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Executive Board of the United Nations  
Human Settlements Programme  
First Session of 2025  
Nairobi, 25-27 March 2025

**Results of the survey conducted by the secretariat following the second session of the Executive Board of 2024, to evaluate the effectiveness of that session so as to further improve the process and outcome of future sessions**

**Note by the secretariat.**

## **I. Introduction**

### **A. Background to and purpose of the survey**

1. In line with rule 1.1 of its rules of procedure, the Executive Board of the United Nations Human Settlements Programme (UN-Habitat) “shall meet in regular session two or three times per year, as appropriate, at such times and for such duration as it shall determine”. The functions of the Executive Board are set out in rule 5 of the rules of procedure and include overseeing the normative and operational activities of UN-Habitat and ensuring the accountability, transparency, efficiency and effectiveness of the Programme.
2. In line with the recommendations on the methods of work of the Executive Board contained in document HSP/EB.2020/20 and which were adopted by the Executive Board at its second session of the year 2020 through Decision 2020/6, paragraph 2, the secretariat is expected to “conduct a survey following each meeting of the Executive Board to evaluate the effectiveness of the meeting, so as to further improve the process and outcome of future meetings”.
3. Following the second session of the Executive Board for the year 2024 which was held from 4-6 December 2024, the secretariat conducted a survey to evaluate the effectiveness of that session and explore ways to further improve both the process and outcome of future sessions.
4. On 6 December 2024, the secretariat circulated an electronic link to the survey to all 103 permanent missions accredited to UN-Habitat, with a deadline for submitting responses by 6 January 2025.
5. This report which relays the results of the survey is for information to the Executive Board at its first session of 2025.

## **II. Participation**

4. By 6 January 2025, the secretariat had received thirteen (3) responses only. The three respondents had completed the online survey, which had been set up in such a way, that the responses received were anonymous and the submitters could not be identified. The response rate stood at 2.9 per cent (3 of 103 potential respondents, which are the Permanent Missions accredited to UN-Habitat)

### III. Approach and methodology

6. In order to evaluate the effectiveness of the 2024 second session of the Executive Board, the survey was designed to explore various themes. Under each of these themes, various questions were designed. The survey followed the same structure used to evaluate the first session of the Executive Board of the year 2024. The survey was structured in the following six sections:

- (a) Alignment of the functions and competence of the Executive Board with the provisional agenda of the sessions of the Board.
- (b) Quality and usefulness of the pre-session documents.
- (c) Effectiveness of the ad hoc working groups of the Executive Board and Informal consultations to the preparations for the 2024 second session of the Executive Board including meetings and its impact on draft decisions
- (d) The number of sessions per year for the Executive Board; (e) Preparations and implementation of the second session of 2024 of the Executive Board.
- (f) Other questions to improve the efficiency and effectiveness of the Executive Board.

7. The survey comprised of open-ended questions, ranking questions, multiple-choice questions and single choice questions to explore themes.

8. For ranking questions, a rating scale of level 5 (Strongly agree) to level 1 (Strongly disagree) was used. The scale was as follows:

- Level 5: Strongly agree
- Level 4: Agree
- Level 3: Somewhat agree
- Level 2: Disagree
- Level 1: Strongly disagree

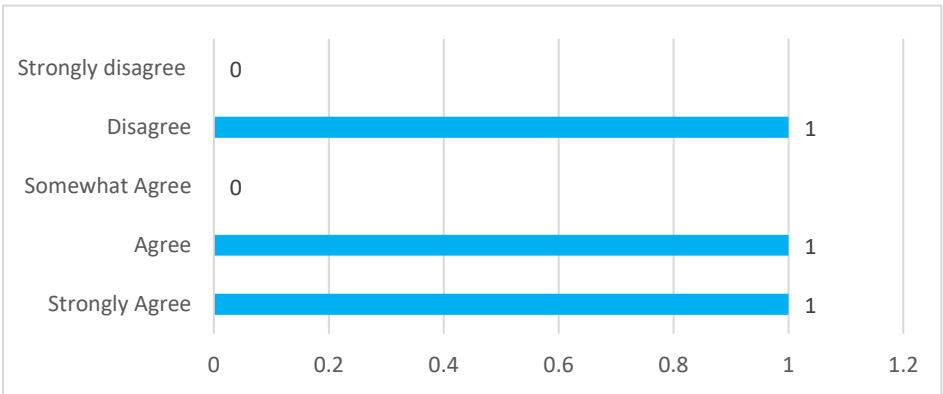
9. The survey comprised 20 questions. Below are the results of the Survey based on the questions.

### IV: Survey Results

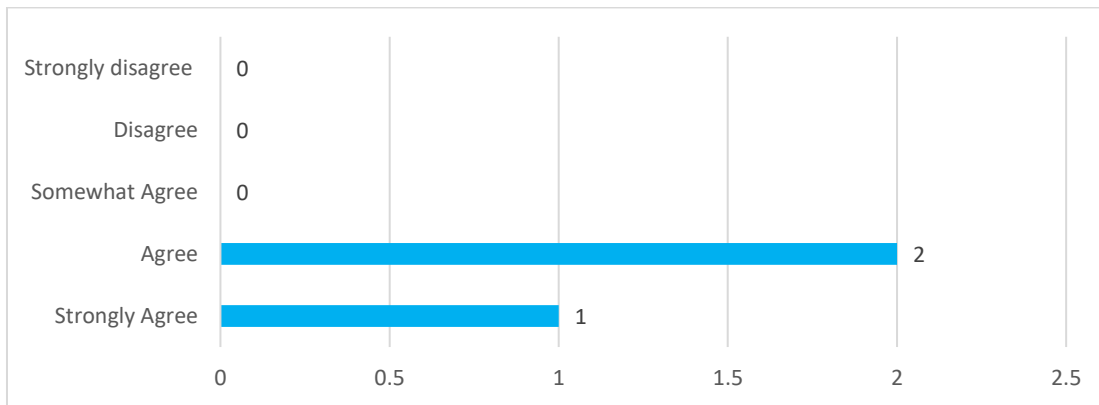
**Question 1: How well aligned is the Agenda for each session of the Executive Board to its functions and competence in terms of strengthening the accountability and transparency of UN-Habitat, and providing an effective oversight to enhance its normative and operational activities?**

