

UN HABITAT

First Bureau Meeting of the Executive Board of UN-Habitat

OED Boardroom – Tuesday 14 January 2020 – 09:00 am – 11:30 am

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

| Agenda item | Discussion | Recommendation from the Bureau |
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| 1. | Adoption of the Agenda | |
| <i>Adoption of the provisional Agenda as shared with Bureau members on 06 January 2020.</i> | Adoption of the Agenda | Adopted |
| <i>Summary of discussions and recommendations emanating from the seventh Bureau meeting of the Executive Board held on 3 December 2019.</i> | Adoption of the summary of discussions and recommendations emanating from the seventh Bureau meeting of the Executive Board held on 3 December 2019 which was shared with members of the Bureau on 13 December 2019 and subsequently circulated to Member State on 23 December 2019. | Adopted |
| <i>Welcoming remarks from the Executive Director</i> | a) The Executive Director informed that members of the Fifth Committee of the General Assembly, which is the Committee responsible for administrative and budgetary matters, will be visiting the United Nations Office in Nairobi (UNON) in April 2020. She further suggested the holding of a Bureau meeting during their presence for a briefing by the Fifth Committee on the work and schedule on approving the financial and organizational arrangements of UN-Habitat. A later communication will be sent to Bureau members by the Secretariat with date and venue. | The Bureau welcomed this information and confirmed its interest for such a briefing. |
| | b) The Executive Director informed that UNON will host the United Nations Chief Executive Board's meeting in May 2020 in Nairobi. | The took note of the information and did not raise any specific comment on this. |
| | c) The Executive Director drew to the attention of Bureau members the funding challenges related to the servicing of the Governing Bodies. She recalled that only about USD 500,000 annually were funded from the regular Budget for meetings. That amount would only allow about two sessions of the Executive Board of two days per year. The Executive Director invited Bureau members to take this into consideration for the planning of the 2020 and 2021 sessions. She further highlighted that the funding gap for holding 3 meetings of three days per year of the Executive Board would be around 1.2 million USD. | The Bureau took note of this situation and recommended that a call for voluntary contributions should be sent out to all Member States. |

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| | <p>d) A call for voluntary contributions for non-earmarked funds for funding the gap in servicing the Governing Bodies of UN-Habitat should be sent to Member States by the Secretariat of UN-Habitat.</p> | Agreed |
| 2. | Preparations for the 2020 first regular session of the Executive Board | |
| <p><i>Review of the provisional Agenda for the 2020 first session of the Executive Board</i></p> | <p>a) The Bureau took note of the provisional Agenda as recommended by the Executive Board under paragraph 7 of Decision 2019/4 adopted during its resumed session on 19 - 20 November 2019 and further recommended that the Organization proceed to harmonize the provisional Agenda to reflect the requirements set in the Decisions adopted by the Executive Board in November 2019.</p> | Agreed |
| | <p>b) The amended provisional Agenda as recommended by the Bureau should read as follows:</p> <ol style="list-style-type: none"> 1. Opening of the meeting 2. Organizational matters: <ol style="list-style-type: none"> (a) Adoption of the agenda and the workplan for the first session of 2020; (b) Adoption of the report on the resumed first session. (c) Reports of the Ad-Hoc Working Groups of the Executive Board. 3. Financial, budgetary and administrative matters 4. Status and discussions on the draft annual work programme of the United Nations Human Settlements Programme and the draft budget of the United Nations Habitat and Human Settlements Foundation for the year 2021; | |

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| | <p>5. Reports on the implementation of UN-Habitat strategic plans</p> <ul style="list-style-type: none"> (a) Receipt of the 2019 annual report on the strategic plan for the period 2014–2019; (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; <ul style="list-style-type: none"> i) Accountability framework; (ii) Financial plan; (iii) Results-based management policy iv) Results framework. v) Partnerships strategy including UN-Habitat’s engagement with the private sector and with non-governmental partners. vi) Resource mobilization strategy and Review of the investment funds. <p>6. Briefing on the status of implementation of resolutions and decisions adopted by the UN-Habitat Assembly at its first session.</p> <p>7. Briefing on the normative and operational activities of UN-Habitat</p> <p>8. Report on UN-Habitat action to strengthen protection against sexual exploitation and abuse and against workplace sexual harassment, as requested by the General Assembly</p> <p>9. Report on UN-Habitat’s actions to address geographical and gender imbalances in the composition of its staff</p> <p>10. Report on the implementation of the United Nations development system and management reform in UN-Habitat</p> <p>11. Elections of Officers of the Bureau of the Executive Board</p> <p>12. Provisional agenda for the second session of the Executive Board in 2020</p> <p>13. Other matters</p> <p>14. Closure of the meeting</p> | <p>Agreed</p> |

