



**Executive Board of the United Nations  
Human Settlements Programme**

**First meeting (resumed)**

Nairobi, 19 and 20 November 2019

Item 8 of the provisional agenda\*

**Workplan for the Executive Board, including its  
Bureau meetings, for 2020**

**Proposed organization of work and workplan for the Executive  
Board and its Bureau meetings for 2020**

**I. Proposed organizational arrangements for Executive Board  
meetings**

1. With a view to the efficient conduct of the work of the Executive Board in 2020, the Bureau of the Executive Board of the United Nations Human Settlements Programme (UN-Habitat), during its meeting held on 21 June 2019, recommended the organizational arrangements set out in the present document for consideration by the Executive Board. The proposed organizational arrangements have been developed taking into account resolution 73/239 of the General Assembly on implementation of the outcomes of the United Nations conferences on human settlements and on housing and sustainable urban development and strengthening the United Nations Human Settlements Programme; the report on the work of the Open-ended Working Group (A/73/726); and the rules of procedure of the Executive Board as adopted during its first meeting on 30 May 2019 (HSP/HA.1/HLS.3).

**A. Cycle and frequency of meetings and proposed dates**

2. It has been recommended that the Executive Board hold three meetings every year: one annual meeting and two regular meetings. The annual meeting will last three days and is proposed to be held in late March or early April 2020; the first regular meeting will last one day and be held in mid-September; and the second regular meeting will last two days and be held during the first week of December. The Executive Board may wish to reconsider the frequency and duration of each meeting at the appropriate time to allow flexibility for future cycles. It is further recommended that, to avoid any overtime costs for registration over the weekend prior to the meeting, meetings of the Executive Board should not begin on a Monday.

3. Specifically, the Bureau of the Executive Board recommended that:

- (a) The first meeting of the Executive Board in 2020 should be an annual meeting held from 31 March to 2 April for a duration of 3 days;
- (b) The first regular meeting in 2020 should be held on 16 September for a duration of one day;
- (c) The second regular meeting in 2020 should be held on 2 and 3 December for a duration of two days.

**B. Term of office of the Chair, Vice-Chairs and Rapporteur of the Executive  
Board**

4. Pursuant to rule 9.1 of the rules of procedure of the Executive Board, the Executive Board shall, at its first regular session each year, elect from among its members a Bureau comprising a Chair,

\* HSP/EB.1/1/Rev.1.

three Vice-Chairs and a Rapporteur. In accordance with rule 9.3 of those rules, the offices of Chair and Rapporteur shall rotate each year to a different regional group. The current officers of the Bureau were elected during the first meeting of the Executive Board, held on 30 May 2019. The Executive Board may wish to consider, for the efficient conduct of work by the Bureau, aligning the term of office of the Chair, Vice-Chairs and Rapporteur of the Executive Board with the cycle of meetings of the Executive Board as set out above. In that respect, it is recommended that the Executive Board should, at its second regular meeting each year, elect from among its members a new Chair, three Vice-Chairs and a Rapporteur. As a transitional arrangement, it is suggested that the terms of office of the current Chair, Vice-Chairs and Rapporteur should be exceptionally extended until the second regular meeting of 2020.

### **C. Date of receipt of documentation**

5. The date of receipt of official documentation by Member States before each meeting must be in accordance with the rules of procedure of the Executive Board. In line with rule 6.8, pre-session documents for each meeting of the Board must be received four weeks in advance of the meeting to which they pertain, and in line with rule 3, a notification including the agenda of the meeting must be received 42 days in advance thereof.

6. The Executive Director will brief Member States on the preparations for the Executive Board meeting at least two weeks before the meeting. In the interest of economy, the Executive Board may wish to consider limiting the translation of official documentation to a few languages, although interpretation may remain available in all languages. The Board may also wish to consider the recommendation by the Division of Conference Services of the United Nations Office at Nairobi that in-session documentation for one- or two-day Executive Board meetings be made available in English only.

