

Reference : UNH-SGB-O-20032

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 programmatic, budgetary and administrative matters of the Executive Board H.E. Ms. Julia Pataki, Permanent Representative of Romania to UN-Habitat, to provide the following updates on the first meeting of the Working Group which was held on Monday 13 January 2020 from 10:00 am to 12:30 in Conference Room 4 at UNON. The meeting considered the following items:

**i Organizational arrangements of the Ad-Hoc working group**

**(a) Transmission of documentation to Member States**

- Member States did request the Secretariat to share with them the documents being prepared for the Executive Board 2020 first session, to enable Member States make recommendations or provide guidance.
- It was noted that in pursuant to the rules of procedure of the Executive Board and in line with the General Assembly rules on submission of documentation, the Secretariat is required to submit the pre-session official documentation for the 2020 first session of the Executive Board on 21 January 2020;
- It was further recommended accordingly that the following items pertaining to pre-session documentation to be considered by the 2020 first session of the Executive Board should be made available on-line and sent in a separate communication to Member States through an electronic link. Member States will be invited to send their comments in writing before 20 January 2020 to the Chair of the Ad-Hoc working group through the Secretariat of the Governing Bodies at [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org) with a copy to Mr. Chris Mensah at [chris.mensah@un.org](mailto:chris.mensah@un.org) :
  - i. Draft results framework
  - ii. Draft impact communication strategy
  - iii. Draft partnerships strategy including UN-Habitat's engagement with the private sector and with non-governmental partners
  - iv. Draft accountability framework
  - v. Draft results-based management policy
  - vi. Draft financial Plan, draft resource mobilization strategy and Review of the investment funds
- It was further agreed that upon receipt of the feedback on the documents, if Member States deem it is necessary for the Ad-Hoc working group to meet to further review such documents, the Ad-Hoc working group could agree to meet.
- The UN-Habitat Secretariat provided an update on the cycle of preparations of the draft 2021 budget of UN-Habitat and advised that the Working Groups should meet on 17 February 2020 to discuss the draft budget of UN-Habitat for 2021. It was accordingly agreed that the draft work programme and budget of UN-Habitat for the year 2021 will be circulated to Member States on 7 February 2020.

- It was further emphasized that that the documents to be discussed by the Ad-Hoc Working Groups should, be circulated 10 days in advance by UN-Habitat Secretariat to Member States.

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

Taking into consideration the above, the following schedule of meetings was agreed upon:

- i. **29 January 2020:** Briefing to Member States on the preparations of the 10<sup>th</sup> session of the World Urban Forum to be held from 8 to 13 February 2020 in Abu Dhabi;
  - ii. **7 February: receipt of the document on the budget of UN-Habitat**
  - iii. **17 February 2020** Discussions on the draft 2021 work programme and budget of UN-Habitat;
  - iv. **26 February 2020:** Discussions on the (i) outcome of the tenth session of the World Urban Forum and the (ii) Progress in addressing Audits and Evaluation Experts;
  - v. **4 March 2020 :** Presentation on pre-session documents not necessarily requiring approval at 2020 first regular meeting : (i) Presentation of the Draft Capacity Building Strategy (ii) Presentation on progress made on implementing UN Systemwide Guidelines on Safer Cities, specifically, the concept note (iii) Discussions on prioritization process of normative and operational activities within the Strategic Plan of 2020-2023 (iv) Update on the restructuring process.
- (c) The roadmap towards the 2020 first session of the Executive Board including the schedule of meetings is now available on-line on the following link : <https://unhabitat.org/governance/executive-board>.

**ii Draft work programme of UN-Habitat for 2021**

- (a) The PowerPoint presentation of the draft work programme of UN-Habitat for 2021 is now available on-line on the following link : <https://unhabitat.org/governance/executive-board>.
- (b) It was agreed that during the meeting of the Ad-Hoc Working Group to be held on 17 February 2020 on the draft 2021 budget of UN-Habitat, Member States will be at liberty to provide further inputs on the draft work programme of UN-Habitat for 2021.

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.

14 January 2020



Permanent and Observer Mission  
to UN-Habitat  
Nairobi