

Information Note for Participants

UN-Habitat Executive Board

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First session of the UN-Habitat Executive Board in the year 2025

Introduction

The second session of the Executive Board for the year 2024 was held from 4 to 6 December 2024. The draft report of the Executive Board on the work of that second session in 2024 is set out in document HSP/EB.2024/23 and can be accessed [here](#). In decision 2024/8, adopted at that meeting, the Executive Board decided that its first session of 2025 would be held for a duration of three days at a date to be decided on by the Bureau of the Executive Board. The Bureau, at its meeting held on 17 December 2024, decided that the 2025 first session of Executive Board will be held from 25 to 27 March 2025. The provisional agenda of the first session of 2025, as agreed by the Board in decision 2024/8 and further reviewed by the Bureau at its meeting of 31 January 2025, is set out in document HSP/EB.2025/1, available online [here](#).

Accordingly, the first session of the Executive Board for the year 2025 will take place from Tuesday, 25 March to Thursday, 27 March 2025.

Modalities of participation (fully in-person)

The first session of the Executive Board in 2025 will be held **in-person** at the UN-Habitat Headquarters in Nairobi, which is located at the United Nations Office in Nairobi (UNON). The main entrance is located on United Nations Avenue in Gigiri. Pedestrians may enter the complex through the pavilion, north of the main vehicular entrance, opposite the Embassy of the United States of America. Private vehicles without official access decals may not enter the complex, but can drop off or pick up passengers in front of the pavilion entrance

All meetings will take place in Conference Room 2. A weblink will be shared with registered and approved delegates, to allow for passive external online attendance (listen only; English only).

Section IV below provides more details on how to register to the meeting.

Travel requirements

Travel to Kenya – passport validity and e-TA

A valid passport with at least six months before expiry from date of arrival, is required for entry into the country. Furthermore, all delegates attending the meeting in person must obtain an e-visa (eTA) to enter Kenya.

Information on the categories of visa and how to apply is available on the website of [the Kenya Electronic Travel Authorisation \(eTA\) application system](#). To obtain an eTA for Kenya, participants should follow the instruction provided on the website, including with regard to timeframes, supporting documents and requirements to upload a copy of the passport etc. It is highly recommended that travellers apply as soon as they have booked their accommodation and transport tickets.



Please note that eTA for entering Kenya and registration for attending the Executive Board meeting are two separate procedures, and that successful registration to the Executive Board does not guarantee issuance of an eTA. Please also note that obtaining an e-visa is the sole responsibility of meeting participants and not of the Secretariat.

Accommodation in Nairobi

Participants are requested to make own hotel reservations for their stay in Nairobi. A list of hotels recommended by the UN Office in Nairobi 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.

IV. Registration for the First Session of the Executive Board in 2025

Online registration opened from Wednesday, 5 February 2025 and **closes on Friday, 21 March 2025 at 12:00 PM (UTC + 3:00)**, through UN-Habitat's Global Events Management System (UN-Habitat GEMS) registration portal, at this [link](#).

Online Registration is open to the following categories of meeting participants:

A) Member State and IGO delegates

- The [36 elected members of the Executive Board](#).
- Member 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 including international financial institutions and regional development banks, and
- Intergovernmental organizations.

Member State and IGO delegates are required to upload a formal notification/ note verbale reflecting the names of the representative (s) as part of the official delegation when registering. For any questions relating to online registration for this category, please contact the Secretariat of the Governing Bodies of UN-Habitat via email to unhabitat-sgb@un.org.

B) Non-governmental organizations

Non-governmental organizations in consultative status with the United Nations Economic and Social Council (ECOSOC) or accredited to the United Nations Habitat Assembly (UN-Habitat Assembly) may, in accordance with [Rules 68 and 69 of the Rules of Procedure of the United Nations Habitat Assembly](#) as well as rule 17.3 of the [Rules of Procedure of the Executive Board](#) of UN-Habitat, register to attend the meeting. Current lists of these organizations are available here:

- Organizations in consultative status with [ECOSOC](#)
- Organizations accredited to the [first session](#) and [second session](#) of UN-Habitat Assembly

Each accredited organization attending the upcoming Executive Board session as observers, is required to nominate one (1) representative to the session. A nomination letter on official letterhead, addressed to the UN-Habitat Executive Director and signed by the Head of the organization, **must** be uploaded when registering for the event. The letter should include the full name and official work title of the nominated representative.

Questions regarding registration and accreditation of non-governmental organizations and expressions of interest to make oral statements on matters within the scope of activities of accredited organizations should be directed to unhabitat-partners@un.org with a copy to Ms. Lucia Kiwala, Chief, Partnership Unit, (Tel. +254 738 623368, email: lucia.kiwala@un.org) before **Friday, 21 March 2025 at 12:00 PM (UTC + 3:00)**.



C) Media accreditation

Participants who wish to be accredited as Media representatives need to register online via this [link](#) and upload the following documents.

- a. A recognized national or international press association card or press pass with validity beyond the date of the Executive Board session.
- b. A corresponding national identification card or passport.

You will be informed via email of your final accreditation status before Friday, 21 March 2025 or contacted earlier if more information is required.

Please note that it is essential that UN-Habitat receives the requested documentation via the online registration portal at this link before **the deadline of Friday, 21 March 2025 at 12:00 PM (UTC + 3:00)** and with the details indicated above to be able to proceed with your registration.

D) Additional information regarding online registration

All Member States delegates, as well as entities and accredited non-governmental organizations participating as observers, are encouraged to register [online](#) using the UN-Habitat's Global Events Management System (UN-Habitat GEMS) from **Wednesday, 5 February 2025**.

All delegates will need to create or login to an existing user account by signing up at UN-Habitat's GEMS system prior to registering for the Executive Board.

After registration, all delegates will receive first an automated e-mail confirming receipt of their registration for the 2025 first session of the Executive Board. If approved, a second E-mail notification will then be sent, with a unique confirmation number and QR code which will be used to finalize the registration process when arriving at the United Nations Office at Nairobi, for collection of the photo badge and access to the meeting rooms.

Please note that the review and verification process of online registrations may take several days, depending on the number of registrations received.

The online registration must be complete, including relevant contact details, exact title and designation etc, to enable the Secretariat to review and approve registrants.

Online registration is **mandatory** and **will close on Friday, 21, March 2025 at 12:00 PM (UTC + 3:00)**.

While Member State delegates based in Nairobi may already have a ground pass issued by UNON, it is strongly advised that they also register online and be issued with badges, to allow easy access to specific areas and ensure the issuance of correct list of participants.

E) On-site registration

After receiving the **second E-mail notification** with a unique confirmation number and QR code, delegates and entities participating as observers, as well as non-governmental organization and media representatives, are welcome to collect their badges at UNON, Pass & ID office (entrance via Visitors Pavilion) on the following dates and opening hours:

- Monday, 24 March 2025 from 08:00 to 16:00, East Africa Time (EAT).
- Tuesday, 25 March 2025 from 08:00 to 16:00, East Africa Time (EAT).



F) Change in registration details

In case of any changes to the registration details by any participant, the UN-Habitat GEMS enables participants to make changes to their user account and event registration details until the deadline on Friday, 21 March 2025.

G) Additional support

For technical support regarding online registration please write to unhabitat-registration@un.org for assistance.

For general questions concerning the first session of the Executive Board, please contact the Secretariat of the Governing Bodies of UN-Habitat via email to unhabitat-sgb@un.org.

Additional information is available on the UN-Habitat [website](#) for the first session of the Executive Board for the year 2025.

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