

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

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

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

1. The first session of 2020 of the Executive Board was held on 29 June and 29 July 2020. At the resumed session, on July 29, the Executive Board elected a new Bureau for the period 2020–2021 and decided on the dates and agenda of the second session of 2020. The report of the Executive Board on the work of its first session of 2020 is set out in document HSP/EB.2020/18.
2. Pursuant to paragraph 2 of decision 2020/2, adopted by the Executive Board at its first session of 2020, the second session of 2020 will span three days, from 27 to 29 October 2020.
3. The provisional agenda, as agreed on by the Executive Board and subsequently amended by the Bureau at its meeting of 10 August 2020, can be found on the meeting website <https://unhabitat.org/2020-second-session-of-the-executive-board-meeting>, while the list of documents for the session is set out in annex I. 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 29 September 2020, four weeks prior to the opening of the session.
4. It is anticipated that, because of the ongoing coronavirus disease (COVID-19) pandemic, the session will be held online. There is a slight possibility that the session will take place at the headquarters of UN-Habitat, in Nairobi or will combine online work with a face-to-face meeting, depending on the necessary pandemic-related precautionary measures. In the light of the evolving nature of the pandemic, however, the Bureau, at its meeting of 10 August 2020, recommended that the Executive Director make preparations for the session to be held online. The Executive Director and the Bureau, in consultation with the Director-General of the United Nations Office at Nairobi and the Government of Kenya, are monitoring the situation in order to determine the best possible format for the session, taking into account the status of the COVID-19 pandemic.
5. The session will be opened at 9 a.m. on Tuesday, 27 October. Participants should be online and logged into the meeting by 8.45 a.m.
6. Instructions for accessing the online session will be shared with participants on or after 22 October 2020.
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. In line with rule 8 of the rules of procedure, the each member of the Executive Board and any observers should forward to the secretariat of the Executive Board the names of their accredited representatives, alternate representatives and advisers, including their email addresses, for the purpose of enabling their access to the online session, as soon as possible but no later than 20 October 2020. Each delegation should consist of an accredited representative and such alternate representatives and advisers as may be required.

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

9. Among the key issues to be considered by the Executive Board at its second session of 2020 are the following:
  - (a) Financial, budgetary and administrative matters;
  - (b) 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 2021;

(c) Implementation of the strategic plan for the period 2020–2023, including the accountability framework, the financial plan, the results-based management policy, the results framework, the partnership strategy, the impact communication strategy and the resource mobilization strategy;

(d) The status of implementation of the 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 sexual harassment in the workplace;

(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 and alignment of the planning cycles of UN-Habitat with the quadrennial comprehensive policy review process.

### **III. Informal consultations**

10. To facilitate the work of the Executive Board, arrangements will be made, upon request, for informal online consultations between the regional groups on various matters, including any draft decisions for consideration and possible adoption by the Executive Board. Such requests may be sent by email to [chris.mensah@un.org](mailto:chris.mensah@un.org) and [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org).

### **IV. Proposed organizational arrangements for the second session of 2020**

11. The Executive Director proposes the organizational arrangements and timetable set out in annex II to the present notification for consideration by Member States.

#### **A. Bureau**

12. 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. The members of the present Bureau, who were elected by the Executive Board at its first session of 2020, on 29 July 2020, for the period 2020–2021, will preside over the conduct of the second session of 2020. The geographical distribution of the membership of the Bureau and the Executive Board, both elected by the UN-Habitat Assembly at its first session, in May 2019, for a four-year term, is presented in annex III to the present notification.

#### **B. Meetings during the session**

##### **1. Day 1 of the session**

13. Following consultations within the Bureau, it is recommended that most of the work of the Executive Board be undertaken in an online plenary session. It is proposed that the first day of the second session of 2020 be devoted to the opening of the session (agenda item 1); reports by the chairs of the ad hoc working groups (agenda item 2); financial, budgetary and administrative matters (agenda item 3); action by UN-Habitat to address geographical and gender imbalances in the composition of its staff (agenda item 4); and discussion and possible approval of 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 2021 (agenda item 5).

##### **2. Day 2 of the session**

14. It is proposed that the second day be devoted to the implementation of UN-Habitat strategic plans (agenda item 6); the status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session (agenda item 7); development of the capacity-building strategy (agenda item 8); and informal consultations on draft decisions to be adopted by the Executive Board.

### 3. Day 3 of the session

15. It is proposed that the third day be devoted to 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 (agenda item 9); action by UN-Habitat to strengthen protection against sexual exploitation and abuse and sexual harassment in the workplace (agenda item 10); implementation by UN-Habitat of the reform of the development system and management of the United Nations and alignment of the planning cycles of UN-Habitat with the quadrennial comprehensive policy review process (agenda item 11); the annual report of the Office of Internal Oversight Services to the Executive Board (agenda item 12); the annual report of the Ethics Office to the Executive Board (agenda item 13); the provisional agenda for the next session of the Executive Board agenda (agenda item 14); any other matters (agenda item 15); and the adoption of decisions and the closure of the session (agenda item 16).

### 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 on 10 August 2020, the Bureau has recommended that the draft decisions to be considered by the Executive Board at its second 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 through the chair of 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.

