UN HABITAT

28 August 2019

Resumed meeting of the Executive Board of the United Nations Human Settlements Programme

Notification by the Executive Director

I. Background

1. The General Assembly of the United Nations, in its resolution 73/239 of 20 December 2018, decided that the Executive Board of the United Nations Human Settlements Programme (UN-Habitat) should meet for its first session in Nairobi in 2019 for a duration of three days, after the election of its members by the United Nations Habitat Assembly (UN-Habitat Assembly).

2. In May 2019, the UN-Habitat Assembly elected the 36 members of the Executive Board, following which the Executive Board held its first meeting for one day on 30 May in the margins of the UN-Habitat Assembly. At that meeting,

(a) The Bureau of the Executive Board was elected;

(b) The rules of procedure of the Executive Board were adopted and subsequently endorsed by the UN-Habitat Assembly;

(c) The Executive Board decided to resume its first meeting at a later date in November 2019.

3. The report of the meeting of the Executive Board held on 30 May 2019 is available as document HSP/EB/1/4.

II. Dates, venue, agenda and participation

4. Pursuant to the decision of the Executive Board on 30 May 2019 to resume its first meeting in November, the Bureau of the Executive Board met on 21 June and agreed that the resumed meeting of the Board should be held on 19 and 20 November. Accordingly, the resumed meeting of the Executive Board of UN-Habitat for 2019 will take place on those dates at the headquarters of UN-Habitat in Nairobi.

5. A copy of the provisional agenda recommended by the Bureau and of the list of documents for the meeting are attached to the present notification as annexes I and II, respectively. Pursuant to rule 6 of the rules of procedure of the Executive Board (HSP/HA.1/HLS.3), the substantive documents for the session will be issued by 22 October 2019, four weeks prior to the beginning of the meeting.

6. The meeting will be opened at 10 a.m. on Tuesday, 19 November 2019. Participants should be seated by 9.45 a.m.

7. All 36 members of the Executive Board are expected to participate in the meeting.

8. In addition, the meetings 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 accordance with rule 17 of the rules of procedure.

9. In line with rule 8 of the rules of procedure, the Executive Director requests each member of the Executive Board and any observers to forward the names of their delegates as soon as possible and by no later than 16 November 2019. Delegations should consist of an accredited representative, alternate representatives and advisers as may be required.

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III. Key issues to be discussed

10. Among the key issues to be considered by the resumed meeting of the Executive Board are the following:

(a) Financial, budgetary and administrative matters;

(b) Approval of the annual work programme of the United Nations Human Settlements Programme and of the budget of the United Nations Habitat and Human Settlements Foundation for the year 2020;

(c) Preparations for the implementation of the 2020–2023 UN-Habitat strategic plan, including the results framework and communication strategy;

(d) Status of implementation of resolutions and decisions adopted during the first session of the UN-Habitat Assembly;

(e) Normative and operational activities of UN-Habitat;

(f) Workplan for the Executive Board, including its Bureau meetings, for the year 2020.

IV. Informal consultations

11. To facilitate the work of the Executive Board, arrangements will be made for informal consultations to be held between the regional groups on various matters, including on possible decisions of the Executive Board during the resumed meeting and on the proposed work plan of the Executive Board for the year 2020.

VI. Proposed organizational arrangements for the resumed meeting of the Executive Board of UN-Habitat

12. For the efficient conduct of work during the resumed two-day meeting of the Executive Board, the Executive Director proposes the organizational arrangements and timetable set out in annex III of the present notification for consideration by Member States.

A. Bureau

13. In accordance with rule 9 of the rules of procedure, the Bureau of the Executive Board consists of the Chair, three Vice-Chairs and a Rapporteur, who were elected during the first meeting on 30 May 2019. The term of office of the Chair, Vice-Chairs and Rapporteur is one year. The present Bureau will therefore preside over the resumed meeting on 19 and 20 November. The 36 members of the Executive Board elected by the UN-Habitat Assembly in May for a four-year term and the geographical distribution of Bureau members are attached as annex IV.

