



Third session of 2023 of the Executive Board of the United Nations Human Settlements Programme (UN-Habitat)

28 to 30 November 2023

Notification by the Executive Director

I. Dates, agenda, venue and participation

1. The Executive Board held its first session of 2023 in a hybrid format on 28 and 29 March 2023. The report of that session is set out in document HSP/EB.2023/6, and the decisions adopted by the Board at the session are set out in document HSP/EB.2023/7.
2. At its first session of 2023, in decision 2023/3, the Executive Board decided that its second session of 2023 would be held no later than Thursday, 8 June 2023, in the margins of the second session of the United Nations Habitat Assembly (UN-Habitat Assembly), in a manner that would not conflict with the plenary meetings and other relevant negotiations of the UN-Habitat Assembly.
3. Subsequently, the second session was held in a hybrid format on 8 June 2023. The report of the Executive Board on the work of its second session of 2023 is set out in document HSP/EB.2023/9.
4. At its second session of 2023, the Executive Board agreed to entrust its Bureau with determining the dates and number of days, within the last quarter of 2023, for its third session. The Board also agreed to entrust the Bureau with the preparation of the provisional agenda for the third session, taking into consideration any outcomes from the second session of the UN-Habitat Assembly.
5. As entrusted by the Executive Board, the Bureau on 1 September 2023 recommended that the duration of the third session of 2023 be three days and that the dates of that session be 28 to 30 November 2023. The Bureau also recommended the provisional agenda for the session, which is set out in document HSP/EB.2023/10 and 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 31 October 2023, four weeks prior to the opening of the session.
6. The session will be held fully in person at the UN-Habitat headquarters in Nairobi, which is located at the United Nations Office in Nairobi, as recommended by the Bureau, considering that the coronavirus disease (COVID-19) pandemic is no longer considered to be ongoing, and in the light of the lifting of related restrictions at the United Nations complex.
7. The session will be opened at 9 a.m. (Nairobi time (UTC + 3)) on Tuesday, 28 November 2023. Participants should be seated by 8.45 a.m. in conference room 2 at the United Nations complex.
8. As may be recalled, the UN-Habitat Assembly at its adjourned second session, held from 5 to 9 June 2023, decided, in decision 2/3, that the current members of the Executive Board who had been elected in 2019 would remain in office until the closure of the resumed second regular session of the Assembly in 2025 (HSP/HA.2/11). Therefore, all [36 members](#) of the Executive Board who were elected in 2019 are expected to participate in the upcoming third session of 2023.
9. In accordance with rule 17 of the rules of procedure, the sessions of the Executive Board are also open to any State Member of the United Nations that is not a member of the Executive Board and to any member of a specialized agency. In accordance 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 24 November 2023, the names of their accredited representatives, alternate representatives and advisers. Each delegation should consist of an accredited representative and such alternate representatives and advisers as may be required.

II. Key issues to be discussed

10. Among the key issues to be considered by the Executive Board at its third session of 2023 are the following:

- (a) Financial, budgetary and administrative matters;
- (b) The draft work programme of UN-Habitat and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2024;
- (c) Due diligence assessment of the Sustainable Human Settlements Foundation;
- (d) Report of the Executive Director on the analysis of the principal obstacles to the implementation of the New Urban Agenda by Member States;
- (e) Road map towards the preparation of the strategic plan of UN-Habitat for the period 2026–2029;
- (f) Draft terms of reference of the urban action funding window to support the implementation of United Nations Habitat Assembly resolutions in a balanced manner;
- (g) Road map for preparations for the development of international guidelines on people-centred smart cities as a non-binding framework for developing national and local smart city regulations, plans and strategies;
- (h) Normative and operational activities of UN-Habitat;
- (i) Preparations for the twelfth session of the World Urban Forum;
- (j) Discussion on the implementation of the United Nations development system reform in UN-Habitat;
- (k) Progress in the implementation of the recommendations of the 2022 report of the Joint Inspection Unit on the findings of its review of the management and administration of UN-Habitat.

III. Proposed organizational arrangements for the third session of 2023

11. The Bureau has recommended the organizational arrangements and timetable set out in the annex to the present notification for consideration by Member States. It is expected that most of the work of the three-day session will occur in plenary meetings.

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 Bureau who were elected by the Executive Board at its first session of 2022 and whose term of office was extended by the Executive Board during its second session of 2023 for another two years, until 2025, will preside over the conduct of the third session of 2023. The geographical distribution of the current Bureau 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

13. It is proposed that the first day of the session 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, including continuation of the work on the stakeholder engagement policy (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 2020–2025; a report on the fully costed scalability model 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 2024 (agenda item 5); and a discussion on the due diligence assessment of the Sustainable Human Settlements Foundation (agenda item 6).

