

15 -16 November 2021

Session

Information Note for Participant



UN-Habitat Executive Board

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Second session of the UN-Habitat Executive Board in the

Introduction

The first session of the Executive Board for the year 2021 was held from 7 to 8 April 2021. The report of the Executive Board on the work of that first session in 2021 is set out in document HSP/EB.2021/10 and can be accessed [here](#). At its first session of 2021, in its decision 2021/11, the Executive Board decided that the second session of the Executive Board for the year 2021 would be held on 16 and 18 November 2021, with the understanding that the Bureau would subsequently recommend the number of days and any change required to the provisional agenda. At its meeting held on 8 September 2021, however, the Bureau of the Executive Board recommended that the second session of the Executive Board for the year 2021 should take place on **Monday, 15 November and Tuesday, 16 November 2021**. The Bureau's recommendation was based on the provisional agenda for this session and the availability of dates on the meetings calendar for 2021 of the Division of Conference Services of the United Nations Office at Nairobi.

The Bureau further met on 19 October and recommended that the session take place in a hybrid format at the UNON Complex in Gigiri Nairobi, Kenya. The Bureau of the Executive Board arrived at this recommendation taking into consideration the guidance from the Director General of UNON, Ms. Zainab Hawa Hangura, guided by the Host Country's restrictions on public gatherings and the prevailing capacity of the conference facilities at UNON to accommodate in-person participation in line with COVID-19 related guidelines. Accordingly, the second session of the Executive Board for the year 2021 is scheduled to take place **Monday, 15 November and Tuesday, 16 November 2021**. The session will be opened at 9 a.m. East Africa Time on Monday, 15 November 2021. The provisional agenda, which was agreed by the Executive Board and slightly amended by the Bureau, can be found [here](#).

Modalities of the hybrid session

Following the recommendation of the Bureau, the session will take place in a hybrid format at the UNON Complex in **Conference Room 2**, as follows:

In-person representation - may be represented physically by **two delegates**:

- All the **36 Member Countries of the Executive Board** and.
- **Delegations from State Members of the United Nations and United Nations Specialized Agencies that have Permanent and Observer Missions to UN-Habitat based in Nairobi.**

On-line representation - should follow and contribute to the session on-line:

- All **other delegations** from State Members of the United Nations, other Members of a United Nations specialized agencies **and not based in Nairobi.**
- Intergovernmental organizations and non-governmental organizations in consultative status with the Economic and Social Council or accredited to the UN-Habitat Assembly.

Requirements to enter the UNON Complex

- To access the UNON complex, participants should be in possession of a valid UNON Ground Pass.
- Participants should provide proof of full COVID-19 vaccination. This will be determined on the basis of WHO emergency use authorization of the vaccine type, or recognition of the vaccine type by stringent regulatory authorities, or vaccine type duly authorized by the issuing Member State.
- In lieu of being completely vaccinated either proof of a negative PCR test not older than 72 hours, or a certificate of recovery from COVID-19 illness not older than 180 days, or proof of positive COVID-19 antibody test not older than 90 days can be provided. Additional criteria may be requested based on the meeting risk assessment by UNON Joint Medical Services (JMS).
- The Office of the Director-General of UNON has officially requested all Permanent Missions in Nairobi to send Note Verbales to UNON confirming the names of all Diplomats, staff and other associated personnel of Permanent Missions who are fully vaccinated and can therefore be granted access to the UNON compound. On 04 October 2021, all grounds pass providing access to the UNON Complex will be deactivated and subsequently reactivated based on relevant communication of vaccination status received by UNON.
- Any participants whose names and full vaccination status is not listed in the Note Verbale sent out by their Permanent Mission to UNON, should provide proof of vaccination when they register for the meeting. Meeting organizers will verify proof of vaccination upon registration. This should at the minimum bear the names of the participants, type of vaccine, date of full vaccination, batch number, and authority administering the vaccine.
- Admission to the meeting place will be contingent on the completion of contact tracking details, of which UN-Habitat will keep a daily attendance record for all in-person participants. The contact tracing form will offer participant information such as full names, organizations, phone and email contacts, and physical residence information.

Registration for the 2021 second session of the Executive Board

On-line Registration

The session of the Executive Board is composed of the [36 elected members](#). In line with the rules of procedure of the Executive Board, however, the session is open to the following as observers:

- Members States of United Nations who are not members of the Executive Board,
- Members of a United Nations specialized agency,
- Organizations of the United Nations system.
- Intergovernmental organizations and
- Non-governmental organizations in consultative status with the United Nations Economic and Social Council (ECOSOC) or accredited to participate in the first session of the UN-Habitat Assembly which took place from 27-31 May 2019, on matters that relate to their activities. Current lists of [organizations in consultative status with ECOSOC](#) or [accredited to the UN-Habitat Assembly](#) can be accessed here.

All delegates are encouraged to pre-register online at <https://unhabitat.org/Second-session-of-the-year-2021-of-the-Executive-Board> from **Monday, 4 October 2021**. When registering, delegates should provide both a primary and a secondary e-mail address.

It is important that the Secretariat receives complete contact details, including exact title and designation because these would be used in transmitting the connection details for the session and to record attendance of all participants in the session.

Please note that on-line registration will close on Thursday, 11 November 2021 at 12:00 noon., East Africa Time (EAT).

For effective planning of the session, UN Habitat requires Permanent and Observer Missions in addition to registering online to communicate the names and email addresses of the members of their respective delegations as early as possible, but no later than **11 November 2021**. This should be done through an official letter emanating from the Government or a Note Verbale from the Permanent Mission of the country to the United Nations or to UN-Habitat to the Secretary to the Governing Bodies of UN Habitat, specifically to:

Mr. Chris Mensah, Secretary to the Governing Bodies
(Telephone: 254 732 689199, email: chris.mensah@un.org and unhabitat-sgb@un.org).

