

## Seventh Bureau Meeting of the Executive Board of UN-Habitat

OED Boardroom – Tuesday 3 December 2019 – 10:00 – 12:00 noon

### Summary of discussions and recommendations emanating from the seventh Bureau meeting of the Executive Board

	Agenda item	Discussion	Recommendation from the Bureau
1.	<p><b>Adoption of the Agenda</b></p> <p>Adoption of the provisional Agenda for the Bureau meeting as shared with Member States on 28 November 2019.</p>	Adoption of the Agenda	<b>Adopted</b>
2.	<p><b>Review of lessons learnt from the recently conducted first meeting of the Executive Board</b></p>	<p>a) The Chair conveyed to members of the Bureau the comments he received from Member States on the recently conducted resumed session of the Executive Board (19-20 November 2019). It was highlighted that some Member States would have appreciated receiving the decisions language more in advance, in particular on the work programme and budget of UN-Habitat for 2020. The Chair also noted the concerns raised by Member States during the meeting of the Executive Board should be captured in the decisions rather than in the report of the meeting. Bureau members further emphasized that the informal consultations conducted in parallel of the Plenary was not convenient for some small delegations.</p>	<p><b>The Bureau welcomed the briefing from the Chair on this issue.</b></p>
		<p>b) The informal consultations held on Monday 18 November 2019 were useful and important; holding such discussions even earlier would have been more beneficial.</p>	<b>Agreed</b>

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	<p>c) More time should be allocated for the preparation and negotiation of the decisions to be adopted by the Executive Board for future meetings. Members of the Executive Board should be involved at an early stage of the preparatory process towards decisions because adequate time for debate is necessary.</p>	<b>Agreed</b>
	<p>d) Presentations by the Secretariat under each Agenda item during the meetings of the Executive Board should be based on the pre-session documentation circulated to Member States so as to create the basis for a meaningful debate.</p>	<b>Agreed</b>
	<p>e) The briefing by the Executive Director to Member States required by the rules of procedure, to be held 2 weeks prior to each meeting of the Executive Board, should present a good opportunity for Member States to discuss the decision language and encourage Member States to consult.</p>	<b>Agreed</b>
	<p>f) The Ad-Hoc working groups established by the Executive Board should consider the pre-session documentation to be submitted to the Executive Board.</p>	<b>Agreed</b>
	<p>g) Bureau members recognized that Member States are still in the process of adjusting to a new organization of work and their related functions in light of the new governance structure. An induction seminar to Permanent Representatives to UN-Habitat could help Member States to familiarize with the organization of work of the Executive Board and of the Governing Bodies of UN-Habitat.</p>	<b>Agreed</b>

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	<p><b>h)</b> The Executive Board should adopt straightforward, short decisions, meaningful and should be in compliance with resolutions and decisions adopted by the General Assembly of the United Nations including its fifth Committee.</p>	<b>Agreed</b>
	<p><b>i)</b> The decisions should cover operational issues bearing in mind that political issues can still be brought by Member States.</p>	<b>Agreed</b>
	<p><b>j)</b> The Ad-Hoc working group on working methods should discuss best practices and lessons learnt from the recently conducted meeting of the Executive Board.</p>	<b>Agreed</b>
	<p><b>k)</b> The Executive Director thanked Bureau members for their comments and informed that UN-Habitat conducted an internal meeting on the lessons learned from the recently conducted meeting of the Executive Board. She further emphasized that 3 areas of potential improvement have been identified for future meetings as follows: <b>(i)</b> A better time management for the discussions and negotiations of decisions should be implemented. She highlighted that the briefing by the Executive Director 2 weeks prior to each Executive Board meeting and regional consultations could offer a good opportunity in that respect; <b>(ii)</b> Official pre-session documentation should be concise to the extent possible; <b>(iii)</b> UN-Habitat staff members, including regional directors and staff from UN-Habitat countries offices, should be more available to answer any questions coming up during informal consultations.</p>	<p><b>The Bureau welcomed these remarks and did not raise any specific comment on these.</b></p>

	<b>Agenda item</b>	<b>Discussion</b>	<b>Recommendation from the Bureau</b>
		Presentations from Secretariat under each Agenda item should last 15 minutes maximum and be made available to Member States.	<b>The Executive Director noted the importance of allowing the Head of Organization to determine the timing based upon presentation but took note of the suggestion.</b>
<b>3.</b>	<b>Overview of the Ad-Hoc working groups established by the resumed meeting of the Executive Board</b>	<p>The Chair recalled that three Ad-Hoc working groups were established during the recently concluded meeting of the Executive Board and he further provided a review of their functions described in the decisions as follows:</p> <ul style="list-style-type: none"> <li>a. <b>Ad-Hoc working group on working methods;</b> <ul style="list-style-type: none"> <li>i. Assistance and advice to the the Executive Board on working methods to complete its work</li> </ul> </li> <li>b. <b>Ad-Hoc working group on programmatic, budgetary and administrative matters;</b> <ul style="list-style-type: none"> <li>i. Assistance and advice to the Executive Board on programmatic, budgetary and administrative matters</li> <li>ii. Consultation with the Executive Director to elaborate upon innovative programmes within the Strategic Plan to be discussed with the Executive Board taking into account thematic and regional balance</li> <li>iii. Elaboration in consultation with the Executive Director of a prioritization process within normative and within operational activities in line with the Strategic Plan</li> </ul> </li> </ul>	<b>There was no specific comment from the Bureau on this overview.</b>

