

United Nations Human Settlements Programme

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**Tenth meeting of the Bureau of the Executive Board for the year 2021**

Thursday, 09 December 2021

10:00 am - 12:30 pm, EAT

Hybrid meeting-UN-Habitat OED Boardroom

**MEETING SUMMARY**

**Agenda item 1: Adoption of the provisional Agenda.**

1. H.E. Mr. Marek Rohr-Garztecki, Chair of the Executive Board of UN-Habitat and Ambassador and Permanent Representative of Poland, opened the meeting at 10:05 am EAT.

**The following Executive Board Bureau members were present:**

H.E. Mr. Marek Rohr-Garztecki, Ambassador and Permanent Representative of the Republic of Poland.

H.E. Ms. Saqlain Syedah, High-Commissioner and Permanent Representative of the Islamic Republic of Pakistan.

H.E. Ms. Maria Alejandra Guerra, Ambassador and Permanent Representative of the Republic of Chile.

Mr. Ahmed Raafat Hanafy, Deputy Permanent Representative of the Arab Republic of Egypt.

Mr. Clement Payeur, Deputy Permanent Representative of the Republic of France.

**The following UN Habitat Secretariat members were also present:**

Ms. Maimunah Mohd Sharif, Executive Director.

Mr. Chris Mensah, Secretary to the Governing Bodies.

Mr. Neil Khor, Chief of Staff.

Mr. Raf Tuts, Director, Global Solutions Division.

Mr. Stadler Trengove, Principal Legal Officer.

Mr. Justin Bonongwe, Financial Management Officer.

Mr. Erfan Ali, Director, Regional Office for Arab States.

Mr. Rong Yang, Inter-Regional Adviser.

Mr. Atushi Koresawa, Director, Regional Office for Asia Pacific.

2. The Chair welcomed all participants to the meeting. The provisional agenda was adopted without any changes and can be accessed [here](#).

**Agenda item 2: Post-session review of the second session of the Executive Board for the year 2021.**

3. The Chair provided an overview of the main outcomes adopted by the Executive Board at the recently concluded session, which was held on 15 and 16 November 2021. The unedited version of the decisions adopted by the Executive Board, pending further processing by the UNON Division of Conference Services, can be accessed [here](#). The Chair further expressed his sincere appreciation to all Member States for their cooperation and flexibility, especially during the informal consultations on draft decisions. He noted that the cooperation and flexibility allowed the Executive Board to successfully adopt the decisions. The Chair further acknowledged and expressed his gratitude to the Representatives of the Islamic Republic of Pakistan and the Arab Republic of Egypt for their role and leadership as Chair and Co-Chair during the informal consultations, which led to a positive outcome.
4. The Chair indicated that he had started working with some Member States on the survey requested by the Executive Board during the just concluded session as contained in Decision 2021/8. He also circulated to the Bureau members, proposed draft questions for the survey for their further inputs expected after the meeting.
5. Upon invitation by the Chair, the Executive Director shared her views on the second session of the Executive Board for the year 2021. The statement by the Executive Director can be accessed [here](#).
6. The members of the Bureau also shared their views on the session. Their remarks highlighted the following:
  - i. The Bureau acknowledged UN-Habitat's efforts in organizing a successful hybrid session, which allowed for meaningful discussions. The Bureau urged the Secretariat to begin preparations for the first session of the Executive Board for the year 2022 following the same hybrid format, taking into account the on-going global situation with respect to the COVID-19 pandemic.
  - ii. The Bureau acknowledged the Representatives of the Islamic Republic of Pakistan and the Arab Republic of Egypt for their role and leadership as Chair and Co-Chair of the informal consultations. The Bureau further noted that due to their leadership, the Executive Board adopted very meaningful outcomes including the work programme and budget of UN-Habitat for the year 2022 and an agreement on a budget ceiling for the non-earmarked resources of UN-Habitat for the year 2023, all of which give clear guidance to the Secretariat.
  - iii. The Bureau welcomed the outcomes on a way forward with respect to the Quadrennial Comprehensive Policy Review (QCPR) process and noted that it looked forward to the discussions by the UN-Habitat Assembly on the most cost-effective method for approving the Strategic Plan 2026-2029.

