1. Introduction

1.1 This stakeholder engagement policy only applies to stakeholder engagement in [-UN-Habitat activities and meetings in included] [CHN+] meetings held in public and related [[NLD+] activities of the] [CHN+, SGA+, CMR+, RUS+, EU+ BRA+, SWE+.] [ARG,+] UN-Habitat Assembly, the Committee of Permanent Representatives, the Executive Board, and its related working groups1 [including the World Urban Forum] [RUS+, NLD+]. [hereafter referred to as intergovernmental meetings] [RUS+]. This policy seeks to promote respect for the UN Charter and is in line with the relevant UN-Habitat and UN rules and regulations and builds on the experience of UN-Habitat at all levels. The Stakeholder Engagement Policy applies to the following three different forms of Stakeholder Engagement:

   a) In the preparations for UN-Habitat intergovernmental meetings,
   b) During UN-Habitat intergovernmental meetings,
   c) Post UN-Habitat intergovernmental meetings and follow-up, including structured dialogues and consultations with UN Habitat senior management.

Alt1 [This stakeholder engagement policy seeks to promote respect for the UN Charter and is in line with the relevant UN-Habitat and UN rules and regulations and builds on the experience of UN-Habitat at all levels. The Stakeholder Engagement Policy applies to the following three different forms of Stakeholder Engagement:

   a) In the preparations for UN-Habitat intergovernmental meetings,
   b) During UN-Habitat intergovernmental meetings,
   c) Post UN-Habitat intergovernmental meetings and follow-up, including structured dialogues and consultations with UN Habitat senior management.] [Chair+, NLD+, ARG+, PRT+, USA+, SWE+, CHN+]

1.2 The UN-Habitat partnership strategy, implementing partners’ policy and standard operating procedures, agreements, and other legal instruments,2 including Agreements of Cooperation, Memorandums of Understanding, community agreements,3 and private sector partnership agreements provide for stakeholder engagement in the implementation of UN-Habitat programmes and projects.

Ad ref 22 March 2023

1.3 UN-Habitat is mandated by the United Nations General Assembly4 to promote sustainable cities and human settlements and adequate shelter for all. UN-Habitat is the focal point and coordinating agency for sustainable urbanization, Sustainable Development Goal #11 (Sustainable Cities and

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1 This policy does not apply to non-legislative meetings such as sessions of the World Urban Forum, World Cities Day, and World Habitat Day.
2 UN-Habitat agreements and legal instruments. https://habnet.unhabitat.org/sites/default/files/documents/11662_UN_Habitat_Agreements_&_Legal_Instruments_Clarification_Signatories.pdf
3 Community agreements are agreements used by UN-Habitat to provide grant funds for the purpose of meeting a community’s need by the community organisation in a specific neighbourhood, if and, when benefiting that community. This is about direct implementation, and the community is not subject to legal requirements that would apply to other agreements with partners including proof of registration, constitutions and statutes or bylaws, audited financial statements, etc. It is limited to funding small projects.
Second reading – 10 May 2023

Communities⁵) and the custodial agency for the New Urban Agenda⁶. UN-Habitat works primarily with Member States. UN-Habitat also works with States not members of the United Nations⁷, other United Nations bodies, United Nations Specialised Agencies and related organisations, intergovernmental organisations and other entities, local authorities, major groups and other stakeholders as defined in Chapter 4 of this policy and Chapter 11 – rules 64 – 69 of the rules of procedure of the UN-Habitat Assembly. Ad ref 10 May 2023

1.4 Stakeholders may attend and contribute to the [deliberations and ]]USA[+]] [public] [CHN+, RUS+, IRN+, NLD-, USA-, SWE-] intergovernmental meetings in accordance with the Rules of Procedure as well as the resolutions and decisions of the UN-Habitat Assembly⁴, the Committee of Permanent Representatives⁸, and the Executive Board⁹. Expert advice, the sharing of experiences, and scientific contributions to discussions are examples of stakeholder engagement that can be provided either through oral or written submissions, presentations, or the organisation of side events during intergovernmental meetings. Stakeholders are encouraged to enhance their coordinated engagement in the intergovernmental meetings, including through the organisation of stakeholder meetings such as the global stakeholder forum in the run up to the UN-Habitat Assembly.

