



UN-HABITAT

# ASSEMBLY

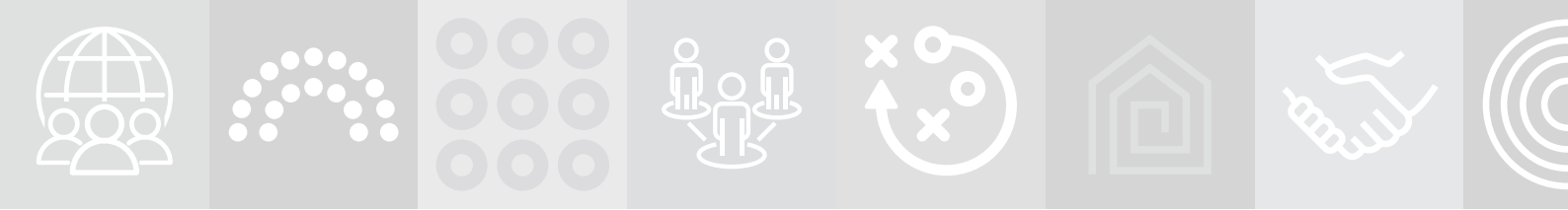
Achieving SDGs in  
times of global crises

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## Appeal for funds for the United Nations Habitat Assembly and the Trust Fund



#UNHA2



Appeal for funds for the United Nations Habitat Assembly and the Trust Fund



## INTRODUCTION

On 20 December 2018, the General Assembly of the United Nations in its resolution [A/RES/73/239](#) decided to dissolve the Governing Council of UN-Habitat and to replace it with the United Nations Habitat Assembly (the Assembly) composed of universal membership. It also retained the Committee of Permanent Representatives of UN-Habitat and provided for the establishment of the Executive Board of UN-Habitat as the two intersessional organs of the Assembly.

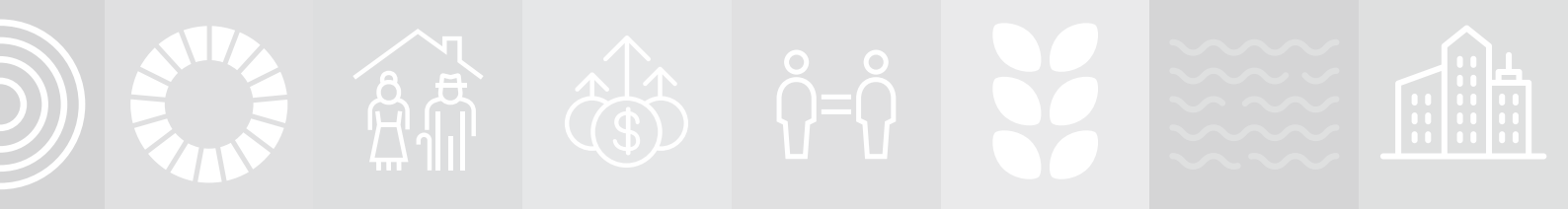
Established to ensure accountability, transparency and improved results-based management, the governance structure strengthens Member States' ownership, leadership and oversight of UN-Habitat. The role of the governing bodies is also to ensure more predictable, efficient and effective funding for the operational and normative activities of UN-Habitat.

The United Nations Habitat Assembly of the United Nations Human Settlements Programme (UN-Habitat Assembly) is the highest-level decision-making body concerning urbanization and human settlement matters worldwide. The UN-Habitat Assembly convenes every four years with the aim to tackle the most pressing human settlement challenges faced by the world today and to preserve and rehabilitate the urban environment. The 2030 Agenda for Sustainable Development has made understanding these challenges and promoting sustainable urbanization a central focus under SDG 11.

**The second session of the United Nations Habitat Assembly will be held from 5 to 9 June 2023, at the UN-Habitat Headquarters in Nairobi. The theme of the session is "A sustainable urban future through inclusive and effective multilateralism: achieving the Sustainable Development Goals in times of global crises".**







## PRINCIPLE OF INCLUSIVITY – “LEAVE NO ONE AND NO PLACE BEHIND”

As we approach the upcoming UN-Habitat assembly, we must prioritize the principles of inclusivity and fairness in our discussions on the future of urbanization and sustainable human settlements. It is critical that we ensure the participation of Least Developed Countries (LDCs) by reducing costs, building capacity, and creating opportunities for engagement.

We must not exclude the most vulnerable from these important conversations on growing inequality and challenges in cities and human settlements.