- iv. The Bureau noted with appreciation the presentation by the Secretariat to the Executive Board on the draft work programme and budget for the year 2022, especially the presentation on the different budget scenarios and urged the Secretariat to follow the same approach for the preparations of the draft work programme and budget of UN-Habitat for the year 2023.
- v. The Bureau noted that compared to previous sessions of the Executive Board, the preparation process for the 2021 second session was better streamlined and more efficient and as such, invited the Secretariat to continue these efforts in preparing for the 2022 first session of the Executive Board.

**Agenda item 3: Workplan of the Executive Board for the year 2022 including preparations of the first session of the Executive Board for the year 2022.**

**a) Review of the provisional Agenda for the 2022 first session of the Executive Board.**

7. The Secretariat presented the provisional Agenda for the 2022 first session of the Executive Board as adopted by the Executive Board at its 2021 second session with a suggestion to include a procedural item on “*consideration and adoption of the outcomes of the session including the provisional Agenda for the next session*” as a proposed new agenda item 15. The detailed presentation can be accessed [here](#). The presentation was followed by exchange of views of Bureau members.
8. Subsequently, the Bureau after reviewing the proposal by the Executive Director, recommended that the provisional Agenda for the first session of the Executive Board for the year 2022 includes a new agenda item 15 namely, “*consideration and adoption of the outcomes of the session including the provisional Agenda for the next session*”. The Bureau also recommended the inclusion of an item on “discussions on the schedule of future sessions of the Executive Board” as part of item Agenda 14 of the provisional Agenda. It should be noted that this recommendation was made during the discussion under Agenda item 4 below on “*Any Other Matters*”. The provisional Agenda as reviewed and amended by the Bureau can be accessed [here](#).

**b) Review of the proposed roadmap towards the 2022 first session of the Executive Board.**

9. The Secretariat presented a [proposed roadmap](#) towards the 2022 first session of the Executive Board, specifically from December 2021-March 2022. The detailed presentation can be accessed [here](#). The presentation was followed by an exchange of views with Bureau members.
10. Subsequently, the Bureau recommended that only two meetings of the ad-hoc working group on programmatic, budgetary and administrative matters should be scheduled prior to UNEA 5.2 which is scheduled to be held in February 2022, and further recommended that any meeting of the ad-hoc working groups be scheduled in consultation with the respective Chairs and Co-Chairs of these ad-hoc working groups.

11. With the understanding that the roadmap is tentative and that nothing precludes the Bureau from adjusting the meeting dates as required, the Bureau recommended an adjusted roadmap, which can be accessed [here](#).
12. The Chair of the Executive Board invited members of the Bureau to update the meeting on any expression of interest from their respective regional groups to Co-Chair the ad-hoc working group on stakeholder engagement policy. There was no specific update from any of the Bureau Members except the Chair who indicated that the regional Group of Eastern European States would be expressing its interest in a formal communication soon.

**Agenda item 4: Any other matters.**

13. The Executive Director brought to the attention of the Bureau, a communication that the Secretariat received from the UN Controller regarding the date of issuance of the United Nations guidance on the 2023 Regular Budget. Specifically, the Executive Director further informed that the communication from the UN Controller states that such guidance would only be received in mid-February 2022. She further indicated that this would have an impact on the preparation of the draft work programme and budget for the year 2023 as a pre-session document in readiness for discussions by the Executive Board at its first session to be held from 29 to 31 March 2022. The detailed update by the Executive Director can be accessed [here](#). The presentation was followed by an exchange of views with Bureau members.
14. Considering the update provided by the Secretariat on the dates of receipt of the guidance from the United Nations and, after discussions among the Bureau Members, the Bureau recommended that the Secretariat should prepare in the interim for consideration of the Executive Board at its 2022 first session, a paper on the “*UN-Habitat work programme priorities for 2023 in line with the Strategic Plan 2020-2023*” as a fully translated pre-session background document in the six UN languages to be availed four weeks prior to the session. This document will then be complemented by a full draft of the 2023 work programme and budget document, which can be availed to Member States two weeks prior to the session as a pre-session document but in English only. The Bureau emphasized that this is an exceptional measure specifically with respect to translation of documents and timing of pre-session documents.
15. As indicated earlier, in paragraph 7 above, the Bureau further agreed to include “*discussions on the schedule of future sessions of the Executive Board*” as part of agenda item 14 of the provisional Agenda for first session of the Executive Board in 2022. The provisional Agenda that was reviewed and amended by the Bureau can be accessed [here](#).

**The tenth meeting of the Bureau of the Executive Board for the year 2021 was adjourned at 12:30 hrs. East African Time (EAT).**