1.5 Decision-making within UN-Habitat intergovernmental meetings remains the prerogative of Member States. Stakeholders’ contributions to intergovernmental meetings can inform discussions and decision-making and can build support for the implementation of intergovernmental decisions. Ad ref 10 May 2023

1.6 Stakeholders may organise themselves and identify representatives from accredited organisations within their respective groups to facilitate their contributions to UN-Habitat intergovernmental meetings. Such arrangements are referred to as a stakeholder engagement mechanism. Stakeholders will be guided by the Rules of Procedure of the UN-Habitat Assembly and the Executive Board and adhere to the principles outlined in this policy. Ad Ref 15 Feb 2023

1.7 The Executive Director of UN-Habitat will facilitate the participation and preparations of stakeholders in UN-Habitat intergovernmental meetings, in accordance with Chapter 8 of this policy. Ad ref 10 May 2023

2. Purpose of the Policy

2.1. The purpose of the policy is to ensure effective, informed, and meaningful stakeholder engagement and involvement in UN-Habitat intergovernmental meetings. The policy will guide stakeholder contribution in support of Member States and UN-Habitat at three different levels of stakeholder engagement¹¹. Ad ref 22 Feb 2023

2.2. Stakeholder engagement contributes to inclusive decision-making and to building support for the implementation of the decisions, recommendations, strategic plans, and work programmes approved by the UN-Habitat governing bodies. It also facilitates the implementation of the decisions coming from the United Nations General Assembly and the Economic and Social Council (ECOSOC) in relation to UN-Habitat’s mandate and work. Ad Ref 22 Feb 2023

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⁵ SDG 11: https://sdgs.un.org/goals/goal11
⁶ The New Urban Agenda: https://habitat3.org/the-new-urban-agenda/
⁷ States not members of the United Nations are Cook Islands, Holy See, Niue and the State of Palestine
⁹ The rules of procedures of the UN-Habitat Assembly apply, mutatis mutandis, to the Committee of Permanent Representatives: Rule 29.
¹¹ As described in item 1.1 above.
Second reading – 10 May 2023

3. Guiding Principles
3.1 Stakeholder engagement in UN-Habitat intergovernmental meetings is guided by the following overarching guiding principles:

a. the intergovernmental nature of UN Habitat processes: decision-making within UN-Habitat is the prerogative of Member States. Ad Ref 22 Feb 2023

b. Contribution to decision-making and agenda setting processes in accordance with the UN-Habitat Assembly Rules of Procedure15. UN Habitat will facilitate the participation of all accredited stakeholders to allow them to contribute to decision making in support of Member States in a continuous way during UN-Habitat intergovernmental meetings as well as during inter-sessional periods, as appropriate. Ad ref 10 May 2023

c. Accessibility to public information: acknowledging the critical importance of consistent, timely, and accurate information for meaningful stakeholder engagement, UN-Habitat ensures access to public documents and information related to UN-Habitat intergovernmental meetings in a timely manner. Ad ref 22 Feb 2023

d. equality, non-discrimination, diversity of views and self-organisation: all parties acknowledge that there is diversity of views, and are committed to a fair, transparent, open, constructive, accountable, and accessible engagement process in so far as such engagement remains relevant to the mandate and work of UN-Habitat. Ad Ref 22 Feb 2023.

e. transparency, accountability, and mutual benefit: engagement is based on the premise of mutual trust and benefit, transparency, responsibility, and accountability. Ad Ref 22 Feb 2023.

f. Continual improvement: All parties are committed to continual improvements to current engagement practices, including by exploring the use of innovative tools, mechanisms, and technology. Ad Ref 22 Feb 2023

4. Definition of Stakeholders

For purposes of this policy, [stakeholders covered by this policy are stakeholders ] [MAR+] [are non-members of the UN-Habitat Assembly, including Major Groups and other stakeholders] [MAR+] accredited to UN-Habitat Assembly or in consultative status with ECOSOC], namely: [NLD+].

i. States not a member of the United Nations15

ii. Other United Nations Bodies, United Nations specialised agencies and related organisations]14

iii. Intergovernmental organisations and other entities15

iv. Local authorities of UN Member States or States not members of the UN [rule 64] [MAR+, USA+, PSE+], international or national organisations or associations16