To achieve this, we call for funding to support one delegate per LDC, covering travel, daily subsistence allowance, and terminal expenses, to remove any barriers to their participation in UN-Habitat intergovernmental processes. Let us work together to **“leave no one and no place behind”** as we strive towards sustainable and equitable urban development.





Appeal for funds for the United Nations Habitat Assembly and the Trust Fund



## HOW CAN YOU SUPPORT US?

When the General Assembly of the United Nations in its resolution A/RES/73/239 decided to establish the new governance structure of UN-Habitat, it provided that additional requirements, including those to service the new intergovernmental governance processes of UN-Habitat, should be met by existing structures and by streamlining operations.

The Trust Fund in Support of the Inter-governmental Governance Processes of UN-Habitat (“**The Trust Fund**”) was established pursuant to United Nations General Assembly Resolution 73/539 of 26 November 2018 and is administered in conformity with the United Nations Financial Regulations and Rules outlined in Secretary-General’s Bulletin ST/SGB/2003/7, the general policies prescribed in Secretary-General’s Bulletin ST/SGB/188, and the procedures defined by

the Administrative Instructions ST/AI/284.

The Trust Fund facilitates recording of receipts and expenditures for the purpose of financing wholly or in part the costs of activities consistent with the above cited United Nations General Assembly Resolution in furtherance of UN-Habitat’s mandate.

The Trust Fund covers the costs of the meetings of the UN-Habitat Assembly, the Committee of Permanent Representatives and the Executive Board that are not provided for under the regular budget allocation for inter-governmental processes, to ensure effective and inclusive participation of Member States, including those from developing countries, in the meetings of the UN-Habitat Assembly, the Executive Board and the Committee of Permanent Representatives.



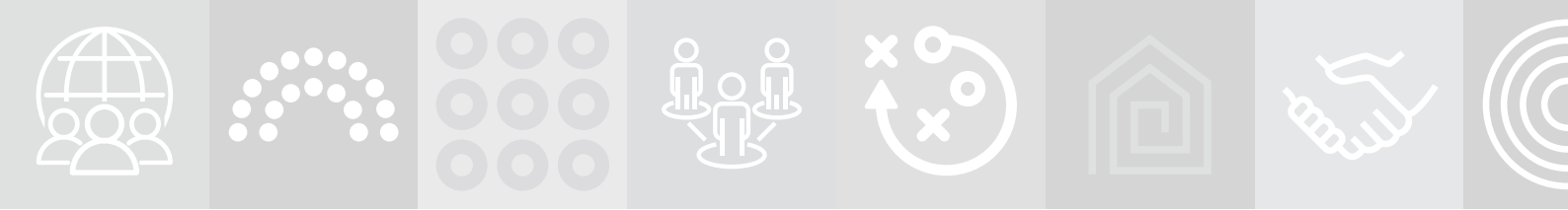




Voluntary contributions to the Trust Fund would cover the costs of the meetings of the UN-Habitat Assembly, the Committee of Permanent Representatives and the Executive Board that are not provided for under the regular budget allocation for inter-governmental processes, in the following areas:

- Support for the participation of representatives from LDCs in meetings of the UN-Habitat Assembly, the Committee of Permanent Representatives, the Executive Board and related preparatory meetings;
- Support to representatives of developing countries in their preparation for the meetings of the UN-Habitat Assembly, the Committee of Permanent Representatives, and Executive Board including preparation and provision of required documentation;
- Interpretation and translation facilities into the UN Official languages to ensure effective participation of Member States and other delegates;
- Personnel to undertake additional tasks arising from higher level attendance of the UN-Habitat Assembly and Executive Board meetings;
- Provision of security, ICT services, medical, facilities management, event management, publicity and other related services;
- Support to the organization of exhibitions and side events showcasing innovative urban solutions and good practices that can be applied and replicated in developing and other countries;
- Any other activities required to support preparation and hosting of the meetings as deemed necessary by the Executive Director to achieve the organization's mandate relating to intergovernmental processes including inclusive and effective participation by developing countries.