*Responses:*

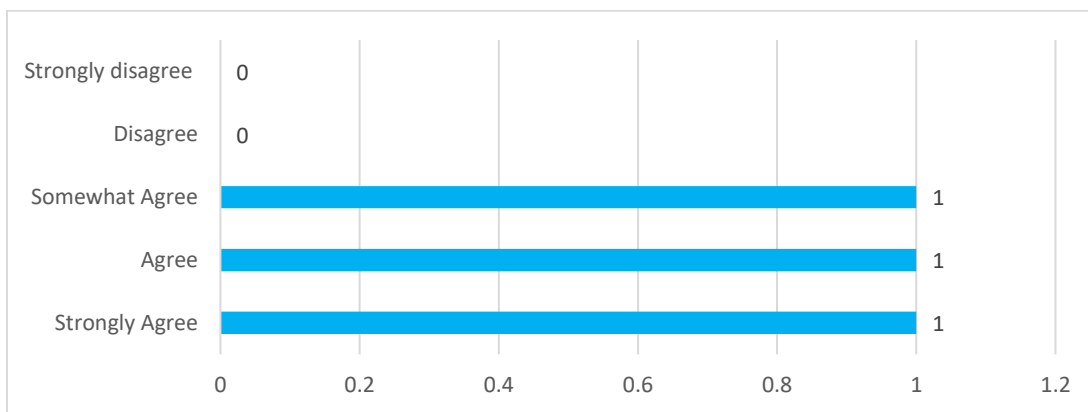
The Executive Board’s functions and competence are clearly understood and consistently adhered to.



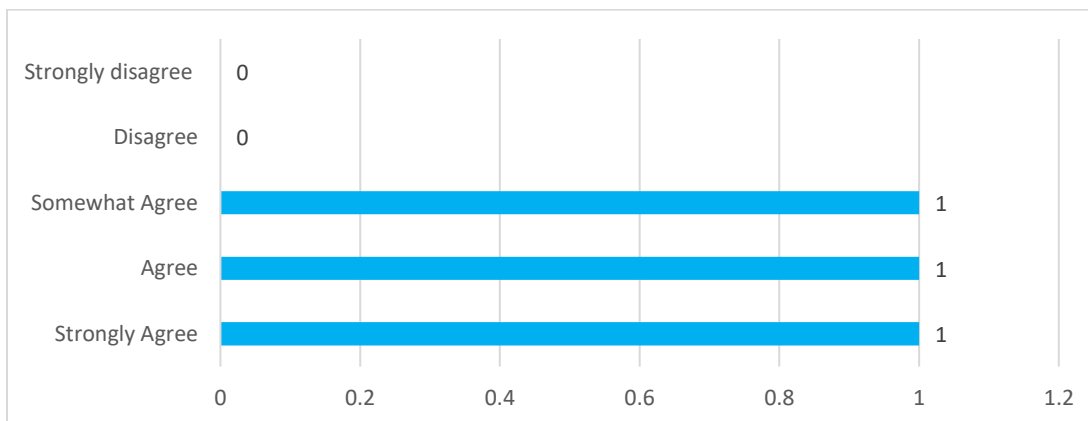
The Agenda for each session is well aligned with the functions and competence of the Executive Board.



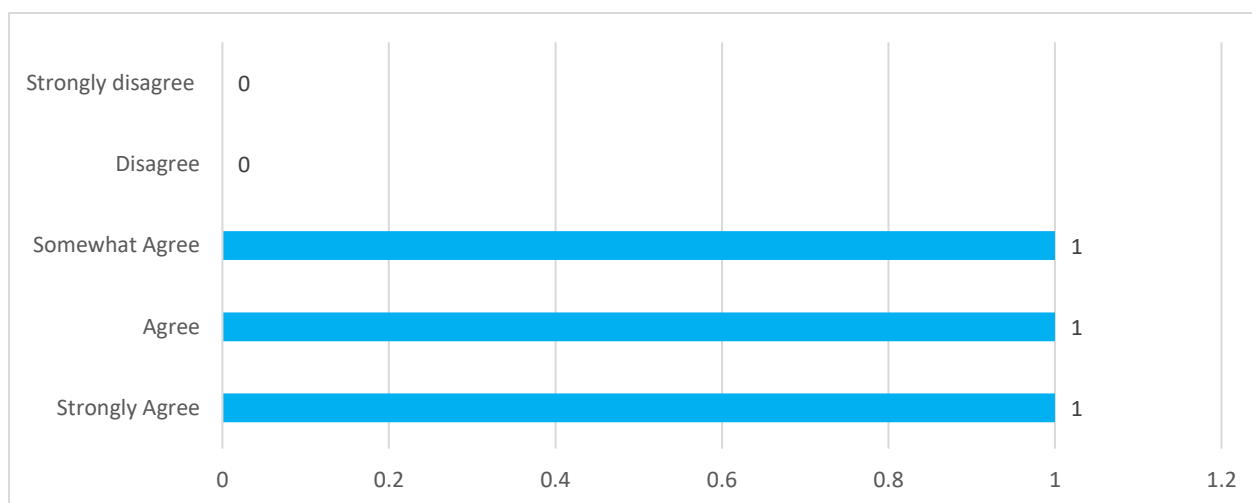
The provisional Agenda is clearly communicated to the Executive Board members for their inputs before being finalized.