In addition, registration and participation of non- governmental organizations in the upcoming session of the UN Habitat Executive Board is subject to the provisions of Rule 69 of the [Rules of Procedure of the UN-Habitat Assembly](#) as well as rule 17.3 of the [Rules and Procedure of the Executive Board](#) of UN-Habitat.



Consequently, non-governmental organizations should proceed with registration only if in consultative status with either ECOSOC or if accredited to the UN-Habitat Assembly, with the understanding that participation as observer is limited to only one (1) representative per organization.

Reflected herein are links to the current [lists of organizations accredited to the UN-Habitat Assembly or in consultative status with ECOSOC](#).

All queries regarding accreditation of non-governmental organizations; and expressions of interest to make oral statements at the Executive Board by accredited organizations should be directed to unhabitat-partners@un.org with a copy to Ms. Lucia Kiwala (Tel. +254 20 762 23025, email: lucia.kiwala@un.org) before Wednesday, **10 November 2021 at 2 p.m. East Africa Time (EAT)**.

All duly accredited participants who have registered will receive the details on how to access the virtual meeting on or after **12 November 2021**.

Confirmation of in-person participation

Given the Covid-19-related limitations on large gatherings, the Secretariat will work closely with the UNON Joint Medical Services, UNON Division of Conference Services and UNON Security to ensure that precautionary and social distancing measures are implemented in the UNON complex and in the Conference Room for the health and safety of all representatives during the session.

UN-Habitat would therefore be grateful if each Permanent and Observer Missions to UN-Habitat in Nairobi could forward as soon as possible but no later than Friday, 5 November 2021, the name and contact details of their two accredited representatives who will physically attend the 2021 second session of the Executive Board to Mr. Chris Mensah, Secretary to the Governing Bodies, (Tel.: +254 732 689199, email: chris.mensah@un.org and unhabitat-sgb@un.org). This should be in addition to the full list of delegates for each mission participating in the session.

Change in Registration details

In case of any changes to the registration details by any participant, please write to unhabitat-registration@un.org for assistance. In case of general questions concerning the Executive Board session, please contact the Secretariat of the Governing Bodies of UN-Habitat via email to: unhabitat-sgb@un.org with a copy to chris.mensah@un.org.

Media Accreditation

If you wish to be accredited as Media for the second session of the Executive Board for the year 2021, in addition to registering on-line, please scan and send the following documents to irene.juma@un.org if possible before but no later than **11 November 2021 at 2 p.m. East Africa Time (EAT)**:

- a. A recognized national or international press association card or press pass
- b. A corresponding national identification card or passport.
- c. You will be informed of your accreditation status before or onwards from **12 November 2021** or will be contacted earlier if more information is required.
- d. Please note that it is essential that we receive the requested documentation by **11 November 2021 at 2 p.m. East Africa Time (EAT)** the details indicated above to be able to proceed with your registration.

Connection and protocol for the second session of the Executive Board

Please note that the details on how to access the hybrid session and the protocol during the session will be shared with participants on or after **12 November 2021**. Participants should be logged into the session by 8.45 a.m. East Africa Time each day.

Delegates who will physically attend the meeting are requested to bring their personal laptop for use during the meeting.

Before the session of the Board, participants will be offered an opportunity to join a test meeting which would be called to confirm the adequacy of the connection and to help delegates familiarize themselves with the functions of the interpretation platform that will be used for the session.

A. Some of the important main pre-requisites to connect to the interpretation platform are detailed below:



- i. High speed Internet: For the best experience, Participants will need to use a laptop or desktop to connect to the session and a high-speed Internet, preferably cable network.
- ii. Participants should join the session using Google Chrome browser. In that respect, please [click here](#) to download Google Chrome.
- iii. Participants are highly encouraged to use a **proper headset** and not their computer's in-built mic or speakers. This is essential to provide good sound for all delegates and interpreters. **Should the interpreters consider sound quality insufficient it could result in the suspension of the interpretation.** Additional guidelines for speakers during on-line meetings can be accessed [here](#).
- iv. Participants should disable their **firewalls and VPNs** that could impact connection to the session.

B. Log-on to the session

- i. After login, participants will be prompted to indicate their first name and last name.

When doing so, Participants will need to indicate the COUNTRY or ORGANIZATION that they represent in the "Last Name" field, and their full TITLE in the "First Name" field.

See the example as below:

- a. Permanent Representative of Kenya to UN-Habitat - **KENYA PR**
- b. Deputy Permanent Representative of France to UN-Habitat - **FRANCE DPR**
- c. Executive Director of Organization ABC - **Executive Director, ABC**

It is imperative, as this will allow the Chair and interpreters to know who participants represent. The Chair does not give the floor to a participant if that participant is not recognized in accordance with the above

- ii. Participants who omit to provide the above details at the initial log in are encouraged to log out of the session and immediately reconnect using the above format to enable identification.
- iii. To ensure efficient interpretation services during the session, participants would be encouraged to turn their video on only when they have been given the floor to speak.
- iv. Accordingly, 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 as indicated above.
- v. To request for the floor, delegates should use the **Chat Box** by sending a direct message, clearly indicating the name of the delegation, and indicating that that they wish would take the floor. 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.
- vi. The UN-Habitat IT focal points who can be reached during the session are:

Mr. Leon Osong through WhatsApp + 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

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

- vii. 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/Second-session-of-the-year-2021-of-the-Executive-Board>

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