2. Day 2 of the session

14. It is proposed that the second day be devoted to the report of the Executive Director on the analysis of the principal obstacles to the implementation of the New Urban Agenda by Member States (agenda item 7); the road map towards the preparation of the strategic plan of UN-Habitat for the period 2026–2029 (agenda item 8); draft terms of reference of the urban action funding window to support the implementation of United Nations Habitat Assembly resolutions in a balanced manner (agenda item 9); the road map for preparations for the development of international guidelines on people-centred smart cities as a non-binding framework for developing national and local smart city regulations, plans and strategies (agenda item 10); normative and operational activities of UN-Habitat (agenda item 11); and preparations for the twelfth session of the World Urban Forum (agenda item 12).

3. Day 3 of the session

15. It is proposed that the third day be devoted to discussion of the implementation of the United Nations development system reform in UN-Habitat: review of the checklist for governing bodies of United Nations Sustainable Development Group entities (agenda item 13); the report of the Office of Internal Oversight Services to the Executive Board (agenda item 14); the report of the Ethics Office to the Executive Board (agenda item 15); progress in the implementation of the recommendations of the 2022 report of the Joint Inspection Unit on the findings of its review of the management and administration of UN-Habitat (agenda item 16); the consideration and adoption of the outcomes of the session, including the provisional agenda for the first session of 2024 (agenda item 17); other matters (agenda item 18); and the closure of the session (agenda item 19).

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

16. It is recommended, in the interest of efficiency, that the draft outcomes to be considered by the Executive Board at its third session of 2023 be discussed prior to the 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.

17. 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. Informal consultations

18. 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 and unhabitat-sgb@un.org.

E. Registration

19. All delegates are encouraged to pre-register for the meeting at <https://unhabitat.org/meetings/third-session-of-2023-of-the-executive-board> starting from Tuesday, 17 October. All participants should register online before 2 p.m. (Nairobi time (UTC + 3)) on

Friday, 24 November in order to enable the secretariat to record the attendance of all the participants and ensure their access to the venue.

20. 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 the members of their respective delegations online, to communicate the names of those members as early as possible, but no later than Thursday, 23 November 2023, to the Secretary to the Governing Bodies of UN-Habitat, Chris Mensah (tel.: +254 732 689199; email: chris.mensah@un.org and unhabitat-sgb@un.org).

21. Additional information will be made available on the session website at <https://unhabitat.org/meetings/third-session-of-2023-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 third session of 2023 of the Executive Board (28–30 November 2023)

<i>Day/date</i>	<i>Time (UTC + 3)</i>	<i>Agenda item</i>
Tuesday, 28 November	9 a.m.	<ol style="list-style-type: none">1. Opening of the session.2. Organizational matters:<ol style="list-style-type: none">(a) Adoption of the agenda and the workplan for the third session of 2023;(b) Adoption of the report of the Executive Board on the work of its first session of 2023;(c) Adoption of the report of the Executive Board on the work of its second session of 2023.3. Reports by the chairs of the ad hoc working groups established by the Executive Board, including continuation of the work on the stakeholder engagement policy.4. Financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan for the period 2020–2025; a report on the fully costed scalability model and action by UN-Habitat to address geographical and gender imbalances in the composition of its staff.
	2 p.m.	<p><i>Informal consultations on draft outcomes.</i></p> <ol style="list-style-type: none">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 2024.6. Discussion on the due diligence assessment of the Sustainable Human Settlements Foundation. <p><i>Informal consultations on draft outcomes.</i></p>
Wednesday, 29 November	9 a.m.	<ol style="list-style-type: none">7. Report of the Executive Director on the analysis of the principal obstacles to the implementation of the New Urban Agenda by Member States.8. Road map towards the preparation of the strategic plan of UN-Habitat for the period 2026–2029.9. Draft terms of reference of the urban action funding window to support the implementation of United Nations Habitat Assembly resolutions in a balanced manner.10. Road map for preparations for the development of international guidelines on people-centred smart cities as a non-binding framework for developing national and local smart city regulations, plans and strategies.
	2 p.m.	<p><i>Informal consultations on draft outcomes.</i></p> <ol style="list-style-type: none">11. Normative and operational activities of UN-Habitat, including reporting on the programmatic activities of UN-Habitat and the implementation of subprogrammes, flagship programmes and technical cooperation activities and the engagement of UN-Habitat in countries, territories and areas affected by conflict and disaster.12. Preparations for the twelfth session of the World Urban Forum. <p><i>Informal consultations on draft outcomes.</i></p>
Thursday, 30 November	9 a.m.	<ol style="list-style-type: none">13. Discussion on the implementation of the United Nations development system reform in UN-Habitat: review of the checklist for governing bodies of United Nations Sustainable Development Group entities.14. Report of the Office of Internal Oversight Services to the Executive Board.15. Report of the Ethics Office to the Executive Board.16. Progress in the implementation of the recommendations of the 2022 report of the Joint Inspection Unit on the findings of its review of the management and administration of UN-Habitat.
	2 p.m.	<p><i>Informal consultations on draft outcomes.</i></p> <ol style="list-style-type: none">17. Consideration and adoption of the outcomes of the session, including the provisional agenda for the first session of 2024.18. Other matters.19. Closure of the session.