The Executive Board Bureau is flexible and responsive in the planning process of the provisional Agenda of the Session to ensure effective oversight role of the Executive Board

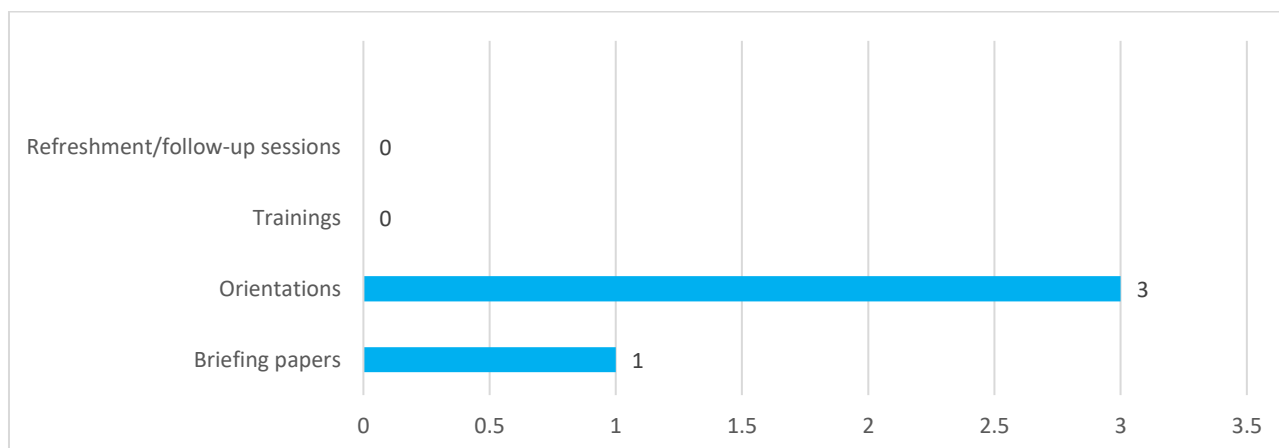


The Executive Board should review its decision 2019/ 4 which pre-determined what agenda items must be covered at each session.



**Question 2: If the Secretariat were to help Member States and their Delegation understand the functions and competence of the Executive Board, what would be a better way to do so?**

*Responses:*



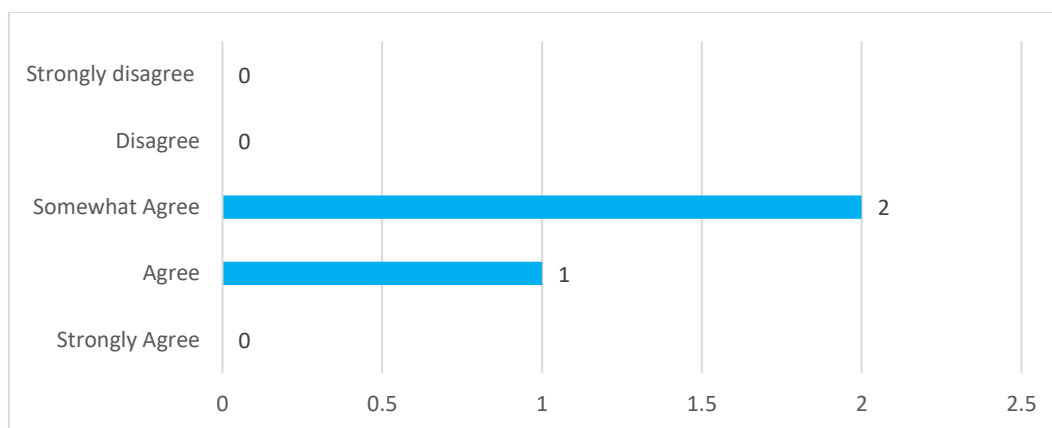
**Question 3: Please provide your views/ideas on how the process of drafting of the provisional Agenda for each session of the Executive Board can be improved?**

*There were no responses to this question.*

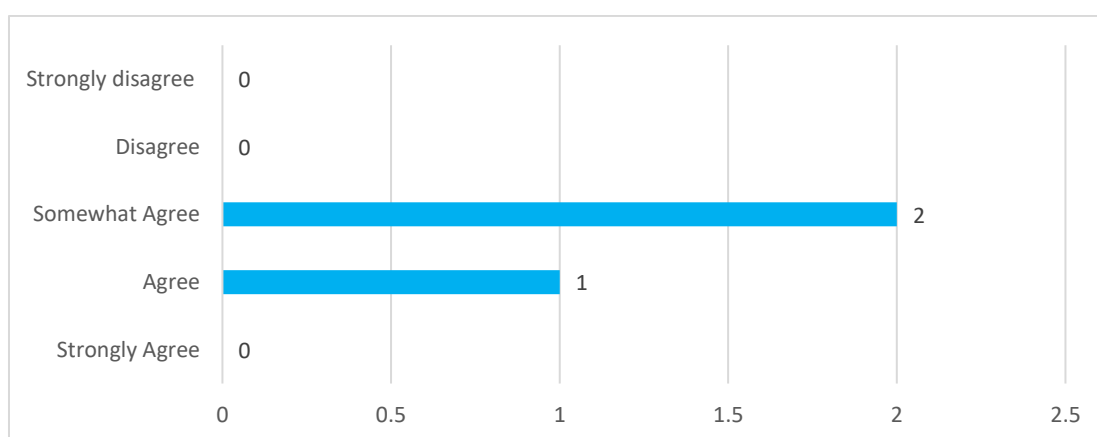
**Question 4: How useful are the pre-session documents in their timing submission, accesibility, content and length in helping delegates to prepare adequately for the Executive Board sessions?**

