



# 2020 FIRST MEETING OF THE BUREAU OF THE EXECUTIVE BOARD OF UN-HABITAT

14 JANUARY 2020

UN  HABITAT

# PROVISIONAL AGENDA



## **1. Adoption of the Agenda**

## **2. Preparations for the 2020 first regular meeting of the Executive Board:**

- 2.1 Review of the provisional Agenda;
- 2.2 Preliminary review of the expectations from the up-coming Executive Board session: proposed organization of work, draft decisions and elections of the new Bureau;
- 2.3 Briefing on documentation for the session.

## **3. Discussions on the Ad-Hoc working groups of the Executive Board:**

- 3.1 Update on Chairs of the Ad-Hoc working groups;
- 3.2 Information on schedule and Agenda of the Ad-Hoc Working groups.

## **4. Adoption of the 2020 schedule of the Executive Board sessions :**

- 4.1 Frequency and schedule of Bureau meetings;
- 4.2 Dates of the second and third regular session of the Executive Board;
- 4.3 Information on the schedule of work of the Ad-Hoc working groups(dates).

## **5. Briefing by the Executive Director on preparations for the tenth session of the World Urban Forum**

## **6. Other matters**



## **AGENDA ITEM 2: PREPARATIONS FOR THE 2020 FIRST REGULAR MEETING OF THE EXECUTIVE BOARD:**

- 2.1 REVIEW OF THE PROVISIONAL AGENDA;**
- 2.2 PRELIMINARY REVIEW OF THE EXPECTATIONS FROM THE UPCOMING EXECUTIVE BOARD SESSION: PROPOSED ORGANIZATION OF WORK, DRAFT DECISIONS AND ELECTIONS OF THE NEW BUREAU;**
- 2.3 BRIEFING ON DOCUMENTATION FOR THE SESSION.**

# AGENDA ITEM 2.1 REVIEW OF THE PROVISIONAL AGENDA FOR THE 2020 FIRST MEETING OF THE EXECUTIVE BOARD



## Agenda items Approved by the 2019 Resumed Meeting of the Board

1. Opening of the meeting
2. Organizational matters:
  - (a) Adoption of the agenda and the workplan for the first session of 2020;
  - (b) Adoption of the report on the resumed first session.
3. Financial, budgetary and administrative matters
4. **Approval** of the annual work programme of the United Nations Human Settlements Programme and the budget of the United Nations Habitat and Human Settlements Foundation for 2021
5. Reports on the implementation of UN-Habitat strategic plans
  - (a) Receipt of the 2019 annual report on the strategic plan for the period 2014–2019;
  - (b) Update on the final report on the UN-Habitat strategic plan for the entire 2014–2019 cycle and on the evaluation inception report;
  - (c) Report on the implementation of the 2020–2023 strategic plan;
    - i) Accountability framework;
    - (ii) Financial plan;
    - (iii) Results-based management policy
6. Briefing on the status of implementation of resolutions and decisions adopted by the UN-Habitat Assembly at its first session.
7. Briefing on the normative and operational activities of UN-Habitat
8. Report on UN-Habitat action to strengthen protection against sexual exploitation and abuse and against workplace sexual harassment, as requested by the General Assembly
9. Report on UN-Habitat's actions to address geographical and gender imbalances in the composition of its staff
10. Report on the implementation of the United Nations development system and management reform in UN-Habitat
11. Provisional agenda for the second session of the Executive Board in 2020
12. Other matters
13. Closure of the meeting

## Additional items for Consideration by the Bureau

2. Organizational matters:
  - (c) Reports of the Ad-Hoc Working Groups of the Executive Board.
4. **Review/Approval of the draft annual work programme and Budget for 2021**
5. Reports on the implementation of UN-Habitat strategic plans;
  - iv) Results framework.
  - v) Partnerships strategy including UN-Habitat's engagement with the private sector and with non-governmental partners.
  - vi) Financial Plan, Resource mobilization strategy and Review of the investment funds.
- 11. Elections of Officers of the Bureau of the Executive Board.**