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	<ul style="list-style-type: none"> <li>c. <b>Ad-Hoc working group on the development of the stakeholder engagement policy.</b></li> <li>i. Development of a UN-Habitat stakeholder engagement policy for presentation to the Executive Board for a consensual agreement and further possible approval by the UN-Habitat Assembly at its second session</li> </ul>	
<b>4.</b>	<b>Functions of the Ad-hoc working groups established by the resumed meeting of the Executive Board</b>	
	<p>a)The Chair recalled that the Decisions adopted by the Executive Board assigned specific functions to the respective Ad-Hoc working groups but noted that some functions were not assigned to a any of the Ad-Hoc working group. The Chair provided an overview of the functions as follows:</p> <ul style="list-style-type: none"> <li>a. Assistance and advice to the Executive Board on programmatic, budgetary and administrative matters (<b>Assigned to the Ad-Hoc working group on programmatic, budgetary and administrative matters</b>);</li> <li>b. Assistance and advice to the the Executive Board on working methods to complete its work (<b>Assigned to the Ad-Hoc working group on working methods</b>);</li> <li>c. Development of a UN-Habitat stakeholder engagement policy for presentation to the Executive Board for a consensual agreement and further possible approval by the UN-Habitat Assembly at its second session (<b>Assigned to the Ad-Hoc working group on the development of the stakeholder engagement policy</b>);</li> </ul>	<p><b>There was no specific comment from the Bureau on this overview.</b></p>

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	<p>d. Consultation with the Executive Director to elaborate upon innovative programmes within the Strategic Plan to be discussed with the Executive Board taking into account thematic and regional balance (<b>Assigned to the Ad-Hoc working group on programmatic, budgetary and administrative matters</b>);</p> <p>e. Elaboration in consultation with the Executive Director of a prioritization process within normative and within operational activities in line with the Strategic Plan (<b>Assigned to the Ad-Hoc working group on programmatic, budgetary and administrative matters</b>);</p> <p>f. Consultation on draft outcomes to be adopted by the Executive Board at its meetings (<b>not assigned</b>); Consultation with the Executive Director on additional information required by Member States on the work programme and budget of UN-Habitat for 2020 (<b>not assigned</b>);</p> <p>g. Consultation with the Executive Director on the on-going restructuring of UN-Habitat (<b>not assigned</b>);</p> <p>h. Reports of the work of Ad-Hoc working groups for consideration by the meetings of the Executive Board (<b>not assigned</b>).</p>	
	<p><b>b)</b> Consultations on draft outcomes to be adopted by the Executive Board at its meetings should be assigned to the Ad-Hoc working group on working methods.</p>	<b>Agreed</b>
	<p><b>c)</b> Consultations with the Executive Director on additional information required by Member States on the work programme and budget of UN-Habitat</p>	<b>Agreed</b>

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	for 2020 should be assigned to the Ad-Hoc working group on programmatic, budgetary and administrative matters. The Executive Board should also be briefed on this matter during its meetings.	
	<b>d)</b> Consultations with the Executive Director on the on-going restructuring of UN-Habitat should be assigned to the Ad-Hoc working group on programmatic, budgetary and administrative matters. The Executive Board should also be briefed on this matter during its meetings.	<b>Agreed</b>
	<b>e)</b> Reports of the work of Ad-Hoc working groups for consideration and approval by the meetings of the Executive Board should be presented by the Chairs of the respective Ad-Hoc working groups to the Executive Board.	<b>Agreed</b>
	<b>f)</b> The Chairs of the respective Ad-Hoc working groups should convene meetings with Member States to brief them on the report and conclusions of the Ad-Hoc working groups. This would be an opportunity for the Chair to gather comments and feedback before submitting the final report.	<b>Agreed</b>
	<b>g)</b> The Bureau will be briefed on the report of the Ad-Hoc working groups by their respective Chairs prior to each Executive Board meeting.	<b>Agreed</b>
	<b>h)</b> Secretariat should prepare the reports of the Ad-Hoc working groups as Information (INF) documents for consideration by the Executive Board and distribute such INF documents to Member States following the 4 weeks rule as required by the rules of procedure. An informal update can be further provided by the Chair during his oral presentation of the report to the Executive board.	<b>Agreed</b>

