The United Nations Human Settlements Programme (UN-Habitat) presents its compliments to the Permanent and Observer Missions to UN-Habitat and has the honour to refer to its Note Verbale dated 1 March 2016, Ref: UNH-SGC-O-160067, regarding the 2016 first formal meeting of the Working Group on Work Programme and Budget, to be held from 14-15 March 2016 and on behalf of the Chair of the Working Group to forward the Agenda of the meeting as follows:

1. Highlights on the review and updates on actions (since the formal and informal and meetings of the Group) so far taken on the recommendations by the Working Group on the following matters and any issues arising regarding the actions:
   b. Strategies for financing the HQ in 2016
   c. result of the resource mobilization strategy 2013-2015
   d. Updated UN-Habitat Resource Mobilization and Communication Strategies
   e. UN-Habitat country Program Document Guidelines/Templates
   f. UN Habitat Integrated Regional Strategies Guidelines/templates
   g. Recently finalized HCPD and IRS documents

2. Discussion on how to make the UN-Habitat fit for purpose in the Post Habitat III period

3. Discussions on the Habitat Country Programme Document for Nigeria

The following documents previously shared with members are attached for information;
3. Updated Communications Strategy
4. UN-Habitat Country Program Document (HCPD) Guidelines
5. UN-Habitat Integrated Regional Strategy (IRS) Guidelines
6. Recently finalized HCPDs and IRS documents
   a. Regional Strategy - Africa
   b. Regional Strategy - Latin America
   c. Regional Strategy - Asia Pacific
   d. Regional Strategy - Arab States
   e. Habitat County Programme Document – Nigeria
The above documents are available on the CPR Extranet (www.unhabitat.org/cpr, username: cpr, password: cprdocs) under Working Group on Programme and Budget.

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

7 March 2016

Permanent and Observer Mission to UN-Habitat/
Representatives to the Working Group
on Work Programme and Budget
NAIROBI