**UN-Habitat Senior Management Board: Notes**

**19 April 2018**

**Attendees:** ED, DED, Christine Musisi, Raf Tuts, Kazumi Ogawa, Naison Mutizwa-Mangiza, Eduardo Moreno, Atsushi Koresawa, Shipra Narang Suri, Andre Dzikus, Saidou N’Dow, Jane Nyakairu. **Absent:** Elkin Velasquez, Zena Ali Ahmad, Marco Kamiya, Robert Lewis-Lettington.

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|  | **Agenda item raised** | **Main issues & discussion** | **Action to be taken** | **By whom & when** |
| **0** | **ED summary of trip to Stockholm** | Summarised mission to Stockholm – in addition to participation in the Stockholm Forum on Gender Equality, meetings with: Ministry of Enterprise & Innovation – Housing and Digital Development (UNH line ministry), Ministry of Foreign Affairs, Sida, Sida + 20 urban partners, Swedish Association of Local and Regional Authorities, Fryshuset (Youth Centre):   1. Sweden wants to see gender mainstreamed throughout UNH work, NUA, SDGs. 2. Importance of quality reporting and monitoring, focus on impact. 3. Focus on affordable housing; not forgetting urban rural linkages; identifying best practices that are useful for countries such as Sweden. 4. MOU with Fryshuset & Safer Cities. | **1-3:** None  **4.** ULLLG/Safer Cities to follow-up immediately to realize implementation of MOU. | **1-3.** None  **4.** Immediately |
| **0** | **Housekeeping (SMB, e-performance, mandatory training, time and attendance monitoring)** | **1.** SMB to report back to OED on briefing respective branch/units on SMB meetings.  **2.** Complete e-performance, lead by example.  **3.** Complete mandatory training. Ensure leave and attendance.  **4.** Post SMB minutes on UNH Intranet. | **1.** SMB participants to send minutes to ED of meeting within 2 days of SMB.  **2.** Complete e-performance for 2017-2018 and initiate for 2018-2019.  **3.** Complete mandatory courses, ensure time and attendance procedures respected.  **4.** OED to organise. | **1.** SMB / 23 April  **2.** SMB / end April  **3.** SMB / ongoing  **4.** OED / 23 April |
| **0** | **Outstanding items from previous SMB (21/3)** | **1.**  WUF9 report pending, supposed to have been submitted by 30 March.  **2.** WUF11 Expressions of Interest to go out asap.  **3.** Investment plan / reform costs to be finalized. | **1.** Report to be shared immediately.  **2.** WUF11 Expression of Interest to go out asap.  **3.** Plan to be finalized. | **1.** 23 April  **2.** ERD, WUFS / 25 April  **3.** MOD / 20 April |
| **1** | **Review of portfolio performance (Raf T.)** | **1.** Presentation on 2016-2017 acquisitions (fundraising and expenditure over two years):  - Approx. 85% acquisition target met. Not met: UEDB (20%); RRRB (13%); RCDB (26%). Reservations expressed on methodology.  - Branches do not have same acquisition capacity. Imposing same targets not fitting; need enhanced cooperation across the Organisation. Current model not in line with integrated programming as per NUA, SDGs and our Strategic Plan.  - As of 1 January, approvals of grants take place in a decentralised manner.  **2.** Decentralisation of released budget is a quick win – MOD need to review pros and cons as well as rules and procedures. Controller had advised against a decentralised budget due to concerns of over-expenditure. Checks and balances need to be put in place and adequate reporting.  **-** ERD requested a workflow assessment, which is another delay in implementation of recruitment, even consultants.  - Competition between ROs and branches is not helpful. On delivery important to distinguish between multi-year and short-term programmes – due to different in delivery pace.  - Request for more involvement of RO’s in the setting of targets.  - Proposal to move from current balance sheet to results -based-approach, in order to use performance monitoring as a way of measuring implementation of expected accomplishments.  - Delivery should be measured by work-programme and budget as approved by PAG. Need for a mechanism for measuring sub-themes in sub-programmes, i.e. slum upgrading in housing or youth in urban economy.  **3.** Need to finalise the review and agreement on cost recovery. Could be based on portfolio, e.g.: 1% on cost of each core staff + indirect cost recovery on related to specific core services => a hybrid model. Need to be able to explain cost recovery (like UNDP service list) to detail costs for each service.  **4.** Need budget allocations of distribution of core budget. Jane to revert on Foundation General Purpose. For regular budget, funds received, review forthcoming. | **1.** KPIs to be identified for delivery targets.  **2.** MOD to review possibility to decentralise while ensuring accountability, after which to be discussed at next SMB in May.  **3.** MOD to establish a Task Force to lead and further discussions on cost recovery (outstanding from previous SMB).  **4.** MOD to act upon Andrew’s return from leave. | **1.**  **2.** MOD, 3 May  **3.** MOD, 4 May  **4.** MOD, week of 23 April |
| **2.** | **Knowledge Management Action Plan** | **1.** The Action Plan was prompted by at several OIOS evaluations. High time to adopt the strategy/action plan.  **2.** Pages 5-6 of the Action Plan list the core decisions to be made (9 key actions). Including establishment of a Unit that deals explicitly with knowledge management. Steps need to be taken to identify focal points in each branch and RO to ensure internalisation.  **3.** Points 2-3: immediate, 4-6: amendments, 8-9: for next Strategic Plan. | **1-3.** PD to monitor implementation. | **1.** ongoing |
| **3.** | **Evaluation manual presentation (DED, Evaluation Unit.)** | **1.** Purpose to improve evaluation functions and coherence of evaluations undertaken across UNH, to be able to use knowledge gained through evaluations. Basic training is being development. Each branch and RO has a evaluation focal point, which was used for consultations in development the manual.  **2.** Manual also hopes to address OIOS recommendations - OIOS evaluated UNH, concrete findings on evaluation: (a) most UNH evaluations are output not results oriented; (b) lack of consistency with evaluations managed in-house not by the Evaluation Unit; (c) those initiated by programme managers not centrally available.  - Request that Evaluation Unit to add a simplified guide summarizing the entire manual. Also devise an action plant in simpler format.  - A test period was suggested to try out the manual, obtain feedback and adapt as necessary and revise.  - Funding from GEF/EU require external evaluation, Evaluation Unit should be kept informed.  - Suggest that PAG should have an agenda item to close the projects. | **1.** Manual approved by SMB.  **2.** Develop a simplified guide on how to apply the manual. | **1.** None  **2.** Evaluation Unit- by end April |
| **4.** | **AOB / Circulation of calendar of reporting deadlines** | **1.** Calendar of reports: intention to use as a planning document for larger corporate events / reporting deadlines, including UN reporting.  - Donor consultation visit to Turkana very well received by Member States. Suggestion to have a 3-month rolling calendar of upcoming events to share with CPR for their involvement/interest.  **2.** Corporate reports from UNHQ to be included in the calendar, with focal points.  **3.** Corporate Power Points for each branch to be developed, for discussion at next SMB.  **4.** Submission of suggestions for Urban October themes.  **5.** Circulate the SDGs commemorative days and messaging. | **1.** Christine to send a reminder to SMB with deadline requesting information.  **2.** Ibid.  **3.** SMB to develop respective corporate PPTs and present at next SMB.  **4.** SMB to submit proposals  **5.** OED to circulate commemorative days. | **1-2.** 27 April  **3.** SMB / 4 May  **4.** SMB / 4 May  **5.** OED / 25 April |