B. Plenary

14. Following consultations within the Bureau, it is recommended that most of the work of the Executive Board be deliberated upon at plenary meetings. It is proposed that the first day of the resumed meeting be devoted to organizational matters and financial, budgetary and administrative matters, including the proposed work programme and budget for 2020. The second day should be devoted to progress reports on the implementation of resolutions of the UN-Habitat Assembly, the normative and operational activities of UN-Habitat, the work plan of the Executive Board for 2020 and the adoption of resolutions and decisions.

C. Ad hoc working group

15. In line with rule 11 of the rules of procedure and the recommendation of the Executive Director, the Executive Board may wish to consider establishing an ad hoc working group on the first day of the resumed meeting, chaired by one of its Vice-Chairs, to consider draft decisions and resolutions submitted by delegations with a view to merging, reconciling or clarifying them prior to their consideration by the Executive Board before the closing plenary meeting.

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16. The Executive Board will also be invited to consider the establishment of an ad hoc working group to continue discussions on the development of a UN-Habitat stakeholder engagement policy, in accordance with the mandate provided by the UN-Habitat Assembly in its decision 1/3 on arrangements for the transition towards the new governance structure of UN-Habitat and in line with rule 11 of the rules of procedure of the Executive Board, which provides that the Executive Board may establish ad hoc working groups as and when it deems necessary.

VII. Registration for the meeting

17. Delegates are encouraged to pre-register online at https://new.unhabitat.org/governance/executive-board from **1 October 2019**. On-site registration will begin at 8 a.m. on Monday, 18 November 2019 and will continue until Wednesday, 20 November at 2 p.m.

18. Additional information is available on the UN-Habitat website at https://unhabitat.org/first-executive-board-meeting-resumed. Enquiries regarding the resumed meeting of the Executive Board should be directed to Mr. Chris Mensah at the following address:

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Annex I

Provisional agenda for the resumed meeting of the Executive Board of UN-Habitat *

1. Opening of the resumed meeting.
2. Organizational matters:
   (a) Adoption of the agenda;
   (b) Proposed organization of work for the resumed meeting.
3. Financial, budgetary and administrative matters.
4. Approval of the annual work programme of the United Nations Human Settlements Programme and of the budget of the United Nations Habitat and Human Settlements Foundation for the year 2020.
5. Report on implementation of the UN-Habitat strategic plan:
   (a) Implementation of the 2014–2019 UN-Habitat strategic plan:
      (i) Date of receipt of the 2019 annual report on the 2014–2019 UN-Habitat strategic plan;
      (ii) Date of receipt of the final report on the full cycle of the 2014–2019 UN-Habitat strategic plan;
      (iii) Date of receipt of the evaluation report on the full cycle of the 2014–2019 UN-Habitat strategic plan;
   (b) Briefing on the preparations for the implementation of the 2020–2023 UN-Habitat strategic plan:
      (i) Results framework;
      (ii) Impact communication strategy;
      (iii) Partnership strategy;
      (iv) Typology of human settlement demands.
6. Briefing on the status of implementation of resolutions and decisions adopted during the first session of the UN-Habitat Assembly.
7. Briefing on the normative and operational activities of UN-Habitat.
8. Workplan for the Executive Board, including its Bureau meetings, for 2020.
9. Dates and provisional agenda for the second meeting of the Executive Board.
10. Other matters.
11. Closure of the meeting.

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* The provisional agenda for the resumed meeting of the Executive Board was recommended by the Bureau of the Executive Board at its meeting on 21 June 2019.