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15 Rule 64 of the Rules of Procedure of UN-Habitat Assembly

14 Rule 65 of the UN-Habitat Assembly rules of procedure.

15 Rule 66 of the UN-Habitat Rules of Procedure

16 Rule 67 of the UN-Habitat Rules of Procedure
ii. Major Groups and other stakeholders outlined below\textsuperscript{17}, as well as UN-Habitat established advisory boards and professional networks\textsuperscript{18}.

b. Major groups and other stakeholders consist of 18 groups\textsuperscript{19}:

Nine major groups that were formalized by Agenda 21 at the Earth Summit in 1992:

(i) Women
(ii) Children and Youth
(iii) Indigenous People
(iv) Non-Governmental Organisations (also known as civil society organisations).
(v) Local Authorities (currently referred to as local and regional governments)
(vi) Workers and Trade Unions
(vii) Business and Industry
(viii) Scientific and Technological Community (the group also includes academia and researchers); and
(ix) Farmers.

Nine stakeholder groups that were recognized by the Habitat Agenda, adopted in 1996, at the second UN conference on Human Settlements (Habitat II), and by the New Urban Agenda, adopted in 2016 at Habitat III, consist of:

(i) Foundations and Philanthropists
(ii) Parliamentarians
(iii) Professional Organisations
(iv) Persons with Disabilities
(v) Older Persons
(vi) Media
(vii) Grassroots and Informal Sector Organisations
(viii) Migrants and Refugees; and
(ix) Volunteer Organisations.

4.2 Furthermore, coalitions, networks and umbrella organisations that comprise [of ] [MAR+, EGY+] accredited [and non-accredited member organisations] organisations to ECOSOC and UN-Habitat ] [MAR+, EGY+] [sic] [MAR+, EGY+] can ] [MAR+, EGY+] [sic] [MAR+, EGY+] be represented in UN-Habitat intergovernmental meetings by members of respective accredited organisations.

ALT 4.2 Furthermore, coalitions, networks and umbrella organisations are represented in UN-Habitat intergovernmental meetings by members of respective accredited organisations. (Secretariat Proposal)

5. [Accreditation, criteria, and process] UPDATE BY THE SECRETARIAT FOLLOWING THE MEETING HELD ON 6 FEBRUARY 2023

\textsuperscript{17} Rules 68 and 69 of the UN-Rules of Procedure
\textsuperscript{18} UN-Habitat Advisory Boards and Professional networks are bodies established by the UN-Habitat Executive Director to advise on thematic issues and specialised areas including advocacy, youth, women, and professional organisations, etc.
\textsuperscript{19} Also referred to as Habitat Agenda Partners in the context of Habitat II, the rule 68 of the rules of procedure of the UN-Habitat Assembly, and rule 17.3 of the Executive Board and NGOs in consultative status with ECOSOC.
5.1. The accreditation procedure for [the participation of] {CHN+, USA+} Major Groups and other stakeholders (also known as Habitat Agenda Partners) in UN-Habitat intergovernmental meetings is guided by the rules of procedure of the: UN-Habitat Assembly (66-69); [Executive Board (17.3)] {CHN+, USA-}[Executive Board (Rule 17)] {USA+}; the UN-Habitat Governing Council Resolutions 19/8 of 9 May 2003 on Arrangements regarding accreditation of local authorities and other Habitat Agenda Partners and 267 of 12 May 2017 on Accreditation; as well as the United Nations Economic and Social Council Resolution 1996/31 on Consultative relationship between the United Nations and non-governmental organisations. The procedure is as follows:

a) The Secretariat to reconfirm, upon request, the accreditation status of the applying organisations, specifically the Major groups and other stakeholders accredited: (i) to the UN-Habitat Assembly and the Executive Board {MAR+, CHN+, USA-}20, (ii) to the Second United Nations Conference on Human settlements (Habitat II), and the special session of the General Assembly for overall review and appraisal of implementation of the Habitat Agenda (Istanbul+5)21, (iii) to the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III)22, and (iv) non-governmental organisations in consultative status with the United Nations Economic and Social Council23.

