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

**30 May 2018**

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

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|  | **Agenda item raised** | **Main issues & discussion** | **Action to be taken** | **By whom & when** |
| **0** | **Review of outstanding items from past SMBs**  | 1. e-Performance: end of cycle compliance for 17-18 @ 21% completion rate. 18-19 workplan update @ 10% compliance rate. Waiting for updated figures on mandatory training data from UNON HR.
2. Cost Recovery: hybrid option has been agreed upon in principal. MOD is currently costing this option.
3. Preparation for HLPF: corporate messages to be developed and a list of participants to have oversight and tool to ensure integrated participation.
4. Update on sexual harassment, policy update. An updated document was just sent to SMB today – for virtual endorsement.
 | 1. Send out another reminder. 18-19 work-plan deadline by June 2018. SMB to ensure their teams complete three mandatory training courses each month, with a view to having 100% compliance for all mandatory training by the end of August 2018.
2. Option to be completed and detailed in a paper as well as costed.
3. Messages & list to be prepared.
4. SMB to review & virtually endorse via e-mail.
 | **1.**., by next SMB**2.** ., [date?]**3.** [date?]**4.** SMB, ASAP  |
| **1** | **Discussion on the Secretary-General’s reforms**  | 1. In line with GA Resolution on reform and repositioning of the UNDS in context of QCPR. Recently concluded in NY, resolution mirrors the report of the SG. **7 areas** of change outlined, agreed to by MS:

**1)** Acceleration of system-wide alignment of mandates for collective responsibility; **2)** new generation of UNCTs, enhanced skill sets, optimised presence, back office; **3)** empowered, impartial UNRC; **4)** empowered regional commissions; **5)** enhanced transparency, accountability; **6)** enhanced partnership links; **7)** new funding compact between MS and UNDS. For each area, the resolution outlines specific instructions on how to move forward.1. Implications for UNH: **1)** strengthen humanitarian development and peace nexus (will be fully reflected in next Strategic Plan). How to consolidate work at country-level and membership of IASC; **2)** New generation of UNCTs, linked to the 6 typologies. How and where do we want to optimise our country presence (advisory/implementing roles); **3)** Implications of RC’s reporting directly to DSG, means more independence including use of funds. Need to ensure that UNH can mobilize and provide technical expertise in countries where we are not present to ensure that other agencies do not absorb our role, example of RC/UNDP RR in Kazakhstan; **4)** How should UNH strategically position itself around optimised Regional Commissions – a revamped approach, linked to our regional presence, considering deployment or hubs, strengthening our presence. Need to align our presence with emerging data trends; **5)** Will depend on OEWG outcome and our new governance structure; **6)** Enhanced partnerships, links with global compact, identify areas where we do no have strong linkages at global and regional levels, develop innovative more strategic and sustainable funding opportunities; **7)** 1-6 is UN internal, whereas # 7 sees MS also changing.

**Comments:*** How to address the NRA situation. MS negotiation of UNDS reform contested, controversy over the new RC system reporting directly to DSG.
* Importance of having a strong advisory presence to participate in/support UNCTs, where we cannot be present at country level.
* Concerning engagement with Regional Commissions: **1)** Create a menu of our programmes and services for partners to choose from – this will enhance outside understanding of what UNH is and can do; **2)** Open joint offices in Regional Commissions; **3)** Need for a consistent system of urban data to respond to the SDGs and NUA.
* Need to develop our approach to RCs, as NRA they are becoming our main clients.
* As a NRA, we experience difficulties to pay our dues in country. Payment for NRAs were previously paid and coordinated from NY. Need clarity on this.
* Lack of resources to properly engage with UNDAF processes and UNCT discussions.
* Need to strategically consider implications on how to adapt UNH engagement in the changing UNDS. E.g. high cost to engage with Regional Commissions. Need to consider where to invest more resources, where it is at global, regional, local level. Need to be strategic in investments and returns.
* Need to prioritize and take advantage of our urban window. Our normative work is not sufficient to attract interest.
* While developing the next Strategic Plan, need to be conscious of the UNDS reform, and ensure that our direction and response is reflected accordingly.
 | 1. Based on the 7 areas, prepare a paper outlining what is the role of UNH and how can UNH optimize the 7 points, relating to our SP.
* ROs to ensure that HPMs budget their projects & need to clarify what in-country costs are covered by the Secretariat.
 | **1.** , [date?]* ROs / MOD, immediately
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| **2** | **GC 27 preparation** ( | 1. Despite uncertainty on OEWG outcome, will proceed and plan for a GC in order to be prepared.
2. Memo forthcoming on preparing for the GC. The agenda (set during previous GC) likely be amended subject to OEWG outcome and Stakeholder Engagement policy.
3. Documents circulated: **Annex 3**, list of resolutions passed at last GC. Next GC we are responding to the previous GC resolutions; **Annex 4** – list of documents to prepare; **Annex 5** – outlines officers responsible for preparing respective documents – late submissions incurs costs; **Annex 6** – statutory deadlines; **Annex 7** – themes of previous GC sessions.
4. GC theme selected by GC Bureau 6 months in advance, guidance by ED, WUF outcome and CPR the SDGs/2030 Agenda.
5. To run GC, staff assigned responsibilities.
6. Side events need to be related to the theme.

