

## **First session of 2020 of the Executive Board of the United Nations Human Settlements Programme (UN-Habitat)**

### **Notification by the Executive Director**

#### **I. Background**

1. The General Assembly of the United Nations, in its resolution 73/239 of 20 December 2018, decided that, in 2019, the Executive Board of the United Nations Human Settlements Programme (UN-Habitat), after the election of its members by the United Nations Habitat Assembly (UN-Habitat Assembly), would meet for its first session in Nairobi for a duration of three days.
2. At its first session, in May 2019, the UN-Habitat Assembly elected the 36 members of the Executive Board, following which the Executive Board met for its first session on 30 May 2019 in the margins of the first session of the UN-Habitat Assembly. At that session, in addition to the election of the 36 members,
  - (a) The Bureau of the Executive Board was elected;
  - (b) The rules of procedure of the Executive Board were adopted and subsequently endorsed by the UN-Habitat Assembly;
  - (c) The Executive Board agreed to resume its first session at a later date in November 2019.
3. Accordingly, the Executive Board met in Nairobi for its resumed first session on 19 and 20 November 2019 and agreed that the first session of the Executive Board for the year 2020 would be held for a duration of 3 days from 31 March to 2 April 2020. The report of the Executive Board on the work of its resumed first session is set out in document HSP/EB.1/12. The decisions of the Board at that meeting are set out in document HSP/EB.1/11.

#### **II. Dates, venue, agenda and participation**

4. Pursuant to paragraph 3 of decision 2019/4, adopted by the Executive Board at its resumed first session, the first session of 2020 of the Executive Board will be held at the headquarters of UN-Habitat from 31 March to 2 April 2020.
5. The provisional agenda, as agreed upon by the Executive Board and subsequently amended by the Bureau on 14 January 2020, and the list of documents for the session are set out in annexes I and II to the present notification, respectively. Pursuant to rule 6 of the rules of procedure of the Executive Board (HSP/HA.1/HLS.3), the substantive documents for the session will be issued by 3 March 2020, four weeks prior to the opening of the session.
6. The session will be opened at 9 a.m. on Tuesday, 31 March 2020. Participants should be seated by 8.45 a.m.
7. All 36 members of the Executive Board are expected to participate in the session.
8. In addition, the sessions of the Executive Board are open to “any State Member of the United Nations that is not a member of the Executive Board and any member of a specialized agency” in accordance with rule 17 of the rules of procedure.
9. In line with rule 8 of the rules of procedure, the Executive Director would be grateful if each member of the Executive Board and any observers would forward to the secretariat of the Executive Board the names of their accredited representatives, alternate representatives and advisers, as soon as possible but no later than 27 March 2020. Each delegation should consist of an accredited representative and such alternate representatives and advisers as may be required.

### **III. Key issues to be discussed**

10. Among the key issues to be considered by the Executive Board at its first session for 2020 are the following:

- (a) Financial, budgetary and administrative matters;
- (b) Status and discussions on the draft annual work programme of the United Nations Human Settlements Programme and draft budget of the United Nations Habitat and Human Settlements Foundation for 2021;
- (c) The implementation of the strategic plan for the period 2020–2023, including the accountability framework; financial plan; results-based management policy; results framework; partnership strategy, including UN-Habitat engagement with the private sector and with non-governmental partners; impact communication strategy; resource mobilization strategy and review of the investment funds;
- (d) Status of implementation of resolutions and decisions adopted by the UN-Habitat Assembly at its first session;
- (e) Normative and operational activities of UN-Habitat;
- (f) Action by UN-Habitat to strengthen protection against sexual exploitation and abuse and workplace sexual harassment;
- (g) Action by UN-Habitat to address geographical and gender imbalances in the composition of its staff;
- (h) Implementation by UN-Habitat of the reform of the development system and management of the United Nations.