Annex II

Tentative list of documents before the resumed meeting of the Executive Board

Agenda item	*Document symbol*	*Document title*
		Notification by the Executive Director
2	HSP/EB.1/1/Rev.1	Provisional agenda
	HSP/EB.1/1/Rev.1/Add.1	Annotated provisional agenda
	HSP/EB.1/INF/1	List of documents before the resumed meeting of the Executive Board
	HSP/EB.1/5	Proposed organization of work and workplan for the Executive Board and its Bureau meetings for 2020
3	HSP/EB.1/6	Report on financial, budgetary and administrative matters of UN-Habitat
	A/74/5/Add.9	Financial report and audited financial statements for the year ended 31 December 2018 and report of the Board of Auditors
4	HSP/EB.1/2/Rev.1	Report of the Executive Director on the work programme of the United Nations Human Settlements Programme and on the budget of the United Nations Habitat and Human Settlements Foundation for 2020
	HSP/EB.1/2/Rev.1/Add.1	Report of Advisory Committee on Administrative and Budgetary Questions on the proposed work programme of the United Nations Human Settlements Programme and on the budget of the United Nations Habitat and Human Settlements Foundation for 2020
	HSP/EB.1/INF/2	UN-Habitat Staffing report as at 30 June 2019
5	HSP/EB.1/7	Progress report of the Executive Director on the implementation of resolution 1/1 on the UN-Habitat strategic plan for the period 2020–2023
	HSP/EB.1/7/Add.1	Progress report of the Executive Director on the implementation of resolution 1/1 on the UN-Habitat strategic plan for the period 2020–2023 – Draft Results Framework
6	HSP/EB.1/8	Progress report of the Executive Director on the implementation of resolutions and decisions adopted during the first session of the UN-Habitat Assembly
7	HSP/EB.1/9	Briefing on the normative and operational activities of UN-Habitat
8	HSP/EB.1/10	Provisional agenda for the 2020 annual meeting of the Executive Board

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Annex III

Proposed organization of work and timetable for the resumed meeting of the Executive Board

Day/date	*Time*	*Agenda item*	*Subject*
Monday 18 November 2018	*Registration and regional consultations*		
Tuesday 19 November 2019	a.m.	1	Opening of the meeting • Statements by the Chair of the Executive Board and the Executive Director of UN-Habitat
		2	Organizational matters • Adoption of the provisional agenda and annotated provisional agenda for the resumed meeting • Adoption of the report of the resumed meeting
	p.m.	3	Financial, budgetary and administrative matters
		4	Approval of the work programme and budget for 2020
Wednesday 20 November 2019	a.m.	5	Report on the implementation of the UN-Habitat strategic plan
		6	Briefing on the status of implementation of resolutions and decisions adopted during the first session of the UN-Habitat Assembly
	p.m.	7	Briefing on the normative and operational activities of UN-Habitat
		8	Adoption of the proposed organization of work and workplan for the Executive Board and its Bureau meetings for 2020
		9	Dates and provisional agenda for the second meeting of the Executive Board
		10	Other matters
		11	Closure of the meeting • Statements by the Chair of the Executive Board and the Executive Director of UN-Habitat

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Annex IV

Geographical distribution of the officers of the Bureau and the membership of the Executive Board

A. Bureau

Year	*Meeting of the Executive Board*	*Chair*	*Vice Chairs*	*Rapporteur*
2019	First	Western European and other States (United States of America)	Latin American and Caribbean States (Argentina) Asia-Pacific States (China) Eastern European States (Russian Federation)	African States (Malawi)

B. Membership of the Executive Board as from 31 May 2019 (36 members)

African States Angola (2019) Cameroon (2019) Democratic Republic of the Congo (2019) Egypt (2019) Ethiopia (2019) Kenya (2019) Malawi (2019) Morocco (2019) Nigeria (2019) Senegal (2019)	**Western European and other States** Canada (2019) France (2019) Germany (2019) Portugal (2019) Spain (2019) Sweden (2019) Turkey (2019) United States of America (2019)
Latin American and Caribbean States Argentina (2019) Brazil (2019) Chile (2019) Costa Rica (2019) Mexico (2019) Uruguay (2019)	**Asia-Pacific States** China (2019) India (2019) Indonesia (2019) Iran (Islamic Republic of) (2019) Japan (2019) Pakistan (2019) Republic of Korea (2019) Sri Lanka (2019)
Eastern European States Poland (2019) Romania (2019) Russian Federation (2019) Serbia (2019)	

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