Agenda item	Discussion	Recommendation from the Bureau
	i) The report of the Ad-Hoc working groups should be presented during Executive Board meetings under the Agenda item on the briefing on status of decisions and resolutions adopted by the UN-Habitat Assembly and the Executive Board.	<b>Agreed</b>
<b>5.</b>	<b>Schedule of work of the Ad-Hoc working groups</b>	
a. Chairing of the Ad-hoc working groups;	<p>A kick off organizational meeting chaired by the Chair of the Executive Board with all Member States should be organised on Monday 16 December 2019 to discuss the following:</p> <ul style="list-style-type: none"> <li>i. Functions of each Ad-hoc working group;</li> <li>ii. Chairing of the Ad-Hoc working group;</li> <li>iii. Frequency of the meetings;</li> <li>iv. Schedule of the meetings of the Ad-Hoc working groups;</li> <li>v. Reporting on the work of the Ad-Hoc working groups.</li> </ul>	<b>Agreed</b>
b. Frequency of the meetings of the Ad-hoc working groups; c. Term of the Ad-hoc working groups;	Each Ad-Hoc working group should decide on its own methods and schedule of work. The secretariat can make suggestions on timings and availability.	<b>Agreed</b>
d. Schedule of meetings of the Ad-hoc working groups;	The Ad-Hoc working groups meetings should to the extent possible be scheduled on the same day and held back to back.	<b>Agreed</b>
e. Reporting on the work of the Ad-Hoc Working groups.	i) Reports of the work of Ad-Hoc working groups for consideration and approval by the meetings of the Executive Board should be presented by the Chairs of the respective Ad-Hoc working groups to the Executive Board.	<b>Agreed</b>
	ii) The Chairs of the respective Ad-Hoc working groups should convene a meeting with Member	<b>Agreed</b>



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	States to brief on their report and conclusions of the ad-hoc working groups. The Chairs will gather comments and feedback and submit their final report.	
	<b>iii)</b> The Bureau will be briefed by the Chairs of the respective Ad-Hoc working groups prior to each Executive Board meeting.	<b>Agreed</b>
	<b>iv)</b> Secretariat should prepare the reports of the Ad-Hoc working groups as Information (INF) documents for consideration by the Executive Board and distribute such INF documents to Member States following the 4 weeks rule as required by the rules of procedure. An informal update can be provided by the Chair during its oral presentation of the report to the Executive Board.	<b>Agreed</b>
<b>6.</b>	<b>Workplan for the Executive Board for the year 2020, including meetings of the Bureau and of the Ad-hoc working groups</b>	
	<b>a)</b> The Executive Director briefed the Bureau on a proposed workplan for the Executive Board for the year 2020, including the meetings of the Bureau and of the Ad-Hoc working groups. She emphasized the overlapping challenges faced with respect to the deadlines for submission of documentation with the current cycle of three sessions a year. The Secretariat further emphasized that restrictions on regular budget will have an impact on the budget of Conference Services and that a lack of adequate resources could imply a postponing of the first meeting of the year 2020.	<b>The Bureau welcomed these remarks and did not raise any specific comment on these.</b>
	<b>b)</b> The schedule of work of the Ad-Hoc working group on programmatic, budgetary and administrative matters should be in line with the	<b>Agreed</b>

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	timelines of preparation of the work programme and budget for the year 2021.	
	c) The Agenda of the Ad-Hoc working group on programmatic, budgetary and administrative matters should be prepared by UN-Habitat secretariat.	<b>Agreed</b>
	d) The Ad-Hoc working group on programmatic, budgetary and administrative matters should meet on 13 January 2020 to consider the draft Work Programme of UN-Habitat for the year 2021.	<b>Agreed</b>
	e) The Ad-Hoc working group on programmatic, budgetary and administrative matters should meet on 13 February 2020 to consider the proposed 2021 Budget of UN-Habitat for the year 2021.	<b>Agreed</b>
	f) Informal consultation on the draft results framework of the 2020-2023 Strategic Plan and on the flagships programme should be held on 11 December 2019.	<b>Agreed</b>
	g) The Bureau of the Executive Board should meet on 15 January 2020.	<b>Agreed</b>
	h) An updated version of the PowerPoint presentation of the Executive Director on the proposed schedule of work for the Executive Board for the year 2020 should be circulated to Member States together with a six-monthly schedule reflecting the outcomes of the Bureau meeting.	<b>Agreed</b>
	i) The Bureau of the Executive Board is open to the possibility of holding a Joint-Bureaux meeting during the tenth session of the World Urban Forum in February 2020.	<b>There was no concrete Agreement on this</b>

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<b>7.</b>	<b>Induction seminar to new Permanent Representatives to UN-Habitat</b>	
	An induction seminar to new Permanent Representatives to UN-Habitat will be organized once a year at the beginning of the year by the Secretariat to familiarize Member States with the work of UN-Habitat and its Governing Bodies.	<b>Agreed</b>
<b>8.</b>	<b>Other matters</b>	
	Summary of discussions and recommendations emanating from the Bureau meetings	<b>Agreed</b>
	Cycle of meetings of the Executive Board and submission of documentation	<b>Agreed</b>
	Following the practice established for previous Bureau meetings of the Executive board, the summary of discussions and recommendations emanating from the Bureau meetings should always be circulated to all Member States.	
	The Secretariat emphasized on the challenges posed by the current cycle of meetings of the Executive Board with respect to the requirements for submission of documentation set by General Assembly rules and rules of procedure of the Executive Board. The Ad-Hoc working group on working methods of the Executive Board should take up this matter.	