

**Second session of 2021 of the Executive Board of the  
United Nations Human Settlements Programme (UN-Habitat)  
15 and 16 November 2021**

**Notification by the Executive Director**

**I. Dates, agenda, venue and participation**

1. The first session of 2021 of the Executive Board was held online on 7 and 8 April. The report of the Executive Board on the work of its first session of 2021 is set out in document HSP/EB.2021/10. The decisions adopted by the Board at that session are set out in document HSP/EB.2021/11.
2. At its first session of 2021, in its decision 2021/4, the Executive Board agreed that its second session of 2021 would be held for a duration of two or three days between 16 and 18 November 2021, leaving the Bureau to determine whether the session should be held over two days or three days. In that regard, the Bureau met online on 8 September 2021 and recommended that the session be held for two days. The Bureau further considered the exact dates for the second session and recommended that it be held on 15 and 16 November 2021.
3. The provisional agenda, as agreed on by the Executive Board in its decision 2021/4, and as further reviewed and amended by the Bureau at its meeting of 8 September 2021, is contained in document HSP/EB.2021/12, which is available at <https://unhabitat.org/Second-session-of-2021-of-the-Executive-Board>. 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 18 October 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 will continue to monitor the situation in case there is a possibility that the session could be held either face to face at the UN-Habitat headquarters in Nairobi or as a hybrid session, combining an online meeting for representatives not based in Nairobi with a face-to-face meeting for representatives of permanent missions based in Nairobi, depending on the necessary pandemic-related precautionary measures. In the light of the continually evolving nature of the pandemic, however, the Executive Director will make preparations for the session to be held online with simultaneous interpretation in the six official languages of the United Nations and will 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 Monday, 15 November 2021. Participants should be online and logged into the meeting by 8.45 a.m.
6. Instructions for accessing the online session will be shared with participants on or after 11 November 2021.
7. All 36 members of the Executive Board are expected to participate in the session.
8. In addition, 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 11 November 2021, the names of their accredited representatives, alternate representatives and advisers, including their email addresses, for the purpose of enabling their 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 second session of 2021 are the following:

- (a) Financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan;
- (b) The draft work programme of UN-Habitat and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2022;
- (c) Implementation of the strategic plan for the period 2020–2023;
- (d) Normative and operational activities of UN-Habitat, including reporting on the programmatic activities of the Programme in 2021 and the implementation of subprogrammes, flagship programmes and technical cooperation activities, and an update on the Programme’s response to the COVID-19 pandemic;
- (e) The high-level meeting to assess progress in the implementation of the New Urban Agenda;
- (f) Review of the effectiveness of the oversight functions of the Executive Board pursuant to its working methods, ensuring congruence with the other UN-Habitat Governing Bodies.

## III. Informal consultations

10. In order to facilitate the work of the Executive Board, arrangements will be made, upon request, for informal online consultations within 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](mailto:chris.mensah@un.org) and [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org).

## IV. Proposed organizational arrangements for the second 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 2021–2022, who were elected by the Executive Board at its first session of 2021 on 8 April 2021, will preside over the conduct of the second session of 2021. The geographical distribution of the membership of the Executive Board, elected by the United Nations Habitat Assembly of the United Nations Human Settlements Programme at its first session, in May 2019, for a four-year term, can be accessed [here](#), while the geographical distribution of the Bureau for the period 2021–2022 is as follows:

Chair:	Poland (Eastern European States)
Vice-Chairs:	Egypt (African States)
	France (Western European and other States)
	Pakistan (Asia-Pacific States)
Rapporteur:	Chile (Latin American and Caribbean States)

### B. Meetings during the session

#### 1. Day 1 of the session

13. Following consultations within the Bureau, it is recommended that most of the work of the Executive Board be undertaken in online plenary meetings over a period of two days. It is proposed that the first day of the second session of 2021 be devoted to the opening of the session (agenda item 1); organizational matters (agenda item 2); reports of the ad hoc working groups (agenda item 3); financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan (agenda item 4); the draft work programme of UN-Habitat and the draft budget of the United Nations Habitat and Human Settlements

Foundation for 2022 (agenda item 5); and the implementation of the strategic plan for the period 2020–2023 (agenda item 6).

