

**First session of 2021 of the Executive Board of the
United Nations Human Settlements Programme (UN-Habitat),
7 and 8 April 2021**

Notification by the Executive Director

I. Dates, agenda, venue and participation

1. The second session of 2020 of the Executive Board was held from 27 to 29 October 2020. The report of the Executive Board on the work of its second session of 2020 is set out in document HSP/EB.2020/28. The decisions adopted by the Board at that session are set out in document HSP/EB.2020/29.
2. At its second session, in its decision 2020/6, the Executive Board agreed that the first session of 2021 of the Executive Board would be held on 6 and 7 April 2021. At its meeting held on 11 January 2021, however, the Bureau of the Executive Board recommended that the session be rescheduled to take place on Wednesday, 7 April and Thursday, 8 April 2021. The Bureau's recommendation was based on the fact that the Easter holiday falls on Monday, 5 April 2021, and the availability of dates on the meetings calendar for 2021 of the Division of Conference Services of the United Nations Office at Nairobi.
3. The provisional agenda, which was agreed by the Executive Board in its decision 2020/6 and is available on the website for the first session of 2021 (<https://unhabitat.org/First-session-of-the-year-2021-of-the-Executive-Board>), was amended slightly by the Bureau to include an update on the response by the UN-Habitat to the coronavirus disease (COVID-19) pandemic under agenda item 7. The provisional agenda (HSP/EB.2021/1) can be found [here](#). Pursuant to rule 6 of the rules of procedure of the Executive Board (HSP/HA.1/HLS.3), the working documents for the session will be issued in the six official languages of the United Nations by 10 March 2021, four weeks prior to the opening of the session.
4. Although it is anticipated that, owing to the ongoing coronavirus disease (COVID-19) pandemic, the session will be held online, the Executive Director was requested to continue monitoring the situation in case there is a possibility that the session could be held either face to face at the headquarters of UN-Habitat in Nairobi or as a hybrid session, combining an online meeting for representatives who are not located in Nairobi with a face-to-face meeting for representatives of permanent missions located in Nairobi, depending on the necessary pandemic-related precautionary measures. In the light of the continuous and evolving nature of the pandemic, however, at its meeting of 11 January 2021, the Bureau recommended that the Executive Director make preparations for the session to be held online with simultaneous interpretation in the six official languages of the United Nations. The Bureau requested the Executive Director to consult with the Director-General of the United Nations Office at Nairobi and the representative of the Government of Kenya, both of whom are monitoring the situation in order to determine the best possible format for the session.
5. The session will be opened at 9 a.m. (Nairobi time (UTC+3)) on Wednesday, 7 April 2021. Participants should be online and logged in to the meeting by 8.45 a.m.
6. Instructions for accessing the online session will be shared with participants on or after 2 April 2021.
7. All [36 members](#) of the Executive Board are expected to participate in the session.
8. In accordance with rule 17 of the rules of procedure, the sessions 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 line with rule 8 of the rules of procedure, each member of the Executive Board and any observers should forward to the secretariat of the Executive Board, as soon as possible but no later than 4 April 2021, the names of their accredited representatives, alternate representatives and advisers, including their email addresses, for the purpose of providing them with access to the online session. Each delegation should consist of an accredited representative and such alternate representatives and advisers as may be required.

II. Key issues to be discussed

9. Among the key issues to be considered by the Executive Board at its first session of 2021 are the following:
- (a) Financial, budgetary and administrative matters of UN-Habitat;
 - (b) The status of and discussion on the draft annual work programme of UN-Habitat and draft budget of the United Nations Habitat and Human Settlements Foundation for 2022;
 - (c) Normative and operational activities of UN-Habitat;
 - (d) Implementation of the resolutions and decisions adopted by the United Nations Habitat Assembly (UN-Habitat Assembly);
 - (e) Progress made by UN-Habitat in the implementation of the United Nations development system reform;
 - (f) Action by UN-Habitat to strengthen protection against sexual and other types of exploitation and abuse and sexual harassment in the workplace;
 - (g) Action by the Executive Director to update and improve the internal management, policies and procedures of UN-Habitat;
 - (h) Election of officers of the Bureau of the Executive Board.

III. Informal consultations

10. In order to facilitate the work of the Executive Board, arrangements will be made, upon request, for informal online consultations between the regional groups on various matters, including any draft outcomes, including draft decisions, for consideration and possible adoption by the Executive Board. Such requests may be sent by email to chris.mensah@un.org and unhabitat-sgb@un.org.

IV. Proposed organizational arrangements for the first session of 2021

11. The Executive Director proposes the organizational arrangements and timetable set out in the annex to the present notification for consideration by Member States.

A. Bureau

12. In accordance with rule 9 of the rules of procedure, the Bureau of the Executive Board consists of a Chair, three Vice-Chairs and a Rapporteur. The members of the Bureau for the period 2020–2021, who were elected by the Executive Board at its first session of 2020, on 29 July 2020, will preside over the conduct of the first session of 2021. The geographical distribution of the membership of the Executive Board, elected by the UN-Habitat Assembly at its first session, in May 2019, for a four-year term, can be accessed [here](#).

Elections

13. Pursuant to rule 9 of the rules of procedure of the Executive Board, the Board will, on the last day of its first session for 2021, elect from among its members, taking into consideration the need to ensure equitable geographical representation, a new Bureau comprising a Chair, three Vice-Chairs and a Rapporteur, whose terms of office shall begin at the end of the first session of 2021. Also in accordance with rule 9, the offices of Chair and Rapporteur are to rotate each year to a different regional group with each regional group occupying the office of Chair and Rapporteur once during a period of five years. The composition of the past bureaux of the Executive Board can be accessed [here](#).