## Proposed organization of Work

	Day 1	Day 2	Day 3
Agenda items	Agenda item 1 Agenda item 2 Agenda item 3 Agenda item 4	Agenda item 5 Agenda item 6 Agenda item 7	Agenda item 8 Agenda item 9 Agenda item 10 Agenda item 11 Agenda item 12 Agenda item 13 Agenda item 14
Parallel drafting committee	Yes/no	Yes/no	Yes/no

## 2.2 PRELIMINARY REVIEW OF THE EXPECTATIONS FROM THE UP-COMING EXECUTIVE BOARD SESSION: PROPOSED ORGANIZATION OF WORK, DRAFT DECISIONS AND ELECTIONS OF THE NEW BUREAU;



### Draft Decisions :

Draft decisions may be considered prior to commencement of the 2020 first regular meeting of the Executive Board through the Ad-hoc working groups or by a parallel drafting committee during the meeting or a combination of both.

### Possible draft outcomes of the Executive Board at its 2020 first regular meeting

1. Possible action on Ad-Hoc Working Groups( term, mandate, chairing).
2. Possible action on Working Methods of the Executive Board.
3. Possible recommendation on Finance and administrative matters including geographical and Gender balance on staffing, financial plan.
4. Possible recommendations on i. resource mobilization strategy, ii. partnership strategy, iii. capacity building strategy, iii. impact communication strategy, iv. accountability framework and vi. implementation of the UN systemwide strategy on safer cities.
5. Possible approval of the Results Framework for the Strategic Plan 2020-2023.
6. Possible recommendation on the draft work programme and budget 2021.
7. Elections of New office bearers of the Bureau of the Executive Board for 2020/2021.

## 2.2 PRELIMINARY REVIEW OF THE EXPECTATIONS FROM THE UP-COMING EXECUTIVE BOARD SESSION: PROPOSED ORGANIZATION OF WORK, DRAFT DECISIONS AND ELECTIONS OF THE NEW BUREAU;



### Elections of the New Bureau 2020/2021

Composition of current Bureau	Expected Composition of next Bureau 2020/2021
Chair - WEOG <b>United States of America</b>	Chair – ASIA PACIFIC
Vice chair – ASIA PACIFIC <b>China</b>	Vice chair - WEOG
Vice Chair- EASTERN EUROPE <b>Russia</b>	Vice Chair - AFRICA
Vice Chair – GRULAC <b>Argentina</b>	Vice Chair – GRULAC
Rapporteur- AFRICA <b>Malawi</b>	Rapporteur – EASTERN EUROPEAN GROUP



## 2.3 BRIEFING ON DOCUMENTATION FOR THE 2020 FIRST REGULAR MEETING OF THE EXECUTIVE BOARD

1. Provisional list of pre-session documents is available with Bureau.
2. Preparations of the documents is on course internally pending submission to Conference Services by 21 January 2020 for editing and translation.
3. Documents to be availed to Member States four weeks prior to the Executive Board meeting, by 3 March 2020.
4. The draft work programme and Budget 2021 is under preparation and will be available for the meeting as a draft for further input. It is to be considered by the ACABQ and ready for approval in the September regular meeting of the Executive Board.
5. As requested by Member States, it would be helpful to have their inputs on certain reports of the Executive Director prior to each meeting of the Board. Such consultation could take place within the framework of the Ad-Hoc Working Groups. The documents that require approval of the Executive Board at each meeting would greatly benefit from the advance input by Member States through consultations.
6. There is concern about the limited period for preparing documentation between each cycle of the Executive Board meetings which, for the year 2020, are three meetings. Preparation period involves both UN-Habitat and Conference services.