To enable the Secretariat to reconfirm the applying organisation’s accreditation status, major groups and other stakeholder [including] {USA+} [except] {USA+} non-governmental organisations in consultative status with the United Nations Economic and Social Council are required to submit annual reports of the last two years to allow the Secretariat to confirm that the organisation’s activities remain relevant to the work and mandate of UN-Habitat.

d) Local authorities and local government associations [recognized by] {ARG+} [of] {ARG+} the {ARG+} United Nations Member States or States not members of the United Nations24 are exempt from the requirement to submit annual reports to the Secretariat. Local authorities [will need] [are required] {KEN+, TUR+} to notify the Secretariat of their participation through the relevant Permanent Missions [and Permanent Observers Missions] {PSE+, USA-} [States non-members] {USA+} in New York or Nairobi.1 [NLD, FIN delete, KEN-]

[Alt b – Duly accredited representatives of local authorities, invited by the Executive Director and in consultation with their respective Governments, where requested, or representing national or international associations or organisations recognised by the United Nations, may participate as observers at public meetings and in the deliberations of the UN-Habitat Assembly and its intersessional organs] {USA+, NLD+, BRA+}

20 Rules 66-69 and Rule 17.3 of the UN-Habitat Assembly and Executive Board rules of procedure respectively.
21 UN-Habitat Governing Council Resolution 19/8(1).
22 UN-Habitat Governing Council Resolution 26/7 (2)
23 UN-Habitat Governing Council Resolution 19/8 (3)
24 As explained in footnote 11 under Chapter 4.1 (ii) of this policy
Other Habitat Agenda partners referred to in rule 68 of the rules of procedure of the UN-Habitat Assembly that are not accredited according to paragraph (5.1a) above may be invited by the Executive Director and accredited to the UN-Habitat Assembly. [The Executive Director shall submit the list of such partners to the UN-Habitat Assembly for approval on a no-objection
5.2 Criteria for accreditation26

Under this paragraph, the following criteria for accreditation must be met:

a. Be a legal entity in at least one country.
b. The organisation must have been in existence (officially registered) for at least two years as of the date of receipt of the application by the Secretariat.
c. The organisation’s activities must be relevant to housing and sustainable urban development.
d. The organisation must have a democratic decision-making mechanism. [NLD, USA, ARG] {USA+}

5.3 [Supporting documents required 27] [USA+]
Organisations that seek accreditation and have met the above criteria in paragraph 5.2 are required to apply for accreditation and to submit the following supporting documents to UN-Habitat Secretariat by 30 June or 30 November of each year [NLD, USA]:

a. A letter requesting accreditation on the organisation’s official letterhead signed by the Head of the organisation. The letter shall include a summary of the organisation’s activities, geographical coverage, and a list of its affiliates.
b. A copy of the organisation’s constitution/charter and/or statutes/by-laws and amendments to those documents.
c. A copy of the organisation’s certificate of registration or other proof of existence/recognition by a government authority in countries where registration is not required as proof of existence for two years including stamp of the issuing authority.
d. Copies of the organisation’s most recent financial statement and annual report, at least issued within the last two years,
e. Information on the governance structure and current office bearers.
f. Optional: Copy of examples of the organisation’s most recent publications, articles, or statements.] [USA+].
g. Optional: Organisational chart.

5.4 The [Registration] [USA+] [application] [USA+] process
The following processes will apply to major groups and other stakeholder in 5.1 (a-c) above:

a. Major Groups and other stakeholders in 5.1 (a) above may submit a letter online to the Secretariat requesting reconfirmation. The letter must be on the organisation’s official letterhead and signed by the Head of the organisation. Attached with the letter are the organisation’s annual reports for the last two years before the UN-Habitat Assembly or the Executive Board Session.
b. Local authorities in 5.1(b) above may respectively register and notify the Secretariat through the respective Permanent Missions either in New York or Nairobi upon receipt of the Executive Director’s invitation.
c. The local government associations may submit a letter to the Secretariat confirming their interest in attending the UN-Habitat Assembly. The letter must be on the organisation’s official letterhead and signed by the Head of the organisation.