### **IV. Informal consultations**

11. To facilitate the work of the Executive Board, arrangements will be made for informal consultations to be held between the regional groups on various matters, including draft decisions for consideration and possible adoption by the Executive Board at its first session of 2020. In accordance with the Bureau's recommendation on the matter, the second day of the session is to be devoted to informal consultations on draft decisions for possible adoption by the Executive Board at its first session for 2020.

### **V. Proposed organizational arrangements for the first session of the Executive Board for 2020**

12. The Executive Director proposes the organizational arrangements and timetable for the first session of 2020, as set out in annex III to the present notification, for consideration by Member States, for the efficient conduct of work during the three-day session.

13. The Executive Director wishes to emphasize that the organization of work of the session in early 2020 will be affected by the ongoing austerity measures adopted by the United Nations Office at Nairobi on 22 October 2019 to address the liquidity situation of the United Nations, and also by the funding challenges related to the servicing of the governing bodies of UN-Habitat. Accordingly, the daily meetings will start every day at 9 a.m. and end at 4.30 p.m., with a lunch break from midday to 1.30 pm.

#### **A. Bureau**

14. In accordance with rule 9 of the rules of procedure, the Bureau of the Executive Board consists of a Chair, three Vice-Chairs and a Rapporteur who were elected by the Executive Board at its first session, on 30 May 2019, for a period of one year. The present Bureau will therefore preside over the conduct of the first session of 2020. The geographical distribution of the Bureau members as well as of the 36 members of the Executive Board as elected by the UN-Habitat Assembly in May 2019 for a four-year term is described in annex IV to the present notification. Pursuant to rule 9 of the rules of procedure of the Executive Board, the Board will, on the last day of its first session for 2020, elect 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, whose terms of office shall begin at the end of the first session for 2020. Also in accordance with rule 9, the offices of

Chair and Rapporteur shall rotate each year to a different regional group with each regional group occupying the office of Chair and Rapporteur once during a period of five years.

## **B. Plenary**

15. Following consultations within the Bureau, it is recommended that most of the work of the Executive Board be undertaken in plenary. It is proposed that: the first day of the first session for 2020 be devoted to the opening of the session (item 1), organizational as well as financial, budgetary and administrative matters (items 2 and 3, respectively), the status of and discussions on the draft annual work programme of the United Nations Human Settlements Programme and draft budget of the United Nations Habitat and Human Settlements Foundation for 2021 (item 4) and the reports on the implementation of UN-Habitat strategic plans (item 5); the second day be devoted to informal consultations on draft decisions to be adopted by the Executive Board at its first session for 2020; the third day be devoted to the briefings on the status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session (item 6) and on the normative and operational activities of UN-Habitat (item 7), action by UN-Habitat to strengthen protection against sexual exploitation and abuse and workplace sexual harassment (item 8), action by UN-Habitat to address geographical and gender imbalances in the composition of its staff (agenda item 9), the implementation by UN-Habitat of the reform of the development system and management of the United Nations (item 10), the election of officers of the Bureau of the Executive Board (item 11), the provisional agenda for the second session of the Executive Board in 2020 (item 12), other matters (item 13), the adoption of the decisions of the session, and the closure of the session (item 14).

## **C. Ad hoc working group**

16. At its resumed first session, held in November 2019, and in accordance with rule 11 of the rules of procedure, the Executive Board established three ad hoc working groups, as follows: an ad hoc working group on programmatic, budgetary and administrative matters (decision 2019/2, para. 7), an ad hoc working group on working methods (decision 2019/2, para. 11) and an ad hoc working group on the development of a draft stakeholder engagement policy (decision 2019/3, para. 5). Following consultations within the Bureau, the Bureau has recommended that the draft decisions to be considered by the Executive Board at its first session of 2020 should be considered in advance of the session by the ad hoc working group on working methods. Thereafter, it is anticipated that the chair of the ad hoc working group will forward the draft decisions to the Executive Board for further consideration and possible adoption. It is also anticipated that a first reading of the draft decisions, as forwarded by the ad hoc working group to the Executive Board, will take place in plenary for one hour with interpretation in the six official languages of the United Nations on the second day of the session and that the remainder of the second day of the session will then be dedicated to informal negotiations on the draft decisions.

