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**UN HABITAT Executive Board  
of the United Nations  
Human Settlements Programme**

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**Executive Board of the United Nations  
Human Settlements Programme**

**First session of 2021**

Online, 7 and 8 April 2021

Item 2 (a) of the provisional agenda\*

**Organizational matters: adoption of the agenda  
and the workplan for the first session of 2021**

## **Annotated provisional agenda**

### **Item 1**

#### **Opening of the session**

1. The Executive Board held its second session of 2020 online from 27 to 29 October 2020. At that session, in paragraph 10 of its decision 2020/6, the Executive Board decided that its first session of 2021 would be held on 6 and 7 April 2021. In paragraph 11 of the same decision, the Executive Board decided on the provisional agenda for the session. The report of the Executive Board on the work of its second session of 2020 is set out in document HSP/EB.2020/28, while the decisions of the Board at that meeting are set out in document HSP/EB.2020/29.
2. At its meeting of 11 January 2021, held to prepare for the first session of 2021, the Bureau of the Executive Board recommended that the session be rescheduled to Wednesday, 7 April and Thursday, 8 April 2021, based on the fact that the Easter holiday would fall on Monday, 5 April and on 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, as agreed on by the Executive Board in its decision 2020/6 and amended by the Bureau as its meeting of 11 January 2021, is set out in document HSP/EB.2021/1.
4. Under this item the Chair will declare the first session of 2021 open and outline the protocols for the session.
5. The membership of the Executive Board beginning on 31 May 2019 can be found [here](#) while the geographical distribution of officers elected to the Bureau can be found [here](#).

*Action: Opening of the session by the Chair of the Executive Board.*

### **Item 2**

#### **Organizational matters**

6. Under this sub-item, the Chair will inform participants of the Bureau's recommendation that the session be held online with simultaneous interpretation in the six official languages of the United Nations, in the light of the evolution of the coronavirus disease (COVID-19) pandemic. The Chair will suggest that the Executive Board work for approximately six hours per day, from 9 a.m. to 12 noon and from 2 to 5 p.m., with interpretation in the six official languages of the United Nations.

*Action: Briefing on organizational matters related to interpretation services.*

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\* HSP/EB.2021/1.

**Documentation**

Annotated provisional agenda (HSP/EB.2021/1/Add.1)

**(a) Adoption of the agenda and the workplan for the first session of 2021**

7. Under this sub-item, the Executive Board will consider and adopt its agenda for the session and decide on the organization of its work. The proposed timetable and organization of work are set out in the annex to the present document.

8. The provisional agenda, as decided by the Executive Board in paragraph 11 of its decision 2020/6, was reviewed and amended by the Bureau at its meeting of 11 January 2021 to include an update on the UN-Habitat response to the COVID-19 pandemic as part of item 7 of the provisional agenda.

*Action: Adoption of the agenda and the workplan for the first session of 2021.*

**Documentation**

Provisional agenda (HSP/EB.2021/1)

Annotated provisional agenda (HSP/EB.2021/1/Add.1)

List of documents for the first session of 2021 of the Executive Board (HSP/EB.2021/INF/1)

**(b) Adoption of the report of the Executive Board on the work of its second session of 2020**

9. Under this sub-item, on the recommendation of the Rapporteur, the Executive Board will be invited to adopt the report of the Executive Board on the work of its second session of 2020, held from 27 to 29 October 2020. The decisions adopted by the Executive Board at that session are set out in document HSP/EB.2020/29.

*Action: Adoption of the report of the Executive Board on the work of its second session of 2020.*

**Documentation**

Report of the Executive Board of the United Nations Human Settlements Programme on the work of its second session of 2020 (HSP/EB.2020/28)

Decisions adopted by the Executive Board at its second session of 2020 (HSP/EB.2020/29)

**Item 3**

**Reports by the chairs of the ad hoc working groups**

10. In line with the decisions of the Executive Board, in particular with paragraph 7 of decision 2019/2, creating the ad hoc working group on programmatic, budgetary and administrative matters; and paragraph 5 of decision 2019/3, creating the ad hoc working group on the development of a draft stakeholder engagement policy, the chairs of the two ad hoc working groups will report on the work of each of those groups.

11. The Chair will recall that the ad hoc working group on working methods of the Executive Board, established by paragraph 11 of decision 2019/2 and whose mandate was to assist and advise the Executive Board on its working methods, fulfilled its mandate, as expected, by the second session of 2020, as acknowledged by the Executive Board in its decision 2020/6.

