

Information Note for Participants

UN-Habitat
Executive
Board

A better quality of life for
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Second session of the UN-Habitat Executive Board in the year 2026



I. Introduction

The first session of the Executive Board for the year 2026 was held from 21-22 April 2026. The report of the Executive Board on the work of that first session in 2026 is set out in document HSP/EB.2026/15 and can be accessed [here](#). In decision 2026/8, adopted at that session, the Executive Board decided that its second session of 2026 would be held for a duration of two days from 24-25 November 2026. The provisional agenda of the second session of 2026, as agreed by the first session of the Executive Board in decision 2026/9 and further reviewed by the Bureau at its meeting of 1 September 2026, is set out in document HSP/EB.2026/17, available online [here](#).

Accordingly, the [Second Session](#) of the Executive Board for the year 2026 will take place on Tuesday, 24 November and Wednesday, 25 November 2026.

II. Location and modalities of Participation

The second session of the Executive Board in 2026 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 for the meeting.

III. Travel and Electronic Travel Authorization (eTA)

Travel to Kenya – passport validity and e-TA

A valid passport with at least six months before expiry from the 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 eTA 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. Successful registration to the Executive Board does not guarantee issuance of an eTA.

Please also note that obtaining an eTA 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 Second Session of the Executive Board in 2026

On-line registration is **open from 2 September 2026 and closes Friday, 20 November 2026 at 18:00 (UTC+03:00, Nairobi time)**, 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 States, United Nations agencies and other Intergovernmental Organizations

- 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 at unhabitat-sgb@un.org.

B. Non-governmental organizations

Non-governmental organizations that are either in consultative status with the United Nations Economic and Social Council (ECOSOC), accredited to the previous two sessions of the United Nations Conference on Housing and Sustainable Urban Development 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 session. Current lists of these organizations are available on the links below:



- Organizations accredited to the UN-Habitat Assembly sessions, check status [here](#) under the accreditation of stakeholder organisations tab.
- [Organisations accredited](#) to the Habitat II, and Habitat III conferences
- [Organisations in Consultative Status with the Economic and Social Council](#)

Each accredited organization attending the upcoming Executive Board session as observers, is required to nominate a maximum of 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 on the UN-Habitat GEMS. 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 before Friday, 20 November 2026, at 12:00 noon (UTC+03:00).

C. Media Accreditation

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

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

Media representatives who register for the session will be informed via email of the final accreditation status before 20 November 2026 or contacted earlier if more information is required.

It is essential for UN-Habitat to receive any requested documentation via the online registration portal at this [link](#) before 20 November 2026 and with the details indicated above to be able to proceed with registration for Media accreditation.

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 GEMS](#) from **2 September 2026**.

Prior to registering for the Executive Board, all delegates will need to first sign up or log in to their existing user account on [UN-Habitat's GEMS](#) platform.

After registration, all delegates will receive an automated e-mail confirming receipt of their registration for the 2026 second 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 and other required information, to enable the Secretariat to review and approve registrants.

Online registration is mandatory for the session and will close on **20 November 2026**.

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 for the session, to allow easy access to specific areas and ensure the issuance of a correct list of participants.



E. On-site registration

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

- Monday, 23 November 2026 from 08:00 to 16:00, (UTC + 03:00).
- Tuesday, 24 November 2026 from 08:00 to 16:00, (UTC + 03:00).

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 20 November 2026.

G. Additional support

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

For general questions concerning the second 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, including the relevant documents for the session, is available on the [UN-Habitat website](#) for the second session of the Executive Board for the year 2026.

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