17. All delegates are encouraged to pre-register online at <https://unhabitat.org/governance/executive-board> from Monday, 24 February 2020. The secretariat of UN-Habitat requests that all participants, including Nairobi-based delegates who already hold a grounds pass for access to the United Nations Office at Nairobi complex, register online, before midnight (East African time) on Wednesday, 25 March 2020, in order to enable the organization to record the attendance of all participants in the session. There will be no on-site registration. In accordance with rule 8 of the rules of procedure, the secretariat of UN-Habitat also requests permanent and observer missions to UN-Habitat in Nairobi and to the United Nations in New York, in addition to registering online, to communicate the names of the members of their respective delegations as early as possible, but no later than 27 March 2020, to enable effective planning for the session, to the Secretary to the Governing Bodies of UN-Habitat: Mr. Chris Mensah, Secretary to the Governing Bodies (Telephone: 254 20 7625221, email : [chris.mensah@un.org](mailto:chris.mensah@un.org) and [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org)).

18. Additional information will be made available on the UN-Habitat website at <https://unhabitat.org/governance/executive-board>. Enquiries regarding the first session of the Executive Board for 2020 should be directed to:

**Mr. Chris Mensah**  
**Secretary to the Governing Bodies**  
**United Nations Human Settlements Programme (UN-Habitat)**  
**P.O. Box 30030, 00100, Nairobi, Kenya**  
**E-mail: [chris.mensah@un.org](mailto:chris.mensah@un.org) and [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org)**  
**Telephone: +254 20 762 5521/3216; mobile: +254 732689199**

## Annex I

### **Proposed provisional agenda for the first session of 2020 of the Executive Board of UN-Habitat\***

1. Opening of the session.
2. Organizational matters:
  - (a) Adoption of the agenda and the workplan for the first session of 2020;
  - (b) Adoption of the report of the Executive Board on the work of its resumed first session;
  - (c) Reports of the ad hoc working groups of the Executive Board.
3. Financial, budgetary and administrative matters.
4. Status of and discussions on the draft annual work programme of the United Nations Human Settlements Programme and draft budget of the United Nations Habitat and Human Settlements Foundation for 2021.
5. Reports on the implementation of UN-Habitat strategic plans:
  - (a) Receipt of the 2019 annual report on the strategic plan for the period 2014–2019;
  - (b) Update on the final report on the strategic plan for the period 2014–2019 and on the inception report on the evaluation of the strategic plan;
  - (c) Implementation of the strategic plan for the period 2020–2023:
    - (i) Accountability framework;
    - (ii) Financial plan;
    - (iii) Results-based management policy;
    - (iv) Results framework;
    - (v) Partnership strategy, including UN-Habitat engagement with the private sector and with non-governmental partners;
    - (vi) Impact communication strategy;
    - (vii) Resource mobilization strategy and review of the investment funds.
6. Status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session.
7. Normative and operational activities of UN-Habitat.
8. Action by UN-Habitat to strengthen protection against sexual exploitation and abuse and workplace sexual harassment.
9. Action by UN-Habitat to address geographical and gender imbalances in the composition of its staff.
10. Implementation by UN-Habitat of the reform of the development system and management of the United Nations.
11. Election of officers of the Bureau of the Executive Board.
12. Provisional agenda for the second session of the Executive Board in 2020.
13. Other matters.
14. Closure of the session.

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\* The provisional agenda was adopted by the Executive Board in paragraph 7 of its decision 2019/4 and includes the amendments recommended by the Bureau of the Executive Board at its meeting of 14 January 2020.

