



**Second session of 2024 of the Executive Board
of the United Nations Human Settlements Programme (UN-Habitat)
4–6 December 2024**

Notification by the Executive Director

I. Dates, venue, agenda and participation

1. The Executive Board held its first session of 2024 in an in-person format from 6 to 8 May 2024. The report of that session is set out in document HSP/EB.2024/12, and the decisions adopted by the Board at the session are set out in document HSP/EB.2024/13.
2. At its first session of 2024, in decision 2024/4, the Executive Board decided that its second session of 2024 would be held for a duration of three days from 4 to 6 December 2024. In that decision, the Board also decided on the provisional agenda for the second session of 2024, subject to further review by the Bureau.
3. Subsequently, the Bureau met on 2 September 2024 and recommended that the second session of 2024 be held for a duration of three days from 4 to 6 December 2024. The Bureau also reviewed and recommended the provisional agenda for the session with a slight amendment to include an additional item. The provisional agenda is set out in document HSP/EB.2024/14 and can be accessed [here](#).
4. 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 6 November 2024, four weeks prior to the opening of the session.
5. The second session of the Executive Board of 2024 will be held fully in person at the headquarters of UN-Habitat, which is located at the United Nations Office at Nairobi.
6. The session will be opened at 9 a.m. (Nairobi time (UTC + 3)) on Wednesday, 4 December. Participants should be seated by 8.45 a.m. in conference room 2 at the United Nations complex.
7. The 36 members of the Executive Board are expected to participate in the second session of 2024.
8. 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 1 December 2024, 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

9. Among the key issues to be considered by the Executive Board at its second session of 2024 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 2025;

- (c) The strategic plan of UN-Habitat for the period 2026–2029;
- (d) Implementation of the normative and operational activities of UN-Habitat;
- (e) Outcomes of the twelfth session of the World Urban Forum;
- (f) Implementation of all the resolutions adopted by the United Nations Habitat Assembly of the United Nations Human Settlements Programme.

III. Proposed organizational arrangements

10. The proposed organizational arrangements and timetable are 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. Agenda items to be considered on each day of the session are indicated in the annex and will be reflected in the programme for the session.

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 geographical distribution of the current Bureau, which will preside over the conduct of the second session of 2024, is as follows:

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

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

12. It is recommended, in the interest of efficiency, that the draft outcomes to be considered by the Executive Board at its second session of 2024 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 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 on those preliminary discussions, to the Executive Board for further consideration and possible adoption.

13. 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.

C. Informal consultations

14. 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.

D. Registration

15. All delegates are encouraged to pre-register for the session at Second-session-of-2024-of-the-executive-board starting from Tuesday, 1 October 2024. All participants should register online before 2 p.m. (Nairobi time (UTC + 3)) on Friday, 29 November 2024 in order to enable the secretariat to record the attendance of all the participants and ensure their access to the venue.

16. 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 Sunday, 1 December 2024, 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).

17. Additional information will be made available on the session website at [Second-session-of-2024-of-the-executive-board](https://unhabitat.org/governance/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 2024 of the Executive Board (4–6 December 2024)

<i>Day/date</i>	<i>Time (UTC + 3)</i>	<i>Agenda item</i>
Wednesday, 4 December	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 second session of 2024;(b) Adoption of the report of the Executive Board on the work of its first session of 2024.3. Reports of the ad hoc working groups established by the Executive Board.4. Financial, budgetary and administrative matters. <i>Informal consultations on draft outcomes.</i>
	2 p.m.	<ol style="list-style-type: none">5. Consideration 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 2025. <i>Informal consultations on draft outcomes.</i>
Thursday, 5 December	9 a.m.	<ol style="list-style-type: none">6. Strategic plan:<ol style="list-style-type: none">(a) Annual report for 2023 on the strategic plan for the period 2020–2025;(b) Update on the development of the strategic plan for the period 2026–2029.7. Implementation of the normative and operational activities of UN-Habitat, including reporting on the programmatic activities of UN-Habitat in 2024 and the implementation of its subprogrammes, flagship programmes and technical cooperation activities, and UN-Habitat engagement in countries, territories and areas affected by conflicts and disasters. <i>Informal consultations on draft outcomes.</i>
	2 p.m.	<ol style="list-style-type: none">8. Outcomes of the twelfth session of the World Urban Forum and of the Africa Urban Forum.9. Briefing by the Executive Director on the implementation of all resolutions adopted by the UN-Habitat Assembly. <i>Informal consultations on draft outcomes.</i>
Friday, 6 December	9 a.m.	<ol style="list-style-type: none">10. Update by the Executive Director on the preparations for the resumed second session of the UN-Habitat Assembly.11. Report of the Office of Internal Oversight Services to the Executive Board.12. Report of the Ethics Office to the Executive Board.13. Follow-up on implementation of the report of the Joint Inspection Unit on the review of management and administration in UN-Habitat. <i>Informal consultations on draft outcomes.</i>
	2 p.m.	<ol style="list-style-type: none">14. Consideration and adoption of the outcomes of the session, including the provisional agenda for the first session of 2025.15. Other matters.16. Closure of the session.