*Action: Briefings by the chairs of the ad hoc working groups and recommendations of the Executive Board on the basis of the briefings.*

**Item 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**

12. Under this item, the secretariat will introduce the report of the Executive Director on the financial status of UN-Habitat, in accordance with paragraph 4 of decision 2019/2. The secretariat will also provide an update on the restructuring and financing of UN-Habitat, the implementation of the resource mobilization strategy in accordance with the strategic plan, as well as the status of staffing in the organization, grounded in equitable geographical distribution and gender parity.

13. The Executive Director will provide a briefing to the Executive Board in preparation for the discussion on UN-Habitat financial, budgetary and administrative matters.

*Action: Briefing by the Executive Director on financial, budgetary and administrative matters and discussion. The Executive Board may wish to take note of the briefing and of the relevant documentation and formulate further recommendations for follow-up action.*

#### **Documentation**

Report of the Executive Director on the financial status of UN-Habitat as at 31 December 2020 (HSP/EB.2021/2).

Staffing of the United Nations Human Settlements Programme as at 31 December 2020 (HSP/EB.2021/2/Add.1).

Financial budgetary and administrative matters: implementation of the resource mobilization strategy in accordance with the strategic plan (HSP/EB.2021/2/Add.2).

Recruitment, equitable geographical distribution and gender parity (HSP/EB.2021/2/Add.3).

Ongoing restructuring of the United Nations Human Settlements Programme (HSP/EB.2021/3).

### **Item 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**

14. Under this item, in line with paragraph 11 of decision 2020/6, the secretariat will introduce, if available, any reports of the Advisory Committee on Administrative and Budgetary Questions relevant to the work of UN-Habitat issued since the second session of 2020 of the Executive Board.

*Action: Briefing of the Executive Director on the reports of the Advisory Committee on Administrative and Budgetary Questions relevant to the work of UN-Habitat issued since the second session of 2020 of the Executive Board. The Executive Board may wish to take note of the briefing.*

#### **Documentation**

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 (*if available*).

### **Item 6**

#### **Status of and discussion on the draft annual work programme of the United Nations Human Settlements Programme and draft budget of the United Nations Habitat and Human Settlements Foundation for 2022**

15. Pursuant to rule 5 (c) of its rule of procedure, the Executive Board has the mandate to approve and oversee the implementation of the annual programme of work and budget. By paragraph 4 (a) of its decision 2019/4, the Executive Board decided that the annual work programme and budget of UN-Habitat should be included in the provisional agenda of Executive Board sessions for its consideration at its first session each year.

16. In section (b) of decision 2020/6, the Executive Board took note of the need to align the sessions of the Executive Board in 2021 with the preparatory and approval process for the draft 2022 work programme and budget of UN-Habitat; requested the ad hoc working group on programmatic, budgetary and administrative matters of the Executive Board to discuss a draft work programme of UN-Habitat for 2022 and also to discuss a draft budget for UN-Habitat for 2022 in line with the recommended budget range for the United Nations Habitat and Human Settlements Foundation non-earmarked budget of UN-Habitat for 2022 of between \$10 million and \$12 million and other extrabudgetary resources; and requested the Executive Director to provide an update to the Executive Board at its first session of 2021 on the status of the draft work programme and budget for 2022, taking into account the recommendations of the ad hoc working group on programmatic, budgetary and administrative matters.

17. Accordingly, and in line with paragraph 9 of decision 2020/6, under this item, the secretariat will brief the Executive Board on the status of the draft annual work programme of UN-Habitat and the draft budget of the United Nations Habitat and Human Settlements Foundation for 2022, taking

into account the recommendations of the ad hoc working group on programmatic, budgetary and administrative matters.

18. The Executive Director will brief the Executive Board on the status of the draft work programme and budget for 2022 in preparation for the discussion on this item.

*Action: Update by the Executive Director on the draft annual work programme and budget for 2022 and discussion.*

#### **Documentation**

Report of the Executive Director on the annual work programme of the United Nations Human Settlements Programme and budget of the United Nations Habitat and Human Settlements Foundation for 2022 (HSP/EB.2021/4).

### **Item 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 pandemic**

19. Under this item, and in accordance with paragraph 6 (b) of decision 2019/4, paragraph 11 of decision 2020/6 and the recommendation of the Bureau at its meeting of 11 January 2021, the Executive Director will provide a briefing on the implementation of the normative and operational activities of UN-Habitat, which will include a briefing on activities at the country level, and on the programmatic activities of UN-Habitat, with a focus on the United Kingdom of Great Britain and Northern Ireland's Prosperity Fund Global Future Cities Programme; the project entitled "Building Urban Economic Resilience during and after COVID-19"; and the Lebanon Country Programme, with a particular focus on neighbourhood profiling and an area-based approach to sustainable urbanization; tailored urban crisis responses following three major crises; and an urban response to COVID-19.

