

## Second session of 2022 of the Executive Board of the United Nations Human Settlements Programme (UN-Habitat)

21 to 23 November 2022

### Notification by the Executive Director

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

1. The Executive Board held its first session of 2022 in a hybrid format from 29 to 31 March 2022. The report of the Executive Board on the work of its first session of 2022 is set out in document HSP/EB.2022/12. The decisions adopted by the Board at that session are set out in document HSP/EB.2022/13.
2. At its first session of 2022, in its decision 2022/3, the Executive Board agreed that its second session of 2022 would be held for a duration of three days from 15 to 17 November 2022. At its meeting held on 8 June 2022, however, the Bureau of the Executive Board recommended that the session be rescheduled to take place from Monday, 21 November 2022 to Wednesday, 23 November 2022. The Bureau's recommendation was based on the fact that the twenty-seventh session of the Conference of the Parties to the United Nations Framework Convention on Climate Change would be held in Sharm El-Sheikh, Egypt, from 7 to 18 November 2022, and also took into account the dates available on the meetings calendar for 2022 of the Division of Conference Services of the United Nations Office at Nairobi.
3. The provisional agenda was agreed upon by the Executive Board in its decision 2022/3 and was further reviewed by the Bureau as its meeting of 8 June 2022, without changes being made. The provisional agenda, which is set out in document HSP/EB.2022/14, can be accessed [here](#). Pursuant to rule 6 of the rules of procedure of the Executive Board, which can be found in document HSP/HA.1/HLS.3, the working documents for the session will be issued in the six official languages of the United Nations by 24 October 2022, four weeks prior to the opening of the session.
4. Although it is anticipated that, owing to the ongoing coronavirus disease (COVID-19) pandemic, the session will be held in a hybrid format, enabling both online and in-person participation, the Executive Director will continue to monitor the situation in case the session can be held fully in person, with delegations physically present at the headquarters of UN-Habitat in Nairobi, or, if it becomes necessary to meet fully online, taking into account the prevailing pandemic-related precautionary measures and consultations with the Director-General of the United Nations Office at Nairobi and the Government of Kenya. In the light of the continually evolving nature of the pandemic, however, the Executive Director will proceed with preparations for the session to be held in a hybrid format, with simultaneous interpretation in the six official languages of the United Nations.
5. The session will be opened at 9 a.m. (Nairobi time (UTC + 3)) on Monday, 21 November 2022. Participants joining the meeting remotely should be online and logged into the meeting by 8.45 a.m. Any in-person participants should be seated by 8.45 a.m. in conference room 2 at the United Nations Office at Nairobi. Instructions for accessing the online session will be shared with participants on or after 18 November 2022.
6. All [36 members](#) of the Executive Board are expected to participate in the session.
7. In addition, in accordance with rule 17 of the rules of procedure, 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 line with rule 8 of the rules of procedure, each member of the Executive Board and any observers should forward to the secretariat of the Executive Board, as soon as possible but no later than 17 November 2022, 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. Each delegation should consist of an accredited representative and such alternate representatives and advisers as may be required.

## II. Key issues to be discussed

8. Among the key issues to be considered by the Executive Board at its second session of 2022 are the following:
- (a) Financial, budgetary and administrative matters;
  - (b) Draft work programme of UN-Habitat and draft budget of the United Nations Habitat and Human Settlements Foundation for 2023;
  - (c) Annual report for 2021 on the strategic plan for the period 2020–2023;
  - (d) Normative and operational activities of UN-Habitat, including reporting on the programmatic activities of UN-Habitat in 2021 and the implementation of subprogrammes, flagship programmes and technical cooperation activities, and an update on the UN-Habitat response to the COVID-19 pandemic and the engagement of UN-Habitat in countries, territories and areas affected by conflict and disaster;
  - (e) Outcome of the high-level meeting of the General Assembly on the review of the implementation of the New Urban Agenda;
  - (f) Outcomes of the eleventh session of the World Urban Forum;
  - (g) Preparations for the second session of the United Nations Habitat Assembly of the United Nations Human Settlements Programme;
  - (h) Report of the Office of Internal Oversight Services to the Executive Board;
  - (i) Report of the Ethics Office to the Executive Board;
  - (j) Working methods of the Executive Board, including a review of the results of the survey conducted by the secretariat after the first session of 2022;
  - (k) Briefing by the Joint Inspection Unit on the findings of its review of the management and administration of UN-Habitat;
  - (l) Consideration and adoption of the outcomes of the session, including the provisional agenda for the first session of 2023.

## III. Informal consultations

9. In order to facilitate the work of the Executive Board, arrangements will be made, upon request, for informal consultations within the regional groups on various matters, including any draft outcomes, such as any draft decisions for consideration and possible adoption by the Executive Board. Such requests should 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 2022

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

### A. Bureau

11. 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 Bureau for the period 2022–2023, who were elected by the Executive Board at its first session of 2022 on 31 March 2022, will preside over the conduct of the second session of 2022. The geographical distribution of the membership of the Executive Board, elected by the United Nations Habitat Assembly at its first session, in May 2019, for a four-year term, can be accessed [here](#), while the geographical distribution of the Bureau for the period 2022–2023 is as follows:

Chair:	Brazil (Latin American and Caribbean States)
Vice-Chairs:	Kenya (African States)
	Pakistan (Asia-Pacific States)
	Poland (Eastern European States)
Rapporteur:	France (Western European and other States)

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

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

12. Following consultations within the Bureau, it is recommended that most of the work of the Executive Board be undertaken in plenary meetings over a period of three days. It is proposed that the first day of the second session of 2022 be devoted to the opening of the session (agenda item 1); organizational matters (agenda item 2); reports by the chairs of the ad hoc working groups established by the Executive Board (agenda item 3); financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan for the period 2020–2023 and action by UN-Habitat to address geographical and gender imbalances in the composition of its staff (agenda item 4); discussion and possible approval of the draft work programme of UN-Habitat and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2023 (agenda item 5), and the annual report for 2021 on the strategic plan for the period 2020–2023 (agenda item 6).

