

First session of 2020 of the Executive Board of the United Nations Human Settlements Programme (UN-Habitat), 29 June 2020

Notification by the Executive Director (Revised)

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 session in November 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](#).
4. At its meeting of 6 March 2020, held to prepare for the first session of 2020, the Bureau of the Executive Board recommended, in the light of the evolving global situation with regard to the coronavirus disease (COVID-19) pandemic, that the duration of the first session of 2020 of the Executive Board be shortened to two days, Tuesday, 31 March 2020 and Wednesday, 1 April 2020. The Bureau met again on 19 March 2020 and decided to postpone the first session of the Executive Board to a later date given the unpredictability of the global situation with regard to COVID-19.
5. Subsequently, the Bureau met on 11 May 2020 and decided that, given the continuing uncertainty with regard to COVID-19, and the importance of business continuity for UN-Habitat and continuous oversight by Member States of its activities, the first session of 2020 of the Executive Board would, as a practical measure, be held online and for a duration of one day, on 29 June 2020.

II. Dates, agenda and participation

6. Pursuant to the recommendation of the Bureau of the Executive Board at its meeting of 11 May 2020 and given the unpredictable nature of the global situation with regard to COVID-19, which has also had an impact on the on-site operations at UN-Habitat headquarters in Nairobi, the first session of 2020 of the Executive Board will be held online on Monday, 29 June 2020.
7. The provisional agenda was approved by the Executive Board at its resumed meeting, held on 19 and 20 November 2019, in paragraph 7 of its decision 2019/4; was amended by the Bureau of the Executive Board at its meeting of 14 January 2020, in document [HSP/EB.2020/1](#); and was further revised by the Bureau at its meeting of 6 March 2020 and reconfirmed on 11 May 2020, taking into account priority items for discussion at the first session of 2020 and the shortened duration of the meeting. The revised provisional agenda is set out in annex I to the present notification.
8. Pursuant to rule 6 of the rules of procedure of the Executive Board ([HSP/HA.1/HLS.3](#)), the substantive documents for the session were issued by 4 March 2020, which was four weeks prior to the expected opening of the session, which was to have commenced on 31 March 2020. The list of

documents for that session, which still applies to the online session to be held on 29 June, is set out in annex II to the present notification.

9. The session will be opened at 9 a.m. East Africa Time on Monday, 29 June 2020. Participants should be logged into the online session by 8.45 a.m. East Africa Time.

10. Details of how to access the online session will be shared with participants on or after 22 June 2020.

11. All [36 members](#) of the Executive Board are expected to participate in the session.

12. In accordance with rule 17 of the rules of procedure, 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”.

13. 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, as soon as possible but no later than 20 June 2020, the names of their accredited representatives, alternate representatives and advisers, including their email contacts, for the purpose of providing them with access to the online session. Each delegation should consist of an accredited representative and such alternate representatives and advisers as may be required.

III. Key issues to be discussed

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

(a) Financial, budgetary and administrative matters;

(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;

(c) Status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session;

(d) Elections of officers of the Bureau of the Executive Board.

IV. Informal consultations

15. To facilitate the work of the Executive Board, arrangements will be made upon request for informal online consultations to be held between the regional groups on various matters, including any draft decisions for consideration and possible adoption by the Executive Board at its first session of 2020. Such requests may be forwarded to the secretariat by email to: chris.mensah@un.org and unhabitat-sgb@un.org.

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

16. 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 one-day online session.

A. Bureau

17. 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 of 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. This rotation is

expected to apply to the composition of the Bureau for the period 2020–2021, as indicated in annex IV to the present notification.

B. Meetings during the session

18. Following consultations within the Bureau, and given that the session will be held online, it is recommended that the one-day session of the Executive Board be undertaken in two online meetings, each lasting three hours, with one held in the morning and the other in the afternoon of 29 June 2020. It is proposed that the first meeting, in the morning, 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 UN-Habitat and draft budget of the United Nations Habitat and Human Settlements Foundation for 2021 (item 4), and the briefing on the status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session (item 5); and that the second meeting, in the afternoon, be devoted to the election of officers of the Bureau of the Executive Board (item 6), and the provisional agenda for the second session of 2020 of the Executive Board (item 7).

C. Pre-session documentation

19. As stated above, at its meeting on 11 May 2020 the Bureau reconfirmed its approval of the provisional agenda previously circulated for the postponed first session of 2020 of the Executive Board that was to have been held on 31 March and 1 April 2020. The provisional agenda is available in the six official languages of the United Nations ([HSP/EB.2020/1/Rev.1](#)) and is also set out in annex I to the present notification. The official documents relating to items on the provisional agenda were previously made available in the six official languages of the United Nations prior to or on 4 March 2020 and will be made available again, for ease of reference and in line with the rules of procedure, at least four weeks prior to the start of the session, by 1 June 2020.

