

**Subject: Technical Note to Local authorities about the UN-Habitat Assembly, 5-9 June 2023**

Dear Partner

The second session of the United Nations Habitat Assembly a universal body for the 193 member states is scheduled to take place from 5-9 June 2023 at the UN-Habitat headquarters in Nairobi Kenya. The theme for the Assembly is **“A sustainable urban future through inclusive and effective multilateralism: achieving the Sustainable Development Goals in times of global crises.”** Enclosed is a notification on the Assembly issued by the Executive Director of UN-Habitat.

The work and mandate of local authorities and their associations is critical to the realisation of sustainable urban development, inclusive and effective multilateralism, and in achieving the Sustainable Development Goals and the New Urban Agenda. During the United Nations Habitat Assembly, the Global Task Force of Local and Regional Governments will also convene the World Assembly of Local and Regional Governments, with the support of UN-Habitat. Details of this session will be conveyed in due course.

I am therefore writing to share information with local authorities about the Assembly and provide guidance as to how to participate as observers pursuant to rule 67 of the rules of procedure of the UN-Habitat Assembly.

Please coordinate with the Ministry of Foreign Affairs and/or the Ministry Responsible for Housing and Urban Development in your country if you wish to attend the Second Session of the UN-Habitat Assembly in June 2023 to explore the possibility of being included in the government delegation or to request to be nominated as observers. This is important as each participant to the Assembly in general is required to present a nomination letter at the on-site verification of accreditation in Nairobi.

Representatives of local authorities who wish to attend the United Nations Habitat Assembly must present a nomination letter from either an accredited local government association or from the relevant national government. The names of all local government representative must be included in a Note Verbal from the respective country’s Permanent Mission to the United Nations either in Nairobi, Kenya or in New York, USA (for Member States who do not have a diplomatic mission in Kenya). The nomination letter from the respective national government is the medium through which UN-Habitat is notified of government representatives or observers attending the Assembly.

You may wish to note the following deadlines: (i) Nomination of delegates and observers by member states until 5 May 2023, and (ii) Pre-Assembly online registration by delegates, observers, and other participants by 25 May 2023.

Each participant is expected to make own travel, accommodation, and logistical arrangements.

I look forward to welcoming you in Nairobi in June 2023.

Neil Khor,  
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Knowledge, and Innovation Division,  
**UN-Habitat**