

Information Note for Participants

First open-ended high-level midterm review of the Committee of Permanent Representatives (CPR) to UN-Habitat

Introduction

In its resolution [73/239](#), the General Assembly of the United Nations decided to dissolve the Governing Council of UN-Habitat as a subsidiary organ of the General Assembly and to replace it with the United Nations Habitat Assembly of UN-Habitat (UN-Habitat Assembly). In paragraph 1 of resolution [73/239](#), the General Assembly welcomed the work of the Open-Ended Working Group, established by the Chair of the Committee of Permanent Representatives to UN-Habitat (CPR) pursuant to General Assembly resolution [72/226](#) as well as the report ([A/73/726](#)), and endorses its findings and recommendations on changing the governance structure of UN-Habitat. This also includes the recommendation that the CPR should convene in Nairobi, in an open-ended manner, twice every four years: once prior to the UN-Habitat Assembly in preparation for that session and a second time for a high-level midterm review.

At its first session held in Nairobi from 27 to 31 May 2019, the UN-Habitat Assembly adopted its [Rules of Procedure \(HSP/HA.1/HLS.2\)](#) and pursuant to Rule 18, the Bureau of the CPR was elected on an exceptional basis to serve until the end of the high-level midterm review to be held in 2021. The Bureau of the CPR met on 8 December 2020 and 24 February 2021 and recommended that the CPR high-level midterm review be convened in an open-ended manner and be held for a period of three days from Tuesday, 29 June to Thursday, 1 July 2021.

In light of the ongoing global situation with regard to the coronavirus disease (COVID-19) pandemic, the Bureau recommended that depending upon the situation, the meeting may be held in a hybrid format with simultaneous interpretation in the six official languages of the United Nations with the delegations-based outside Kenya participating virtually in the meeting and Member States based in Nairobi participating in person, taking into account the necessary pandemic-related precautionary measures and guidelines established by the Government of the Republic of Kenya. The Executive Director continues to review the situation in consultation with the Director-General of the United Nations Office at Nairobi (UNON) and the Government of Kenya in order to determine the best possible format for the meeting.

The provisional agenda as recommended by the Bureau can be found [here](#). The meeting will be opened at 9 A.M. East Africa Time on Tuesday, 29 June 2021.

Registration for the open-ended high-level midterm review of the Committee of Permanent Representatives (CPR)

On-line Registration

Participation in the CPR high-level midterm review, which will be convened in an open-ended manner, is open to all Member States of the United Nations.

In line with the rules of procedure of the UN-Habitat Assembly the meeting is open to the following as observers:

- States that are not members of the United Nations;
- Member 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 previously accredited to participate in the first session of the UN-Habitat Assembly which took place from 27 -31 May 2019.

All delegates are encouraged to register online at <https://unhabitat.org/form/committee-of-permanent-represent> which is open since Tuesday, 18 May 2021. When registering, delegates should communicate a primary and a secondary e-mail address. It is important that the Secretariat receives complete contact details, including exact title and functions, which will be used in transmitting the connection details for the meeting and to record attendance of all participants in the meeting.

Please note that on-line registration will close on Friday, 25 June 2021 at 12:00 Noon, East Africa Time (EAT).

For effective planning for the meeting UN Habitat would be grateful if Permanent and Observer Missions, in addition to registering online by **25 June 2021**, would communicate the names and email addresses of the members of their respective delegations as early as possible, but no later than **25 June 2021 at 14:00 Hrs. East Africa Time (EAT)**. 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: **Mr. Chris Mensah**, Secretary to the Governing Bodies (Telephone: +254732689199, email: chris.mensah@un.org and unhabitat-sgb@un.org).

In addition, registration and participation of non-governmental organizations in the high-level midterm review is subject to the provisions of [Rule 69 of the Rules of Procedure of the UN-Habitat Assembly](#) as well as [Rule 23.1 of the UN-Habitat Assembly of UN-Habitat](#).

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

Here 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 CPR high-level midterm review by accredited organizations should be directed to unhabitat-partners@un.org with a copy to Ms. Lucia Kiwala, email: lucia.kiwala@un.org, before **25 June 2021 14:00 Hrs. East Africa Time (EAT)**.

All duly accredited participants who have registered will receive the details on how to access the meeting on or before **28 June 2021**. The Secretariat will not be able to transmit connection details for the meeting if your registration is incomplete.

Change in Registration details

In case of any changes to the registration details, please write to unhabitat-registration@un.org for assistance. In case of general questions concerning the CPR high-level midterm review, 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 CPR high-level midterm review, in addition to registering online, please scan and send the following documents to caroline.gacheru@un.org, if possible before but no later than **25 June 2021 14:00 Hrs. 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 on **28 June 2021** or will be contacted earlier if more information is required.

Please note that it is essential that we receive the requested documentation by **25 June 2021 at 14:00 Hrs East Africa Time (EAT)** the details indicated above to be able to proceed with your registration.

Connection and Protocol for the CPR high-level midterm review

Please note that the details on how to access the meeting and the protocol during the meeting will be shared with participants on or before **28 June 2021**. Participants should be online and logged into the meeting by 8.45 Hrs. East Africa Time.

Before the meeting, participants will be offered an opportunity to participate in an online trial meeting to confirm the adequacy of the connection and to familiarize themselves with the functions of the meeting environment that will be used for the meeting.

Some of the main pre-requisite are detailed below:

- i. High speed Internet: For the best experience, participants will need to use a laptop or desktop to connect to the meeting and a high-speed Internet, preferably cable network.
- ii. Participants should join the meeting using Google Chrome browser. In that respect, please [click here](#) to download Google Chrome.
- iii. Participants should 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 to work, the interpretation may be suspended.** Additional guidelines for speakers during on-line meetings can be accessed [here](#).
- iv. Participants should disable their **firewalls and VPNs** that could impact your connection to the meeting.

Log-on to the meeting

- i. Participants will have been already pre- registered and logged-in as follows
 - a. **COUNTRY** / ORGANIZATION
 - b. **TITLE** in line with the details provided during the on-line registration.
- ii. To ensure efficient interpretation services during the meeting, participants would be encouraged to turn their video on when they have the floor.
- iii. 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.
- iv. 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.
- v. The UN-Habitat IT focal points who can be reached during the meeting 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
- vi. For any additional information on the connection pre-requisites for the meeting, please contact:
Mr. Leon Osong
Email: leon.osong@un.org
Telephone Number: +254 737 131851

Access to the UNON complex for Member States based in Nairobi

Based on the review by Executive Director of the situation in consultation with the Director-General of the United Nations Office at Nairobi and the Government of Kenya, if the meeting is conducted in a hybrid format as recommended by the Bureau, the Secretariat will send a communication to Member States based in Nairobi with additional information related to the modalities of the access to the UNON complex.

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 meeting.

Important additional information from UNON medical services on health and safety measures implemented before, during and after the meeting with respect to the prevention of COVID-19 transmission as well as the proposed seating arrangement and contact tracing will be shared with Member States based in Nairobi. Preliminary information is contained in the two documents below:

- Health information on the measures related to the prevention of the COVID-19 pandemic during the in-person meeting
 - FAQs for the in-meeting participants and organizers
- vii. For any additional information on the protocol for the meeting, please contact:
Mr. Chris Mensah
Email: chris.mensah@un.org
Telephone Number: +254 732 689 199

You are invited to visit the website of the CPR high-level midterm review <https://unhabitat.org/High-level-midterm-review-meeting-of-the-Committee-of-Permanent-Representatives-to-UN-Habitat>, which provides general information for participants including registration and much more.

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