

**Summary of discussions and recommendations emanating for the First Bureau meeting of the Executive Board for the year 2021**

Monday 11 January 2021 – 10:00 – 12:00 East Africa Time

Agenda item	Discussion	Recommendation from the Bureau
1.	<b>Adoption of the Agenda</b>	
	a) Adoption of the Agenda.	<b>Adopted</b>
2.	<b>Organization of work and schedule for the Executive Board in 2021 including meetings of the Bureau and of the Ad- hoc working groups;</b>	
	a) The Executive Director briefed the Bureau on Agenda item 2, namely organization of work and schedule for the Executive Board in 2021 including meetings of the Bureau and of the Ad- hoc working groups. The full presentation of the Executive Director can be found <a href="#">here</a> .	<b>The Bureau took note of the briefing by the Executive Director</b>
	<b>b) Meetings of the Bureau to prepare for the 2021 first session of the Executive Board</b> It was recommended that the Bureau considers holding at least three meetings to prepare for the 2021 first session of the Executive Board as follows: <ol style="list-style-type: none"> <li>1. <b>11 January 2021</b> - First meeting of the Bureau of the Executive Board</li> <li>2. <b>26 February 2021</b> - Second meeting of the Bureau of the Executive Board</li> <li>3. <b>13 March 2021</b> - Third meeting of the Bureau of the Executive Board</li> </ol>	<b>Agreed</b>
	<b>c) Meetings of the Ad- Hoc working group on Programmatic, Budgetary and Administrative matters of the Executive Board</b> <ol style="list-style-type: none"> <li>a. In line with Decision 2020/6 adopted by the Executive Board at its 2020 second session the Ad-Hoc working group is mandated to discuss the draft work programme and budget of UN-Habitat for the year 2022 in readiness for submission to the Controller of the United Nations in New York, followed by a review by the Committee on Programme Coordination and subsequent approval by the Executive Board.</li> <li>b. The Executive Director noted that even though the Executive Board agreed on Decision 2020/6 requesting the ad- hoc working group to discuss a draft work programme of UN- Habitat for the year 2022 in readiness for submission to the Controller of the United Nations in New York by 15 January 2021 followed by, review by the Committee on Programme Coordination and subsequent approval by the Executive Board. The Secretariat has received new guidance from the SG and the UN-Controller with respect to the timeline of preparations of the work programme and budget for the year 2022.</li> </ol>	<b>Noted</b>

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<b>Agenda item 2 continued</b>	The Programme Planning and Budget Division (PPBD) informed that UN-Habitat’s submission date for the draft work programme will be 11 February 2021 and that the submission date for the draft budget will be 22 February 2021.	
	c. Should there be a need to adjust the schedule of meetings which was shared with the Bureau on 4 January 2021, Chair of the Ad- hoc working group on programmatic, budgetary and administrative matters and the Bureau could do so in consultation with the Ad-Hoc working group.	<b>Agreed</b>
	d. Accordingly, the proposed schedule for meetings for the Ad-Hoc working group on programmatic, budgetary and administrative matters as reflected herein as follows remains as submitted to the Bureau on 4 January 2021 , unless there is any adjustment made by the Ad-Hoc working group on programmatic, budgetary and administrative matters on its schedule of meetings: <ol style="list-style-type: none"> <li>1. 18 January 2021- Discussions on proposed areas of priorities for the Organization for the year 2021 based upon the Strategic Plan</li> <li>2. 8 February 2021- The proposed 2022 draft work Programme and Budget of the United Nations Human Settlements Foundation</li> <li>3. 11 February 2021- The proposed 2022 draft work Programme and Budget of the United Nations Human Settlements Foundation</li> <li>4. 3 March 2021- Discussions on normative and operational activities of UN-Habitat Discussion on the alignment of the QCPR process with the planning cycles of UN-Habitat consideration of the scenarios for alignment</li> <li>5. 17 March 2021- Discussions on financial status of UN Habitat Update on the restructuring process.</li> </ol>	<b>Agreed</b>
	<b>d) Meetings of the Ad- Hoc working group on stakeholder engagement policy</b> <ol style="list-style-type: none"> <li>a. The Bureau recommended, notwithstanding the provisions in Decision 2020/6 regarding holding in person meeting, the Ad-Hoc working group on stakeholder engagement policy hold an on-line meeting on 24 February 2021 but that meeting should be strictly organizational to introduce the nominated new Chairs of the group. The Ad- hoc working group will resume it work on the substantive issues once in-person meetings are possible, in line with Decision 2020/6.</li> <li>b. A meeting can be tentatively scheduled on 3 March 2021 only if physical sessions are possible by that time.</li> </ol>	<b>Agreed</b>
	<b>e) Ad- Hoc working group on working methods</b>	