*Responses:*

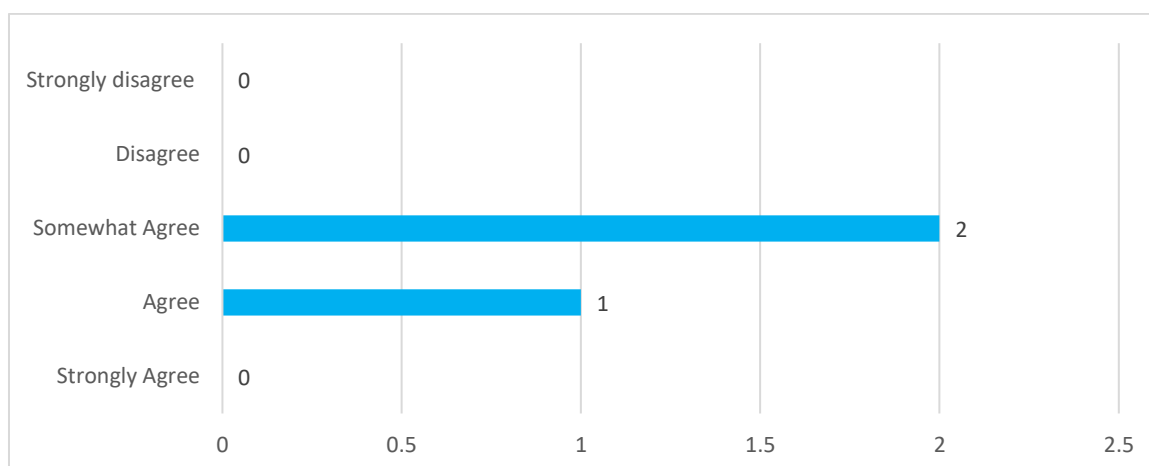
Timely submission and distribution of pre-session documents, in accordance with the Rules of the Executive Board of 4 weeks is adequate.



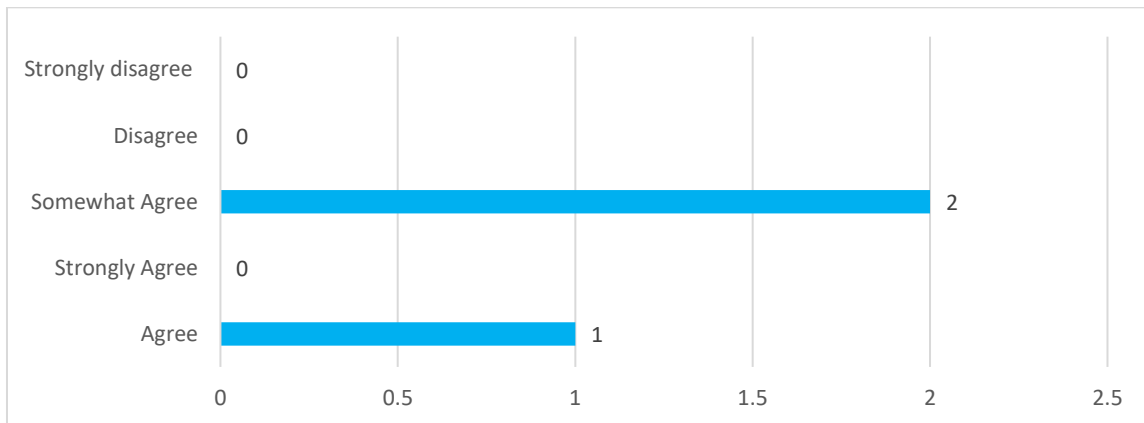
Pre-session documents of 2024 second session were easily accessible to the Executive Board members in a timely manner



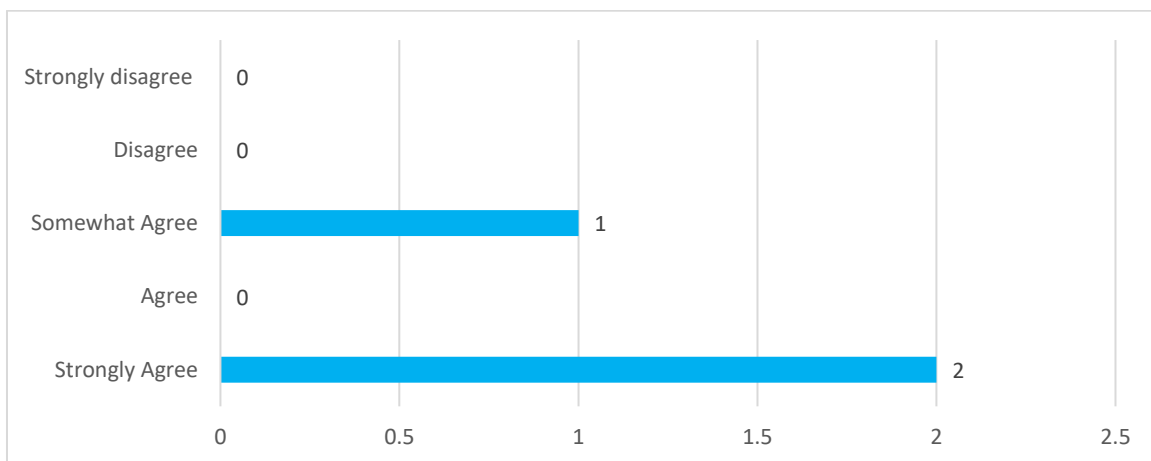
The General Assembly guidance on the length limit of 8,500 words per pre-session document is sufficient, with the exception of specific documents like the work programme and budget and the strategic plan



The documents presented at the 2024 second session of the Executive Board were informative and focused on content.