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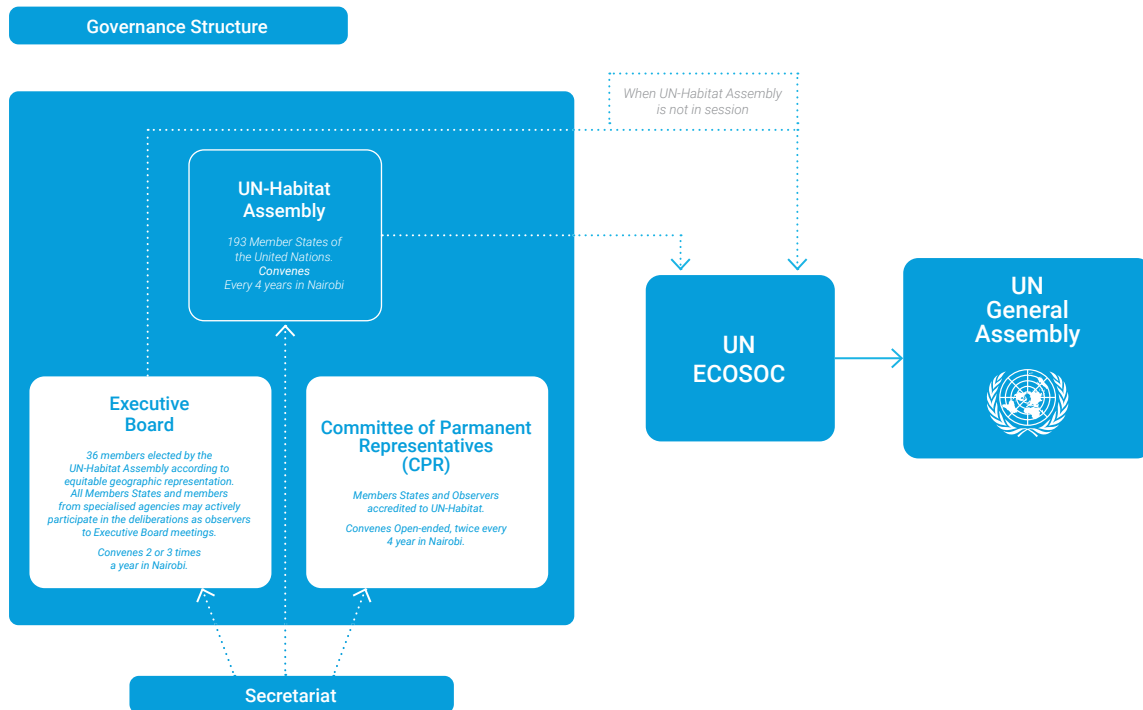
## GOVERNING BODIES OF THE UN-HABITAT

UN-Habitat's governance structure is a three-tier structure made up of the UN-Habitat Assembly, the Executive Board and the Committee of Permanent Representatives. The UN-Habitat Assembly and the Executive Board of UN-Habitat directly report to the United Nations General Assembly through the United Nations Economic and Social Council (ECOSOC). Moreover, the Executive Board has delegation of authority from the Assembly to submit periodic reports through ECOSOC in the years when the Assembly is not in session.

This governance structure of UN-Habitat was established to ensure accountability, transparency and improved results-based management and further harmonized results-based reporting. The role of the governing bodies is also to ensure an adequate quantity and quality of funding for the operational and normative activities of UN-Habitat.

The governance structure also strengthens Member States' ownership, leadership and oversight of UN-Habitat.





## United Nations Habitat Assembly

The United Nations Habitat Assembly is the highest-level decision-making body concerning urbanization and human settlement matters worldwide. The Assembly convenes every four years with the aim to tackle the most pressing human settlement challenges faced by the world today and to preserve and rehabilitate the urban environment. The 2030 Agenda for Sustainable Development has made understanding these challenges and promoting sustainable urbanization a central focus under SDG 11.

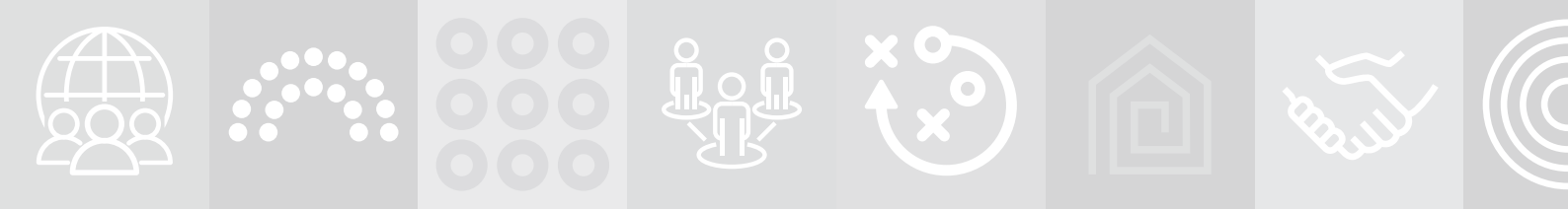
The Assembly convenes in Nairobi for a five-day period every four years to identify global priorities for human settlement policies and to develop international urbanization laws that promote inclusive, safe, resilient, and sustainable cities and communities. Its resolutions and calls to action provide guidance and encourage intergovernmental action towards urbanization as a positive transformative force for people and communities. Decision-making involves broad participation, which is why the Assembly offers an opportunity for everyone to contribute to designing solutions for global sustainable urbanization.

