

Draft, third reading - version of 18 September 2024

UN-Habitat Stakeholder Engagement Policy

Introduction

1.1 This stakeholder engagement policy only applies to stakeholder engagement in meetings ~~held in public~~: {USA+, EGY-, MAR-, NGA-, }, and ~~related~~ {NLD+} activities of the {CHN+, NGA+, CMR+, USA+, RUS+, EUN- BRA-, SWE-,} ~~UN-Habitat Assembly, the Committee of Permanent Representatives, the Executive Board, and its related working groups~~<sup>1</sup> ~~including the World Urban Forum~~ {RUS+, NLD+, MAR+, FIN-, EUN-, DEU-}, ~~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.

*Chair's proposal:*

*[1.1 This stakeholder engagement policy applies to stakeholders at the global, regional and] {BRA+} national [and local] {BRA+} levels whose activities are consistent with the UN mandate with the view to support the organization's work.]{MAR+} [is intended to promote consistency in the way UN-HABITAT engages stakeholders at global, regional, national and local levels.]{MAR+} This policy [seeks to promote respect for]{MAR+} [is in line with ] the UN Charter and [is in line] {MAR+} with the relevant UN-Habitat and UN rules and regulations], including the relevant resolutions of ECOSOC] {MAR+, RUS reserve} 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.]{USA reserve}*

*[1.1bis. [On non-legislative meetings] {MAR+, CHN+, COL+ EUN-, CAN-, USA-, FIN-, NLD-, DEU-} Engagement and participation of stakeholders is limited to public*

<sup>1</sup> [] :{RUS+, NGA+}

*intergovernmental meetings, public dialogues, and public consultations as well as to global advocacy meetings on urbanisation* ~~{MAR+, CHN+, COL+, EUN-, CAN-, USA-, FIN-, NLD-, DEU-}~~ *such as [sessions]* ~~{MAR+, CHN+, COL+, EUN-, CAN-, USA-, FIN-, NLD-, DEU-}~~ *of the World Urban Forum, World Cities Day, and World Habitat Day* ~~{L}~~. *Stakeholder participation should comply with this policy.* ~~{MAR+, CHN+, COL+, EUN-, CAN-, USA-, FIN-, NLD-, DEU-}~~ ~~*[the participation of stakeholders should be consistent with this policy, as appropriate.]*~~ ~~{MAR+, CHN+, COL+, EUN-, CAN-, USA-, FIN-, NLD-, DEU-}~~ ~~*{EGY reserve, USA reserve, COL reserve, BRA reserve, FIN delete}*~~

1.2 The UN-Habitat partnership strategy, implementing partners' policy and standard operating procedures, agreements, and other legal instruments,<sup>2</sup> including Agreements of Cooperation, Memorandums of Understanding, community agreements<sup>3</sup>, 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 Assembly<sup>4</sup> 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 Communities<sup>5</sup>) and the custodial agency for the New Urban Agenda<sup>6</sup>. UN-Habitat works primarily with Member States. UN-Habitat also works with States not members of the United Nations<sup>7</sup>, 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

<sup>2</sup> UN-Habitat agreements and legal instruments.

[https://habnet.unhabitat.org/sites/default/files/documents/11662\\_UN\\_Habitat\\_Agreements\\_&Legal\\_Instruments\\_Clearance\\_&Signatories.pdf](https://habnet.unhabitat.org/sites/default/files/documents/11662_UN_Habitat_Agreements_&Legal_Instruments_Clearance_&Signatories.pdf)

<sup>3</sup> 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.

<sup>4</sup> GA Resolutions [32/162](#) of 19 December 1977, [56/206](#) of 21 December 2001, [65/165](#) of 20 December 2010, [66/207](#) of 22 December 2011, [67/216](#) of 21 December 2012, [68/239](#) of 27 December 2013, [69/226](#) of 19 December 2014, [70/210](#) of 22 December 2015, [71/235](#) of 21 December 2016, [72/226](#) of 20 December 2017, [73/239](#) of 20 December 2018 and [75/224](#) of 21 December 2020.

<sup>5</sup> SDG 11: <https://sdgs.un.org/goals/goal11>

<sup>6</sup> The New Urban Agenda: <https://habitat3.org/the-new-urban-agenda/>

<sup>7</sup> States not members of the United Nations are Cook Islands, Holy See, Niue and the State of Palestine

Assembly<sup>8</sup>, the Committee of Permanent Representatives<sup>9</sup>, and the Executive Board<sup>10</sup>. 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.