## Annex II

### Tentative list of documents before the Executive Board at its first session of 2020

<i>Agenda item</i>	<i>Document symbol</i>	<i>Document title</i>
1		Notification by the Executive Director
2 (a)	HSP/EB.2020/1	Provisional agenda
2 (a)	HSP/EB.2020/1/Add.1	Annotated provisional agenda
2 (a)	HSP/EB.2020/INF/1	List of documents
2 (b)	HSP/EB.1/12	Report of the Executive Board of the United Nations Human Settlements Programme on the work of its resumed first meeting
2 (b)	HSP/EB.1/11	Decisions adopted by the Executive Board of the United Nations Human Settlements Programme at its resumed first session
3	HSP/EB.2020/2	Report of the Executive Director entitled “Implementation of the strategic plan for the period 2020–2023: financial status as at 31 December 2019
3	HSP/EB.2020/2/Add.1	Update on the ongoing restructuring of UN-Habitat
3	HSP/EB.2020/3	Staffing of the United Nations Human Settlements Programme as at 31 December 2019
4	HSP/EB.2020/4	Report of the Executive Director on the draft annual work programme of the United Nations Human Settlements Programme and draft budget of the United Nations Habitat and Human Settlements Foundation for 2021
4	HSP/EB.2020/INF/2	Report of the Executive Director on follow-up to the recommendations of the Advisory Committee on Administrative and Budgetary Questions on the work programme and budget for 2020
5	HSP/EB.2020/5	Report of the Executive Director on an update on the final report of the full cycle of the 2014–2019 UN-Habitat Strategic Plan, including on the inception of the evaluation report
5	HSP/EB.2020/INF/3	Annual report for 2019 on the implementation of the strategic plan for the period 2014–2019
5	HSP/EB.2020/6	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: revision of the accountability framework”
5	HSP/EB.2020/INF/4	United Nations Human Settlements Programme accountability framework 2015
5	HSP/EB.2020/7	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft financial plan”
5	HSP/EB.2020/8	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft results-based management policy”
5	HSP/EB.2020/9	“Progress report of the Executive Director on the implementation of the UN-Habitat Strategic Plan for the period 2020–2023: draft Results Framework”
5	HSP/EB.2020/10	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft partnerships strategy”

<i>Agenda item</i>	<i>Document symbol</i>	<i>Document title</i>
5	HSP/EB.2020/11	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft impact communication strategy”
5	HSP/EB.2020/12	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft resource mobilization strategy”
6	HSP/EB.2020/13	Report of the Executive Director on progress in the implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session
6	HSP/EB.2020/13/Add.1	Draft capacity-building strategy for the implementation of the Sustainable Development Goals and the New Urban Agenda
6	HSP/EB.2020/13/Add.2	Concept note on the implementation of a review process for the United Nations system-wide guidelines on safer cities and human settlements
7	HSP/EB.2020/14	Report of the Executive Director entitled “Normative and operational activities of UN-Habitat: focus on the Global Land Tool Network, the Global Water Operators’ Partnerships Alliance and the Mozambique country programme”
8	HSP/EB.2020/15	Report on UN-Habitat action to strengthen protection against sexual exploitation and abuse and against workplace sexual harassment
9	HSP/EB.2020/3 (Same as agenda item 3)	Staffing of the United Nations Human Settlements Programme as at 31 December 2019
10	HSP/EB.2020/16	Report of the Executive Director on the implementation by UN-Habitat of the reform of the development system and management of the United Nations
10	HSP/EB.2020/16/Add.1	Report on the alignment of the quadrennial comprehensive policy review with the UN-Habitat planning cycles
12	HSP/EB.2020/17	Provisional agenda for the second session of 2020 of the Executive Board

## Annex III

### Proposed organization of work and timetable for the first session of 2020 of the Executive Board, 31 March–2 April 2020