20. The briefing will also describe how normative and operational activities are integrated to build prosperity and achieve a better quality of life for all towards the implementation of the New Urban Agenda to achieve the urban dimensions of the Sustainable Development Goals. The report also reflects on how the COVID-19 pandemic is impacting and influencing UN-Habitat's work in these thematic areas.

21. Under this item, the Executive Director will also provide an update to the Executive Board on the UN-Habitat response to the COVID-19 pandemic.

*Action: Briefing by the Executive Director on normative and operational activities. The Executive Board may wish to take note of the briefing by the Executive Director and of the relevant documentation and formulate further recommendations for follow-up action.*

*Action: Briefing by the Executive Director on progress in the implementation of the UN-Habitat response to the COVID-19 pandemic. The Executive Board may wish to take note of the briefing and of the relevant documentation and formulate further recommendations for follow-up action.*

#### **Documentation**

Report of the Executive Director entitled "Normative and operational activities of UN-Habitat: focus on the Prosperity Fund Global Future Cities Programme, the project entitled "Building Urban Economic Resilience during and after COVID-19" and the Lebanon country programme (HSP/EB.2021/5)

Report of the Executive Director on the UN-Habitat response to COVID-19 (HSP/EB.2021/INF/2)

### **Item 8**

#### **Implementation of the resolutions and decisions adopted by the United Nations Habitat Assembly of the United Nations Human Settlements Programme**

22. Under this item, the Executive Director will provide a briefing on the status of implementation of the resolutions and decisions adopted by the UN-Habitat Assembly at its first session, namely resolution 1/2 on the United Nations System-Wide Guidelines on Safer Cities and Human Settlements;

resolution 1/3 on enhancing capacity-building for the implementation of the New Urban Agenda and the urban dimension of the 2030 Agenda for Sustainable Development; resolution 1/4 on achieving gender equality through the work of UN-Habitat to support inclusive, safe, resilient and sustainable cities and human settlements; resolution 1/5 on enhancing urban-rural linkages for sustainable urbanization and human settlements; and decision 1/3 on arrangements for the transition towards the new governance structure of UN-Habitat.

*Action: Briefing by the Executive Director and discussion. The Executive Board may wish to take note of the briefing by the Executive Director and of the relevant documentation and provide further recommendations for follow-up action.*

#### **Documentation**

Report of the Executive Director on the status of implementation of the resolutions and decisions adopted by the United Nations Habitat Assembly of the United Nations Human Settlements Programme at its first session (HSP/EB.2021/6).

### **Item 9**

#### **Progress made by UN-Habitat in the implementation of the United Nations development system reform**

23. Under this item, and in line with paragraph 11 of decision 2020/6, the secretariat will provide an update on the implementation by UN-Habitat of the development system and management reform of the United Nations.

24. By paragraph 16 of decision 2020/3, the Executive Board recommended that the ad hoc working group on programmatic, budgetary and administrative matters of the Executive Board further consider and discuss the prioritization of scenarios for the alignment of the quadrennial comprehensive policy review with the planning cycles of UN-Habitat, previously presented to the Executive Board at its second session of 2020, with a view to taking a final decision at the first session of 2021 of the Executive Board.

25. Accordingly, the Executive Director will provide a briefing on the alignment of the planning cycles of UN-Habitat with the quadrennial comprehensive policy review process, taking into account the recommendations of the ad hoc working group on programmatic, budgetary and administrative matters, as requested in paragraph 16 of decision 2020/3.

*Action: The Executive Board may wish to take note of the report on implementation by UN-Habitat of the reform of the development system and management of the United Nations, and formulate further recommendations for follow-up action.*

*Action: The Executive Board may wish to take note of the report on the alignment of the planning cycles of UN-Habitat with the quadrennial comprehensive policy review process and recommend one scenario for possible alignment.*

#### **Documentation**

Report of the Executive Director on the implementation by UN-Habitat of the reform of the development system and management of the United Nations (HSP/EB.2021/7)

Report on the alignment of the quadrennial comprehensive policy review with the UN-Habitat planning cycles (HSP/EB.2020/16/Add.1)

### **Item 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**

26. Under this item, pursuant to paragraph 4 (e) of decision 2019/4 and paragraph 4 of decision 2020/4, the secretariat will introduce the annual report on UN-Habitat action to strengthen protection against sexual exploitation and abuse and sexual harassment in the workplace, which includes the number of reports on allegations, investigations and actions taken by UN-Habitat and trends in those categories.

