

Reference : UNH-SGB-O-20102

The United Nations Human Settlements Programme (UN-Habitat) presents its compliments to the Permanent and Observer Missions to UN-Habitat and has the honor, on behalf of the Chair of the Ad-Hoc Working Group on working methods, Argentina and the Co-Chair, Kenya, to provide the attached summary of the discussions during the organizational meeting of the Ad-Hoc working group on working methods which was held on Wednesday 29 January 2020 from 09:00 am to 12:30 in Conference Room 4 at UNON.

The Chair would be grateful if Member States could send in writing any comments they may have, including on the discussion paper, if possible before Monday 17 February 2020 to the Chair and the Co-Chair of the Ad-Hoc working group through the Secretariat of the Governing Bodies at unhabitat-sgb@un.org with a copy to Mr. Chris Mensah at chris.mensah@un.org.

The United Nations Human Settlements Programme avails itself of this opportunity to renew to the Permanent and Observer Mission to UN-Habitat the assurances of its highest consideration.

06 February 2020



Permanent and Observer Missions
to UN-Habitat
NAIROBI

ANNEX:

Summary of the first organizational meeting of the Ad-Hoc Working Group on Working Methods held on Wednesday 29 January 2020 from 09:00 am to 12:30 in Conference Room 4 at UNON

The meeting considered the following items:

i Organizational issues including schedule of meetings

(a) Deliberations emanating from the Ad-Hoc working group meetings

It was agreed that deliberations emanating from the Ad-Hoc working group meetings will be reflected in notes with action points and that the notes for reference will be distributed after each meeting but prior to the next meeting.

(b) Schedule of meetings of the Ad-hoc working group

a) The following tentative schedule of meetings was agreed upon :

- i. **26 February 2020:** Discussions on proposed working methods
- ii. **4 March 2020 :** Discussions on proposed working methods and draft decisions to be adopted by the 2020 first session of the Executive Board
- iii. **6 March 2020 :** Discussions on proposed working methods and draft decisions
- iv. **9 March 2020 : Suggested** Deadline for submission of draft decisions by Member States
- v. **11 March 2020 :** Discussions on proposed working methods and draft decisions
- vi. **16 March 2020 :** Briefing by the Executive Director on preparations on the first session of the year 2020 of the Executive Board including a first reading of the draft decisions to be adopted by the Executive Board during its 2020 first session
- vii. **26 March 2020 :** Discussions on proposed working methods and draft decisions

b) It was further agreed that this schedule will be confirmed during the next meeting to be held on 26 February 2020. The schedule of meetings is available on-line on the following link:
https://unhabitat.org/sites/default/files/2020/01/ad-hoc_wg_on_wm_of_the_executive_board_-_first_meeting_-_29_january_2020_version_pm.pdf

ii. Briefing on the Bureau's recommendation on the role of the Ad-Hoc working group in discussing the draft decisions to be adopted by the 2020 first session of the Executive Board

- a) The Chair briefed the Ad-Hoc working group on the recommendation made by the Bureau of the Executive Board at its 2020 first meeting held on 14 January 2020 that the draft decisions to be considered and possibly adopted by the Executive Board during its first session in 2020 should be discussed by the Ad-Hoc working group on Working Methods
- b) The meeting agreed to the Bureau recommendation as presented by the Chair

- c) It was further agreed that subsequent to the discussions on draft decisions to be possibly adopted by the Executive Board during its first session in 2020 by the Ad-Hoc working group on working methods, the Chair will then formally forward the draft decisions to the Chair of the Executive Board for further consideration by the Executive Board.
- d) It was also recommended that the Secretariat will provide technical inputs to the Ad-Hoc working group on some of the draft decisions to be considered.
- e) It was agreed that the briefing by the Executive Director, which is scheduled to be held during the week of 16 March 2020, on the preparations for the first session of the Executive Board in 2020, will present an opportunity for a first reading of the draft decisions and will allow Member States to provide feedback on the language of the decisions as proposed by the working Group.
- f) It was recommended that Member States should be encouraged to submit draft decisions as early as possible and to the extent possible no later than 9 March 2020 through the Secretariat of the Governing Bodies at unhabitat-sgb@un.org with a copy to Mr. Chris Mensah at chris.mensah@un.org.

iii. Co-Chairs discussion paper

- a) The Chair presented the Co-chairs' discussion paper which was sent to Member States on 21 January 2020 and emphasized that the document was a guiding document and should be considered as a set of recommendations for the consideration of the Executive Board, noting that the Board will make final decisions on any discussions and recommendations emanating from the Ad-hoc working group.
- b) It was further highlighted that the rules of procedure of the Executive Board should be the framework of any recommendation that may be suggested.
- c) Member States generally encouraged the ideas contained in the discussion paper but also provided some comments on the language used in paragraphs 3, 4, 6, 8, 9, 10, 11 and 12 of the discussion paper.
- d) Specifically with respect to paragraph 3 there were some comments about the necessity for some flexibility regarding the deadline for submission of draft decisions to the Ad-Hoc working group prior to the Executive Board session.
- e) On paragraph 4 on an early review of draft decisions language in conjunction with the Executive Director's briefing, the Chair, in response to a request, clarified that the discussion on the draft decision should take place after the briefing.
- f) On paragraph 6 on availing the Executive Director's presentation a week in advance, the Secretariat clarified those presentations were the mental work product of the Executive Director and her strategy on how she would be explaining the subject matter to Member States.. The presentations were a synthesis or note of the substantive documents sent in advance of the meeting to Member States which she reduced for presentation purposes and are dynamic until the day of the meeting.
- g) With respect to paragraph 8 on limiting presentation to 10-15 minutes the meeting suggested changing the language to avoid a paragraph too prescriptive.
- h) On paragraph 9 on what was expected of the Secretariat Delegations encouraged a more neutral language.

- i) On the issue of conducting an evaluation after every Executive Board session, the Chair clarified that the survey will involve all participants and not just the 36 Member of the Executive Board. The Chair also clarified that the purpose of such a Survey should be receiving a feedback from all participants on what things should or can be improved in future meetings.
- j) On the issues of request to the Secretariat to schedule meetings of the regional groups for consultations purposes, the meeting agreed that it was for each regional group, through its Chair, to decide when it would have its meetings with the assistance of the Secretariat in terms of availability of facilities for the meeting.
- k) It was accordingly agreed that the Chair will take these comments into account, and those eventually sent in writing by Member States, adjust the language and share an updated version of the document with Member States through the Secretariat.