**Chair's proposal:**

***1.4. Stakeholders may attend and ~~[contribute]{EGY+, DZA+, }~~ ~~[submit oral or written contributions]{EGY+, DZA+}~~ to the deliberations and public intergovernmental meetings in accordance with the Rules of Procedure ~~[as well as the resolutions and decisions of the UN-Habitat Assembly<sup>11</sup>, the Committee of Permanent Representatives<sup>12</sup>, and the Executive Board<sup>13</sup>]{EGY+, COL-}~~. ~~[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.]{CRI+, EGY+, EUN+, COL-}~~ 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.***

***Chairs comment: The proposal by the Chair is that “public” is maintained on paragraph 1.4, as overarching paragraph to all the policy, and that thereon is not repeated in paragraphs still not agreed ad ref.***

1.5 Decision-making within UN-Habitat intergovernmental meetings remains the prerogative of Member States. Stakeholders' contributions to intergovernmental meetings can

<sup>8</sup> The UN-Habitat Assembly Rules of Procedure: <https://unhabitat.org/hspa1hls2-decision-11-rules-of-procedure-of-the-united-nations-habitat-assembly>: Rules 10.5, 65-69

<sup>9</sup> The rules of procedures of the UN-Habitat Assembly apply, mutatis mutandis, to the Committee of Permanent Representatives: Rule 29.

<sup>10</sup> The UN-Habitat Executive Board Rules of Procedure: <https://unhabitat.org/hspa1hls3-rules-of-procedure-of-the-executive-board-of-the-united-nations-human-settlements>: Rule 17.3

<sup>11</sup> ~~The UN-Habitat Assembly Rules of Procedure: <https://unhabitat.org/hspa1hls2-decision-11-rules-of-procedure-of-the-united-nations-habitat-assembly>: Rules 10.5, 65-69~~

<sup>12</sup> ~~The rules of procedures of the UN-Habitat Assembly apply, mutatis mutandis, to the Committee of Permanent Representatives: Rule 29.~~

<sup>13</sup> ~~The UN-Habitat Executive Board Rules of Procedure: <https://unhabitat.org/hspa1hls3-rules-of-procedure-of-the-executive-board-of-the-united-nations-human-settlements>: Rule 17.3~~

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 engagement<sup>14</sup>. **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**

## **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 Procedure<sup>15</sup>, 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**

---

<sup>14</sup> As described in item 1.1 above.

<sup>15</sup> Rule 10.5 of the UN-Habitat Assembly Rules of Procedure:

[https://unhabitat.org/sites/default/files/documents/2019-08/hsp\\_ha.1\\_hls.2\\_e.pdf](https://unhabitat.org/sites/default/files/documents/2019-08/hsp_ha.1_hls.2_e.pdf)

- 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**

4.1 For purposes of this policy, stakeholders that may be eligible for ad hoc accreditation are defined in chapter XI of the UN-Habitat Assembly rules of procedure 67 – 69, as follows:

- (i) Local authorities, national and international associations or organisations of UN Member States or States not members of the UN<sup>16</sup>,
- (ii) Major groups and other stakeholders (also known as Habitat Agenda Partners)<sup>17</sup> outlined below,
- (iii) Non-governmental organisations in consultative status with the United Nations Economic and Social Council<sup>18</sup> **Ad Ref 27 MAR 2024**

Major groups and other stakeholders consist of 18 groups<sup>19</sup>:

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.

---

<sup>16</sup> See footnote 7 on page 1 for details.

<sup>17</sup> Rules 68 of the UN-Rules of Procedure

<sup>18</sup> Rules 69 of the UN-Rules of Procedure

<sup>19</sup> 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.

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.