Sharing Executive Director/Secretariat presentations prior to the Executive Board sessions would bring about effective and active participation during discussions of Agenda Items



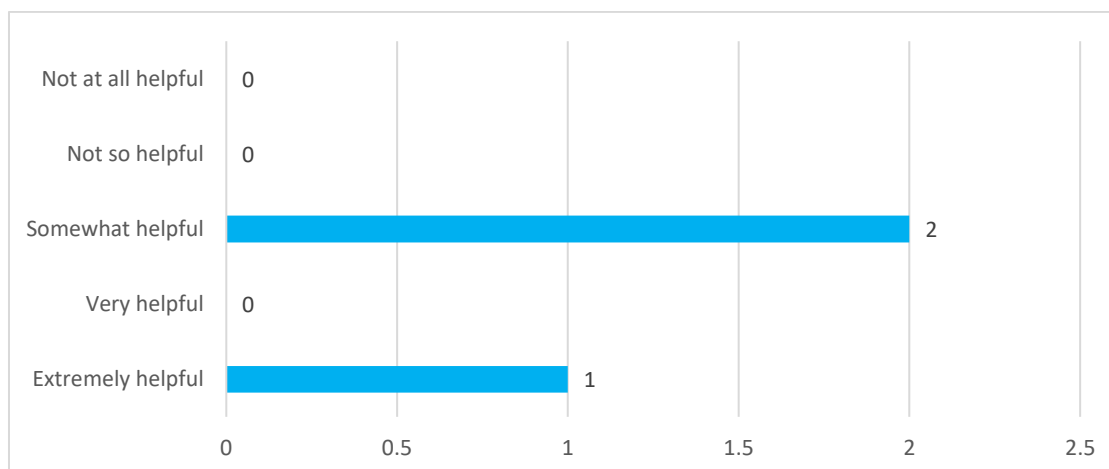
**Question 5: Please suggest how the quality and the usefulness (including content and length) of the pre-session documents be improved.**

*Responses:*

- Indicating the key highlights

**Question 6: Please rate the usefulness of the Executive Director’s pre-session briefing which takes place two weeks prior to each session as provided for under rule 6.10 of the rules of procedure**

*Responses:*



**Question 7: Please provide your views and ideas on how the Executive Director’s pre-session briefings can be improved for both Member States and the Secretariat**

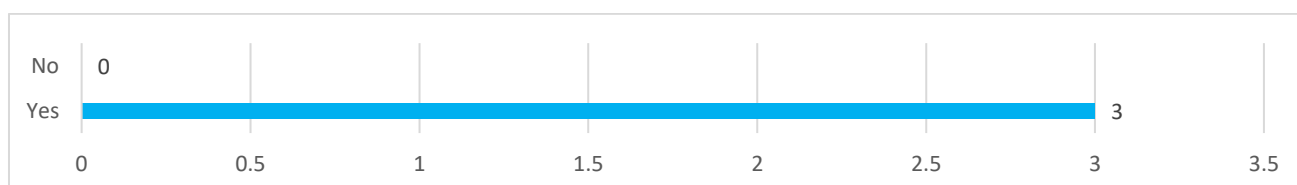
*Responses:*

1. Option for online and physical is good

**Question 8: Rule 1 of the [rules of procedure](#) of the Executive Board provides that ““The Executive Board of the United Nations Human Settlements Programme shall meet in regular session two or three times per year.” Since the establishment of the Board in May 2019, the Board has met twice in 2020, twice in 2021, twice in 2022, three times in 2023, one time in 2024. As per your experience, do you think holding two sessions per year is adequate to cover the necessary agenda items and relevant matters? Responses:**

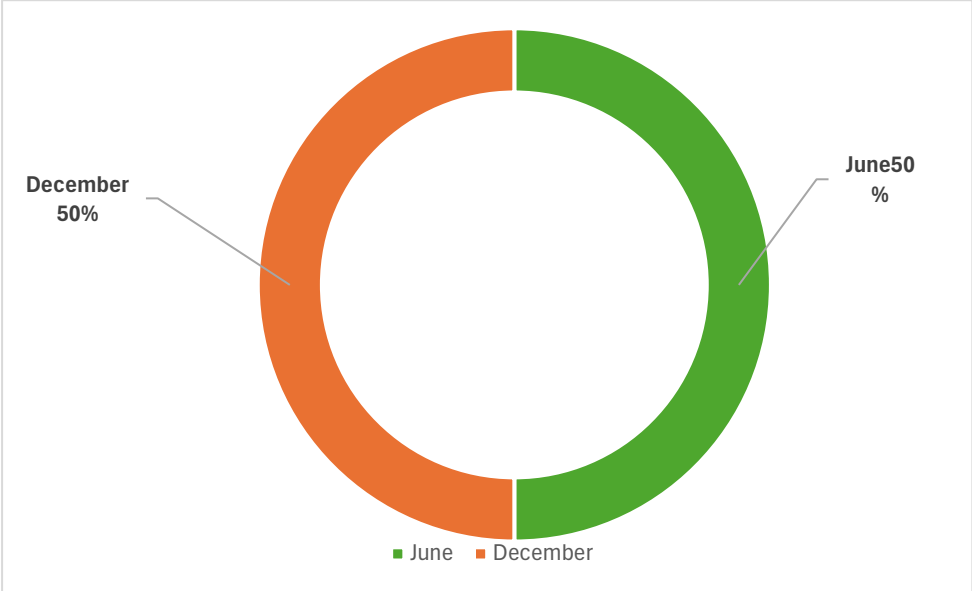
Comment on your answer given above. If ‘Yes’, why; If ‘No’, why.

