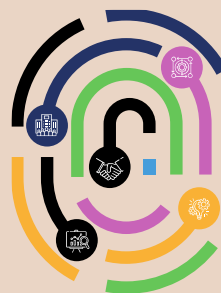


Addendum to the Information Note for Participants



EXECUTIVE
BOARD SESSION

A better quality of life for all in an urbanizing world

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Resumption of the first session of the UN-Habitat Executive Board in the year 2020

Introduction

At its on-line first session of 2020 held on 29 June 2020, the Executive Board, having exhausted the time available for that meeting before concluding discussions on the Agenda item on elections of officers to the Bureau for 2020-2021 and on other matters, decided to suspend that session and to resume at a later date at the end of July 2020 for purposes of elections and addressing any other matters that may arise. The Executive Board noted that such elections should be conducted by way of consensus, and only in the event that consensus is not reached should the elections be conducted by secret ballot in accordance with the applicable rules. The Executive Board further decided that the Secretariat should communicate the date for the election following consultation with the Bureau. Accordingly, and following consultation with the Bureau, the first session of the Executive Board for the year 2020 will resume on Wednesday 29 July 2020. The session will resume at 10.00 a.m. East Africa Time on Wednesday 29 July 2020.

The key issues to be considered by the Executive Board at the resumed session are the elections of officers to the Bureau of the Executive Board other matters. All [36 members](#) of the Executive Board are therefore expected to participate in-person in the session which will be held at the headquarters of UN-Habitat on the United Nations Office in Nairobi (UNON) complex. Delegated participating in the elections should be seated into Conference Room 1 by 9.45 a.m. it being understood that the session will resume virtually before the election.

Participation to the resumed first session of the Executive Board

Physical meeting for the election of officers of the Bureau of the Executive Board

All [36 members](#) of the Executive Board are expected to participate in-person in the session which will be held at the headquarters of UN-Habitat on the United Nations Office in Nairobi (UNON) complex, **it being understood that the session will resume virtually before the election**. Delegates participating in the elections should be seated into Conference Room 1 by 9.45 a.m.

Access to the compound for Executive Board members

The name and contacts of accredited representative and alternate representative who will physically cast the ballot for the elections during the resumed session during the resumed session should be forwarded to Mr. Chris Mensah, Secretary to the Governing Bodies, (Tel.: +254 732 689199, email: chris.mensah@un.org and unhabitat-sgb@un.org) as soon as possible but no later than 23 July 2020 for the purpose of providing them access to the United Nations Office in Nairobi (UNON) complex on Wednesday 29 July 2020.

Social distancing measures and seating arrangements

Given the Covid-19-related limitations on large gatherings, the Secretariat will work closely with UNON medical services and UNON Division of Conference Services to ensure that precautionary and social distancing measures are implemented in the Conference Room for the health and safety of all representatives during the session. The seating arrangement can be found [here](#).

Only one member of a delegation would be allowed into the conference room to enhance social distance. In the event that two members of a delegation come for the session, only one member to be seated at the delegation's allocated space and the other representative may be seated at the back of the room which has two free rows or seated outside the meeting room within the UNON complex. Conference Room 1 will have a separate "entry only" and "exit only" doors. Participants will be requested to wear a face mask during the whole session.

Arrangements for Executive Board members not physically present in Nairobi

Members of the Executive Board who do not have a representative that is physically present in Nairobi to attend the election of the Bureau may formally designate a representative from another delegation to attend the meeting of the Executive Board and vote on the Member's behalf. However, such a representative may not simultaneously represent another Member State in the same meeting and can only serve as the representative of a single Member State. Furthermore, the Member State on whose behalf a representative will be acting should submit a formal communication such as a Note Verbale to the Secretary, indicating the name and title of the representative and his/her delegation.

The first session of the Executive board will resume virtually. Details of how to access the virtual part of the session will be shared on or after Friday 24 July 2020 with Members of the Executive Board, any State Member of the United Nations that is not a member of the Executive Board and any member of a specialized agency; any other organizations of the United Nations system and with intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council or accredited to the UN-Habitat Assembly **which were duly registered to the first session of the Executive Board held on 29 June 2020, in accordance with rule 17 of the rules of procedure.**

Connection and protocol for the on-line meeting of the resumed first session of the Executive Board

Participants should be logged into the online session by 9.45 a.m., East Africa Time.

Some of the main pre-requisite are detailed below:

- i. High speed internet: For the best experience, participants will need a high-speed internet preferably cable network or 4G data.
- ii. Participants will be invited to log in by identifying their Delegation including their names starting with **a.** name of Country / Organization (as applicable) **b.** Title, **c.** First name and **d.** Last name.
- iii. Participants who omit to provide the above details at the initial log in would be encouraged to log out of the session and immediately reconnect using the above format to enable identification.
- iv. To ensure efficient connectivity of the session, participants would be encouraged to only use the microphone (audio only) option and keep their video option off for the time being unless they have the floor.

- v. All participants would be requested to mute their microphones during the meeting. They will however unmute their microphone when given the floor for contribution, at which time they can chose to turn on their video.
- vi. To request for the floor, delegates should use **Chat Box** by sending a direct message, clearly indicating the name of the delegation. The **Chat Box** is available to everyone by clicking on the message icon. The message field will then appear on the right side of the screen.
- vii. The UN-Habitat IT focal points who can be reached during the session are:

Mr. Leon Osong through Whats App + 254 737 131 851 or
Email: leon.osong@un.org

Mr. Daniel Ndeti through WhatsApp + 254 729 442 476 or
Email : Daniel.ndeti@un.org

- viii. For any additional information on the protocol for the session, please contact:

Mr. Chris Mensah
Email: chris.mensah@un.org
Telephone Number: +254 732 689 199

- ix. For any additional information on the connection pre-requisites for the virtual session, please contact:

Mr. Leon Osong
Email: leon.osong@un.org
Telephone Number: +254 737 131851

Additional information is available on the UN Habitat website at
<https://unhabitat.org/governance/executive-board>

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