

**THIRD UNITED NATIONS CONFERENCE ON HOUSING AND SUSTAINABLE
URBAN DEVELOPMENT (HABITAT III)**

**GUIDELINES AND FORMAT FOR THE PREPARATION OF NATIONAL
REPORTS: ON SIX KEY TOPICS, THIRTY ISSUES AND TWELVE INDICATORS**

BACKGROUND

The guidelines contained in the present document have been prepared in response to resolution 24/14 of the UN-Habitat Governing Council titled “Inputs for and support to the preparatory process of the third United Nations Conference on Housing and Sustainable Urban Development (Habitat III)”, adopted at its twenty-fourth session, by which the Council invited Member States to prepare,

... before the first meeting of the Preparatory Committee for Habitat III, to be held in New York during the sixty-ninth session of the General Assembly, national reports which consider the implementation of the Habitat II agenda and of other relevant internationally agreed goals and targets, as well as new challenges, emerging trends and a prospective vision for sustainable human settlements and urban development, as a basis for the formulation of a “New Urban Agenda”, in line with paragraph 6 of General Assembly resolution 67/216” (paragraph 40).

Through the same resolution, the Governing Council also requested UN-Habitat to suggest guidelines and format for the preparation of national reports, which should,

... consider the implementation of the Habitat II agenda and new challenges, emerging trends and a prospective vision for sustainable human settlements and urban development, as well as cross-cutting issues, in a balanced way (paragraph 2).

In the Habitat Agenda adopted in 1996, Heads of State and Government committed themselves to two main goals, i.e. “Adequate Shelter for All” and “Sustainable Human Settlements in an Urbanizing World”, and to implementing a Plan of Action based on these goals.

With respect to the goal of “Adequate Shelter for All”, Heads of State and Government committed themselves to enabling people to obtain shelter that is healthy, safe, secure, accessible and affordable and that includes basic services, facilities and amenities, and in which everyone enjoys freedom from discrimination in housing and legal security of tenure – all fully consistent with human rights standards (paragraph 39, Habitat Agenda). In the Millennium Declaration, Heads of State and Government committed themselves to improving the lives of at least 100 million slum dwellers by 2020. They also committed themselves to halving by 2015 the proportion of the population without adequate sustainable access to drinking water and basic sanitation.

With respect to the goal of “Sustainable Human Settlements in an Urbanizing World”, Heads of State and Government committed themselves to developing societies that make efficient use of resources within the carrying capacity of ecosystems and by providing all people, in particular those belonging to vulnerable and disadvantaged groups, with equal opportunities for a healthy, safe, and productive life in harmony with nature and their cultural heritage and spiritual and cultural values, and a life which ensures economic and social development and environmental protection, thereby contributing to the achievement of national sustainable development (paragraph 42, Habitat Agenda).

PREPARATION PROCESS

The General Assembly, through its resolution 67/216, paragraph 11, encouraged “... effective contributions from and the active participation of all relevant stakeholders, including local governments, major groups as identified in Agenda 21, the relevant United Nations funds and programmes, the regional commissions and specialized agencies, the international financial institutions and other Habitat Agenda partners, at all stages of the preparatory process and at the conference itself ...”.

Resolution 24/14 of the UN-Habitat Governing Council called upon “... Member States, using any available assistance and necessary guidance and support from the United Nations Human Settlements Programme, and in consultation with relevant stakeholders, to form National Habitat Committees where they do not exist and strengthen the existing National Habitat Committees to ensure their effective and efficient participation in the Habitat III preparatory process, including the preparation of national reports”.

While countries are free to determine the processes they consider most appropriate for the preparation of their Habitat III national reports, the use of National Habitat Committees for the preparation of national reports is strongly encouraged, and the Habitat III Secretary-General has already distributed a guide on the formation (or strengthening) and functions of these committees.

As emphasized in that guide, UN-Habitat recommends that National Habitat Committees be fully inclusive of representatives from Government, civil society, the private sector, academic and research institutions, and all other relevant stakeholders. National Habitat Committees could also include country level representatives of the United Nations system organizations, the Bretton Woods Institutions (World Bank, International Monetary Fund and others), regional development banks, and donors.

RECOMMENDED STEPS INVOLVED IN THE REPORTING PROCESS

Step 1: Organize a National Habitat Committee

The first recommended step is to initiate or re-establish a broad-based, gender-balanced National Habitat Committee. While Governments have the primary responsibility for reporting, it is important to promote dialogue and consensus among *all* stakeholders. It is also recommended that cities and communities establish their own local committees to report on progress at the local and community levels.