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| | <p>c) With specific regard to Agenda item 2 c), “Reports of the Ad-Hoc working groups of the Executive Board”, it was agreed that any written reports on the work of the respective Ad-Hoc working groups of the Executive Board should be circulated to Member States on 4 March 2020.</p> | Agreed |
| | <p>d) The Chairs of the Ad-Hoc working groups should update the Bureau of the Board on the report of the work conducted by the working group.</p> | Agreed |
| | <p>e) During the 2020 first session of the Executive Board, the respective Chairs and co-Chairs of the Ad-Hoc working groups will be invited to present to the Executive Board an overview of the work conducted by each working group, as needed, under Agenda item 2 (c) “Reports of the Ad-Hoc working group of the Executive Board”. The Chairs and co-Chairs of the Ad-Hoc working groups will be then invited to further elaborate under the relevant Agenda item related to the scope and nature the respective Ad-Hoc working group.</p> | Agreed |
| 2.2 | Preliminary review of the expectations from the up-coming Executive Board session : Draft decisions, proposed organization of work, and elections of the new Bureau | |
| | <p>a) The Bureau recommended that draft decisions to be adopted by the Executive Board during its first session in 2020 should be prepared by the Ad-Hoc working group on working methods of the Executive Board.</p> | Agreed |
| | <p>b) After the advance consideration, the Chair of the Ad-Hoc working group on working methods will then formally forward the draft decisions to the Executive Board for further consideration and possible adoption.</p> | Agreed |
| | <p>c) The Secretariat could provide technical inputs to the Ad-Hoc working group on working methods on some of the draft decisions to be considered.</p> | Agreed |
| <i>Draft decisions</i> | <p>d) The Agenda of the organizational meeting of the Ad-Hoc working group on working methods to be held on 29 January 2020 should include an item on the discussions of the draft decisions to be adopted at the next session of the Executive Board. The Chair should brief the working group on the recommendation from the Bureau, noting that the Bureau has recommended that the working group on working methods should take up the drafting and discussions on draft decisions.</p> | Agreed |

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| | <p>e) A first reading of the draft decisions should be held during the briefing of the Executive Director on the preparations of the first session of the Executive Board for the year 2020. That briefing would take place two weeks before the session of the Executive Board. It would present an opportunity for Member States to provide feedback on the language of the decisions.</p> | Agreed |
| | <p>f) A <i>de novo</i> reading of the draft decisions forwarded by the Ad-Hoc Working Group on Working Methods to the Executive Board for its consideration should be held in Plenary for one hour, with interpretation services.</p> | Agreed |
| | <p>g) One day among the three days of the first session of the Executive Board for the year 2020, should be then dedicated to informal negotiations on draft decisions, in order to avoid consultations on draft decisions in parallel to the Plenary meetings. There was suggestion that this be on the second day.</p> | Agreed |
| <i>Proposed organisation of work</i> | <p>a) The Secretariat should propose an amended organisation of work for the three days of the first session of 2020 in that regard, taking into account the recommendation from the Bureau on the discussions of draft decisions.</p> | Agreed |
| <i>Election of the new Bureau</i> | <p>a) The Chair recalled that in line with Rule 9 of the rules of procedure of the Executive Board, a new Bureau of the Executive Board shall be elected at the 2020 first session of the Board and shall comprise of 5 Members as follows:</p> <p style="padding-left: 40px;">Asia-Pacific States: Chair African States : Vice Chair Latin American and Caribbean States : Vice Chair Western European and other States : Vice Chair Eastern European States: Rapporteur</p> | The Bureau took note of the information. |

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| | | <p>b) A Note Verbale should be sent by the Secretariat within the next two weeks to Nairobi based and New York based delegations on behalf of the Chair of the Executive Board to encourage the respective Regional Groups to caucus for the election of the new Bureau of the Executive Board. The process of election of officers and the rules of procedure of the Executive Board should be clearly described in the Note Verbale. The Secretariat should send a first draft for consideration and approval by the Bureau. The Secretariat was also requested to seek legal clarification as to whether it is the Bureau Member or the Chair of the Regional Group that is responsible for leading the nomination of the regional representative on the Bureau.</p> | Agreed |
| | | <p>c) A Bureau meeting should be held on 30 March 2020 prior to the first session of the Executive Board for the year 2020 and to notably discuss the proposed nominations for officers of the New Bureau.</p> | Agreed |
| | | <p>d) The new officers will be elected among the members of the Executive Board. Secretariat was further tasked to seek legal guidance on whether the caucusing for representation on the Bureau should take place among all Member States of the same regional group or only between Member States who are members of the Executive Board.</p> | The Secretariat should provide legal guidance. |
| 2.3 | <i>Briefing on documentation for the session</i> | <p>a) The Executive Director briefed the Bureau on the status of preparation of official documentation for the first session of the Executive Board for the year 2020. The PowerPoint presentation will be shared for information with members of the Bureau with the Summary of discussions and recommendation emanating from the Bureau meeting and will be subsequently transmitted to Member States.</p> | The Bureau took note of this situation and did not raise any specific comment. |
| | | <p>b) It was agreed that the Executive Board will be updated during its first session in 2020 on the status of the draft work programme and budget for the year 2021. The draft work programme and budget for 2021 will be submitted for review by the Executive Board during its 2020 second session.</p> | Agreed |