20. In the light of the deadlines associated with the preparation, submission and processing of official pre-session documents in the six official languages of the United Nations, which represents an approximately three-month process, the background documents that were already available in the six official languages as part of the pre-session documentation prepared for the first session that was to have been held on 31 March and 1 April 2020, will remain unchanged for the online first session of 2020, on 29 June 2020. As such, it is important to note that these pre-session documents do not cover any developments that have taken place between January and June 2020. The list of pre-session documents is set out in annex II to the present notification.

21. In her briefing to the Executive Board during the online first session of 2020, the Executive Director will, to the extent possible, include updates covering the period from January to June 2020.

D. Outcomes of the session

22. At its meeting on 11 May 2020, the Bureau recommended that, owing to the fact that the first session of 2020 is being held online and for one day only, the outcomes of the session be limited in scope in terms of negotiations and be procedural in nature. This approach takes into account the fact that the ability of members to negotiate substantive outcomes will be extremely limited in the context of an online meeting. The Bureau therefore recommended that the draft procedural outcomes, which include the election of officers of the Bureau of the Executive Board for the period 2020–2021 and the provisional agenda for the second session of 2020 of the Executive Board, should be considered in advance of the first session of 2020, preferably under a silence procedure following the practice established by the General Assembly in its decision 74/544 on the procedure for taking decisions of the General Assembly during the coronavirus disease 2019 (COVID-19) pandemic.

E. Working language for the online first session of the Executive Board

23. Given the current limited availability of technology and capacity for interpretation for online meetings at the United Nations, including the Division of Conference Services at the United Nations Office at Nairobi, and based on the recommendation of the Bureau of the Executive Board at its meeting held on 11 May 2020, the first session of the Executive Board will be conducted in English only.

24. The Executive Director wishes to confirm, however, that the pre-session documents for the meeting are available in the six official languages of the United Nations, as stated above.

F. Registration

25. All delegates are encouraged to pre-register online for this online session at <https://unhabitat.org/governance/executive-board> from Wednesday, 27 May to Saturday, 20 June 2020. The secretariat of UN-Habitat requests all participants to register in order to enable the organization to accurately record the attendance of all the participants in the session. UN-Habitat also requests permanent and observer missions, in addition to registering online, to communicate the names and email addresses of the members of their respective delegations as early as possible, but no later than 22 June 2020, by means of an official letter emanating from the Government or a note verbale from the permanent mission of the Member State to the United Nations or to UN-Habitat, addressed to Mr. Chris Mensah, Secretary to the Governing Bodies, (Tel.: +254 732 689199, email: chris.mensah@un.org and unhabitat-sgb@un.org). This will also facilitate effective planning for the session.

26. All duly accredited delegates and participants registered for the session will receive instructions for accessing the online session on or after 22 June 2020.

27. Additional information is 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
Email: chris.mensah@un.org and unhabitat-sgb@un.org
Tel.: +254 20 762 5521/3216; mobile: +254 732689199

Annex I

Proposed revised 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. Status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session.
6. Election of officers of the Bureau of the Executive Board.
7. Provisional agenda for the second session of the Executive Board in 2020.
8. Other matters.

* At its meeting of 6 March 2020, the Bureau of the Executive Board recommended, in the light of the evolving global situation with regard to the coronavirus, COVID-19, that the duration of the first session of 2020 of the Executive Board be shortened and that the provisional agenda for the meeting, as set out in document HSP/EB.2020/1, be revised, taking into account priority items for discussion at the first session of 2020 of the Executive Board. At its meeting of 11 May 2020, the Bureau decided that the first online session of 2020 would be held online, for one day, on 29 June 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 (second revision)
2 (a)	HSP/EB.2020/1/Rev.1	Revised provisional agenda
2 (a)	HSP/EB.2020/1/Rev.1/Add.1	Revised 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
5	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
5	HSP/EB.2020/13/Add.1	Draft capacity-building strategy for the implementation of the Sustainable Development Goals and the New Urban Agenda
5	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
6	HSP/EB.1/HLS.3	Rules of procedure of the Executive Board of UN-Habitat
7	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, 29 June 2020

<i>Day/date</i>	<i>Time</i>	<i>Agenda item</i>	<i>Subject</i>
Monday, 29 June 2020 Online morning meeting	a.m.	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	Status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session.
Monday, 29 June 2020 Online afternoon meeting	p.m.	6	Election of officers of the Bureau of the Executive Board.
		7	Provisional agenda for the second session of the Executive Board in 2020.
			Adoption of the outcomes of the first session of 2020 of the Executive Board
		8	Other matters

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 other 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 Western European and other States	Eastern European States

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

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