



# Information Note for Participants

## First session of the UN-Habitat Executive Board in the year 2020

### Introduction

The General Assembly of the United Nations, in its resolution 73/239 of 20 December 2018, decided that the Executive Board of the United Nations Human Settlements Programme (UN-Habitat) should meet for its first session in Nairobi in 2019 for a duration of three days, after the election of its members by the United Nations Habitat Assembly (UN-Habitat Assembly). The UN-Habitat Assembly, a universal membership consisting of 193 Member States of the United Nations held its first session from 27 -31 May 2019, and inter-alia, elected in May 2019 the 36 members of the Executive Board. The Executive Board held its first meeting for one day on 30 May 2019 on the margins of the first session of the UN-Habitat Assembly. At that meeting, the Executive Board decided to resume that first meeting at a later date in November 2019. Accordingly, the Executive Board met in Nairobi for its resumed session on 19 and 20 November 2019 and during which it agreed that the first session of the Executive Board of UN-Habitat for the year 2020 will be held for a duration of three days from 31 March to 2 April 2020. In the light of the evolving global situation with regard to the coronavirus, COVID-19, the Bureau met on 6 March 2020 and decided to recommend that the session takes place for two days on 31 March and 2 April 2020. The Bureau met again on 19 March 2020 and decided to postpone the first session of Executive Board to a later date given the unpredictable global situation with respect to the COVID-19. Subsequently, the Bureau met on 11 May 2020 and decided that in order to ensure business continuity of the Organization and to ensure continue oversight of its activities by Member States given the continued unpredictable global situation with respect to COVID-19, the first session of the Executive Board for the year 2020 would take place virtually for one day on Monday, 29 June 2020.

### Registration for the first session of the Executive Board

#### On-line Registration

The session of the Executive Board is a session of the 36 Members of the Executive Board. However, in line with the rules of procedure of the Executive Board, the session is open to the following as observers;

- Members States of United Nations who are not members of the Executive Board,
- Member of a United Nations specialized agency,
- Organizations of the United Nations system;
- Intergovernmental organizations and
- Non-governmental organizations in consultative status with ECOSOC or previously accredited to participate in the first session of the UN-Habitat Assembly which took place from 27 -31 May 2019.

All participants need to pre-register online for this virtual session at <https://unhabitat.org/governance/executive-board> from Wednesday, **27 May 2020**. When registering, participants should communicate a primary and a secondary e-mail address. It is important that the Secretariat receives complete contact details to be used for transmitting the connection details for the virtual session and to record attendance of all participants in the session.

**Please note that on-line registration will close on Saturday, 20 June 2020 at midnight, East Africa Time (EAT).**

For effective planning for the session, UN-Habitat also requires Permanent and Observer Missions in addition to registering online by 20 June 2020, to communicate the names and email addresses of the members of their respective delegations as early as possible, but no later than **22 June 2020**. This should be done by 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:

**Mr. Chris Mensah**, Secretary to the Governing Bodies (Telephone: 254 20 7625221,  
Email: [chris.mensah@un.org](mailto:chris.mensah@un.org) and [unhabitat-sgb@un.org](mailto: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 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 the United Nations Economic and Social Council (ECOSOC) or is accredited to the UN-Habitat Assembly, with the understanding that participation as observer is limited to a maximum of one (1) representative per organization.

Please refer to the current list of organizations accredited to the [UN-Habitat Assembly](#) or [in consultative status with ECOSOC](#).

All queries regarding accreditation of civil society organization should be directed to Ms. Lucia Kiwala (Tel. +254 20 762 23025, Email: [lucia.kiwala@un.org](mailto:lucia.kiwala@un.org))

All duly accredited participants who have registered will receive the details on how to access the virtual meeting on or after **22 June 2020**.

### **Change in Registration details**

In case of any changes to the registration details, please write to [unhabitat-registration@un.org](mailto: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](mailto:unhabitat-sgb@un.org) with a copy to [chris.mensah@un.org](mailto:chris.mensah@un.org)

### **Media Accreditation**

If you wish to be accredited as Media for the first session of the Executive Board for the year 2020, please scan and send the following documents to [caroline.gacheru@un.org](mailto:caroline.gacheru@un.org), if possible before **but no later than 20 June 2020**:

- 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 on 25 June 2020 or will be contacted earlier if more information is required.

## Connection and protocol for the first session of the Executive Board

Please note that the details on how to access the virtual session and the protocol during the session will be shared with participants on or after 22 June 2020.

Before the virtual session of the Board, participants will be offered an opportunity to join a test meeting call to confirm the adequacy of the connection and to familiarize themselves with the functions of virtual meeting environment that will be used for the session.

### 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 when using Microsoft team meeting mobile application.
- 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](mailto:leon.osong@un.org)  
  
**Mr. Daniel Ndeti** through WhatsApp + 254 729 442 476 or  
Email : [Daniel.ndeti@un.org](mailto: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](mailto: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](mailto: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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**EXECUTIVE  
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