### **D. Joint Bureau meetings**

7. In line with rule 28 of the rules of procedure of the UN-Habitat Assembly (HSP/HA.1/HLS.2), which provides for the possibility of conducting joint meetings of the Bureaux of UN-Habitat Assembly, the Committee of Permanent Representatives and the Executive Board, it is suggested that the Executive Board should consider the frequency and cycle of such joint Bureau meetings and create a platform for the following purposes:

- (a) To enable the coordination of the governing bodies' activities;
- (b) To take stock collectively of the work of the governing bodies; and
- (c) To identify potential gaps and emerging issues and to decide how to address them consistently.

### **E. Form of the formal outcomes of Executive Board meetings**

8. The Executive Board may wish to decide whether to express its outcomes in the form of resolutions and/or decisions, taking into account the four-year gap between sessions of the UN-Habitat Assembly. The following examples might be considered:

- (a) Approval of the annual work programme and budget through resolutions, based on the practice of the Governing Council and considering that documents must receive final approval from the General Assembly;
- (b) Approval of the provisional agenda and dates of upcoming sessions of the Executive Board through decisions;
- (c) Provision of recommendations and advice through resolutions, either for follow-up by the Executive Director or for consideration by Member States, based on the mandate of the Executive Board to regularly monitor the operational activities of UN-Habitat.

### **F. Participation of partners and stakeholders in Executive Board meetings and the organization of side events**

9. The Executive Board may wish to consider the frequency of participation of stakeholders and partners in its meetings. Pursuant to rule 17.2 of the rules of procedure of the Executive Board, representatives of the United Nations Secretariat, specialized agencies, any other organizations of the United Nations system, including international financial institutions, and regional development banks may participate in Board meetings as observers for consultation on matters that relate to their activities or to those involving matters of coordination, including by invitation of the Executive Board. Rule 17.3 also allows the Board, when it considers it appropriate, to invite intergovernmental organizations

and non-governmental organizations in consultative status with the Economic and Social Council or accredited to the UN-Habitat Assembly to participate in its deliberations on matters that relate to their activities.

10. The Executive Board may wish to decide whether intergovernmental organizations and non-governmental organizations should be invited to participate in each regular and annual meeting or whether they should be invited to annual meetings only. The Bureau recommended that stakeholder participation and the organization of side events should not incur additional costs. The Executive Board may therefore wish to curtail the organization of side events in the margins of its meetings.

### **G. Proposal on the establishment of ad hoc working groups**

11. In line with paragraph 5 of decision 1/3 of the UN-Habitat Assembly on arrangements for the transition towards the new governance structure of UN-Habitat, which entrusts the Executive Board with continuing discussions on and completing the development of a UN-Habitat stakeholder engagement policy, as requested by the Governing Council in its resolution 26/7, the Executive Board may wish to establish an ad hoc working group for that purpose.

12. Pursuant to rule 11 of the rules of procedure of the Executive Board, the Bureau recommended during its meeting held on 21 June 2019 that the Board should consider the establishment of an ad hoc working group on budgetary and administrative matters. The Board may wish to consider the establishment of any other ad hoc working groups it deems necessary and to define their terms of reference and refer to them any matters within the scope of its mandate for their consideration and reporting.

### **H. Regular agenda items for consideration by the Executive Board**

13. The attention of the Executive Board is drawn to the items listed below for suggestions and observations or for additional items that could be reflected on the list of items to be considered by the Executive Board on a regular basis, pursuant to the report on the work of the Open-ended Working Group established by the Chair of the Committee of Permanent Representatives to the United Nations Human Settlements Programme (A/73/726) pursuant to General Assembly resolution 72/226.

(a) Annual work programme and budget of UN-Habitat: the annual work programme and budget of UN-Habitat will be included on the agenda of Executive Board meetings for consideration during its annual meeting;

(b) Annual report on the implementation of the UN-Habitat strategic plan: the annual report on the implementation of the strategic plan will be included on the agenda of Executive Board meetings for consideration during its annual meeting;

(c) Financial, budgetary and administrative matters: the financial situation of UN-Habitat, the use of resources, the resource mobilization strategy, the ongoing restructuring of UN-Habitat and the financing of UN-Habitat, including the implementation of the resource mobilization strategy in accordance with the strategic plan, will be a regular agenda item for Executive Board meetings;

(d) The implementation of the resolutions and decisions adopted by the UN-Habitat Assembly will be a regular agenda item for Executive Board meetings;

(e) A briefing on the implementation of the normative and operational activities of UN-Habitat will be a regular agenda item of Executive Board meetings to enable Board oversight thereof. The Executive Director will also provide a briefing on country activities as a regular agenda item for Board meetings, including examples of the work of UN-Habitat at the country level that may not be covered in the annual report.