## **2. Day 2 of the session**

14. It is proposed that the second day be devoted to the normative and operational activities of UN-Habitat (agenda item 7); the high-level meeting to assess progress in the implementation of the New Urban Agenda (agenda item 8); the annual report of the Office of Internal Oversight Services to the Executive Board (agenda item 9); the annual report of the Ethics Office to the Executive Board (agenda item 10); the review of the effectiveness of the oversight functions of the Executive Board pursuant to its working methods, ensuring congruence with the other UN-Habitat Governing Bodies (agenda item 11); the dates and provisional agenda of the next session of the Executive Board (agenda item 12); any other matters (agenda item 13); and the closure of the meeting (agenda item 14).

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

15. It is recommended, in the interest of efficiency, that the draft outcomes, including draft decisions, to be considered by the Executive Board at its second session of 2021 be discussed before 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 will forward the draft outcomes, including draft decisions, based upon those preliminary discussions to the Executive Board through the Chair of the Executive Board for further consideration and possible adoption.

16. 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**

17. All delegates are encouraged to pre-register online for the second session of 2021 at <https://unhabitat.org/Second-session-of-2021-of-the-Executive-Board> from Monday, 4 October 2021 onwards. All participants should register online before noon (Nairobi time (UTC + 3)) on Thursday, 11 November 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.

18. In accordance with rule 8 of the rules of procedure of the Executive Board, 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 of the members of their respective delegations as early as possible, but no later than Thursday, 11 November 2021, to the Secretary to the Governing Bodies of UN-Habitat, Mr. Chris Mensah (Tel.: +254 732 689199; email: [chris.mensah@un.org](mailto:chris.mensah@un.org) and [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org)).

19. Additional information will be made available on the website for the session at <https://unhabitat.org/Second-session-of-2021-of-the-Executive-Board> and at <https://unhabitat.org/governance/executive-board>. Enquiries regarding the session should be directed to:

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## Annex

### Proposed organization of work and timetable for the second session of 2021 of the Executive Board, 15 and 16 November 2021

<i>Day</i>	<i>Time*</i>	<i>Agenda item</i>
<b>Day 1</b>	<b>9 a.m.</b>	<ol style="list-style-type: none"> <li>1. Opening of the meeting</li> <li>2. Organizational matters:               <ol style="list-style-type: none"> <li>(a) Adoption of the agenda and the workplan for the second session of 2021</li> <li>(b) Adoption of the report on the work of the first session of 2021</li> </ol> </li> <li>3. Reports by the chairs of the ad hoc working groups</li> <li>4. Financial, budgetary and administrative matters, including the implementation of the resource mobilization strategy in accordance with the strategic plan</li> </ol>
	<b>2 p.m.</b>	<ol style="list-style-type: none"> <li>5. Discussion and possible approval of the draft work programme of the United Nations Human Settlements Programme and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2022</li> <li>6. Implementation of the strategic plan for the period 2020–2023:               <ol style="list-style-type: none"> <li>(a) Annual report for 2020 on the strategic plan for the period 2020–2023</li> <li>(b) Actual annual income and expenditure in support of the draft financial plan</li> </ol> </li> </ol> <p><i>Informal consultations on draft decisions</i></p>
<b>Day 2</b>	<b>9 a.m.</b>	<ol style="list-style-type: none"> <li>7. Normative and operational activities of the United Nations Human Settlements Programme, including reporting on the programmatic activities of the Programme in 2021 and the implementation of subprogrammes, flagship programmes and technical cooperation activities, and an update on the response of the Programme to the coronavirus pandemic</li> <li>8. High-level meeting to assess progress in the implementation of the New Urban Agenda</li> </ol>
	<b>2 p.m.</b>	<ol style="list-style-type: none"> <li>9. Annual report of the Office of Internal Oversight Services to the Executive Board</li> <li>10. Annual report of the Ethics Office to the Executive Board</li> <li>11. Review of the effectiveness of the oversight functions of the Executive Board pursuant to the working methods of the Executive Board ensuring congruence with the other UN-Habitat Governing Bodies</li> <li>12. Provisional agenda for the next session of the Executive Board</li> <li>13. Other matters</li> <li>14. Closure of the meeting</li> </ol>

\* All times are Nairobi time (UTC + 3).