The UN-Habitat Assembly held its **first session** in May 2019. The second session of the UN-Habitat Assembly is scheduled to be held from 5 to 9 June 2023.

The mandate of the UN-Habitat Assembly is as follows:

- Identify key issues and areas of focus for the normative and policy work of UN-Habitat;
- Review major trends related to human settlements and urbanisation;
- Examine global norms and standards in human settlements and sustainable urbanisation;
- Adopt resolutions, declarations, recommendations, formal decisions, reports and other documents pertaining to strategic vision and political guidance in accordance with its mandate;
- Recommend strategies for coherent implementation of urban and human settlements dimensions of the 2030 Agenda, the New Urban Agenda and other global agendas, including of the work of the United Nations System;





- f. Examine and approve UN-Habitat's strategic plan, to be prepared by the Executive Board;
- g. Review the Secretary-General's quadrennial report on the implementation of the New Urban Agenda.

In addition, the Assembly should also ensure the active engagement of local authorities and other stakeholders in the Assembly, in its subsidiary bodies and in intersessional meetings.

### Executive Board

The Executive Board of UN-Habitat is composed of 36 members. The seats distribution, on the basis of equitable geographical representation and following the formula set out in the Report on the work of the Open-ended Working Group established by the Chair of the Committee of Permanent Representatives (A/73/726) is as follows: 10 seats for African States, 8 seats for Asia-Pacific States, 4 seats for Eastern European States, 6 seats for Latin America and Caribbean States, and 8 seats for Western European and other States.

The Executive Board aims to increase the oversight of UN-Habitat operations by Member States and to strengthen UN-Habitat's accountability, transparency and effectiveness. In practice, the Executive Board met twice a year since its establishment in 2019 to undertake in its [responsibilities](#). The first session of the Executive Board for the year 2023 is expected to be held from 28 to 29 March 2023.

The mandate of the **Executive Board** is as follows:

- a. To oversee the implementation of the normative and operational activities of UN-Habitat;
- b. To ensure accountability, transparency, efficiency and effectiveness;

- c. To approve and oversee the implementation of the annual programme of work and budget and the resource mobilization strategy, in accordance with the strategic plans and political guidelines provided by the UN-Habitat Assembly;
- d. To adopt decisions, within the scope of its mandate, on, among other things, programmatic, operational and budgetary issues for the adequate and effective implementation of resolutions and other decisions adopted by the UN-Habitat Assembly; (e) To guide and support efforts to finance the work of UN-Habitat;
- e. To oversee the compliance of UN-Habitat with evaluations and support auditing functions;
- f. To collaborate with the executive boards of other United Nations agencies, funds and programmes, in accordance with the management reform programme of the Secretary-General.

### Committee of Permanent Representatives (CPR)

The Committee of Permanent Representatives is composed of all Permanent Representatives of States Members of the United Nations and members of the United Nations specialized agencies that are accredited to UN-Habitat.

CPR convenes, in an open-ended manner, twice every four years: once prior to the UN-Habitat Assembly, in preparation for that session, and once for a high-level midterm review. If necessary to efficiently implement its mandate to prepare the next session of the Assembly, the Committee may, on a basis of consensus, establish subcommittees. The second open-ended meeting of the CPR in preparations for the second session of the UN-Habitat Assembly will be held from 29 to 31 May 2023 and on 2 June 2023.





