

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 18th 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. Local Authorities

Local Authorities of Member States and States not Members of the United Nations¹ may be invited by the Executive Director through Permanent and Observer Missions to the United Nations either in Nairobi or in New York to attend as observers at meetings and in the deliberations of the UN-HABITAT Assembly and its intersessional organs.

These local authorities are required to notify the Secretariat of their participation through their respective Permanent and observer Missions to the United Nations of Member States and States not members of the United Nations.

b. Non-governmental organizations in consultive status with the United Nations Economic and Social Council

Non-governmental organizations in consultive status with the United Nations Economic and Social Council must be able to demonstrate to the Secretariat competence and relevance to the agenda of the meeting of the governing body under consideration, as decided at the time of registration.

c. Major Groups and other stakeholders (excluding Local Authorities)

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 Assembly²,
- (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)³,

¹ States not members of the United Nations are Cook Islands, Holy See, Niue and the State of Palestine

² Rules 67-69 and Rule 17.3 of the UN-Habitat Assembly and Executive Board rules of procedure respectively.

³ UN-Habitat Governing Council Resolution 19/8(1).

- (iii) the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III)⁴,

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.

New major groups and other stakeholders not accredited as in 5.1 c 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 Member States for their consideration on non-objection basis, and to bring the list to the attention of the Committee of Permanent Representatives for a final decision by the Committee on the accreditation.**

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 competence⁵ **through oral or written statements.**

5.2 Criteria for accreditation⁶

The following criteria is to be met before approval of accreditation by the UN-Habitat Assembly⁷:

- (i) The organisation is legally constituted as a not-for profit entity in a country;
- (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 Secretariat⁸.
- (iii) The organisation has authority to speak for its members through its authorized representatives.⁹
- (iv) The organisation is concerned with issues falling within the mandate and work of UN-Habitat
- (v) The basic resources of the organisation are derived in the main part from contributions of the national affiliates or other components or from individual members¹⁰.

(Secretariat's formulation of 5.3)

5.3 The Accreditation Process

⁴ UN-Habitat Governing Council Resolution 26/7 (2)

⁵ Rule 17.3 of the Rules of Procedure of the Executive Board.

⁶ This is adapted from ECOSOC Resolution 1996/31.

⁷ 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 \(csonet.org\)](#)

⁸ ECOSOC Resolution 1996/31, para. 61h

⁹ Ibid, para. 11

¹⁰ Ibid, para 13

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

Profile registration at UN-Habitat accreditation web page¹¹.

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.

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 (c) above should attach annual reports for the last two years. **Ad ref 18 May 2023**

Required information and documents¹²

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+}

Chair's comment: More discussion is needed between Member States in the paragraph above.

- (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**
- (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**

¹¹ 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.

¹² *Ibid*, para. 44

- (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 by the Committee of Permanent Representatives

- a. **Once the Secretariat review is completed, the Executive Director, through the Bureau of the Committee of Permanent Representatives, will submit the recommended list of such applicants to Member States and to States not members of the United Nations, 90 days in advance of the next meeting of the Committee.**
- b. **Member states may ask questions to an organisation for clarification or request for additional information, by a period of seven consecutive days after the submission by the Executive Director. These questions will be communicated by the Secretariat to the organization, that will have three consecutive days to respond to queries.**
- c. **The recommended list will be subject for approval on a no-objection basis. Any objection must be communicated to the Secretariat 14 consecutive days after the end of the period for questions.**
- d. **The Executive Director will bring the final list to the attention of the Committee of Permanent Representatives, 60 days in advance of the**

next meeting of the Committee, for a final decision by the Committee of Permanent Representatives.

- e. **The final list shall include both the names of all candidate organizations recommended to accreditation by the Secretariat, and the indication of the organizations approved after the period for non-objection .**
- f. **The general basis of any objections, if requested by one or more States Members of the United Nations, will be made known to the President of the UN-HABITAT Assembly and the requester.**
- g. **Once Member States approve the recommendation for accreditation of organisations to the UN-Habitat Assembly, the Secretariat will send official communication to the accredited organisations and update the list of organisations accredited to the UN-Habitat Assembly on the accreditation webpage**

(Secretariat's formulation of 5.5)

5.5 Suspension and Withdrawal of Accreditation¹³

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, upon request by Member States or the Secretariat. **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.**

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.

¹³ ECOSOC Resolution 1996/31 para. 55-59

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+}

Chair's Suggestion: To have a dedicated paragraph on the matter on the end of policy.