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| 3. | Discussions on the Ad-Hoc working groups of the Executive Board | |
| 3.1 | <p><i>Update on Chairs of the Ad-Hoc working groups</i></p> <p>The Chair referred to the organizational meeting of the Ad-Hoc working groups of the Executive Board held on 16 December 2019 and provided the following updates :</p> <p>a) Ad-Hoc working group on working methods</p> <p style="padding-left: 40px;">Chair: Argentina (Confirmed) Co-Chair: Kenya (TBC at the first meeting of the working group)</p> <p>b) Ad-Hoc working group on programmatic, budgetary and administrative matters</p> <p style="padding-left: 40px;">Chair: Romania (Confirmed) Co-Chair: Pakistan (Confirmed)</p> <p>c) Ad-Hoc working group on the development of the stakeholder engagement policy</p> <p style="padding-left: 40px;">Chair: Costa Rica (Confirmed) Co-Chair: Portugal (TBC at first meeting of the working group)</p> | <p>The Bureau took note of the update and did not raise specific comment</p> |
| 3.2 | <p><i>Information on schedule and Agenda of the Ad-hoc working groups</i></p> <p>It was agreed that the proposed schedule of meetings of the Ad-Hoc Working Groups in 2020 towards the first session of the Executive Board will be shared with Member States. It is available on-line at https://unhabitat.org/sites/default/files/2020/01/eng_-_roadmap_towards_the_2020_first_regular_session_of_the_executive_board.pdf</p> | <p>Agreed</p> |

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| 4. | Adoption of the 2020 schedule of the Executive Board | |
| 4.1 | <p><i>Frequency and schedule of Bureau meetings</i></p> <p>It was agreed that the proposed schedule of meetings of the Bureau for 2020 towards the first session of the Executive Board will be shared with Member States. It is available on-line at https://unhabitat.org/sites/default/files/2020/01/eng_-_roadmap_towards_the_2020_first_regular_session_of_the_executive_board.pdf</p> | Agreed |
| 4.2 | <p><i>Dates of the second and third regular session of the Executive Board</i></p> <p>The proposed dates for the second session of the Executive Board are 15-17 September 2020. The proposed dates for the third session of the Executive Board are 8-10 December 2020. These are tentative dates for consideration and agreement by the Executive Board itself during its 2020 first session.</p> | Agreed |
| 5. | Briefing by the Executive Director on preparations for the 10th session of the World Urban Forum | |
| | <p><i>Briefing of the Executive Director</i></p> <p>a) The Executive Director provided an update on the status of preparations for the 10th session of the World Urban Forum (WUF). The PowerPoint presentation will be shared for information with members of the Bureau with the Summary of discussions and recommendation emanating from the Bureau meeting and will be subsequently transmitted to Member States.</p> | The Bureau welcomed the briefing from the Executive Director and suggested that a briefing to Member States should be held. |
| | <p>b) A briefing on the status of preparations of WUF to all Member States will be held on 29 January 2020.</p> | Agreed |
| | <p><i>Joint Bureaux meeting during WUF 10</i></p> <p>a) Some of Bureau members expressed the need to have Joint Bureaux meeting taking the opportunity of WUF 10 given that quite a number of members states of each of Bureau will already be present, emphasizing on Rule 28 of the rules of procedure of the Executive Board. Some members of the Bureau expressed they would only support a Joint Bureaux meeting if the Agenda and expectation on outcome of the meeting are clear.</p> | No clear agreement |

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| | | <p>b) The Secretariat was requested to ask the President of the UN-Habitat Assembly if they have need for a joint Bureau of the Governing Bodies of UN-Habitat during WUF10. If the President does request a joint bureau meeting, the rationale and agenda would be shared with the Executive Board Bureau and CPR Bureau, to gauge interest in participation. If the Bureau should take place, it would be under her leadership as President of the UN-Habitat Assembly and the Agenda for such a meeting would be guided by her.</p> | Agreed |
| 6. | Other matters | | |
| | | <p>The Executive Director introduced to the Bureau members, Mr. Gary Landes, new Head of Management Advisory Compliance Division of UN-Habitat and Ms. Christine Knudsen, new Head of Strategy, Planning, Knowledge, Advocacy and Communications Division of UN-Habitat.</p> | |