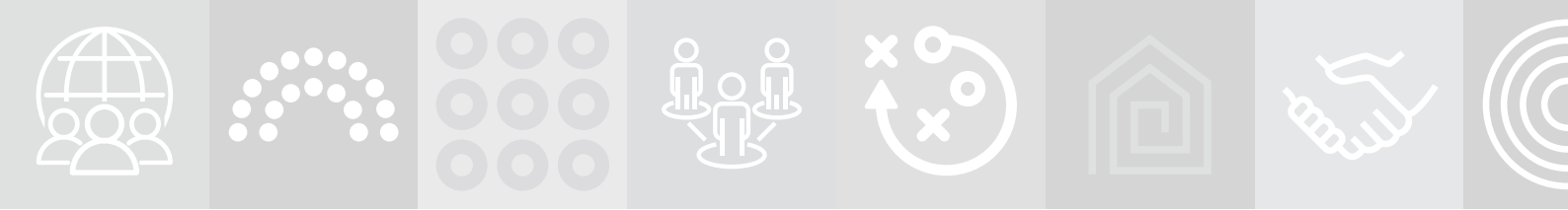


The CPR reviews the provisional Agenda of the sessions of the UN-Habitat Assembly.

The mandate of the Committee of Permanent Representatives (CPR) is as follows:

- a. The Committee of Permanent Representatives is composed of all Permanent Representatives of States Members of the United Nations and members of the United Nations specialized agencies that are accredited to UN-Habitat.
- b. The CPR convenes, in an open-ended manner, twice every four years: once prior to the UN-Habitat Assembly, in preparation for that session, and once for a high-level midterm review.
- c. If necessary to efficiently implement its mandate to prepare the next session of the Assembly, the Committee may, on a basis of consensus, establish subcommittees.
- d. The CPR reviews the provisional Agenda of the sessions of the UN-Habitat Assembly.





## ANNEX 1: TERMS OF REFERENCE

### **Trust Fund in support of the inter-governmental governance processes of UN-Habitat including participation of developing countries in the UN-Habitat Assembly and Executive Board sessions**

#### Background

1. At its seventy second session, by Resolution 72/226 of 20 December 2017, the United Nations General Assembly requested the Chair of the UN-Habitat Committee of Permanent Representatives (CPR) to establish an open-ended Working Group in Nairobi to examine different options for strengthening Member States' oversight of UN-Habitat, including but not limited to those presented in the New Urban Agenda or a focused Executive Board, or a universal Urban Assembly, and requested the Chair of the Committee of Permanent Representatives to make available to Member States the findings and recommendations of the Working Group, including any necessary adjustments to the existing UN-Habitat governance structure and administration arising from the options presented, for the consideration and appropriate action of the General Assembly at its 73rd Session.
2. In its Report of June 2018, the Open-ended Working Group recommended, *inter alia*:
  - i. The need to change the governance of UN-Habitat by introducing a governing body that has universal intergovernmental membership and provides the political and strategic framework under which UN-Habitat shall function;
  - ii. The need for a dedicated Executive Board to increase Member States' oversight of UN-Habitat's operations and to strengthen the accountability, transparency, efficiency and effectiveness of the programme;
3. At its seventy-third session, by Resolution 73/539 of 20 December 2018, the General Assembly endorsed the findings and recommendations on changing the governance structure of UN-Habitat and decided:
  - i. To dissolve the UN-Habitat Governing Council as a subsidiary organ of the General Assembly and to replace it with the UN-Habitat Assembly, in line with the findings and recommendations of the Open-ended working Group;
  - ii. The first session of the UN-Habitat Assembly be held in May 2019, building upon the preparations already carried out for the twenty-seventh session of the Governing Council, and further decided that this shall take effect upon commencement of the first Session;
  - iii. The UN-Habitat Assembly shall have universal membership, and hold regular sessions every four years in Nairobi and should involve the participation of all members of the United Nations, its specialized agencies, observers and other stakeholders;
  - iv. The Executive Board, after the election of its members by the UN-Habitat Assembly, shall meet for its first session in Nairobi for a duration of three days;





4. *Recognizing* the need to ensure adequate funding for UN-Habitat to implement its mandate, and that all the required activities cannot be financed from the regular and extrabudgetary resources budget of UN-Habitat which has seen a significant decline over the years, the General Assembly decides:
5. That the additional requirements, including those to service the new intergovernmental governance processes of UN-Habitat, should be met by existing structures and by streamlining operations, and encourages Member States to make voluntary contributions for the sustainability and predictability of financial resources; and invites:
6. Member States, international and bilateral donors and financial institutions to contribute to UN-Habitat through increased voluntary financial contributions, especially non-earmarked contributions and further invites governments and other stakeholders to provide predictable multi-year funding and increased non-earmarked contributions to support the implementation of its mandate;
7. Paragraph 17 of General Assembly Resolution 73/539 further requests the Secretary-General to establish a special voluntary trust fund for the purpose of assisting developing countries in attending UN-Habitat Assembly and Executive Board sessions, and invited Member States, international financial institutions, donor agencies, intergovernmental organizations, non-governmental organizations and natural and juridical persons to make financial contributions to the voluntary trust fund;