### D. Registration

17. All delegates are encouraged to pre-register online at <https://unhabitat.org/governance/executive-board> from Tuesday, 15 September 2020. The secretariat of UN-Habitat requests that all participants register online before midnight (East Africa Time – UTC + 3) on Monday, 19 October 2020 in order to enable the organization to duly record the attendance of all the participants and provide access to the online platform for the session. In accordance with rule 8 of the rules of procedure, the secretariat of UN-Habitat 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 24 October 2020, to the Secretary to the Governing Bodies of UN-Habitat, Mr. Chris Mensah (telephone: 254 732 689199, 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>. Questions about the meeting 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](mailto:chris.mensah@un.org) and [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org)**  
**Telephone: +254 20 762 5521/3216; mobile: +254 732689199**

## **Provisional agenda for the second session of 2020 of the Executive Board of UN-Habitat\***

1. Opening of the session.
  - (a) Organizational matters;
  - (b) Adoption of the agenda and the workplan for the second session of 2020;
  - (c) Adoption of the report of the Executive Board on the work of its first session of 2020;
2. Reports by the chairs of the ad hoc working groups.
3. Financial, budgetary and administrative matters.
4. Action by UN-Habitat to address geographical and gender imbalances in the composition of its staff.
5. Discussion and possible approval of 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 2021.
6. Implementation of UN-Habitat strategic plans:
  - (a) Annual report for 2019 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 the ongoing evaluation of the strategic plan for the period 2014–2019;
  - (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.
7. Status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session.
8. Development of the capacity-building strategy.
9. 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.
10. Action by UN-Habitat to strengthen protection against sexual exploitation and abuse and sexual harassment in the workplace.
11. Implementation by UN-Habitat of the reform of the development system and management of the United Nations and alignment of the planning cycles of UN-Habitat with the quadrennial comprehensive policy review process
12. Annual report of the Office of Internal Oversight Services to the Executive Board.
13. Annual report of the Ethics Office to the Executive Board.
14. Provisional agenda for the next session of the Executive Board.
15. Other matters.
16. Closure of the session.

---

\* The provisional agenda was adopted by the Executive Board in its decision 2020/2 and includes the amendments recommended by the Bureau of the Executive Board at its meeting of 10 August 2020.

## Annex I

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

<i>Agenda item</i>	<i>Document symbol</i>	<i>Document title</i>
2	HSP/EB.2020/19	Provisional agenda
2	HSP/EB.2020/19/Add.1	Annotated provisional agenda
2	HSP/EB.2020/INF/2	List of documents
2	HSP/EB.2020/18	Report of the Executive Board of UN-Habitat on the work of its first session of 2020 (including the decisions adopted at that session)
2	HSP/EB.2020/20	Report of the ad hoc working group on working methods on the proposed working methods of the Executive Board of UN-Habitat
3	HSP/EB.2020/21	Report of the Executive Director on the financial status of UN-Habitat as at 30 July 2020
3	A/75/5/Add.9	Financial report and audited financial statements for the year ended 31 December 2019 and report of the Board of Auditors
3	HSP/EB.2020/21/Add.1	Update on the ongoing restructuring of UN-Habitat
3	HSP/EB.2020/21/Add.2	Staffing of the United Nations Human Settlements Programme as at 30 June 2020
4	HSP/EB.2020/3/Add.1	Report of the Executive Director on recruitment, equitable geographical distribution and gender parity as at 31 December 2019
5	HSP/EB.2020/22	Report of the Executive Director on the annual work programme of the United Nations Human Settlements Programme and the budget of the United Nations Habitat and Human Settlements Foundation for 2021
5	HSP/EB.2020/22/Add.1	Report of the Advisory Committee on Administrative and Budgetary Questions on the work programme and budget for 2021
5	HSP/EB.2020/INF/3	Report of the Executive Director on the response by UN-Habitat to the coronavirus disease (COVID-19) pandemic (summary report)
6 (a)	HSP/EB.2020/5/Add.1	Annual report for 2019 on the implementation of the strategic plan for the period 2014–2019 (summary report)
6 (a)	HSP/EB.2020/INF/4	Annual report for 2019 on the implementation of the strategic plan for the period 2014–2019 (full report)
6 (b)	HSP/EB.2020/5	Update on the final report on the strategic plan for the period 2014–2019 (summary report)
6 (b)	HSP/EB.2020/23	Final report on the strategic plan for the period 2014–2019 and the evaluation of the strategic plan for the period 2014–2019 (summary report)