14. The above-mentioned rotation is expected to apply to the composition of the Bureau for the period 2021–2022 as indicated below:

Eastern European States: Chair

African States: Vice-Chair

Asia-Pacific States: Vice-Chair

Western European and other States: Vice-Chair

Latin American and Caribbean States: Rapporteur

B. Meetings during the session

1. Day 1 of the session

15. Following consultations within the Bureau, it is recommended that most of the work of the Executive Board at its first session of 2021 be undertaken in online plenary meetings. It is proposed that the first day of the first session of 2021 be devoted to the opening of the session (agenda item 1); organizational matters (agenda item 2); reports by the chairs of the ad hoc working groups (agenda item 3); financial, budgetary and administrative matters (agenda item 4); reports of the Advisory Committee on Administrative and Budgetary Questions relevant to the work of UN-Habitat (agenda item 5); status of and discussion on the draft annual work programme of UN-Habitat and draft budget of the United Nations Habitat and Human Settlements Foundation for 2022 (agenda item 6); implementation of the normative and operational activities of UN-Habitat (agenda item 7).

2. Day 2 of the session

16. It is proposed that the second day be devoted to the implementation of the resolutions and decisions adopted by the UN-Habitat Assembly (agenda item 8); progress made by UN-Habitat in the implementation of the United Nations development system reform (agenda item 9); annual report on UN-Habitat actions to strengthen protection against sexual exploitation and abuse and against workplace sexual harassment (agenda item 10); annual report on action by the Executive Director to update and improve the internal management, policies and procedures of UN-Habitat (agenda item 11); election of officers (agenda item 12); the provisional agenda for the next session of the Executive Board (agenda item 13); other matters (agenda item 14); and the closure of the session (agenda item 15).

C. Consultations on draft decisions to be considered by the Executive Board

17. At its meeting of 11 January 2021, the Bureau recommended that the draft outcomes, including draft decisions, to be considered by the Executive Board at its first session of 2021 should be considered in advance of the session by the ad hoc working group on programmatic, budgetary and administrative matters which was established by the Executive Board in paragraph 7 of its decision 2019/2. Thereafter, it is anticipated that the chair of the ad hoc working group on programmatic, budgetary and administrative matters will forward the draft outcomes, including draft decisions, to the Executive Board through the Chair of the Executive Board for further consideration and possible adoption.

18. It is also anticipated that part of the session will be dedicated to informal negotiations on the draft decisions with a view to merging, reconciling or clarifying them, as necessary, prior to their consideration by the Executive Board at an online plenary meeting of the session.

D. Registration

19. All delegates are encouraged to pre-register online for the first session of 2021 at <https://unhabitat.org/First-session-of-the-year-2021-of-the-Executive-Board> from Wednesday, 24 February 2021. The secretariat of UN-Habitat requests all participants to register online before 2 p.m. (Nairobi time (UTC+3)) on Thursday, 1 April 2021, in order to enable the organization to duly record the attendance of all participants and provide them with access to the online platform for the session.

20. In accordance with rule 8 of the rules of procedure, the secretariat of UN-Habitat requests permanent and observer missions to UN-Habitat in Nairobi and to the United Nations in New York, in addition to registering online, to communicate the names and email addresses of the members of their respective delegations as early as possible, but no later than 4 April 2021, to the Secretary to the Governing Bodies of UN-Habitat, Mr. Chris Mensah (Tel.: +254 732 689199; email: chris.mensah@un.org and unhabitat-sgb@un.org).

21. Additional information is available on the website at <https://unhabitat.org/First-session-of-the-year-2021-of-the-Executive-Board>. Enquiries regarding the first session of 2021 should be directed to:

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Annex

Proposed organization of work and timetable for the first session of 2021 of the Executive Board, 7 and 8 April 2021

<i>Day/date</i>	<i>Time</i>	<i>Agenda item</i>
Wednesday, 7 April 2021	a.m.	<ol style="list-style-type: none"> 1. Opening of the session. 2. Organizational matters: <ol style="list-style-type: none"> (a) Adoption of the agenda and the workplan for the first session of 2021; (b) Adoption of the report of the Executive Board on the work of its second session of 2020. 3. Reports by the chairs of the ad hoc working groups. 4. Financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan and a proposal on geographical and gender balance.
	p.m.	<ol style="list-style-type: none"> 5. Reports of the Advisory Committee on Administrative and Budgetary Questions relevant to the work of UN-Habitat, issued since the last session of the Executive Board. 6. Status of and discussion on the draft annual work programme of UN-Habitat and draft budget of the United Nations Habitat and Human Settlements Foundation for 2022. 7. Implementation of the normative and operational activities of UN-Habitat, including reporting on the programmatic activities of UN-Habitat in 2020 and the implementation of subprogrammes, flagship programmes and technical cooperation activities, and update on the UN-Habitat response to the coronavirus disease pandemic. <p><i>Informal consultations on draft decisions</i></p>
Thursday, 8 April 2021	a.m.	<ol style="list-style-type: none"> 8. Implementation of the resolutions and decisions adopted by the UN-Habitat Assembly. 9. Progress made by UN-Habitat in the implementation of the United Nations development system reform. 10. Annual report on action by UN-Habitat to strengthen protection against sexual and any other type of exploitation and abuse and sexual harassment in the workplace.
	p.m.	<ol style="list-style-type: none"> 11. Annual report on action by the Executive Director to update and improve the internal management, policies and procedures of UN-Habitat. 12. Election of officers. 13. Provisional agenda for the next session of the Executive Board. 14. Other matters. 15. Closure of the session.