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	<p>a. The ad hoc working group on working methods had completed its work in line with Decision 2019/2 and the mandate of the ad hoc working group had come to an end.</p>	<b>Noted</b>
	<p><b>f) Informal consultations on draft decisions</b></p> <p>a. Acknowledging that the Ad-Hoc working group on working methods' mandate has now come to an end, and that practice has proven that when informal discussions on draft outcomes are held prior to the session of the Executive Board as a consultative mechanism, it makes the work of the Board much easier, the Ad-Hoc working group on programmatic, budgetary and administrative matters should be instrumental in the prior consideration of any draft decisions before they are formally discussed and adopted by the Board at its first session .</p> <p>b. Such informal consultations should be tentatively held on 17 and 29 March 2021 depending on the schedule of the Chair of the working group.</p>	<b>Agreed</b>
	<p><b>g) Briefing by the Executive Director</b>            In line with rule 6.10 of rules of procedure of the Executive Board, the briefing by the Executive Director on the matters to be covered under each item on the provisional agenda of the 2021 first session should be held on 23 March 2021.</p>	<b>Agreed</b>
<b>3.</b>	<b>Preparations for the 2021 first session of the Executive Board</b>	
<p><b>a) Review of dates and provisional Agenda</b></p>	<p>a) The Executive Director briefed the Bureau on Agenda item 3a), namely review of dates and provisional Agenda. The full presentation of the Executive Director can be found <a href="#">here</a></p> <p>b) Taking into consideration that Easter Holiday falls on Monday, 5 April 2021 and the availability of dates in the United Nations and the UNON Division of Conference Services Calendar for 2021, and the need to ensure adequate preparation by Member States after the Easter Holidays toward the first session of the Executive Board, the Executive Director shared the four options below for consideration by the Bureau:</p> <p>a. <b>Option 1:</b> Holding the 2021 first session of the Executive board as initially planned by the Executive Board, from Tuesday 6 April to Wednesday 7 April 2021, acknowledging that the Easter Holiday falls on Monday 5 April.</p> <p>b. <b>Option 2:</b> Holding the 2021 first session of the Executive Board from Wednesday 7 April 2021 to Thursday 8 April.</p> <p>c. <b>Option 3:</b> Holding the 2021 first session of the Executive Board from Thursday 8 April to Friday 9 April 2021, taking into account that the 9 of April is a Friday.</p>	<p><b>The Bureau took note of the briefing by the Executive Director</b></p>

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<p><b>Agenda item 3 a) continued</b></p>	<p>d. <b>Option 4:</b> Tuesday 27 April to Wednesday 28 April although the Bureau may wish to take into account that Friday 30 April is Orthodox Good Friday. In addition, the Secretariat will be engaged in the final preparations for the high- level mid-term review of the CPR to be held in the last week of June.</p>	
	<p>c) In order to ensure adequate preparation by Member States after the Easter Holidays toward the first session of the Executive Board and taking into account the need to ensure that adequate technical capacity is available to support the session in light of the full calendar of the UNON Division of Conference Services, the Bureau recommended that the first session of the Executive Board be scheduled on Wednesday 7 and Thursday 8 April 2021.</p>	<p><b>Agreed</b></p>
	<p>d) The Provisional Agenda for the first session of the year 2021 should be as approved by the Executive Board in paragraph 11 of Decision 2020/6 with an amendment by the Bureau during the meeting to include UN-Habitat’s Covid-19 response under Agenda item 7. The Agenda should therefore read as follows:</p> <ol style="list-style-type: none"> <li>1. Opening of the meeting</li> <li>2. Organizational matters:               <ol style="list-style-type: none"> <li>i. Adoption of the agenda and the workplan for the first session of 2021</li> <li>ii. Adoption of the report on the second session of 2020.</li> </ol> </li> <li>3. Reports of the ad hoc working groups established by the Executive Board</li> <li>4. Financial, budgetary and administrative matters including the implementation of the resource mobilization strategy in accordance with the strategic plan including a proposal on geographical and gender balance</li> <li>5. Reports of the Advisory Committee on Administrative and Budgetary Questions relevant to the work and activities of UN-Habitat issued since the last session of the Executive Board</li> <li>6. Status and discussion on the annual work programme and budget of UN–Habitat for the year 2022</li> <li>7. Briefing by the Executive Director on the implementation of the normative and operational activities of UN-Habitat, including reporting on the programmatic activities of UN-Habitat in 2020 and the implementation of subprogrammes, flagship programmes and technical cooperation activities and <b>update on Covid- 19 response;</b></li> <li>8. Implementation of the resolutions and decisions adopted by the UN-Habitat Assembly</li> <li>9. Briefing by the Executive Director on progress made in the implementation of the United Nations development system reform</li> </ol>	<p><b>Agreed</b></p>