*Responses:*



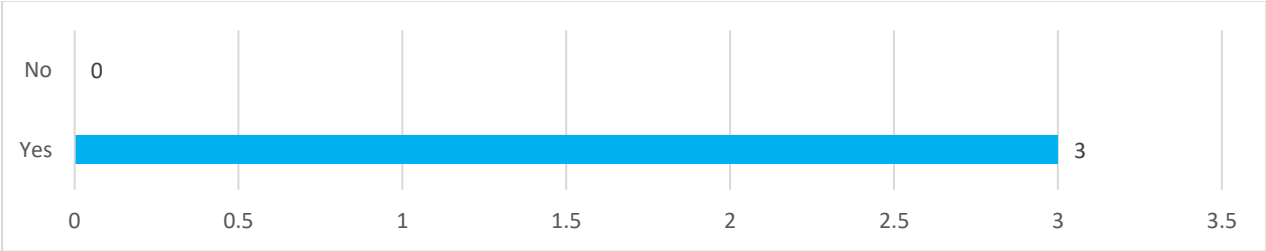
**Question 9:** With the understanding that the General Assembly and the Executive Board rules on documentation require about 12 weeks of preparations of pre-session documents, and with the understanding that in line with Rule 1.3, the dates of the sessions of the Board when being set, should take into account the dates of meetings of the UN-Habitat Assembly and other United Nations bodies, including the high-level political forum on sustainable development, when, in your view, during the year should the Executive Board sessions take place? (Indicate months)

*Responses:*



**Question 10:** The 2024 second session of the Executive Board was held over three days. Was the allocated number of days for that session adequate?

*Responses:*



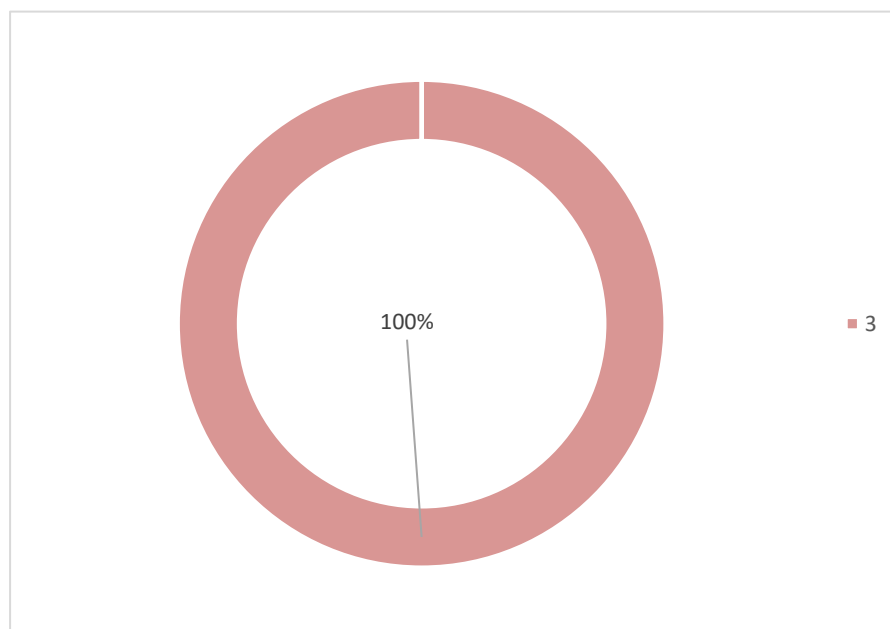
**If 'No', please specify why not**

N/A



**Question 11: In your view, how many days should each Executive Board session be and why? (Indicate number)**

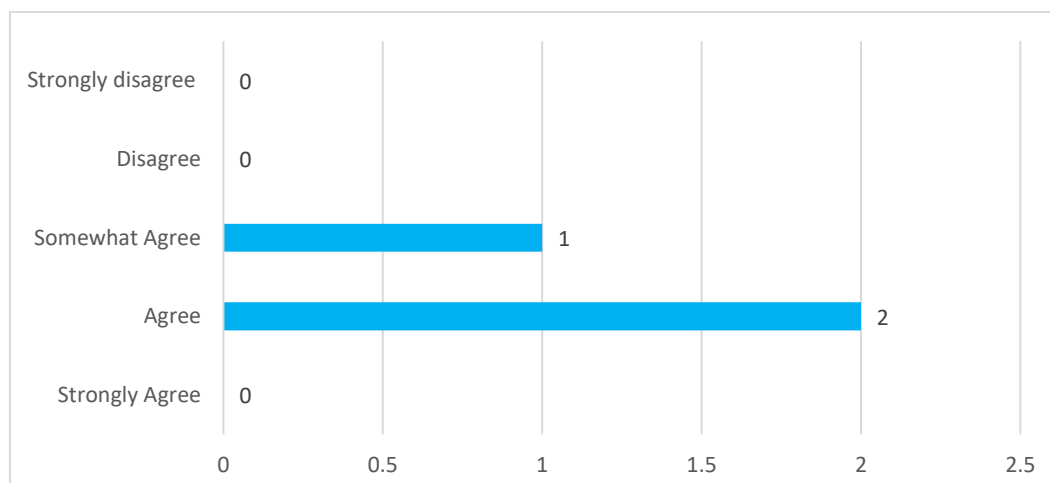
*Responses:*



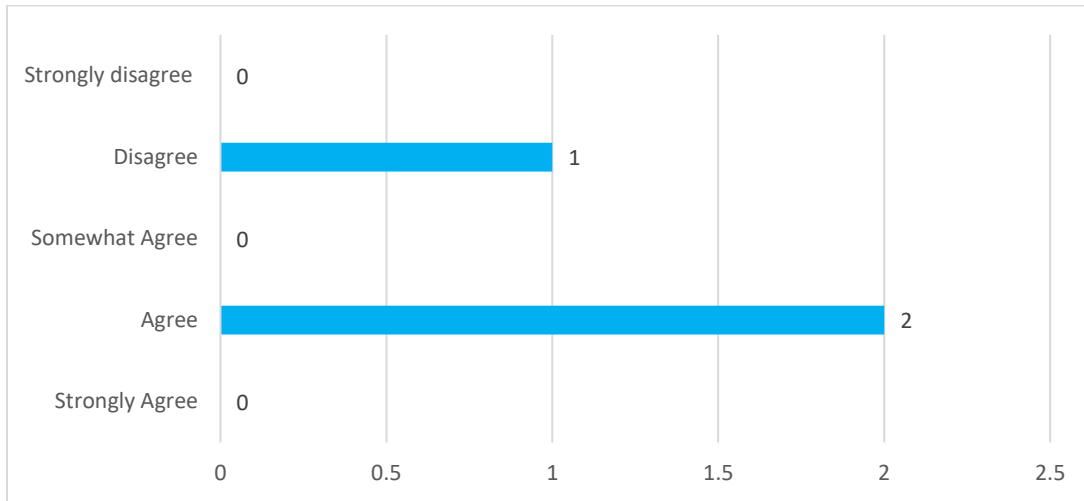
**Question 12: How adequate were preparations for the 2024 second session of the Executive Board including meetings of the ad hoc working groups of the Executive Board and Informal consultations on draft decisions?**

