SECRETARIAT OF THE GOVERNING COUNCIL

The Secretariat of the Governing Council is also responsible for relations with Member States and for protocol matters. It services the Governing Council of UN-HABITAT and its inter-sessional body, the Committee of the Permanent Representatives. It is headed by the Secretary of the Governing Council, who is also the Chief of Protocol and External Relations.

The Secretariat falls under the office of the Deputy Executive Director, Ms. Inga Björk-Klevby.

By its resolution 56/206 of 21 December 2001, the General Assembly transformed the United Nations Centre for Human Settlements into the United Nations Human Settlements Programme, UN-HABITAT. The Assembly also decided, in the same resolution, to transform the Commission on Human Settlements into the Governing Council of the United Nations Human Settlements Programme. The Governing Council, a subsidiary body of the General Assembly, provides overall policy guidance, direction and supervision to UN-HABITAT and makes recommendations to the General Assembly on human settlements matters. The objectives, functions and responsibilities of the Governing Council are set out in General Assembly resolution 56/206 (see text attached).

Meetings of the Governing Council
The Governing Council meets bi-annually and its reports are submitted to the General Assembly through ECOSOC. The twenty-first session of the Governing Council was held in April 2007 in Nairobi. The twenty-second session will be held from 30 March - 03 April 2009 in Nairobi.

The long term policy goals of the Governing Council are, inter alia, to promote policy dialogue at the international level in order to achieve the goals of adequate shelter for all and sustainable human settlements development in all countries and to implement the Habitat Agenda and relevant Millennium Development Goals (MDGs) in collaboration with Governments, local authorities, non-governmental organizations and the private sector. The Governing Council also reviews the Programme of Work and Budget of UN-HABITAT.

The Council is composed of 58 Member States elected for four years on the following basis: 16 from Africa, 13 from the Asian & Pacific Region, 6 from Eastern Europe, 10 from Latin America and Caribbean and 13 from the WEOG (Western Europe and other States) Group.
The Governing Council is presided over by a Bureau. The current Bureau, elected at the 21st session, has the following membership:

President:
Ms. Kumari Selja (India)

Vice-Presidents:
Mr. Michael Werikhe (Uganda)
Mr. Daniel Chuburu (Argentina)
Mr. Ross Hynes (Canada)

Rapporteur:
Mr. Andrey Pronin (Russian Federation)

**Committee of Permanent Representatives (CPR)**
The Committee of Permanent Representatives (CPR) to UN-HABITAT serves as the inter-sessional subsidiary body of the Governing Council.

The principal responsibilities of the CPR are: To review and monitor the implementation of decisions and resolutions of the Governing Council during the inter-sessional period; to review the preparation of the draft work programme and budget of UN-HABITAT; and to prepare draft decisions and resolutions for consideration by the Governing Council. The Committee meets at least four times in a year in formal session.

Membership of the CPR is open to all Member States and Observers Missions accredited to the United Nations Human Settlements Programme in Nairobi.

**Bureau of the CPR**
The CPR is also headed by a Bureau, composed of five members, representing the five regional groups of the United Nations, who are elected on a rotational basis to serve two-year terms. The current composition of the Bureau for the biennium 2006-2007 is as follows:

**Chair of the CPR**
H.E. Ms. Elisabeth Jacobsen, Permanent Representative of Norway to UN-HABITAT (Western European and other States Group);

**Vice-chairs of the CPR**
H.E. Mr. Solomon Karanja, Permanent Representative of Kenya to UN-HABITAT (African Group);
H.E. Mr. Wojciech Jasinski, Permanent Representative of Poland to UN-HABITAT (Eastern European Group);

H.E. Daniel Chuburu, Permanent Representative of Argentina to UN-HABITAT (Latin American and the Caribbean Group); and

Rapporteur of the CPR
H.E. Iftiker A. Arain, Permanent Representative of Pakistan to UN-HABITAT (Asian Group).

The Working Group of the CPR
There is one Working Group, the Working Group on Policy, Budgetary and Administrative Matters, which is also responsible for reviewing the preparations of sessions of the Governing Council and the World Urban Forum.

The Working Group acts as a subcommittee of the CPR and reports to it. All of its meetings are serviced by the Secretariat to the Governing Council.

World Urban Forum (WUF)
The World Urban Forum, endorsed by the General Assembly as UN-HABITAT’s non-legislative technical forum of experts and partners, meets in years when the Governing Council does not meet. The Secretary of the Governing Council also serves as Secretary to the World Urban Forum, supervising the WUF Coordinator and the WUF secretariat. The first session of the World Urban Forum was held in Nairobi in 2002, the second session in Barcelona in 2004, the third session in Vancouver in 2006 and the fourth session will be held in Nanjing, China in October 2008 (see attached brief on World Urban Forum).

Other Functions and Responsibilities of the Secretariat
The other functions and responsibilities of the Governing Council Secretariat are External Relations and Protocol issues.

a. External Relations: The Secretariat takes the lead in ensuring the enhancement of UN-HABITAT’s general and good relationship with Governments and the Permanent Missions to UN-HABITAT. It organizes informal briefing meetings between the Permanent Representatives and the Executive Director or the Deputy Executive Director. It prepares briefs for the Executive Director for the ED’s official visits to Governments and for the occasion of presentation of credentials to UN-HABITAT by Permanent Representatives. It is responsible for the monitoring and implementation of the Host Country Agreement between UN-HABITAT and Kenya. The
Secretary of the Governing Council undertakes special assignments of a political nature on behalf of the Executive Director.

b. **Protocol**: The Secretariat is responsible for all protocol matters during all official functions involving Government Dignitaries and Senior UN-HABITAT Officials and clears all official correspondence to Governments.

**The Structure of the Secretariat of the Governing Council**

Mr. Rolf Wichmann, Secretary of the Governing Council and the World Urban Forum, and Chief of Protocol and External Relations

Ms. Mariam Yunusa, Coordinator, World Urban Forum

Mr. David Franklyn, Deputy Secretary of the Governing Council and Secretary of the Working Group of the CPR.

**Additional staff:**

Mr. Joseph Igbinedion, Conference Planning Officer.
Ms. Silvia Ragoss, Associate Liaison Officer, World Urban Forum
Ms. Maria-Jose Olavarria, Associate Project Officer, World Urban Forum
Ms. Rosebella Kottonya, External Relations and Liaison Assistant
Ms. Mary Oyiolo, External Relations and Liaison Assistant
Ms. Sukhjinder Bassan, Representations & Protocol Assistant
Ms. Grancia Ndiwaita, Meeting Assistant
Ms. Flora Otiende, Programme Management Assistant
Mr. Morris Kitai, Archives Clerk