Ref: UNH-SGC-O-110329

The United Nations Human Settlements Programme (UN-Habitat) presents its compliments to the Permanent and Observer Missions to UN-Habitat and has the honour on behalf of Ms. Yvonne Khamati-Kilonzo, Chair of the Committee of Permanent Representatives (CPR) to refer to its Note Verbale dated 01 August 2011 (Ref: UNH-SGC-O-110260) and to inform that the 2011 Second Meeting of the Open-ended Contact Group to prepare the Strategic Plan for 2014 – 2019 will be held on Wednesday 14 September 2011 at 09:30 a.m. in Conference Room 4 at the United Nations Office at Nairobi.

The Provisional Agenda for the meeting will be as follows:

1. Adoption of the Provisional Agenda.
2. Situation Analysis
   a) What are the current urban development trends, challenges and opportunities?
   b) What are the lessons learnt from the formulation and implementation of the MTSIP 2008-2013?
   c) What are UN-Habitat’s strengths, weaknesses, opportunities and threats?
   d) What should be the guiding principles for the Strategic Plan for 2014-2019?
3. Any Other Matters.

Accordingly, UN-Habitat wishes to share the following background documents as attached herewith:

- Results-Based Management in UN-Habitat;
- Lessons Learnt and Recommendations from Strategic Evaluations and their Integration into UN-Habitat’s Future Planning; and
- UN-Habitat Now and the Way Forward: Input to Analysis of Strengths, Weaknesses, Opportunities and Threats.

Soft copies of the above-mentioned documents are also available on the CPR Extranet (www.unhabitat.org/cpr, username: cpr, password: cprdocs), and UN-Habitat would be grateful if the member States could bring their own copies for reasons of economy.

In addition, UN-Habitat wishes to note for the consideration of members that the Workshop on Results-Based Management (RBM) Training for the CPR to be held on Monday, 12 September 2011, has significant relevance to the preparation of the Strategic Plan for 2014-2019. One of the objectives of the workshop is to create a common understanding of CPR members’ roles and responsibilities in results-based strategic and programme planning, monitoring and reporting, evaluation and policy-making.

The United Nations Human Settlements Programme avails itself of this opportunity to renew to the Permanent and Observer Missions to UN-Habitat the assurance of its highest consideration.

Permanent and Observer Missions
to UN-Habitat
NAIROBI