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26 UN-Habitat Governing Council Resolution 19/8 (4)
27 This is adapted from ECOSOC Resolution 1996/31.
27 Ibid.
d. The applying organisation in 5.1(c) above shall establish a profile by completing an online questionnaire and attach all the required supporting documents. If successful, the Secretariat will notify the applying organisation at least six weeks before the UN-Habitat Assembly. They will then be able to register to attend the UN-Habitat Assembly and other inter-governmental sessions. Henceforth, they will be included as Major Groups and other stakeholders (5.1 above).][USA+]

**Continual improvement:** All parties are committed to continual improvements to current engagement practices, including by exploring the use of innovative tools, mechanisms, and technology.[Adapted from Chapter 3, to be revised]

6. Benefits for accredited stakeholders
All accredited stakeholders enjoy the same privileges, including the following:

6.1 Stakeholder participation in preparatory processes for UN-Habitat intergovernmental meetings
a) Timely access to public information and documents of the respective UN-Habitat intergovernmental meeting. [Ad Ref 14 March 2023]

b. Ability to provide written submissions to the Executive Director to be made available, including online, to the relevant governing bodies in a timely manner. [Ad Ref 14 March 2023]

c. Contribution to the provisional agenda through written submissions to the Executive Director for consideration by the Bureaus of the relevant governing bodies. [Ad Ref 14 March]

d. Structured and inclusive dialogue with the leadership of UN-Habitat’s governing bodies and with the Executive Director of UN-Habitat. [Ad Ref 14 March]

e. Ability to organise side events in the framework of the UN Habitat Assembly. [Ad Ref 14 March]

6.2 Stakeholder engagement during UN-Habitat intergovernmental meetings:

a. Participation in public meetings as observers. [Ad Ref 14 March 2023]


c. [Provision of][IND+, CHN+] opportunities to speak at public [and forthcoming meetings] [PSE+, NLD+] meetings [including in discussions on draft decisions and resolutions and] [NLD+, CMR+, CHN+, IND+, EGY+] through participation in thematic discussions][USA+CMR, CHN, DZA, EGY+];

1. At c. opportunities to speak at public and forthcoming meetings Participation in thematic discussions during UN-Habitat intergovernmental meetings [PSE+]

d. Online publication of written statements submitted to the Executive Director

e. [Participation in thematic discussions during UN-Habitat intergovernmental meetings] [delete CMB+, CHN+, PSE+, EUN+, EGY+, DZA+]

f. [Possibility for stakeholders to share their reflections during the sessions of the governing bodies of UN-Habitat, including on the preparation of the provisional agenda][NLD+][of forthcoming meetings] [CHN+, RUS+NLD, CMR+] and during discussions on draft decisions and resolutions [delete NLD+, CMR+, IND+, CHN+, PSE+, EUN+]

g. Strategic interaction with various delegations/delegates [on sustainable urban development issues][NLD+] [on issues related to UN-Habitat and its work][NLD+, RUS+, CMR+]

6.3 Stakeholder engagement post intergovernmental meetings and follow-up:
a) [Support for implementation, monitoring, and accountability for norms and standards through the sharing of experiences on the impact of UN-Habitat work at relevant Executive Board sessions upon invitation by the Executive Director NLD+, ARG+]
Alt. a. Share [experiences] [USA+] [perspectives] [USA+] on [monitoring, implementation on] matters related to the mandate of UN-Habitat and its governing bodies upon invitation by the Executive Director. [NLD+, BRA+, EUN+, ARG+]

Alt. b. Share perspectives on matters related to the mandate on UN-Habitat and its governing bodies upon invitation by the Executive Director. [Chair+, USA+, NLD+, ARG+]

7. Responsibilities and obligations of accredited stakeholders

7.1 Effective stakeholder engagement comes with the responsibilities and obligations of accredited organisations. These include:

a. Respect for the UN Charter and the Code of Conduct to prevent harassment, including sexual harassment at UN system events Ad ref 20 March 2023

b. Uphold the highest ethical and professional standards, including to support the prevention of sexual exploitation, abuse, and harassment.

c. Adhere to the Rules of Procedures of the UN-Habitat Assembly and the Executive Board, and uphold the guiding principles laid out in this policy. Ad ref 20 March 2023.

d. Compliance with registration requirements and seating arrangements for each meeting. Ad ref 20 March 2023.