#### **Ad ref 16 May 2023**

4.2 [Furthermore, **[and in line with chapter 5 of this policy]:{NGA+}** coalitions, networks and umbrella organisations can be represented in UN-Habitat intergovernmental meetings **[held in public]:{CHN+, USA-, EUN-, MAR-}** by members of accredited organisations to either ECOSOC or UN-Habitat Assembly ~~{on a no objection basis procedure by Member States};{USA+, EUN+, MAR+, TUR-, EGY-, IRN-, }~~ {EGY+, MAR+, SWE-, BRA-}

*Chairs comment: The proposal by the Chair is to delete this paragraph and reproduce its sentiment on disposition 6.2, in subparagraph (g) and respective footnote.*

#### **5. [Accreditation, criteria, and process]**

*Chairs comment: The Chair will propose an alternative to Paragraph 5 taking into consideration the discussions held on the meeting of 18<sup>th</sup> of September*

5.1 The accreditation procedure for the participation of stakeholders in UN-Habitat intergovernmental meetings is guided by the rules of procedure of the: UN-Habitat Assembly (Rules 67-69); Executive Board (Rule 17, paragraph 3); 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 26/7 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:

#### **Ad ref 16 May 2023**

- a. The Secretariat to reconfirm, upon request and submission of two annual reports of the last four years, the status of accreditation of Major Groups and other stakeholders accredited to:
  - (i) the UN-Habitat Assembly<sup>20</sup>,

---

<sup>20</sup> Rules 67-69 and Rule 17.3 of the UN-Habitat Assembly and Executive Board rules of procedure respectively.

- (ii) 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)<sup>21</sup>,
- (iii) the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III)<sup>22</sup>, and
- (iv) ~~[non-governmental organization in consultative status with the United Nations Economic and Social Council<sup>23</sup>.]~~ {USA+, EGY-, CHN Reserve, MAR Reserve}

The annual reports will enable the Secretariat to verify relevance and competence of accredited organisations to the work and mandate of UN-Habitat, and to the agenda of respective intergovernmental meetings according to the rules of procedure.

- b. **[Other local authorities [of Member States [,Observers]{ DZA+} and [States not Members of the United Nations]{MAR+, DZA-, ARG-, BRA-}[Observer States of the United Nations]{MAR+, DZA-, ARG-}]{ARG+, MAR+, RUS+}** may be invited by the Executive Director through Permanent and observer Missions **[to the United nations]{MAR+}** either in Nairobi or in New York to attend as observers at public meetings and in the deliberations of the UN-Habitat Assembly. These local authorities are required to notify the Secretariat of their participation through Permanent and observer Missions **[to the United nations]{MAR+} [of Member States and {States not Members of the United Nations}{MAR+, DZA-, ARG-, BRA-}]{Observer States of the United Nations}{MAR+, DZA-, ARG-},]{PSE+, ARG+, MAR+, RUS+, CHN-}]{Chair+, ARG+, USA+}**
- c. [New major groups and other stakeholders not accredited as in Alt 5.1 a (i)-(iv) above, may be invited by the Executive Director and accredited to the UN-Habitat Assembly. The Executive Director shall submit a list of **[such partners to the Committee of Permanent Representatives for approval on a no objection basis by final decision of the Committee]{USA+, PSE+, MAR+, BRA+, ARG-} ~~[new major groups and other stakeholders to all member states of the UN Habitat Assembly for approval on a no objection basis]{USA+, ARG-}.~~]{CHN Reserve, EUN Reserve subject to development of procedure in case of an objection, }**
- d. Member states are encouraged to include representatives of local authorities and associations in their national delegations, where appropriate. **Ad ref 18 May 2023**
- e. [The Executive Director may propose the Executive Board to invite accredited major groups and other stakeholders to the UN-Habitat Assembly to participate in deliberations of the Executive Board and related ad hoc working groups on matters within their areas of competence<sup>24</sup>**[through oral or written statements]{MAR+}.]{CHN reserve}**

<sup>21</sup> UN-Habitat Governing Council Resolution 19/8(1).

<sup>22</sup> UN-Habitat Governing Council Resolution 26/7 (2)

<sup>23</sup> UN-Habitat Governing Council Resolution 19/8 (3)

<sup>24</sup> Rule 17.3 of the Rules of Procedure of the Executive Board.

## 5.2 Criteria for accreditation<sup>25</sup>

[The following criteria is to be met before approval of accreditation by the UN-Habitat Assembly <sup>26</sup>:

(i) The organisation is legally constituted as a not-for profit entity in a country **[and is not banned by any Member State]{IND+, EUN-, BRA reserve}**.

(ii) The organisation must have been in existence for at least two years, (officially recognized by the government of the country where it is registered), at the date of receipt of application for accreditation by the Secretariat<sup>27</sup>.

(iii)The organisation has an established headquarters with an Executive Officer, and a democratically adopted constitution<sup>28</sup>.

