

**Annotated Programme – Member State Induction and Orientation
Wednesday 27 January 2021 & Thursday 28 January 2021 (On-line)**

Day One	Time (EAT)	Session coverage	Session Description	Methodology
Wednesday 27 January 2021 (Morning)	10:00 – 10:30	Introduction and Programme Overview	<p>Introductory statement of the Executive Director, UN -Habitat Overview of the induction and orientation programme <i>Ms. Maimunah Mohd Sharif, United Nations Under -Secretary General and Executive Director UN-Habitat (2 mns)</i></p> <p>Statement by the Chair of the Executive Board H.E Jafar Barmaki, Ambassador and Permanent Representative of the Islamic Republic of Iran to UN-Habitat (2 mns)</p>	Instructor-lead Victor Kisob
	10:30 –11:00	Nature of the United Nations Secretariat	<p>What is the role of the UN Secretariat in practice? How is the Secretariat financed? Why is reform of the Secretariat an ongoing issue? Where does the human settlements programme fit in terms of mandate within the United Nations Secretariat? <i>Questions & Answers moderated by Mr. Victor Kisob (15 mns)</i></p>	Instructor-lead Victor Kisob
	11:00 – 11:30	Role and Purpose of Mandates	<p>How is a mandate defined? How are mandates generated? What is the purpose of a mandate? How are mandates translated into programme planning documents? What are the mandates of the UN-Habitat specific legislative bodies? <i>Questions & Answers moderated by Mr. Chris Mensah (15 mns)</i></p>	Instructor-lead Chris Mensah / Gary Landes
	11:30 –12:00	Secretariat Structure and Purpose – UN-Habitat’s Placement within the Secretariat Structure	<p>Which departments/offices at UN Headquarters are responsible for providing overall direction, guidance and support to the Secretariat? What is the role of an Office Away from Headquarters? What is the role of a regional commission? What is the role of the human settlements programme? <i>Questions & Answers moderated by Mr. Gary Landes (15 mns)</i></p>	Instructor-lead Gary Landes
	12:00 –12:30	Components of the United Nations System: Agencies, Funds, Programmes, and the United Nations System Chief Executives Board for Coordination	<p>What are the funds and programmes? How do they fit in with the rest of the UN system? What are specialised agencies and related organizations? How do they fit in with the rest of the UN system? What is the High-level Committee on Programme (HLCP)? What is the High-level Committee on Management (HLCM)? What is the United Nations Development Group (UNDG)? What is the UN Development Coordination Office (DCO)? <i>Questions & Answers moderated by Mr. Christopher Williams (15 mns)</i></p>	Instructor-lead Christopher Williams

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Wednesday 27 January 2021 (Afternoon)	12:30 –13:00	Working Across the System: Cross-Cutting Policy Streams of Work and Coordination at Country and Regional Levels	What is UN “Integration”? What is “Delivering as One”? What is the Quadrennial Comprehensive Policy Review (QCPR)? What is a United Nations Country Team? What is the Resident Coordinator (RC) system? What is the Humanitarian Coordinator (HC)? What kind of coordination exists at the regional level? <i>Questions & Answers moderated by Mr. Christopher Williams (15 mns)</i>	Instructor-lead Christopher Williams
	13:00 –15:00	Lunch		Lunch break
	15:00–15:30	Understanding the Ethical Framework of the United Nations	What are the Staff Regulations and Rules of the United Nations? What is the Oath of Office and how does it relate to ethical behaviour? What are the standards of conduct for the International Civil Service? What are the central ethical values of the United Nations? What is the role of the Ethics Office? What is the Leadership Dialogue? <i>Questions & Answers moderated by Mr. Victor Kisob / Ms. Amy Wood (15 mns)</i>	Instructor-lead Victor Kisob / Amy Wood
	15:30 –16:00	Protection Against Retaliation— Whistleblower Policy	What is the United Nations Whistleblower policy? What are the reporting requirements to the UN General Assembly? <i>Questions & Answers moderated by Mr. Saidou N’Dow (15 mns)</i>	Instructor-lead Saidou N’Dow
	16:00 –16:30	Preventing Sexual Exploitation and Abuse	What is sexual exploitation and abuse (SEA)? What is the difference between SEA and sexual harassment? What has been the Organization’s strategy for the prohibition of SEA so far? What are the reporting requirements to the UN General Assembly? <i>Questions & Answers moderated by Ms. Angela Mwai(15 mns)</i>	Instructor-lead Angela Mwai
	16:30 –17:00	Internal and External Oversight at the United Nations	What is the UN Board of Auditors (BOA)? What is the Panel of External Auditors? What is the Office of Internal Oversight Service (OIOS)? What are the functions of OIOS? What is the Joint Inspection Unit (JIU) of the United Nations system? What is the JIU’s purpose? <i>Questions & Answers moderated by Mr. Gary Landes (15 mns)</i>	Instructor-lead Gary Landes
END OF DAY 1				

	Time	Session coverage	Session Description	Methodology
Day Two				
Thursday 28 January 2021 (Morning)	10:00 – 10:15	Budget and Finance at the United Nations	What does the UN Charter say about budgeting and financing in the Organization? Which UN General Assembly body has overall responsibility for budget and finance? What is the regular budget? What is a programme budget implication (PBI)? What is the contingency fund? How are Member States' assessed contributions calculated? <i>Questions & Answers moderated by Mr. Gary Landes (15 mns)</i>	Instructor-lead Gary Landes
	10:15 – 11:45	Voluntary Contributions and Other Funding Mechanisms	What are extrabudgetary resources and voluntary contributions? What are trust funds and how do they work? What are programme support costs? <i>Questions & Answers moderated by Mr. Gary Landes (15 mns)</i>	Instructor-lead Gary Landes
	11:45 – 12:00	Resource Mobilisation Strategy	What is UN-Habitat's strategy? What is expected from a donor/pledging conference? <i>Questions & Answers moderated by Mr. Jane Nyakairu (15 mns)</i>	Instructor-lead Jane Nyakairu
	12:00 – 13:00	The Budget and Finance Cycle – Regular and Extrabudgetary	What is the regular budget cycle? What is the extrabudgetary cycle? What is the budget outline? What is the Programme of Work? How are financial resources managed on a day-to-day basis? What is results-based management (RBM)? What is the results-based budgeting (RBB) framework? What is the role of RBM and RBB at the UN? What are International Public Sector Accounting Standards (IPSAS)? <i>Questions & Answers moderated by Mr. Gary Landes (15 mns)</i>	Instructor-lead Gary Landes
Thursday 28 January 2021 (Afternoon)	13:00 – 15:00	Lunch		Lunch break
	15:00 – 15:30	Human Resources Management at the United Nations	What is the UN "common system"? What are the main categories of personnel in the UN Secretariat? What is Work-Life balance at the UN? What is learning and career support at the UN? What are the components of the formal and informal dispute resolution? <i>Questions & Answers moderated by Mr. Victor Kisob (10 mns)</i>	Instructor-lead Victor Kisob
	15:30 – 16:00	Staff Selection – Equitable Geographic Representation & the Gender Imperative	How are staff selected? What are the two staffing systems and what is the difference? What are the key components of staff selection? How does the Organization address the imperatives of gender parity and equitable geographic distribution? <i>Questions & Answers moderated by Mr. Victor Kisob (10 mns)</i>	Instructor-lead Victor Kisob
	16:00 – 16:10	Closing remarks	Closing statement by the Deputy Executive Director, UN -Habitat (2 mns)	
END OF DAY 2				