## **II. Proposed provisional agenda for the annual meeting of the Executive Board of 2020\*\***

14. It is recommended that the first meeting of the Executive Board for 2020 be an annual meeting to be held from 31 March to 2 April 2020 and that the agenda of that meeting be as follows:

1. Opening of the meeting.
2. Organizational matters:

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\*\* The provisional agenda for the annual meeting of the Executive Board, to be held in March 2020, was recommended by the Bureau of the Executive Board at its meeting on 21 June 2019.

- (a) Adoption of the provisional agenda and the workplan for the annual meeting of 2020;
  - (b) Adoption of the report on the resumed first meeting.
3. Financial, budgetary and administrative matters.
4. Approval of the annual work programme of the United Nations Human Settlements Programme and of the budget of the United Nations Habitat and Human Settlements Foundation for 2021.
5. Report on the implementation of the UN-Habitat strategic plan:
  - (a) Receipt of the 2019 annual report on the 2014–2019 strategic plan;
  - (b) Update on the final report on the UN-Habitat strategic plan for the entire 2014-2019 cycle and on the evaluation inception report;
  - (c) Report on the implementation of the 2020–2023 strategic plan:
    - (i) Accountability framework;
    - (ii) Financial plan;
    - (iii) Results-based management policy.
6. Briefing on the status of implementation of resolutions and decisions adopted during the first session of the UN-Habitat Assembly.
7. Briefing on the normative and operational activities of UN-Habitat.
8. Extension of the terms of office of the Chair, Vice-Chairs and Rapporteur.
9. Provisional agenda for the first regular meeting of the Executive Board of 2020, scheduled for 16 September 2020.
10. Other matters.
11. Closure of the meeting.

### **III. Proposed provisional agenda for the first regular meeting of 2020**

15. It is recommended that the Executive Board hold its first regular meeting of 2020 on Wednesday, 16 September 2020 and that the agenda of that meeting be as follows:

1. Opening of the meeting.
2. Organizational matters:
  - (a) Adoption of the annotated provisional agenda and the workplan for the first regular meeting of 2020;
  - (b) Adoption of the report on the annual meeting of 2020.
3. Financial, budgetary and administrative matters.
4. Report on the implementation of the UN-Habitat strategic plan:
  - (a) Briefing on the status of the ongoing evaluation of the 2014–2019 UN-Habitat strategic plan;
  - (b) Report on the implementation of the 2020–2023 strategic plan.
5. Briefing on the status of implementation of resolutions and decisions adopted during the first session of the UN-Habitat Assembly.
6. Briefing on the normative and operational activities of UN-Habitat.
7. Provisional agenda for the second regular meeting of 2020.
8. Other matters.
9. Closure of the meeting.

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#### **IV. Proposed provisional agenda for the second regular meeting of 2020**

16. It is recommended that the Executive Board hold its second regular meeting of 2020 on 2 and 3 December 2020 and that the agenda of that meeting be as follows:

1. Organizational matters:
    - (a) Adoption of the annotated provisional agenda and workplan for the second regular meeting of 2020;
    - (b) Adoption of the report on the first regular meeting of 2020.
  2. Financial, budgetary and administrative matters.
  3. Report on the implementation of the UN-Habitat strategic plan:
    - (a) Briefing on the ongoing evaluation of the 2014–2019 UN-Habitat strategic plan;
    - (b) Report on the implementation of the 2020–2023 strategic plan.
  4. Briefing on the status of implementation of resolutions and decisions adopted during the first session of the UN-Habitat Assembly.
  5. Briefing on the normative and operational activities of UN-Habitat.
  6. Election of the Chair, Vice-Chairs and Rapporteur of the Executive Board.
  7. Organization of work and workplan for the Executive Board and its Bureau meetings for 2021.
  8. Provisional agenda for the annual meeting of 2021.
  9. Other matters.
  10. Closure of the meeting.
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