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United Nations  
Habitat Assembly  
of the United Nations  
Human Settlements Programme

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United Nations Habitat Assembly of the  
United Nations Human Settlements Programme

**First session**

Nairobi, 27–31 May 2019

Item 3 of the provisional agenda\*

**Adoption of the rules of procedure of the  
United Nations Habitat Assembly**

## **Decision adopted by the United Nations Habitat Assembly on 31 May 2019**

### **1/2. Rules of procedure of the Executive Board of the United Nations Human Settlements Programme**

*The United Nations Habitat Assembly*

*Decides to endorse the rules of procedure of the Executive Board of the United Nations  
Human Settlements Programme set out in the annex to the present decision.*

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\* HSP/HA/1/1.

**Annex****Rules of procedure of the Executive Board of the United Nations  
Human Settlements Programme****Contents**

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## **I. Sessions**

### **Convening of sessions**

#### **Rule 1**

1. The Executive Board of the United Nations Human Settlements Programme shall meet in regular session two or three times per year, as appropriate, at such times and for such duration as it shall determine.
2. The Executive Board may meet in special session, in addition to its regular sessions, with the agreement of a majority of members of the Board, at the written request of any of the following:
  - (a) A member of the Executive Board;
  - (b) The Executive Director of the United Nations Human Settlements Programme (UN-Habitat);
  - (c) The President of the UN-Habitat Assembly.
3. When the dates of the sessions of the Executive Board are being set, the dates of meetings of the UN-Habitat Assembly and other United Nations bodies, including the high-level political forum on sustainable development, should be taken into account.

### **Place of sessions**

#### **Rule 2**

The sessions of the Executive Board shall be held at the UN-Habitat headquarters in Nairobi.

### **Notification of sessions**

#### **Rule 3**

The Executive Board secretariat shall convey to States Members of the United Nations the date, place and provisional agenda of each session no less than 42 days prior to the start of that session.

## **II. Languages and records**

#### **Rule 4**

1. Arabic, Chinese, English, French, Russian and Spanish shall be the official and working languages of the Executive Board. Speeches made in an official language shall be interpreted into the other official languages.
2. A representative may speak in a language other than an official language, provided he or she arranges for interpretation into one of the official languages. Interpretation into the other official languages by the secretariat interpreters may be based on the interpretation provided in the first official language.
3. All documents, resolutions and other formal decisions of the Board shall be made available in the official languages.

## **III. Functions and competence**

#### **Rule 5**

The functions of the Executive Board shall include, among others, the following:

- (a) To oversee the implementation of the normative and operational activities of UN-Habitat;
- (b) To ensure accountability, transparency, efficiency and effectiveness;

- (c) To approve and oversee the implementation of the annual programme of work and budget and the resource mobilization strategy, in accordance with the strategic plans and political guidelines provided by the UN-Habitat Assembly;
- (d) To adopt decisions, within the scope of its mandate, on, among other things, programmatic, operational and budgetary issues for the adequate and effective implementation of resolutions and other decisions adopted by the UN-Habitat Assembly;
- (e) To guide and support efforts to finance the work of UN-Habitat;
- (f) To oversee the compliance of UN-Habitat with evaluations and support auditing functions;
- (g) To collaborate with the executive boards of other United Nations agencies, funds and programmes, in accordance with the management reform programme of the Secretary-General.<sup>1</sup>

## IV. Agenda and documentation

### Rule 6

1. The Executive Board shall adopt its annual workplan at its first regular session each year. Discussion of the workplan should start no later than the last session of the Board held the previous year.
2. The agenda of the session shall be adopted at the beginning of each session.
3. The Executive Board shall approve at the end of each session, on the basis of a proposal by the Board secretariat, a provisional agenda for the next session.
4. The provisional agenda shall include the following:
  - (a) All items referred to the Executive Board by the UN-Habitat Assembly;
  - (b) All items proposed by the General Assembly or the Economic and Social Council;
  - (c) All items proposed by a State Member of the United Nations or a member of a United Nations specialized agency;
  - (d) All items proposed by the Executive Director of UN-Habitat;
  - (e) All items required by the rules of procedure or any other applicable rules and regulations.
5. All items referred to in paragraph 4 above shall have a direct link to the mandate, activities and area of competence of UN-Habitat.
6. Any matter within the competence of the Executive Board that is not included in the provisional agenda for a session may be submitted to the Board by a State Member of the United Nations, a member of a United Nations specialized agency, fund or programme or the Board secretariat; the matter will be added to the provisional agenda by decision of the Board. The Board may also decide to amend the provisional agenda or to delete an item or items from it, with due regard to any delay in the distribution of documentation that may occur as a result.
7. The Executive Board secretariat shall inform States Members of the United Nations and members of the United Nations specialized agencies about the availability of official documents and conference room papers.
8. The official documentation relating to items on the provisional agenda shall be made available to all States Members of the United Nations and members of the United Nations specialized agencies in all official languages no less than four weeks before the date of the opening meeting of a session.
9. Conference room papers shall be made available to all States Members of the United Nations and members of the United Nations specialized agencies, funds and programmes in English.

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<sup>1</sup> Pursuant to General Assembly resolution 73/239 on Implementation of the outcomes of the United Nations Conferences on Human Settlements and on Housing and Sustainable Urban Development and strengthening of the United Nations Human Settlements Programme, which endorsed the findings and recommendations of the Open-ended Working Group established by the Chair of the Committee of Permanent Representatives to the United Nations Human Settlements Programme on changing the governance structure of UN-Habitat, as set out in document A/73/726.

10. At least two weeks before each session of the Executive Board, the Board secretariat shall provide a briefing on the matters to be covered under each item on the provisional agenda. The secretariat shall provide electronic means through which members of the Board can participate in the session.

## V. Composition

### Members

#### Rule 7

1. The Executive Board shall consist of 36 Member States, to be elected by the UN-Habitat Assembly in accordance with the following criteria: 10 seats for African States; 8 seats for Asia-Pacific States; 4 seats for Eastern European States; 6 seats for Latin American and Caribbean States; and 8 seats for Western European and other States.

2. The 36 Member States comprising the Executive Board shall be referred to as “members” of the Executive Board.

3. The members of the Executive Board shall hold office for a term of four years.

## VI. Representation

### Rule 8

1. Each member of the Executive Board and observers shall appoint and be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

2. The names of representatives, alternate representatives and advisers shall be submitted to the Executive Board secretariat no less than three days before the session they are to attend.

## VII. Bureau

### Elections

#### Rule 9

1. The Executive Board shall, at its first regular session each year, elect from among its members, taking into consideration the need to ensure equitable geographical representation, a Bureau comprising a Chair, three Vice-Chairs and a Rapporteur, who shall hold office until their successors are elected.

2. They shall, subject to the provisions herein, be eligible for re-election.

3. The offices of Chair and Rapporteur shall rotate each year to a different regional group. Each regional group shall occupy the office of Chair and Rapporteur once during a period of five years.

4. If the Chair cannot preside over a meeting or any part thereof, a Vice-Chair shall be designated by the Chair to temporarily preside over the proceedings.

预览已结束，完整报告链接和二维码如下：

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