*Responses:*

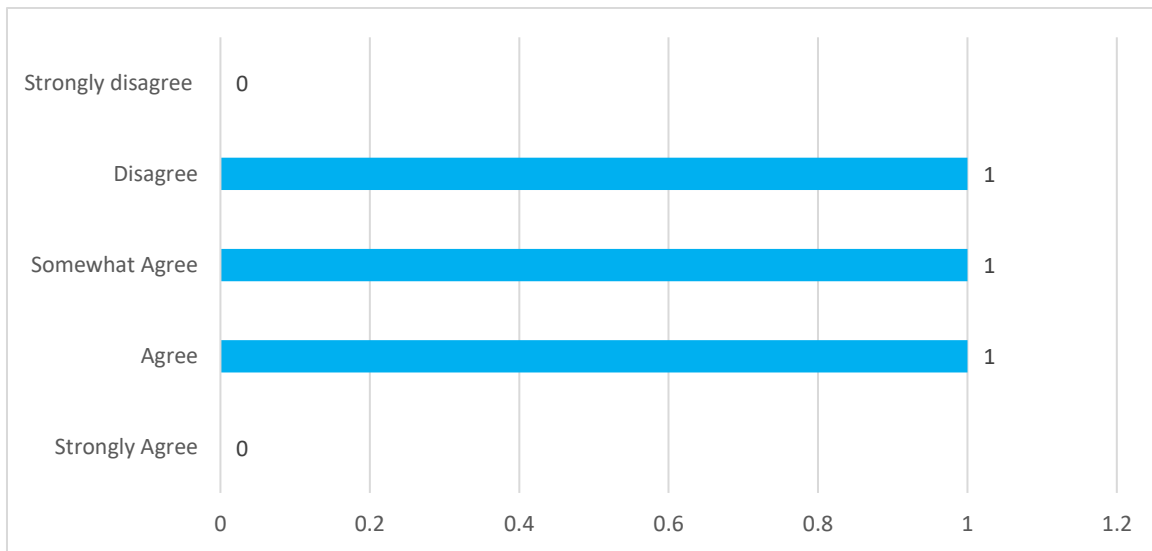
Number of informal consultations on draft outcomes and decisions were adequate



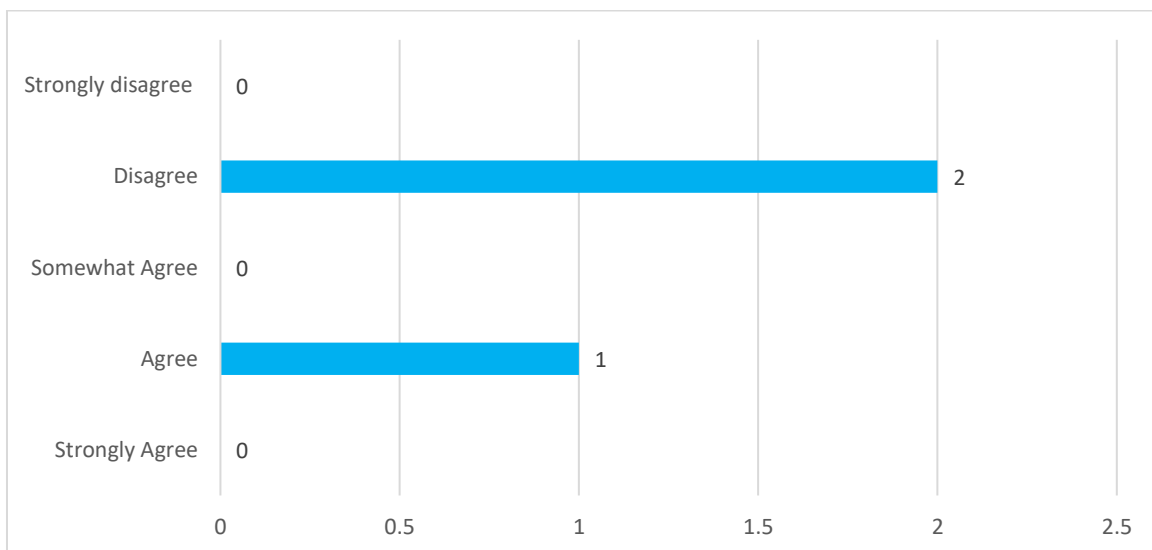
Time allocated to informal consultations on draft outcomes during the session itself was adequate.



The delegates discussed openly, stimulating inclusive debate and dialogue on substantive items that resulted in outcome decisions.