*Action: The Executive Board may wish to take note of the report on UN-Habitat action to strengthen protection against sexual exploitation and any other type of exploitation and abuse and sexual harassment in the workplace and formulate further recommendations for follow-up action.*

#### **Documentation**

Report of the Executive Director on action by UN-Habitat to strengthen protection against sexual and any other type of exploitation and abuse and sexual harassment in the workplace (HSP/EB.2021/8)

### **Item 11**

#### **Annual report on action by the Executive Director to update and improve the internal management, policies and procedures of UN-Habitat**

27. Under this item and in line with paragraph 4 (d) of decision 2019/4 and paragraph 11 of decision 2020/6, the Secretariat will introduce the report of the Executive Director on actions to update and improve the internal management, policies and procedures of UN-Habitat.

*Action: Briefing by the Executive Director and discussion. The Executive Board may wish to take note of the report of the Executive Director on actions to update and improve the internal management, policies and procedures of UN-Habitat.*

#### **Documentation**

Report of the Executive Director on actions to update and improve the internal management, policies and procedures of UN-Habitat (HSP/EB.2021/9)

### **Item 12**

#### **Election of officers**

28. Under this item, in accordance with rule 9 of the rules of procedure, the Executive Board will elect from among its members and taking into consideration the need to ensure equitable geographical representation, a new Bureau comprising a Chair, three Vice-Chairs and a Rapporteur, to hold office starting at the end of the first session of 2021. In line with rule 9, the current offices of Chair and Rapporteur are to rotate to a different regional group. Given that the first session of 2021 is being held online, the elections will of necessity also be conducted online.

29. The Chair of the Executive Board will lead the process of electing the new members of the Bureau for the period 2021–2022.

30. The expected composition of the Bureau of the Executive Board for the period 2021–2022 is 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*

*Action: Election of officers of the Bureau (procedural action)*

#### **Documentation**

Notification by the Executive Director on the first session of 2021 of the Executive Board of UN-Habitat

Rules of procedure of the Executive Board of the United Nations Human Settlement Programme (HSP/HA.1/HLS.3)

### **Item 13**

#### **Provisional agenda for the next session of the Executive Board**

31. Under this item, the Executive Board will adopt the provisional agenda for its second session in 2021 and decide on the dates for that session.

32. The Executive Board may also wish to adopt any draft procedural decisions and outcomes of its first session of 2021.

*Action: Consideration and possible adoption of the provisional agenda for the second session of 2021 of the Executive Board.*

*Action: Consideration and possible adoption of the outcomes/decisions of the Executive Board at its first session of 2021*

**Documentation**

In-session draft decisions to be recommended by the Bureau and Member States, including on the dates and provisional agenda for the next session of the Executive Board.

**Item 14**

**Other matters**

33. Under this item, the Executive Board will consider matters which, although not covered under any particular agenda item, are deemed to warrant its attention.

**Item 15**

**Closure of the session**

34. It is expected that the Executive Board will conclude the work of its first session of 2021 by 5 p.m. Nairobi time (UTC + 2) on Thursday, 8 April 2021.

## 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 (EAT (UTC + 2))</i>	<i>Agenda item</i>
<b>Wednesday, 7 April 2021</b>	9 a.m.	1. Opening of the session.
		2. Organizational matters: <ul style="list-style-type: none"> <li>(a) Adoption of the agenda and the workplan for the first session of 2021;</li> <li>(b) Adoption of the report of the Executive Board on the work of its second session of 2020.</li> </ul>
		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.
	2 p.m.	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 the United Nations Human Settlements Programme 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: <ul style="list-style-type: none"> <li>(a) Reporting on the programmatic activities of UN-Habitat in 2020;</li> <li>(b) Implementation of subprogrammes, flagship programmes and technical cooperation activities;</li> <li>(c) Update on the UN-Habitat response to the coronavirus pandemic.</li> </ul>
<i>Informal consultations on draft outcomes.</i>		
<b>Thursday, 8 April 2021</b>	9 a.m.	8. Implementation of the resolutions and decisions adopted by the United Nations Habitat Assembly of the United Nations Human Settlements Programme.
		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.
	2 p.m.	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.