Step 2: Collect and analyze information

It is recommended that National Habitat Committees then initiate the collection and analysis of indicators, best practices, case studies good policies, action plans and other information. Examples of national and local plans of action include: national Habitat II reports, national urban policies (where they exist) national urban development strategies etc.

Step 3: Hold a national workshop to review plans of action

It is recommended that the National Habitat Committee organize a national workshop to review current national and local plans of action and their implementation since 1996 and to assess progress made and obstacles encountered in implementing the Habitat Agenda. It is suggested that this be organized in the form of an open and inclusive discussion with a broad-based and gender-balanced group of stakeholders.

Step 4: Agree on priorities, issues and challenges for a new urban agenda

In the fourth step of the reporting process, it is recommended that partners identify priorities, issues and challenges for a New Urban Agenda.

Step 5: Prepare a Habitat III National Report

Using the reporting structure provided below, it is suggested that the National Habitat Committees prepare and widely disseminate their country reports.

ASSESSING PROGRESS AND LOOKING TO THE FUTURE: FORMAT AND CONTENT OF THE NATIONAL REPORT

The National Report should not exceed 25,000 words, or 50 pages. This is inclusive of tables and illustrative material. The Report should be prepared using MS Word, single line spacing and font size 12, and should be submitted by 30 June 2014, by email, to the Habitat III Secretariat at <habitat3.secretariat@unhabitat.org>.

In cases where National Reports are prepared in Arabic, Chinese, French, Spanish and Russian, an English translation of the report should also be submitted together with the copy of the report in the original language.

The Report should be empirical, and illustrated with current data, as well as relevant programmes and policies, and should also be forward-looking. The sources of information, bibliography and individuals contacted in the process of preparing the Report should be provided at the end of the document.

The National Report should follow the structure provided in the outline below.

I. Urban Demographic Issues and Challenges for a New Urban Agenda (Maximum of 4160 words inclusive of tables and illustrative material)

Describe what your Central Government, Local Authorities (including the major cities) and other subnational governmental authorities, in partnership with stakeholders, have **achieved**, through the Habitat Agenda, in the areas listed below. Also describe the **challenges**

experienced and lessons learnt in these areas, as well as **future challenges and issues** that could be addressed through a New Urban Agenda.

1. Managing rapid urbanization (540 words)
2. Managing rural-urban linkages (540 words)
3. Addressing urban youth needs (540 words)
4. Responding to the needs of the aged (540 words)
5. Integrating gender in urban development (540 words)
6. Challenges experienced and lessons learnt in these areas (1-5) (730 words)
7. Future challenges and issues in these areas (1-5) that could be addressed by a New Urban Agenda (730 words)

II. Land and Urban Planning: Issues and Challenges for a New Urban Agenda

(Maximum of 4160 words inclusive of tables and illustrative material)

Describe what your Central Government, Local Authorities (including the capital or major city) and other subnational governmental authorities, in partnership with stakeholders, have **achieved**, through the Habitat Agenda, in the areas listed below. Also describe the **challenges experienced and lessons learnt** in these areas, as well as **future challenges and issues** that could be addressed through a New Urban Agenda.

8. Ensuring sustainable urban planning and design (540 words)
9. Improving urban land management, including addressing urban sprawl (540 words)
10. Enhancing urban and peri-urban food production (540 words)
11. Addressing urban mobility challenges (540 words)
12. Improving technical capacity to plan and manage cities (540 words)
13. Challenges experienced and lessons learnt in these areas (8-12) (730 words)
14. Future challenges and issues in these areas (8-12) that could be addressed by a New Urban Agenda (730 words)

III. Environment and Urbanization: Issues and Challenges for a New Urban Agenda

(Maximum of 3560 words inclusive of tables and illustrative material)

Describe what your Central Government, Local Authorities (including the capital or major city) and other subnational governmental authorities, in partnership with stakeholders, have **achieved**, through the Habitat Agenda, in the areas listed below. Also describe the **challenges experienced and lessons learnt** in these areas, as well as **future challenges and issues** that could be addressed through a New Urban Agenda.

15. Addressing climate change (540 words)
16. Disaster risk reduction (540 words)
17. Reducing traffic congestion (540 words)
18. Air Pollution (540 words)
19. Challenges experienced and lessons learnt in these areas (15-17) (700 words)
20. Future challenges and issues in these areas (15-17) that could be addressed by a New Urban Agenda (700 words)

IV. Urban Governance and Legislation: Issues and Challenges for a New Urban Agenda (Maximum of 4160 words inclusive of tables and illustrative material)

Describe what your Central Government, Local Authorities (including the capital or major city) and other subnational governmental authorities, in partnership with stakeholders, have **achieved**, through the Habitat Agenda, in the areas listed below. Also describe the **challenges experienced and lessons learnt** in these areas, as well as **future challenges and issues** that could be addressed through a New Urban Agenda.