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

13. It is proposed that the second day be devoted to the normative and operational activities of UN-Habitat (agenda item 7); the outcome of the high-level meeting of the General Assembly on the review of the implementation of the New Urban Agenda (agenda item 8); the outcomes of the eleventh session of the World Urban Forum (agenda item 9), and the preparations for the second session of the United Nations Habitat Assembly (agenda item 10).

### **3. Day 3 of the session**

14. It is proposed that the third day be devoted to the report of the Office of Internal Oversight Services to the Executive Board (agenda item 11), the report of the Ethics Office to the Executive Board (agenda item 12), the working methods of the Executive Board, including a review of the results of the survey conducted by the secretariat after the first session of 2022 (agenda item 13), a briefing by the Joint Inspection Unit on the findings of its review of the management and administration of UN-Habitat (agenda item 14), the consideration and adoption of the outcomes of the session, including the provisional agenda for the first session of 2023 (agenda item 15), other matters (agenda item 16) and the closure of the session (agenda item 17).

## **C. Consultations on draft decisions to be considered by the Executive Board**

15. It is recommended, in the interest of efficiency, that the draft outcomes, including draft decisions to be considered by the Executive Board at its second session of 2022, should be discussed prior to opening of the session by the ad hoc working group on programmatic, budgetary and administrative matters, which was established by the Executive Board in paragraph 7 of its decision 2019/2. Thereafter, it is anticipated that the Chair of the ad hoc working group will forward the draft outcomes, including draft decisions, based upon those preliminary discussions, to the Executive Board for further consideration and possible adoption.

16. It is also anticipated that part of the session will be dedicated to informal negotiations on the draft decisions with a view to merging, reconciling or clarifying them, as necessary, prior to their consideration by the Executive Board during a plenary meeting at the session.

## **D. Registration**

17. All delegates are encouraged to pre-register online for the second session of 2022 at <https://unhabitat.org/Second-Session-of-2022-of-the-Executive-Board> from Tuesday 18 October 2022. All participants should register online before 2 p.m. (Nairobi time (UTC + 3) on Thursday, 17 November 2022 in order to enable the organization to record the attendance of all the participants and provide them with access to the online platform for the session.

18. In accordance with rule 8 of the rules of procedure of the Executive Board, 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 Thursday, 17 November 2022, to the Secretary to the Governing Bodies of UN-Habitat, 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)).

19. Additional information will be made available on the website for the session at <https://unhabitat.org/Second-Session-of-2022-of-the-Executive-Board> and at <https://unhabitat.org/governance/executive-board>. Enquiries regarding the session should be directed to:

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## Annex

### Proposed organization of work and timetable for the second session of 2022 of the Executive Board, 21 to 23 November 2022

<i>Day/date</i>	<i>Time (UTC + 3)</i>	<i>Agenda item</i>
<b>Monday, 21 November</b>	9 a.m.	1. Opening of the session. 2. Organizational matters: (a) Adoption of the agenda and the workplan for the second session of 2022; (b) Adoption of the report of the Executive Board on the work of its first session of 2022.
		3. Reports by the chairs of the ad hoc working groups established by the Executive Board.
		4. Financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan for the period 2020–2023 and action by UN-Habitat to address geographical and gender imbalances in the composition of its staff.
	2 p.m.	5. Discussion and possible approval of the draft work programme of UN-Habitat and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2023.
		6. Annual report for 2021 on the strategic plan for the period 2020–2023. <i>Informal consultations on draft outcomes.</i>
<b>Tuesday, 22 November</b>	9 a.m.	7. Normative and operational activities of UN-Habitat, including reporting on the programmatic activities of UN-Habitat in 2021 and the implementation of subprogrammes, flagship programmes and technical cooperation activities, and an update on the UN-Habitat response to the coronavirus disease (COVID-19) pandemic and the engagement of UN-Habitat in countries, territories and areas affected by conflict and disaster.
	2 p.m.	8. Outcome of the high-level meeting of the General Assembly on the review of the implementation of the New Urban Agenda. 9. Outcomes of the eleventh session of the World Urban Forum. 10. Preparations for the second session of the United Nations Habitat Assembly of the United Nations Human Settlements Programme. <i>Informal consultations on draft outcomes.</i>
<b>Wednesday, 23 November</b>	9 a.m.	11. Report of the Office of Internal Oversight Services to the Executive Board. 12. Report of the Ethics Office to the Executive Board. 13. Working methods of the Executive Board, including a review of the results of the survey conducted by the secretariat after the first session of 2022. 14. Briefing by the Joint Inspection Unit on the findings of its review of the management and administration of UN-Habitat. <i>Informal consultations on draft outcomes.</i>
	2 p.m.	15. Consideration and adoption of the outcomes of the session, including the provisional agenda for the first session of 2023. 16. Other matters. 17. Closure of the session.