(iv)The organisation has authority to speak for its members through its authorized representatives.<sup>29</sup>

(v) The organisation is concerned with issues falling within the mandate and work of UN-Habitat **[[or interested]{RUS+,TUR+, MAR+} [and having expertise ]{RUS+, TUR+, MAR+}**in sustainable urban development and human settlements matters<sup>30</sup>. ]{NLD delete}

(vi)The organisation has a representative structure with appropriate mechanisms of accountability to its members or other appropriate democratic and transparent decision-making processes<sup>31</sup>.

(vii) **[In the case of civil society organisations]{BRA+} [The]{BRA+} [the]{BRA+}** basic resources of the organisation are derived in the main part from contributions of the national affiliates or other components or from individual members<sup>32</sup>.] **{USA Reserve}**

**(Secretariat's formulation of 5.3)**

## 5.3 The Accreditation Process

Below are five steps that the online accreditation process will follow.

**Profile registration at UN-Habitat accreditation web page<sup>33</sup>.**

---

<sup>25</sup> This is adapted from ECOSOC Resolution 1996/31.

<sup>26</sup> Adapted from ECOSOC resolution 1996/31, and summarized in the *Working with ECOSOC: NGO Guide to Consultative Status* by UNDESA NGO Branch at [ECOSOC Brochure\\_2018\\_Web.pdf \(csonet.org\)](#)

<sup>27</sup> ECOSOC Resolution 1996/31, para. 61h

<sup>28</sup> ECOSOC Resolution 1996/31 para. 10

<sup>29</sup> Ibid, para. 11

<sup>30</sup> Adaptation of ECOSOC Resolution 1996/31 para. 1

<sup>31</sup> ECOSOC resolution 1996/31, para. 12

<sup>32</sup> Ibid, para 13

<sup>33</sup> Two options are provided for (i) to add organisational profile or to log in with existing profile. When the policy is adopted there will be a transitional period to allow all organisations to establish profiles online.

The organisation should have a registered profile before the start of application for accreditation. The name of the organisation should match with the name on the certificate of registration of the organisation.

The organisation will be informed by email if the profile registration is accepted.

**Ad ref 18 May 2023**

**Complete the application online.**

- (i) Attach a letter requesting for accreditation on organisation's letterhead, signed, dated, and stamped. The letter should be sent to the Executive Director stating the competence of the organisation and relevance of their work to UN-Habitat mandate and work, and to the agenda of the intergovernmental meeting. The organisations in 5.1 (a) above should attach annual reports for the last two years. **Ad ref 18 May 2023**
- (ii) Local authorities in 5.1(b) above **[may]{MAR+, Chair+, TUR+}[have to]{MAR+, TUR+} [must]{Chair+, TUR+}** register **[directly with UN-Habitat] {EUN+, TUR-}** and notify the Secretariat through the respective Permanent Missions **[of Member States and States not Members of the United Nations]{PSE+}** in New York or Nairobi.
- (iii) Local government associations must 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 signed by the Head of the organisation. **Ad ref 25 May 2023**
- (iv) Organisations applying for ad hoc accreditation in 5.1 (c) above, upon receipt of acceptance of profile registration from the Secretariat, must complete an online application form. Partially completed application forms are not accepted. **{MAR reserve}**

**Required information and documents<sup>34</sup>**

All applications for accreditation must be supported with information on the competence of the organisation and the relevance of its activities to UN-Habitat mandate and work, with indication of the relevant UN-Habitat intergovernmental meeting agenda, to which the competence and relevant activities are most aligned. The application should include the following information: **Ad ref 25 May 2023**

**[These documents should be made available [to Member States for review immediately after the submission] {MAR+, RUS-}[upon request by Member States]{MAR+, RUS-}]{RUS+}**

- (i) A copy of the organisation's constitution/charter and/or statutes/by-laws and approved amendments to those documents, if applicable. **Ad ref 18 September 2024**

---

<sup>34</sup> Ibid, para. 44

- (ii) 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. **Ad ref 25 May 2023**
- (iii) A copy of the most recent financial statements issued in the last two years. **Ad ref 25 May 2023**
- (iv) The purpose of the organisation. **Ad ref 25 May 2023**
- (v) Evidence of engagement in the field of housing, sustainable urban development, and human settlements, especially information on the programmes and activities of the organisation and countries in which they are carried out. **Ad ref 25 May 2023**
- (vi) Copies of annual or other reports of the organisations for the last two years before the date of receipt of application by the Secretariat, and a list of financial sources and contributions including governmental contributions. **Ad ref 25 May 2023.**
- (vii) A description of the membership of the organization, indicating the total number of members, the names of organizations that are members and their geographical distribution **Ad ref 25 May 2023**
- (viii) Optional: Copy of examples of the organisation's most recent publications, articles, or statements. **Ad ref 25 May 2023**
- (ix) Optional : Organisational chart/ organigram **Ad ref 25 May 2023**

