages	In session document Monday 7 November 2023	English only
30.		Agenda item 17 HSP/EB.2023/CRP 5	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,	5000 15 pages	15 November 2023	English only
C. Post session documents						

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31.	Rules of procedure		Report of the Executive Board of the United Nations Human Settlements Programme on the work of its third session of 2023	4000 12 pages	Post session/ January 2024	Edit and translate
32.	Rules of procedure		Decisions adopted by the Executive Board at its first session of 2023	5000 15 pages	Post session/ January 2024	Edit and translate