## **AGENDA ITEM 3: DISCUSSIONS ON THE AD-HOC WORKING GROUPS OF THE EXECUTIVE BOARD:**

- 3.1 UPDATE ON CHAIRS OF THE AD-HOC WORKING GROUPS;**
- 3.2 INFORMATION ON SCHEDULE AND AGENDA OF THE AD-HOC WORKING GROUPS.**



## 3.1 UPDATE ON CHAIRS OF THE AD-HOC WORKING GROUPS;.

### 1. Ad-Hoc working group on working methods

**Chair:** Argentina (Confirmed)

**Co-Chair:** Kenya (TBC at first meeting)

### 2. Ad-Hoc working group on programmatic, budgetary and administrative matters

**Chair:** Romania (Confirmed)

**Co-Chair:** Pakistan (Confirmed)

### 3. Ad-Hoc working group on the development of the stakeholder engagement policy

**Chair:** Costa Rica (Confirmed)

**Co-Chair:** Portugal (TBC)



## 3.2 INFORMATION ON SCHEDULE AND AGENDA OF THE AD-HOC WORKING GROUPS.

### **i) Organizational Meetings of the Ad-hoc working groups:**

13 January 2020 – Ad-hoc Working Group on Programmatic, Budgetary and Administrative matters

29 January 2020 – Ad-hoc Working Group on Working Methods

26 February 2020 – Ad-hoc Working Group on Stakeholder Engagement Policy

### **ii) Proposal for days of meetings of the Ad-Hoc Working groups:**

1. Last Wednesday of every month,
2. Every Wednesday as may be needed by respective ad-hoc working groups, and
3. Monday's in exceptional circumstances.

# PROPOSED DATES OF MEETINGS FOR THE AD-HOC WORKING GROUP ON PROGRAMMATIC, BUDGETARY AND ADMINISTRATIVE MATTERS



Date	Agenda
13 January 2020	<ol style="list-style-type: none"> <li>1. Draft Work Programme for 2021.</li> <li>2. Draft Results Based Management policy.</li> </ol>
<i>To be shared through link</i>	<ol style="list-style-type: none"> <li>1. Draft Results Framework.</li> <li>2. Draft Resource Mobilization strategy.</li> <li>3. Draft Financial Plan.</li> </ol>
<i>To be shared through link</i>	<ol style="list-style-type: none"> <li>1. Draft Communication strategy.</li> <li>2. Draft Partnership strategy.</li> </ol>
29 January 2019	<ol style="list-style-type: none"> <li>1. Preparations for the tenth session of the World Urban Forum</li> </ol>
17 February 2020	<ol style="list-style-type: none"> <li>1. The proposed 2021 Budget.</li> </ol>
26 February 2020	<ol style="list-style-type: none"> <li>1. Outcome of the tenth session of the World Urban Forum.</li> <li>2. Progress in addressing Audit and Evaluation reports.</li> </ol>
4 March 2020	<ol style="list-style-type: none"> <li>1. Presentation of the draft Capacity Building strategy.</li> <li>2. Presentation on progress made on implementing UN Systemwide Guidelines on Safer Cities, specifically, the concept note.</li> <li>3. Discussion on prioritization process of normative and operational activities within the Strategic Plan 2020-2023.</li> <li>4. Update on the restructuring process.</li> </ol>



## **AGENDA ITEM 4: ADOPTION OF THE 2020 SCHEDULE OF THE EXECUTIVE BOARD SESSIONS :**

- 4.1 FREQUENCY AND SCHEDULE OF BUREAU MEETINGS;**
- 4.2 DATES OF THE SECOND AND THIRD REGULAR SESSION OF THE EXECUTIVE BOARD;**
- 4.3 INFORMATION ON THE SCHEDULE OF WORK OF THE AD-HOC WORKING GROUPS.**

## 4.1 FREQUENCY AND SCHEDULE OF BUREAU MEETINGS



<b>Date</b>	<b>Agenda</b>
<b>14 January 2020</b>	Review of a Workplan for the year 2020.
<b>8 February 2020</b>	Possible Joint Bureaux Meeting of the Governing Bodies of UN-Habitat at WUF 10 (tbc).
<b>26 February 2020</b>	Preparations for the 2020 First Regular Meeting of the Executive Board.
<b>30 March 2020</b>	Preparations for the 2020 First Regular Meeting of the Executive Board.
<b>24 June 2020</b>	Preparations for the 2020 Second Regular Meeting of the Executive Board to be held in September.
<b>7 September 2020</b>	Preparations for the 2020 Second Regular Meeting of the Executive Board.
<b>11 November 2020</b>	Preparations for the 2020 third Regular Meeting of the Executive Board to be held in December 2020.
<b>2 December 2020</b>	Preparations for the 2020 third Regular Meeting of the Executive Board to be held in December 2020.