<i>Agenda item</i>	<i>Document symbol</i>	<i>Document title</i>
6 (b)	HSP/EB.2020/INF/5	Final report on the strategic plan for the period 2014–2019 (full report)
6 (b)	HSP/EB.2020/23/Add.1	Evaluation of the strategic plan for the period 2014–2019 (summary report)
6 (b)	HSP/EB.2020/INF/6	Evaluation of the strategic plan for the period 2014–2019 (full report)
6 (c)	HSP/EB.2020/24	United Nations Human Settlements Programme Accountability Framework 2020
6 (c)	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” (concept note)
6 (c)	HSP/EB.2020/7/Add.1	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft financial plan” (addendum)
6 (c)	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”
6 (c)	HSP/EB.2020/9/Rev.1	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft results framework”
6 (c)	HSP/EB.2020/10/Rev.1	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft partnerships strategy”
6 (c)	HSP/EB.2020/11/Rev.1	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft impact communication strategy”
6 (c)	HSP/EB.2020/12/Rev.1	Report of the Executive Director entitled “Progress in the implementation of the strategic plan for the period 2020–2023: draft resource mobilization strategy”
7	HSP/EB.2020/25	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
7	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
8	HSP/EB.2020/13/Add.1	Draft capacity-building strategy for the implementation of the Sustainable Development Goals and the New Urban Agenda
9	HSP/EB.2020/14	Report of the Executive Director entitled “Normative and operational activities of UN-Habitat: focus on the Global Land Tool

<i>Agenda item</i>	<i>Document symbol</i>	<i>Document title</i>
		Network, the Global Water Operators' Partnerships Alliance and the Mozambique country programme"
9	HSP/EB.2020/26	Report of the Executive Director entitled "Normative and operational activities of UN-Habitat, including reporting on programmatic activities of UN-Habitat in 2020 and the implementation of the subprogrammes, flagship programmes and technical cooperation activities"
9	HSP/EB/2020/27	Report of the Executive Director on the tenth session of the World Urban Forum
9	HSP/EB/2020/INF/7	Report of the Executive Director on the tenth session of the World Urban Forum
10	HSP/EB.2020/15	Report on UN-Habitat action to strengthen protection against sexual exploitation and abuse and against workplace sexual harassment
11	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
11	HSP/EB.2020/16/Add.1	Report on the alignment of the quadrennial comprehensive policy review with the UN-Habitat planning cycles
12	A/74/305	Annual report of the Office of Internal Oversight Services to the Executive Board
13	A/75/82	Annual report of the Ethics Office to the Executive Board

## Annex II

### Proposed organization of work and timetable for the second session of 2020 of the Executive Board, 27 to 29 October 2020

<i>Day/date</i>	<i>Time</i>	<i>Agenda item</i>
<b>Tuesday, 27 October 2020</b>	a.m.	<ol style="list-style-type: none"> <li>1. Opening of the session.               <ol style="list-style-type: none"> <li>(a) Organizational matters;</li> <li>(b) Adoption of the agenda and the workplan for the second session of 2020;</li> <li>(c) Adoption of the report of the Executive Board on the work of its first session of 2020.</li> </ol> </li> <li>2. Reports by the chairs of the ad hoc working groups.</li> <li>3. Financial, budgetary and administrative matters.</li> <li>4. Action by UN-Habitat to address geographical and gender imbalances in the composition of its staff.</li> </ol>
	p.m.	<ol style="list-style-type: none"> <li>5. Discussion and possible approval of 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 2021.</li> </ol>
<b>Wednesday, 28 October 2020</b>	a.m.	<ol style="list-style-type: none"> <li>6. Implementation of UN-Habitat strategic plans:               <ol style="list-style-type: none"> <li>(a) Annual report for 2019 on the strategic plan for the period 2014–2019;</li> <li>(b) Update on the final report on the strategic plan for the period 2014–2019 and the ongoing evaluation of the strategic plan for the period 2014–2019;</li> <li>(c) Implementation of the strategic plan for the period 2020–2023:                   <ol style="list-style-type: none"> <li>(i) Accountability framework;</li> <li>(ii) Financial plan;</li> <li>(iii) Results-based management policy;</li> <li>(iv) Results framework;</li> <li>(v) Partnership strategy, including UN-Habitat engagement with the private sector and with non-governmental partners;</li> <li>(vi) Impact communication strategy;</li> <li>(vii) Resource mobilization strategy and review of the investment funds.</li> </ol> </li> </ol> </li> <li>7. Status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session.</li> <li>8. Development of the capacity-building strategy.</li> </ol>
	p.m.	<ol style="list-style-type: none"> <li>Informal consultations on draft decisions to be adopted by the Executive Board at its second session of 2020.</li> </ol>



<i>Day/date</i>	<i>Time</i>	<i>Agenda item</i>
<b>Thursday, 29 October 2020</b>	a.m.	<p>9. 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.</p> <p>10. Action by UN-Habitat to strengthen protection against sexual exploitation and abuse and sexual harassment in the workplace.</p> <p>11. Implementation by UN-Habitat of the reform of the development system and management of the United Nations and alignment of the planning cycles of UN-Habitat with the quadrennial comprehensive policy review process.</p>
	p.m.	<p>12. Annual report of the Office of Internal Oversight Services to the Executive Board.</p> <p>13. Annual report of the Ethics Office to the Executive Board.</p> <p>14. Provisional agenda for the next session of the Executive Board.</p> <p>15. Other matters.</p> <p>16. Closure of the session.</p>

ADVANCED

## Annex III

### 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 (Iran, Islamic Republic of)	African States (Egypt) Latin American and Caribbean States (Chile) Western European and other States (France)	Eastern European States (Serbia)

#### 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 other 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)	