<i>Day/date</i>	<i>Time</i>	<i>Agenda item</i>	<i>Subject</i>
<b>Tuesday, 31 March 2020</b>	a.m.	<b>1</b> <b>2</b>	Opening of the session. Organizational matters: (a) Adoption of the agenda and the workplan for the first session of 2020; (b) Adoption of the report of the Executive Board on the work of its resumed first session; (c) Reports of the ad hoc working groups of the Executive Board.
		<b>3</b>	Financial, budgetary and administrative matters.
	p.m.	<b>5</b>	Status of and discussions on the draft annual work programme of the United Nations Human Settlements Programme and draft budget of the United Nations Habitat and Human Settlements Foundation for 2021. Reports on the implementation of UN-Habitat strategic plans: (a) Receipt of the 2019 annual report on the strategic plan for the period 2014–2019; (b) Update on the final report on the strategic plan for the period 2014–2019 and on the inception report on the evaluation of the strategic plan; (c) Implementation of the strategic plan for the period 2020–2023: (i) Accountability framework; (ii) Financial plan; (iii) Results-based management policy; (iv) Results framework; (v) Partnership strategy, including UN-Habitat engagement with the private sector and with non-governmental partners; (vi) Impact communication strategy; (vii) Resource mobilization strategy and review of the investment funds.
	a.m.		Informal consultations on draft decisions to be adopted by the Executive Board at its first session of 2020.
	p.m.		Informal consultations on draft decisions to be adopted by the Executive Board at its first session of 2020.
<b>Thursday, 2 April 2020</b>	a.m.	<b>6</b>	Status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session.
		<b>7</b>	Normative and operational activities of UN-Habitat.

<i>Day/date</i>	<i>Time</i>	<i>Agenda item</i>	<i>Subject</i>
	p.m.	<b>8</b>	Action by UN-Habitat to strengthen protection against sexual exploitation and abuse and workplace sexual harassment.
		<b>9</b>	Action by UN-Habitat to address geographical and gender imbalances in the composition of its staff.
		<b>10</b>	Implementation by UN-Habitat of the reform of the development system and management of the United Nations.
		<b>11</b>	Election of officers of the Bureau of the Executive Board.
		<b>12</b>	Provisional agenda for the second session of the Executive Board in 2020.
		<b>13</b>	Other matters.
		<b>14</b>	Closure of the session.



## Annex IV

### Geographical distribution of Officers of the Bureau and Membership of the Executive Board

#### A. Bureau

<i>Year</i>	<i>Session of the Executive Board</i>	<i>Chair</i>	<i>Vice Chairs</i>	<i>Rapporteur</i>
2019	First	Western European and others States (United States of America)	Latin American and Caribbean States (Argentina)  Asia-Pacific States (China)  Eastern European States (Russian Federation)	African States (Malawi)
2020	Second	Asia-Pacific States	African States Latin American and Caribbean States	Eastern European States

#### B. Membership of the Executive Board of the United Nations Human Settlements Programme as from 31 May 2019 (36 members)

<b>African States</b> Angola (2019) Cameroon (2019) Democratic Republic of the Congo (2019) Egypt (2019) Ethiopia (2019) Kenya (2019) Malawi (2019) Morocco (2019) Nigeria (2019) Senegal (2019)	<b>Western European and others States</b> Canada (2019) France (2019) Germany (2019) Portugal (2019) Spain (2019) Sweden (2019) Turkey (2019) United States of America (2019)
<b>Latin American and Caribbean States</b> Argentina (2019) Brazil (2019) Chile (2019) Costa Rica (2019) Mexico (2019) Uruguay (2019)	<b>Asia Pacific States</b> China (2019) India (2019) Indonesia (2019) Iran (Islamic Republic of) (2019) Japan (2019) Pakistan (2019) Republic of Korea (2019) Sri Lanka (2019)
<b>Eastern European States</b> Poland (2019) Romania (2019) Russian Federation (2019) Serbia (2019)	