## 4.2 DATES OF THE SECOND AND THIRD REGULAR MEETINGS OF THE EXECUTIVE BOARD



Date	Meeting	Documents to Conference Services	Documents to Member States
<b>31 March to 2 April 2020</b>	First regular meeting of the Executive Board for the year 2020.	21 January 2020	3 March 2020
<b>September 2020 15Sept-17Sept</b>	Second regular meeting of the Executive Board for the year 2020.	7 July 2020	19 August 2020
<b>December 2020 8Dec -10Dec</b>	Third regular meeting of the Executive Board for the year 2020.	29 September 2020	10 November 2020



IMPLEMENTING  
THE NEW  
URBAN AGENDA

## 4.3 INFORMATION ON THE SCHEDULE OF WORK OF THE AD-HOC WORKING GROUPS

<u>Ad-Hoc working group on programmatic, budgetary and administrative matters</u>	<u>Ad-Hoc working group on working methods</u>	<u>Ad-Hoc working group on the development of a stakeholder engagement policy</u>
<p><b><u>13 January 2020:</u></b> Organizational meeting and discussions on Draft work programme 2020. Still outstanding is the discussions on pre-session documents [TBC].</p> <p><b><u>29 January 2020:</u></b> Briefing on preparations for the tenth session of the World Urban Forum .</p> <p><b><u>17 February 2020:</u></b> Discussions on the draft 2021 budget of UN-Habitat.</p> <p><b><u>26 February 2020:</u></b> Discussions on the (i) outcome of the tenth session of the World Urban Forum and the (ii) Progress in addressing Audit and Evaluation reports.</p> <p><b><u>4 March 2020:</u></b> Presentation of on pre-session documents not necessarily requiring approval at 2020 first regular meeting.</p>	<p><b><u>29 January 2020:</u></b> Organizational meeting</p> <p><b><u>5-6 March 2020:</u></b> Discussions on the proposed working methods[TBC].</p> <p><b><u>11 March 2020:</u></b> Discussions on the proposed working methods[TBC].</p> <p><b><u>26-27 March 2020:</u></b> Discussions on the proposed working methods. [TBC].</p>	<p><b><u>26 February 2020:</u></b> Organizational meeting. Discussions on the draft Stakeholder Engagement policy and Accreditation policy.</p> <p><b><u>4 March 2020:</u></b> Discussions on the draft Stakeholder Engagement policy and Accreditation policy. [TBC].</p> <p><b><u>11 March 2020:</u></b>Discussions on the draft Stakeholder Engagement policy and Accreditation policy. [TBC].</p>





## **AGENDA ITEM 5:**

# **BRIEFING BY THE EXECUTIVE DIRECTOR ON PREPARATIONS FOR THE TENTH SESSION OF THE WORLD URBAN FORUM**

**(NEIL/FERNANDA TO PROVIDE PPT SEPARATELY)**



## **AGENDA ITEM 6: ANY OTHER MATTERS**



**ADDITIONAL SLIDES ON DOCUMENTATION IF NEEDED**

# KEY POINTS WITH REGARD TO DOCUMENT PREPARATION AND SUBMISSION FOR REGULAR MEETINGS OF THE EXECUTIVE BOARD



1. Official documents timelines are guided by General Assembly rules and controlled by Conference Services.
2. Rules of Procedure of the Executive Board augments guidance on document submission timelines. The rules states that all documents must be sent to Member States at least four weeks to the meeting.
3. There are two phases to documents preparations i) initial internal phase within the Secretariat; ii) editing and translation by Conference Services.
4. The documents preparation chain is a minimum of 16 weeks explained as follows:(see next slide)