21. Improving urban legislation (540 words)
22. Decentralization and strengthening of local authorities (540 words)
23. Improving participation and human rights in urban development (540 words)
24. Enhancing urban safety and security (540 words)
25. Improving social inclusion and equity (540 words)
26. Challenges experienced and lessons learnt in these areas (20-24) (730 words)
27. Future challenges and issues in these areas (20-24) that could be addressed by a New Urban Agenda (730 words)

V. Urban Economy: Issues and Challenges for a New Urban Agenda (Maximum of 4160 words inclusive of tables and illustrative material)

Describe what your Central Government, Local Authorities (including the capital or major city) and other subnational governmental authorities, in partnership with stakeholders, have **achieved**, through the Habitat Agenda, in the areas listed below. Also describe the **challenges experienced and lessons learnt** in these areas, as well as **future challenges and issues** that could be addressed through a New Urban Agenda.

28. Improving municipal/local finance (540 words)
29. Strengthening and improving access to housing finance (540 words)
30. Supporting local economic development (540 words)
31. Creating decent jobs and livelihoods (540 words)
32. Integration of the urban economy into national development policy (540 words)
33. Challenges experienced and lessons learnt in these areas (27-31) (730 words)
34. Future challenges and issues in these areas (27-31) that could be addressed by a New Urban Agenda (730 words)

VI. Housing and Basic Services: Issues and Challenges for a New Urban Agenda (Maximum of 4800 words inclusive of tables and illustrative material)

Describe what your Central Government, Local Authorities (including the capital or major city) and other subnational governmental authorities, in partnership with stakeholders, have **achieved**, through the Habitat Agenda, in the areas listed below. Also describe the **challenges experienced and lessons learnt** in these areas, as well as **future challenges and issues** that could be addressed through a New Urban Agenda.

35. Slum upgrading and prevention (540 words)
36. Improving access to adequate housing (540 words)
37. Ensuring sustainable access to safe drinking water (540 words)
38. Ensuring sustainable access to basic sanitation and drainage (540 words)
39. Improving access to clean domestic energy (540 words)

40. Improving access to sustainable means of transport (540 words)
41. Challenges experienced and lessons learnt in these areas (34-36) (780 words)
42. Future challenges and issues in these areas (34-36) that could be addressed by a New Urban Agenda (780 words)

VII. Indicators

Provide data for your country for the following urban indicators. Data should be for 1996, 2006 and 2013, when possible disaggregated by gender.

- i. Percentage of people living in slums
- ii. Percentage of urban population with access to adequate housing
- iii. Percentage of people residing in urban areas with access to safe drinking water
- iv. Percentage of people residing in urban areas with access to adequate sanitation
- v. Percentage of people residing in urban areas with access to regular waste collection
- vi. Percentage of people residing in urban areas with access to clean domestic energy
- vii. Percentage of people residing in urban areas with access to public transport
- viii. Level of effective decentralization for sustainable urban development measured by: (i) Percentage of policies and legislation on urban issues in whose formulation local and regional governments participated from 1996 to the present; (ii) percentage share of both income and expenditure allocated to local and regional governments from the national budget; (iii) percentage share of local authorities' expenditure financed from local revenue
- ix. Percentage of city, regional and national authorities that have implemented urban policies supportive of local economic development and creation of decent jobs and livelihoods
- x. Percentage of city and regional authorities that have adopted or implemented urban safety and security policies or strategies
- xi. Percentage of city and regional authorities that have implemented plans and designs for sustainable and resilient cities that are inclusive and respond to urban population growth adequately
- xii. Share of national gross domestic product (GDP) that is produced in urban areas
- xiii. Any other urban-related data relevant to the National Report

VIII. Case Studies and Policy Documents

Countries are encouraged to submit case studies, action plans, and policy documents etc. on successful approaches to the implementation of the Habitat Agenda. These documents should be illustrative of the achievements mentioned in the Habitat III national report. However, these documents should not be submitted as part of the national report, but as additional material.

Note: To support countries in the preparation of their national reports with adequate data, an updated version of UN-Habitat's **Urban Indicators Programme** is being resuscitated. The Urban Indicators Programme will also provide the data needed for the preparation of the Habitat III global report, to be led by UN-Habitat.