## Establishment of the Trust Fund

8. The Trust Fund in Support of the Inter-governmental Governance Processes of UN-Habitat ("The Trust Fund") is established pursuant to United Nations General Assembly Resolution 73/539 of 26 November 2018 and shall be administered in conformity with the United Nations Financial Regulations and Rules outlined in Secretary-General's Bulletin ST/SGB/2003/7, the general policies prescribed in Secretary-General's Bulletin ST/SGB/188, and the procedures defined by the Administrative Instructions ST/AI/284.
9. The Trust Fund will facilitate recording of receipts and expenditures for the purpose of financing wholly or in part the costs of activities consistent with the above cited United Nations General Assembly Resolution in furtherance of UN-Habitat's mandate.

## Purpose

10. The UN-Habitat Inter-Governmental Process Trust Fund will cover the costs of the meetings of the UN-Habitat Assembly and the Executive Board that are not provided for under the regular budget allocation for inter-governmental processes, to ensure effective and inclusive participation of Member States, including those from developing countries, in the meetings of the UN-Habitat Assembly, the Executive Board and the Committee of Permanent Representatives. This includes the following:
  - a. support for the participation of representatives from developing countries in meetings of the UN-Habitat Assembly and Executive Board and related preparatory meetings;







- b. support to representatives of developing countries in their preparation for the meetings of the UN-Habitat Assembly and Executive Board including preparation and provision of required documentation;
- c. interpretation and translation facilities into the UN Official languages to ensure effective participation of Member States and other delegates;
- d. personnel to undertake additional tasks arising from higher level attendance of the UN-Habitat Assembly and Executive Board meetings;
- e. provision of security, ICT services, medical, facilities management, event management, publicity and other related services;
- f. support to the organization of exhibitions and side events showcasing innovative urban solutions and good practices that can be applied and replicated in developing and other countries;
- g. any other activities required to support preparation and hosting of the meetings as deemed necessary by the Executive Director to achieve the organization's mandate relating to inter- governmental processes including inclusive and effective participation by developing countries.

#### Authority

11. The establishment and management of the UN-Habitat Inter-Governmental Process Trust Fund are governed by United Nations Financial Regulations and Rules, including the UN-Habitat Financial Rules and Regulations, and UN-Habitat due diligence policy. Management of the Trust Fund will also require compliance with the United Nations Staff Regulations and

Rules, and other policies or procedures promulgated by the Secretary-General of the United Nations. Exceptions to such regulations, rules, policies or procedures are not permissible, unless specifically authorized by the Secretary-General, or on his or her behalf, by the Controller.

#### Contributions

12. Contributions to The Trust Fund are to be made voluntarily and may be received from governments, intergovernmental and non-governmental organizations, private institutions or individuals, financial institutions, foundations and any other donor in a position to do so.
13. Contributions to The Trust Fund may be accepted in United States dollars or other fully convertible currencies. Contributions in currencies which are not convertible may be accepted only if the Executive Director of UN-Habitat determines that the currency can be fully utilized in the implementation of the related activity.
14. Contributions-in-kind may be accepted only if they can be fully utilized for activities relating to the purposes of The Trust Fund. Contributions in-kind will be given an estimated value by UN-Habitat at the time the pledges are accepted.
15. The making of a pledge and its acceptance are to be recorded in an exchange of letters, between UN-Habitat and the contributing party, or, if deemed appropriate, in a more formal agreement.
16. Cash contributions to the Fund, when not used, will be placed in an interest-bearing bank account with the interest accruing to the Trust Fund.