# PROCESS FOR DOCUMENTS PREPARATION AND SUBMISSION (REV:10/8/4 RULE)



Week 16:	Secretariat prepares, reviews and finalises documents. Note: some documents require more time. For example the work programme and budget takes longer than four weeks to prepare and up to two months to prepare internally and in addition requires follow-up in New York with the Controller and the ACABQ;
Week 10:	Final deadline for Secretariat to submit to Conference Services all official documents for editing and translation;
Week 8:	Final deadline for Secretariat to submit to Conference Services all official documents for translation only;
Week 4:	Conference Services avails all official documents submitted on time to the Secretariat for forwarding to Member States; Note: in-between week 16 and week 12, review, proofreading and approval of documents takes place between the Secretariat and Conference Services;
Week 4:	Final deadline for the Secretariat to submit all official documents to the Executive Board and Member States.

# EXAMPLE BASED ON SEPTEMBER AND DECEMBER 2020 EXECUTIVE BOARD MEETINGS



MEETING	WEEK 14	WEEK 10	WEEK 8	WEEK 4	MEETING START DATE
<b>2020 FIRST REGULAR MEETING</b>		21 JANUARY 2020	4 FEBRUARY 2020	3 MARCH 2020	31 MARCH 2020
<b>2020 SECOND REGULAR MEETING</b>	9 JUNE 2020	7 JULY 2020	21 JULY 2020	<b>19 AUGUST 2020</b>	<b>15 SEPTEMBER 2020</b>
<b>2020 THIRD REGULAR MEETING</b>	<b>1 SEPTEMBER 2020</b>	<b>29 SEPTEMBER 2020</b>	13 OCTOBER 2020	10 NOVEMBER 2020	8 DECEMBER 2020

NOTE: dates in red imply crucial overlaps in the preparations for the 2020 second regular meeting and the 2020 third regular meeting

# COST IMPLICATIONS OF THE MEETINGS OF THE EXECUTIVE BOARD (BASED ON THE EXAMPLE OF THE TWO-DAY RESUMED MEETING 19-20 NOVEMBER 2019)



REQUIREMENT	AMOUNT IN USD
MEETING SERVICING	67,898.00
DOCUMENTATION	89,031.00
<b>Sub-total (Regular Budget)</b>	<b>156,929.00</b>
CONFERENCE SERVICES (Extra Budgetary)	17,706.00
UN-Habitat (Extra Budgetary )	21,955
LDCs Travels (Members of the Executive Board, 10 PAX)	30,000
<b>GRAND TOTAL</b>	<b>226,590</b>

# CONCLUSIONS



1. There are about just 5 weeks between the end of the first regular meeting and the start date for documents preparation for the second regular meeting. This period is important for finalizing reports & decisions of the first regular meeting which will be available in English on 30 April and in six languages on 28 May 2020. This may impact on preparations for the second regular meeting.
2. Preparations for the third regular meeting in December will overlap both with the preparations and implementation period for the second regular meeting of the Executive Board in September 2020. This poses a big challenge because documents submission deadline for December meeting falls shortly after the second meeting.
3. Report of the second meeting of the Board is expected to be ready in mid October in English and much later in other UN official languages. This is right after submission of documents for the third regular meeting. As such the preparations for the third meeting may not benefit from the report of the second meeting.
4. The work programme and budget may not be ready by the first meeting each year.
5. Preparations for meetings of the Executive Board involve putting other mechanisms in place for efficient conduct of the meeting; e.g. i) Notification by the Executive Director at 42 days prior to meeting; ii) invitations to all 193 Member States, Observer States, Members of Specialized agencies, UN agencies and partners iii) Other Logistical arrangements for each meeting which require coordination with UNON and the host country.
6. There are extra budgetary financial implications to holding three meetings in a year.