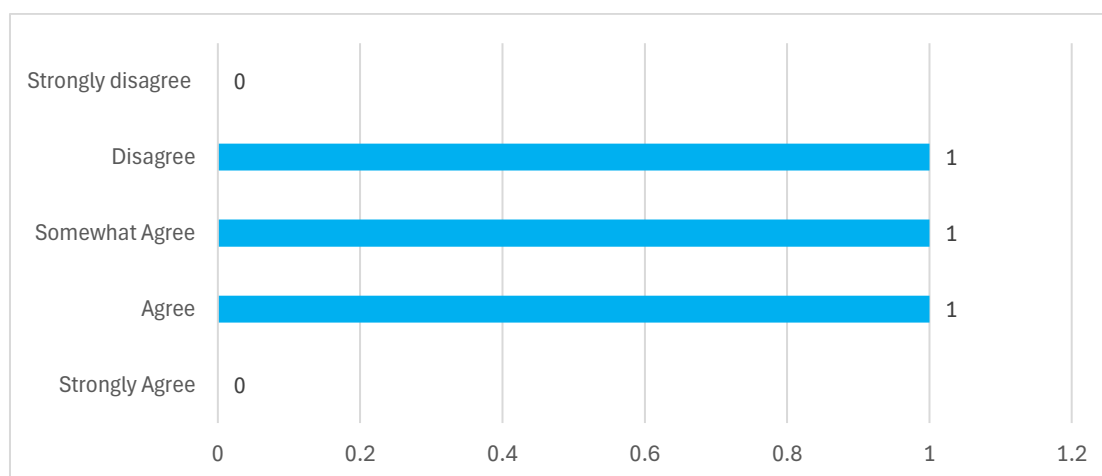


Draft decisions and technical inputs prepared for the Executive Boards' consideration were manageable, in line with the mandate of the Executive Board

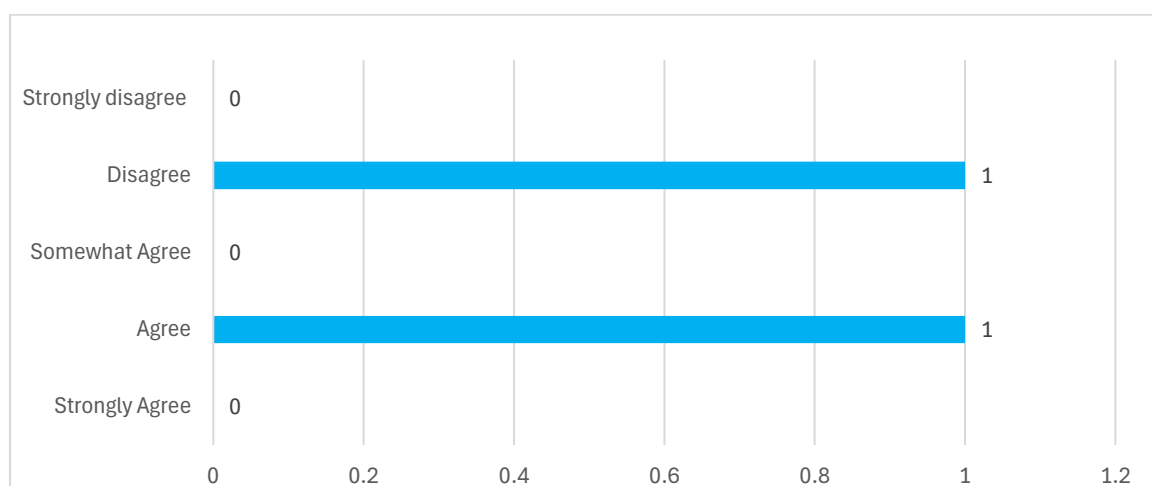


**Question 13: How efficient was the management of time allocated for statements during the second session of the Executive Board for the year 2024, including Group and National Statements**

Time available to the delegates to discuss and debate important issues was adequate



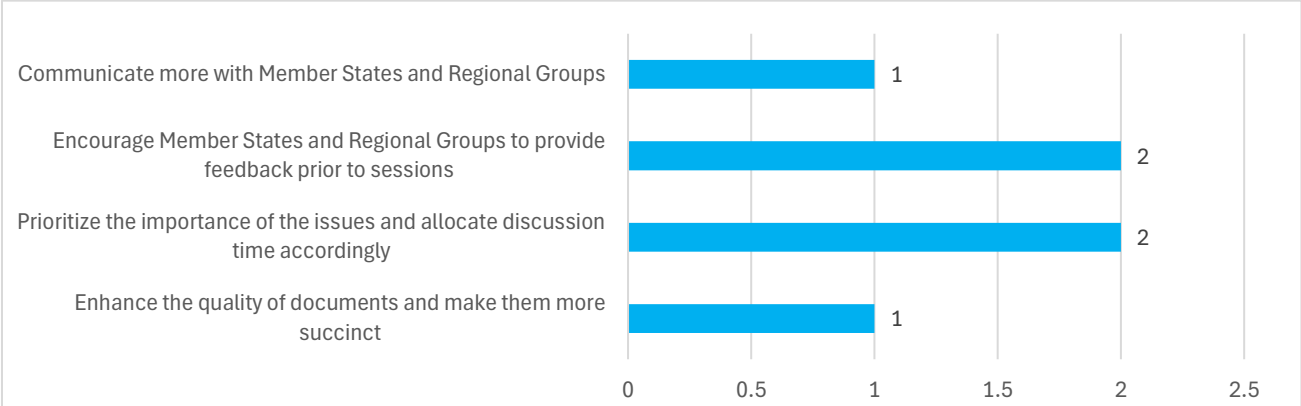
Time available to the speakers during the session was adequate



**Question 14: Please suggest on how time management of Executive Board sessions can be improved?**

- Better time management between sessions of the working group of PBA and the EB session should be explored, including not repeating presentations that benefitted from an in-depth discussion in the WG on PBA.
- Timer can be beamed on the screens and automatic message reminders can be sent.

**Question 15: Based on your views of the 2024 second session of the Board, give suggestions on how the Executive Director and Secretariat could better support Member States to ensure their active and substantive engagement during the sessions of the Executive Board**



**Question 16: What measures can the Executive Board consider to improve its effectiveness?**

- The Executive Director could consider only brief the regional groups, instead of briefing the regional groups and the whole membership of the EB, which amounts to two briefings on the same matter.

**Question 17: What other comments would you like to make about the Executive Board?**

*Responses:*

- Meeting was very comprehensive and documents well prepared.