e. Support the work of UN-Habitat, including through the adherence to and dissemination of UN-Habitat’s policies, decisions, and resolutions approved by UN-Habitat intergovernmental bodies. Ad ref 20 March 2023.

f. Regular communication with UN-Habitat, exchange of information, including reporting on activities relevant to UN-Habitat’s mandate and programme of work every four years, online with the UN-Habitat Assembly using a questionnaire provided by the Secretariat. [NLD+]

g. Contribution to effective self-organisation, including through supporting the operationalization of an inclusive stakeholder engagement mechanism while adhering to the guiding principles as outlined in chapter three. Ad ref 20 March 2023.

h. [Accredited stakeholders will] [USA+] cooperate, collaborate, and coordinate actions related to engagement in UN-Habitat intergovernmental meetings with other stakeholders, Member States, [members of specialised agencies] [PS+], and UN-Habitat, as appropriate. [NLD+]

i. Provide feedback on stakeholder engagement in UN-Habitat intergovernmental meetings Ad ref 20 March 2023.

j. Refrain from exercising any undue influence, especially in the processes of setting and applying policies, norms, and standards. [especially in decision-making processes and] [CMR+] the implementation of the work of UN-Habitat [NLD+]

8. The role of UN-Habitat

8.1 UN-Habitat facilitates all relevant stakeholders [s] [IND+] [organisations] [IND+] to engage in UN-Habitat intergovernmental meetings and ensures geographical representation through mobilizing participation from all regions and engaging with associations and networks at national, regional, and global levels. UN-Habitat’s contribution is subject to the availability of funds and includes:

a. Regular consultations and liaison with accredited stakeholders on matters of governing bodies, including information sharing and dissemination, the development of policies, strategic plans, annual work programmes and analytical reports. Ad ref 22 March 2023.

b. Facilitate the process for stakeholders’ accreditation and registration for participation in UN-Habitat intergovernmental meetings. Ad ref 22 March 2023.

c. Mobilisation and facilitation of stakeholder engagement and participation through:

(i) Special dialogues and consultations
(ii) Expert group meetings
(iii) Surveys
(iv) Advocacy initiatives within the context of UN-Habitat intergovernmental meetings. Ad ref 22 March 2023.
d. Support the convening of the global stakeholder forum prior to the UN-Habitat Assembly, regional stakeholder forums, and annual global stakeholder consultations, and relevant regional meetings, where appropriate. \textit{Ad ref 22 March 2023.}

e. Promote monitoring, accountability, reporting, and the harnessing and dissemination of lessons learned on stakeholder engagement and participation in UN-Habitat’s work. \textit{Ad ref 22 March 2023.}

f. \{Facilitate a review and update of this stakeholder engagement policy as appropriate.\} \textit{[ARG+]}

g. Designate a unit/section to serve as the Secretariat and internal focal point for stakeholder engagement in intergovernmental processes. \textit{Ad ref 22 March 2023.}

h. Facilitate cross-linkages with other relevant stakeholders working on global commitments related to the mandate of UN-Habitat. \textit{Ad ref 22 March 2023.}

8.2 UN-Habitat will include stakeholder engagement in its resource mobilization strategy, \{with an emphasis on joint fundraising\} \textit{[NGA+] and the possibility of supporting the participation of stakeholders from [developing countries,] \{[BRA+], ARG+, NGA+, EUN-, PRT-, MAR-\}}

9. \textbf{Funding}

1. \{The UN-Habitat work programme and budget will include a budget for stakeholder engagement, including financing activities related to the implementation of this policy.\} \textit{[PRT+, EGY+]}

4. Alt 9.1 The Executive Board through its relevant Working Group will explore all possible ways of funding this stakeholder engagement policy. \textit{[MAR+, NGA+]}

4-2 Funding will be allocated over a time consistent with the strategic plan for resources like UN Habitat staff, publications, event organisation, and the production of knowledge products.

2-3 UN-Habitat will include stakeholder engagement in its resource mobilization strategy, with an emphasis on joint fundraising, and the possibility of supporting the participation of stakeholders from [developing countries,] \{[BRA+], Least Developed Countries like the Trust Fund set up to support the participation of Member States from LDCs, \} \textit{[BRA+,] \{EGY+]}

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