### **Secretariat Screening of the application**

The Secretariat will review the application and contact the organisation for clarification or request for additional information, if necessary. **Ad ref 25 May 2025**

### **Final decision of member states of the UN-Habitat Assembly**

[Once the Secretariat review is completed, the Executive Director, through the Bureau of the UN-Habitat Assembly, will submit the recommended list of such applicants to Member States and to States not members of the United Nations for approval on a no-objection basis by final **[unanimous]** **{RUS+}** decision<sup>35</sup> of ~~{Member States of the UN Habitat Assembly}~~**{USA+}** **[the Committee of Permanent Representatives]****{USA+, TUR reserve}** **[in line with the established practice for special accreditation to the General Assembly or other high-level meetings convened by the United Nations]****{TUR+, RUS+, USA-}**. Member states may ask questions to an organisation for clarification or request for additional information. These questions will be communicated to the organisation by the Secretariat and quick responses will be required from the organisation at least within 14 days to facilitate decision-making.

---

<sup>35</sup> Resolution 19/8 operative para. 4.

Once Member States approve the recommendation for accreditation of organisations to the UN-Habitat Assembly, the Partnership Unit will send official communication to the accredited organisations. Accredited organisations will be required to submit two annual reports in the last four years before the next session of the UN-Habitat Assembly to demonstrate contribution to the mandate and work of UN-Habitat.

The Secretariat will then update the list of organisations accredited to the UN-Habitat Assembly on the accreditation webpage.] **{EUN reserve to await detailed description of steps taken when there is an objection}**

**(Secretariat's formulation of 5.5)**

**5.5 Suspension and Withdrawal of Accreditation<sup>36</sup>**

Accredited organisations are expected to always follow the guiding principles enshrined in this policy, and to fulfill the requirement to provide evidence of contribution to UN-Habitat mandate and work and interest in the field of housing, sustainable urban development and human settlements ~~{by submitting two annual reports before the next session of the UN-Habitat Assembly. If not, then accreditation can be suspended up to four years or withdrawn. When the recommendation for suspension or withdrawal of accreditation is being considered by Member States the concerned organisation will be informed and given an opportunity to respond}~~{CRI+}.

Accreditation can be suspended or withdrawn in the following circumstances:

- (a) When an organisation either directly or through its affiliate or representatives acting on its behalf, abuses its status by engaging in acts contrary to the United Nations Charter, including aggressive or politically motivated acts against Member States of the United Nations.
- (b) If there is substantiated evidence of influence from the proceeds resulting from internationally recognised criminal activities.
- (c) If, within the preceding four years, an organisation did not report on work relevant to the mandate and work of UN-Habitat and of the intergovernmental meetings, then accreditation can be withdrawn. An organisation whose accreditation is withdrawn may be entitled to reapply for accreditation not sooner than four years after the effective date of withdrawal.

**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]{MAR+}**

**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**

---

<sup>36</sup> ECOSOC Resolution 1996/31 para. 55-59

- 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**
- b) Availability of designated seats in public meetings. **Ad Ref 14 March 2023**
- c) [Opportunities to [make oral statements upon the invitation of the president and with the approval of the Assembly] :{MAR+}[speak]:{NGA+, RUS+}[advise]:{NGA+, RUS+} at [public]:{USA+} meetings [including in discussions on draft decisions and resolutions] {NLD+, CMR-, CHN-, IND+, EGY-, IRN-, MAR-, NGA-} ]:{NGA delete, EUN-, MAR-}
- d) [~~Online~~]:{USA+, MAR+} publication of written statements [~~submitted to the Executive Director~~]:{USA+, MAR+, }
- e) [Participation in thematic discussions during UN-Habitat intergovernmental meetings] {delete CMR+, CHN+, PSE+, EUN-, EGY+, DZA+, NGA+, IRN+, MAR+}
- 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+,MAR+, NGA+, IRN+, 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+}.

