

Information Note for Participants

UN-Habitat Executive Board

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Third session of the UN-Habitat Executive Board in the year 2023



Introduction

The second session of the Executive Board for the year 2023 was held on 8 June 2023. The draft report of the Executive Board on the work of that second session in 2023 is set out in document HSP/EB.2023/9 and can be accessed [here](#).

At that second session of 2023, the Executive Board agreed to entrust its Bureau with determining the appropriate dates, number of days within the quarter of 2023, for the third session of the Executive Board. The Board also agreed to entrust its Bureau with the preparation of the provisional agenda for the 2023 third session of the Executive Board, taking into consideration any outcomes from the second session of the UN-Habitat Assembly. Subsequently, the Bureau on 1 September 2023 recommended that the duration for the third session of the Executive Board for the year 2023 should be three days and that the dates for that session should be 28 to 30 November 2023.

Accordingly, the [third session of the Executive Board for the year 2023](#) is scheduled to take place from Tuesday, 28 November to Thursday, 30 November 2023. The provisional agenda, which was considered and prepared by the Bureau can be found [here](#).

Modalities of Participation (Fully in-person)

The 2023 [third session](#) of the Executive Board will be held fully in-person at the UN-Habitat Headquarters in Nairobi, which is located at the United Nations Office in Nairobi (UNON), as recommended by the Bureau, considering that COVID 19 is no longer a global pandemic and in light of the lifting of the COVID restrictions at the Conference Room 2 at UNON will be used for the three-day session.

Please refer to section IV below for more details on Registration for the 2023 third session of the Executive Board.

Travel Requirements

COVID-19 protocols

The COVID-19 pandemic has recently abated in most regions of the world. The positive trend has also been noted in Kenya with low reported infection rates. Notwithstanding this, the World Health Organization still recommends that caution is applied where risk for COVID-19 infection is high, e.g., in crowded, poorly ventilated spaces or when one's personal risk of adverse outcomes from COVID-19 is high. Some of the key preventive measures advised include keeping up to date with COVID-19 vaccination, practicing hand hygiene, and using masks when risk of infection is deemed to be high.



All participants arriving into the country are no longer required to show proof of either COVID-19 vaccination or a pre-departure COVID-19 test. However, participants arriving with flu-like symptoms will be required to fill a passenger locator form and to take a COVID-19 antigen test at their own cost. Those who test positive will be required to take a further COVID-19 PCR test at their own cost. Those with severe symptoms shall thereafter be required to isolate as per the prevailing isolation requirements.

Travel to Kenya

A valid passport, valid for at least six months from date of arrival, is required for entry into the Country. For more information on visa requirements to enter the Republic of Kenya, please visit: <http://immigration.go.ke/>

Accommodation in Nairobi

Participants are kindly requested to make their own hotel reservations for their stay in Nairobi. A list of hotels with suggested rates in Nairobi can be found [here](#).

Participants who choose to use other forms of accommodation are advised to be vigilant about selecting safe and appropriate accommodation.

Registration for the Third Session of the Executive Board in 2023

On-line Registration

In line with the rules of procedure of the Executive Board, on-line registration is open to the following:

- The [36 elected members of the Executive Board](#),
- 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 either in consultative status with the United Nations Economic and Social Council (ECOSOC) or accredited to the UN-Habitat Assembly in accordance with Rules 68 and 69 of the [Rules of Procedure of the UN-Habitat Assembly](#) as well as rule 17.3 of the [Rules of Procedure of the Executive Board](#) of UN-Habitat. Please find the current lists of Organizations in consultative status with ECOSOC or accredited to the [first session](#) and [second session](#) of UN-Habitat Assembly.

All queries regarding accreditation of a non-governmental organizations and expressions of interest to make oral statements on matters within the scope of its activities 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 **Friday, 24 November 2023 at 14:00 East Africa Time (EAT)**.

Media Accreditation

If you wish to be accredited as Media for the third session of the Executive Board for the year 2023, in addition to registering on-line, please scan and send the following documents to unhabitat-media@un.org if possible before but no later than **24 November 2023 at 14:00 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 24 November 2023 or will be contacted earlier if more information is required.
- d. Please note that it is essential that we receive the requested documentation by 24 November 2023 at 14:00 East Africa Time (EAT) the details indicated above to be able to proceed with your registration.



Opening and closing of online registration

All delegates, as well as entities and non-governmental organisations participating as observers are encouraged to register online <https://unhabitat.org/meetings/third-session-of-2023-of-the-executive-board> from Tuesday, 17 October 2023.

It is important that the Secretariat receives complete contact details, including exact title and designation.

Please note that online registration is mandatory and will close on Friday, 24 November 2023 at 14:00 East Africa Time (EAT).

Although delegates based in Nairobi who already have a ground pass issued by UNON can use this pass during the 2023 third session of the Executive Board, it is strongly advised that they also register online and be issued with badges to allow easy access to specific areas.

On-site registration

After online registration, delegates and entities participating as observers, **not holding a UNON ground pass**, as well as non-governmental organization and media representatives, are welcome to collect their badge at UNON, Pass & ID office (entrance via Visitors Pavilion) on:

- Monday, 27 November 2023 from 09:00 to 16:00, East Africa Time (EAT) and
- Tuesday, 28 November 2023 from 08:00 to 16:00, 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 **Friday 24 November 2023**. This should be done through an official communication emanating from the Government or a Note Verbale from the Permanent Mission of the country to the United Nations addressed to:

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

Equally non-governmental organisations in consultative status with ECOSOC or accredited to the UN-Habitat Assembly and attending the Executive Board as observers are required to nominate one (1) representative of their respective organisations on organisation's letterhead duly signed by the Head of the organisation for the attention of Ms. Lucia Kiwala, Chief, Partnership Unit at lucia.kiwala@un.org with copies to Mr. Chris Mensah at chris.mensah@un.org, and unhabitat-partners@un.org.

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.

Additional information is available on the UN-Habitat [website](#) about the third session of the Executive Board.

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UN-HABITAT

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