17. The Executive Director of UN-Habitat has designated the following bank account in which the resources of a trust fund shall be deposited and maintained:

<b>Bank Name:</b>	JP Morgan Chase
<b>Bank Address:</b>	International Agencies Banking, 277 Park Avenue, 23rd Floor, New York, NY 10172
<b>Account Name:</b>	United Nations (USCH6)
<b>Account Holder:</b>	United Nations Habitat and Human Settlements Foundation Gains Account
<b>Account Number:</b>	485-000296
<b>SWIFT Code:</b>	BIC-CHASUS33
<b>CHIPS:</b>	Participant number 0002
<b>ABA:</b>	ABA # 021 000 021
<b>Currency:</b>	USD
<b>Fax:</b>	1-212-963-2086

18. Contributions will normally be received for implementation of activities in support of the purposes described in paragraph 11 of these Terms of Reference. When a contribution is made, the intention of the donor shall be respected, unless it is not practical owing to difficulties in the implementation of the agreed activities. Where the contribution cannot be used as intended, the Executive Director shall consult the donor in order to agree on alternative uses.
21. The Executive Director of UN-Habitat or any delegated official shall be responsible for ensuring that The Trust Fund is utilized for the purpose as described in paragraph 11 of this Terms of Reference.
22. A cost plan, including provisions for programme support costs, is a prerequisite for the commencement of operational activities financed from the Trust Fund. The cost plan shall be prepared by the delegated Certifying Officer and submitted to the Executive Director of UN-Habitat. The cost plan shall include a detailed budget and a plan of action, clearly outlining the purpose and distribution of funds, together with a schedule of delivery detailing the timing for the proposed distribution of funds.

### Administration of the Trust Fund

19. The Controller has designated the implementing office of The Trust Fund to be the United Nations Human Settlements Programme (UN-Habitat). UN-Habitat will be responsible for coordinating all aspects of the work programme to be financed by The Trust Fund.
20. For the purpose of ensuring proper financial control and management, The Trust Fund shall be managed by the Executive Director of UN-Habitat.
23. The programme support costs will be charged to the Trust Fund at the General Assembly approved rate of 13 per cent of expenditure from the Trust Fund, unless specifically agreed otherwise by the Executive Director of UN-Habitat, to cover the administrative costs relating to the activities of the Trust Fund.





24. The Certifying Officers shall ensure that expenditures are incurred in accordance with existing financial and staff regulations, rules and procedures, for the purposes intended and within the limits allotted, and shall draw to the attention of the Executive Director of UN-Habitat, any proposed commitments or expenditure which, in their view, is inconsistent therewith.
25. Ownership of equipment, supplies and other property financed from this Voluntary Trust Fund shall be vested in UN-Habitat. On termination or expiration of The Trust Fund, the matter of ownership and disposal of property will be determined in accordance with the provisions of the applicable agreements. Should the applicable agreement not contain any such provisions, then the matter shall be determined by the Executive Director and in consultation with Property Survey Board at United Nations Office in Nairobi.

#### Reporting and Evaluation

26. UN-Habitat will provide Member States with an annual financial statement showing revenue and expenditures accompanied by an annual substantive progress report on implementation outlining outputs delivered and results achieved as of 31 December each year.
27. All financial statements and accounts shall be expressed in United States dollars.

#### Audit

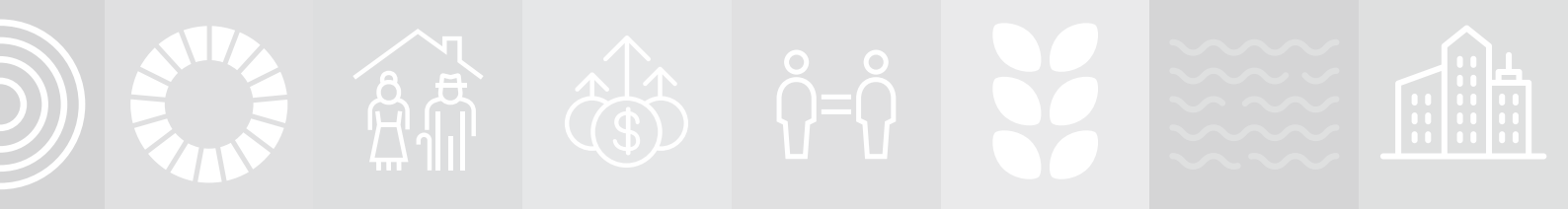
28. All United Nations trust funds are subject to audit by the United Nations Board of Auditors and the Internal Audit Division, under article XII of the Financial Regulations, the annex to the Financial Regulations and financial rule 111.12. No additional or special audit arrangements shall be made with donors.