**Comments:*** Theme to be in line with next Strategic Plan, consider 2019 key summits and conferences themes.
* ED stressed importance of observing deadlines re. document preparation and submission.
* Ensure theme is specific and relevant.
* GCS stressed importance of ED setting her goals on what she would like the GC to achieve.
 | 1. None
2. None
3. Division Directors to complete list of officers responsible for documents and meet with teams on submission of documents.
4. Select a team to work on theme, develop a concept paper, share with CPR, finalize and distribute.
5. Staff responsibilities to be outlined.
6. Focal point to be identified to maintain overview of side events and relevancy.
 | 1. None
2. None
3. ERD, MOD & PD, ASAP
4. 15 June
5. OED/GCS, [date?]
6. [date?]
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| **3** | **Update on Enterprise Risk Advisory Committee**  | 1. Following a 2015 OIOS evaluation, UN-Habitat adopted an implementation plan for Enterprise Risk Management (ERM) in April 2015. A Risk Advisory Committee chaired by DED, reporting to ED, was established. Guidelines were developed based on UN Secretariat policies. Purpose of the Committee was to oversee implementation of the OIOS recommendations and identify how risk are/can be mitigated corporate wide. 6 main risks were identified and assigned: **1)** Realization and demonstration of results in line with UN-Habitat’s strategic plan and mandate (PD); **2)** Fit for purpose human resource strategies, operational tools, business processes (MOD); **3)** Governance and oversight for enhanced accountability, transparency and risk management (ERD); **4)** Financing of the core budget (MOD); **5)** Safety and security (OED); **6)** Umoja implementation (MOD).

Out of the 6 risks, only one risk (assigned to PD) has completed and reviewed by the Committee and presented for adoption to the SMB. 1. Staff training and risk management has been rolled out, including: online ERM Computer-based training – only 85 staff completed so far; live training for senior management during a senior management retreat; live training to staff in the field (ROAP and ROAS); training of 3 focal points, with 2 remaining.
 | 1. 2 additional risk plans to be completed.
2. Risk training to be completed ASAP. Senior management to lead by example.
 | 1. Division/office responsible, 30 June 2018.
2. All, 30 August.
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| **4** | **AOB****ED update on Strasbourg mission****Mandatory training****Gigiri complex waste management pilot**  | 1. All regional UCLGs are keen to engage with UNH on localizing SDG11 and NUA. Gap between urban policy and translating to the local level. Although UNH cannot support everyone, we should link to the suggested 6 typologies and prioritize.
2. Challenge for UNH personnel in the field who do not speak the languages that the mandatory trainings are available in.
3. Briefing @ UNON on this initiative on 31/5. Go live on 4/6, with NOF4 pilot. Bins will be removed, recycling bins will be introduce – aim is to make UNON ISO certified.
 | 1. None
2. Raise this issue with OHRM.

Explore in-person training with UNCTs/PKMs in field locations. Find local solutions.1. None
 | 1. None
2. OED, [on-going]

 ., [on-going]1. None
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