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<p><b>Agenda item 3 a) continued</b></p>	<p>10. An annual report on UN-Habitat actions to strengthen protection against sexual exploitation and abuse and against workplace sexual harassment, as well as any other type of exploitation or abuse</p> <p>11. Annual report on the Executive Director’s actions to update and improve the internal management, policies and procedures of UN-Habitat</p> <p>12. Election of officers of the Bureau</p> <p>13. Provisional agenda for the next session of the Executive Board</p> <p>14. Other matters</p> <p>15. Closure of the session</p>	
<p><b>b) Guidance on the format and venue of the session in light of the Covid- 19 global situation</b></p>	<p>a) The Executive Director briefed the Bureau on Agenda item 3b namely, guidance on the format and venue of the session in light of the Covid- 19 global situation. The full presentation of the Executive Director can be found <a href="#">here</a>.</p> <p>a. Given the continued prevailing COVID 19 conditions, the Executive Director suggested that she be given the go ahead to prepare her notification to Member States for an on-line session with simultaneous interpretation in the six UN official languages.</p> <p>b. In addition, she would consult with the UNON Director General on the possibility of having any physical session within the Complex in April 2021 and would report in the next Bureau meeting.</p>	<p><b>The Bureau took note of the briefing by the Executive Director</b></p>
	<p>b) The Executive Director should prepare her notification for the first session with the assumption that the meeting will be held online, and that the Bureau will give further guidance on this matter as soon as practical as the pandemic situation may dictate.</p>	<p><b>Agreed</b></p>
	<p>c) The first session of the Executive Board for the year 2021 should be held online with simultaneous interpretation and the UNON Division of Conference services should secure an online platform with the capability of interpretation into six languages.</p>	<p><b>Agreed</b></p>
<p><b>c) Elections of the 2021/ 2022 Bureau of the Executive Board.</b></p>	<p>a) The Chair of the Bureau of Executive Board briefed the Bureau on Agenda item 3c namely, Elections of the 2021/ 2022 Bureau of the Executive Board.</p> <p>The briefing highlighted the following:</p> <p>a. In accordance with the rule 9 of its rules of procedure, the Executive Board will elect on the last day of the first session of the year 2021, 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, who shall start holding office at the end of the first session of the year 2021.</p>	<p><b>The Bureau took note of the briefing by the Chair of the Executive Board.</b></p>

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<b>Agenda item 3 c) continued</b>	<p>b. The 2021-2022 new Bureau of the Executive Board shall comprise of 5 members as follows:            Eastern European States: <b>Chair</b>            African States: <b>Vice Chair</b>            Asian States: <b>Vice Chair</b>            Western European and other States: <b>Vice Chair</b>            Latin American and Caribbean States: <b>Rapporteur</b></p>	
	<p>b) The Secretariat should send a Note Verbale to the Chairs of the Regional Groups inviting them to start caucusing towards identifying nominations for their representative to the new Bureau for the period 2021-2022.</p>	<b>Agreed</b>
<b>4.</b>	<b>Briefing by the Executive Director on the preparations of the induction seminar to Permanent Representatives to UN- Habitat:</b>	
	<p>a) The Executive Director briefed the Bureau on Agenda item 4 namely, briefing by the Executive Director on the preparation of the induction seminar to Permanent Representatives to UN- Habitat. The full presentation of the Executive Director can be found <a href="#">here</a>. The briefing highlighted the following:</p> <p>a. Taking into account that the governance structure of the Organisation is fully operational, and given the significance of the vital oversight role of Member States in guiding the work of UN-Habitat, the seminar will be an opportunity for all delegations to UN-Habitat to further familiarize themselves with the various roles and functions under the new structure as well as UN-Habitat’s mandate, activities, current work programme, and future priorities.</p> <p>b. Specifically, the expectation is that the seminar will enable delegations to familiarize themselves with:</p> <p>a. The work and procedures of UN-Habitat and its Governing Bodies including the role of the UN-Habitat Assembly, Committee of Permanent Representatives and the Executive Board of UN-Habitat and establish a strong foundation for the future functioning of the Governing Bodies.</p> <p>b. UN-Habitat’s mandate, activities, and the strategic plan 2020-2023</p> <p>c. The process of preparation and approval of the annual work programme and budget of UN-Habitat.</p> <p>d. The resource mobilization strategy, the budget and Finance Cycle, the Secretariat Structure and Purpose, the UN-Habitat’s Placement within the Secretariat Structure and the Human Resources Management at the United Nations</p> <p>c. The seminar will be held on-line during two day on Wednesday 27 January 2021 and Thursday 28 January 2021 and is designed for all Members States.</p>	<b>The Bureau took note of the update by the Executive Director with no further comments.</b>

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<b>5.</b>	<b>Any other matters</b>	
	No issues were raised under any other matters.	<b>Noted</b>