### *Chair's proposal of 6.2 subparagraphs:*

- a. *Participation in public meetings as observers. Ad Ref 14 March 2023*
- b. *Availability of designated seats in public meetings Ad Ref 14 March 2023.*
- c. *Opportunities to make oral statements upon the invitation of the presiding officer of the body concerned and subject to the approval of that body, on matters within the scope of its activities. Ad Ref 02 OCT 2024*
- d. *Distribution of written submissions through the secretariat to all delegations, if submissions are related to the work of the body and [~~or~~]{EGY+}[~~a subject in which they have special competence.~~]{MAR+, EGY-, BRA-, COL-, RUS-}*
- e. *Participation in events, inter alia side-events and high-level strategic dialogues.*

*f. Strategic interaction with various delegations/delegates on issues related to UN-Habitat and its work.*

*g. Representation of coalitions, networks and umbrella organisations*

*g-h. [Potential participation in deliberations consistent with rule 38 of the Rules of Procedure of the UN-Habitat Assembly and rule 13 of the Rules of Procedure of the Executive Board] {USA+}*

### 6.3 Stakeholder engagement post intergovernmental meetings and follow-up: [NLD+, ARG+]

~~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+}~~

*OPa Alt1* [Share ~~[experiences]~~{USA+} ~~[perspectives]~~ {USA+} on monitoring, implementation and reporting on matters related to the mandate of UN-Habitat and its governing bodies upon invitation by the Executive Director.] {NLD+, BRA+, EUN+, ARG+}

*OPa Alt2* 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. **Ad ref 12 June 2024**
- 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. **Ad ref 12 June 2024**
- 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+, MAR-} cooperate, collaborate, and coordinate actions related to engagement in UN-Habitat intergovernmental meetings

with other [accredited] {CHN+, USA reserve} stakeholders, Member States, [members of United Nations specialised agencies]{ARG reserve} and UN-Habitat, as appropriate.

- i. Provide feedback on stakeholder engagement in UN-Habitat intergovernmental meetings **Ad ref 20 March 2023**
- j. [Refrain from exercising any [undue]{MAR+, BRA-, NLD-, COL-, USA-} influence, [[especially]{MAR+} in the processes of setting and applying policies, norms, and standards.]{NGA+} [especially [in decision making processes and] {CMR+} the implementation of the work of UN-Habitat] {NLD+}]{NLD delete, BRA delete}

**8. [The role of] {NLD+, NGA+}[Facilitation by]{NLD+, NGA+} UN-Habitat {find a more focused title}**

**8.1** UN-Habitat facilitates all relevant stakeholders to engage in UN-Habitat intergovernmental meetings and [ensures]{NLD+, ARG+, CRI+}[makes all efforts to achieve]{NLD+, ARG+, CRI-, EGY reserve} [promotes]{CRI+}[equitable]{SEN+, EGY+, NGA+, ARG+, NLD+} 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. **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. **Ad ref 22 March 2023.**
- f) [Facilitate a review and update of this stakeholder engagement policy as appropriate.] {ARG delete, NLD delete, COL delete, RUS reserve}
- g) Designate a unit/section to serve as the Secretariat and internal focal point for stakeholder engagement in intergovernmental processes. **Ad ref 22 March 2023.**
- h) Facilitate cross-linkages with other relevant stakeholders working on global commitments related to the mandate of UN-Habitat. **Ad ref 22 March 2023.**

**8.2** UN-Habitat will include stakeholder engagement in its resource mobilization strategy, and the possibility of supporting the participation of stakeholders, in particular from developing countries. {BRA+, ARG+, NGA+, COL+, EUN-, Chair to consult with EUN on placement}

## 9. Funding

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

9.1 ALT The Executive Board [**including**] {NLD+, COL+, MAR-}through its relevant Working Group will explore all possible [**ways**] {NLD+, COL+, NGA+, MAR-}{**options**}{NLD+, COL+, NGA+, MAR-}, of funding this stakeholder engagement policy . {MAR+, NGA+, EGY+} [**including through the work programme and budget**] NLD+, COL+, MAR-, NGA-}

9.2 [Funding will be allocated over a time consistent with the strategic plan for resources like UN Habitat staff, publications, event organization, and the production of knowledge products.]{NGA reserve}

9.3 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.~~}{BRA, EGY+} {pending agreement on placement of 8.2}

Place holder: possible clause on review of the policy