#### Revision and closure of The Trust Fund

29. The Trust Fund shall be subject to revision as and when the Executive Director of UN-Habitat, after consultation with Member States, deems necessary. The Executive Director of UN-Habitat shall inform the Controller of any revisions.
30. The Trust Fund shall only be closed after consultation and approval of Member States. In the event that the Trust Fund is closed, following the terms agreed with Member States, the Executive Director of UN-Habitat shall notify the Controller.
31. Any balances remaining at the time the Trust Fund is closed shall be disposed of in a manner consistent with the purposes of the Trust Fund and the Financial Regulations and Rules of the United Nations.







## ANNEX 2.

### Cost Plan for the Trust Fund in support of the inter-governmental governance processes of UN-Habitat including participation of developing countries in the UN-Habitat Assembly and Executive Board sessions.

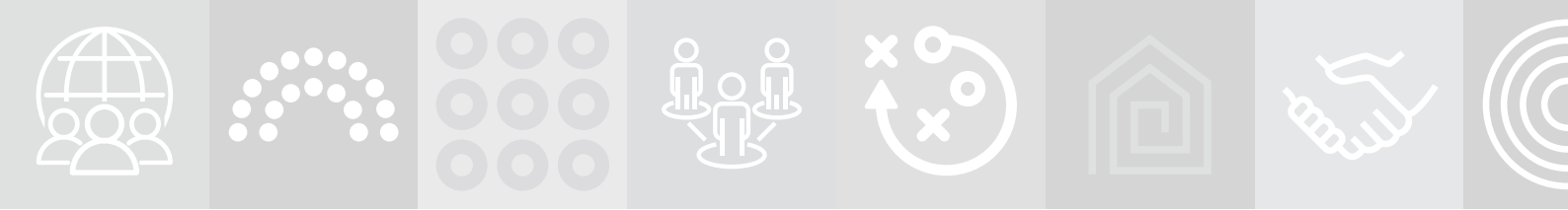
The cost plan or budget given below is for five years. It takes into account that every four years the UN-Habitat Assembly takes place in addition to Executive Bureau meetings, and in the intervening three years, only Executive Board meetings take place.

The budget only includes those costs that are not covered by the regular budget allocation to Section 15 and to Section 2 for inter-governmental process and which, therefore, must be covered by extra-budgetary funds.

#### Annual budget to support effective participation of delegations from developing countries to UN-Habitat Assembly and Executive Board meetings

Category of expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Travel</b>	<b>625,000</b>	<b>252,000</b>	<b>264,600</b>	<b>277,830</b>	<b>954,172</b>
Travel of LDC delegates to UN-Habitat Assembly	545,000				662,451
Travel of LDC delegates to Executive Board Meetings	80,000	252,000	264,600	277,830	291,722
<b>Personnel</b>	<b>20,000</b>	<b>15,000</b>	<b>15,750</b>	<b>16,538</b>	<b>24,310</b>
Personnel	20,000	15,000	15,750	16,538	24,310
<b>Contractual services</b>	<b>189,250</b>	<b>184,118</b>	<b>193,323</b>	<b>202,990</b>	<b>433,377</b>
Information materials	9,700	30,555	32,083	33,687	46,600
Press and media	17,800	56,070	58,874	61,817	85,514
Medical services	1,750	5,513	5,788	6,078	8,407
Security services	13,300	41,895	43,990	46,189	63,895
Facilities management	3,700	11,655	12,238	12,850	17,775
Event management	110,800		-	-	128,265
Finance services	800	2,520	2,646	2,778	3,843
ICT services	11,400	35,910	37,706	39,591	54,767
Best practices and urban solution exhibition	20,000				24,310
<b>General Operating Expenses</b>	<b>5,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,750</b>
General Operating Expenses	5,000	15,000	15,000	15,000	15,750
<b>Total Costs</b>	<b>839,250</b>	<b>466,118</b>	<b>488,673</b>	<b>512,357</b>	<b>1,427,610</b>
Programme Support Costs at 13%	109,103	60,595	63,528	66,606	185,589
<b>Total Budget</b>	<b>948,353</b>	<b>526,713</b>	<b>552,201</b>	<b>578,963</b>	<b>1,613,199</b>





Appeal for funds for the United Nations Habitat Assembly and the Trust Fund

**Assumptions:**

1. Two delegates per LDC for Member State delegations
2. 15 other stakeholders delegates from LDCs 3 EB meetings in Year 2-5 for three days
3. Two Executive Board meetings in Year 1, and three Executive Board meetings Years 2-5.
4. Executive Board meetings last three days
5. UN-Habitat Assembly meetings last five days
6. Annual inflation of 5%

