



Information Note for Participants

First session of the UN-Habitat Executive Board in the year 2021

Introduction

The second session of 2020 of the Executive Board was held from 27 to 29 October 2020. The report of the Executive Board on the work of its second session of 2020 is set out in document HSP/EB.2020/28 and can be accessed [here](#).

At its second session, in its decision 2020/6, the Executive Board agreed that the first session of the Executive Board for the year 2021 would be held on 6 and 7 April 2021. At its meeting held on 11 January 2021, however, the Bureau of the Executive Board recommended that the first session of the Executive Board for the year 2021 be rescheduled to take place virtually on **Wednesday, 7 April and Thursday, 8 April 2021**. The Bureau's recommendation was based on the fact that the Easter holiday falls on Monday, 5 April 2021, and the availability of dates on the meetings calendar for 2021 of the Division of Conference Services of the United Nations Office at Nairobi.

Accordingly, the first session of the Executive Board for the year 2021 is scheduled to take place on **Wednesday, 7 April and Thursday, 8 April 2021**. The provisional agenda, which was agreed by the Executive Board and slightly amended by the Bureau, includes an update on COVID-19 response and can be found [here](#). The session will be opened at 9 a.m. East Africa Time on Wednesday, 7 April 2021.

Registration for the 2021 first session of the Executive Board

On-line Registration

The session of the Executive Board is composed of the 36 elected members. In line with the rules of procedure of the Executive Board, however, the session is open to the following as observers;

- + 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 in consultative status with the United Nations Economic and Social Council (ECOSOC) or previously accredited to participate in the first session of the UN-Habitat Assembly which took place from 27 -31 May 2019.

All delegates are encouraged to pre-register online at <https://unhabitat.org/First-session-of-the-year-2021-of-the-Executive-Board> from Wednesday, 24 February 2021. When registering, delegates should provide both a primary and a secondary e-mail address.

It is important that the Secretariat receives complete contact details, including exact title and functions, to be used in transmitting the connection details for the virtual session and to record attendance of all participants in the session.

Please note that on-line registration will close on Thursday, 1 April 2021 at 2 p.m., East Africa Time (EAT).

For effective planning of the session, UN Habitat requires Permanent and Observer Missions in addition to registering online by **1 April 2021** to communicate the names and email addresses of the members of their respective delegations as early as possible, but no later than **4 April 2021**. This should be done through an official letter emanating from the Government or a Note Verbale from the Permanent Mission of the country to the United Nations or to UN-Habitat to the Secretary to the Governing Bodies of UN Habitat, specifically to:

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

In addition, registration and participation of non- governmental organizations in the upcoming session of the UN Habitat Executive Board is subject to the provisions of Rule 69 of the Rules of Procedure of the UN-Habitat Assembly as well as rule 17.3 of the Rules and Procedure of the Executive Board of UN-Habitat.

Consequently, non-governmental organizations should proceed with registration only if in consultative status with either ECOSOC or if accredited to the UN-Habitat Assembly, with the understanding that participation as observer is limited to only one (1) representative per organization.

Reflected herein are links to the current [lists of organizations accredited to the UN-Habitat Assembly or in consultative status with ECOSOC](#).

All queries regarding accreditation of non-governmental organizations; and expressions of interest to make oral statements at the Executive Board by accredited organizations 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 **1 April 2021 2 p.m. East Africa Time (EAT)**

All duly accredited participants who have registered will receive the details on how to access the virtual meeting on or after 2 April 2021.

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.

Media Accreditation

If you wish to be accredited as Media for the first session of the Executive Board for the year 2021, in addition to registering on-line, please scan and send the following documents to caroline.gacheru@un.org, if possible before but no later than **1 April 2021 2 p.m. 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 on **6 April 2021** or will be contacted earlier if more information is required.
- d. Please note that it is essential that we receive the requested documentation by **1 April 2021 2 p.m. East Africa Time (EAT)** the details indicated above to be able to proceed with your registration.

Connection and protocol for the first session of the Executive Board

Please note that the details on how to access the virtual session and the protocol during the session will be shared with participants on or after **2 April 2021**. Participants should be online and logged into the session by 8.45 a.m. East Africa Time each day

Before the virtual session of the Board, participants will be offered an opportunity to join a test meeting call to confirm the adequacy of the connection and to familiarize themselves with the functions of virtual meeting environment that will be used for the session.

A. Some of the important main pre-requisite are detailed below:

- i. High speed Internet: For the best experience, Participants will need to use a laptop or desktop to connect to the session and a high-speed Internet, preferably cable network.
- ii. Participants should join the session using Google Chrome browser. In that respect, please [click here](#) to download Google Chrome.

iii. Participants are highly encouraged to use a **proper headset** and not their computer's in-built mic or speakers. This is essential to provide good sound for all delegates and interpreters. **Should the interpreters consider sound quality insufficient it could result in the suspension of the interpretation.** Additional guidelines for speakers during on-line meetings can be accessed [here](#).

- iv. Participants should disable their **firewalls and VPNs** that could impact connection to the session.

B. Log-on to the session

- i. After login, participants will be prompted to indicate their first name and last name.

When doing so, Participants will need to indicate the COUNTRY or ORGANIZATION that they represent in the "Last Name" field, and their full TITLE in the "First Name" field.

See the example as below:

- a. Permanent Representative of Kenya to UN-Habitat- **KENYA PR**
- b. Deputy Permanent Representative of France to UN-Habitat- **FRANCE DPR**
- c. Executive Director of Organisation ABC – Executive Director, ABC

It is imperative, as this will allow the Chair and interpreters to know who participants represent. The Chair not give the floor to a participant if that participant is not recognized in accordance with the above prescription.

- ii. Participants who omit to provide the above details at the initial log in are encouraged to log out of the session and immediately reconnect using the above format to enable identification.
- iii. To ensure efficient interpretation services during the session, participants would be encouraged to turn their video on only when they have been given the floor to speak.
- iv. Accordingly, all participants would be requested to mute their microphones during the meeting. They will, however, unmute their microphone when given the floor for contribution, at which time they can chose to turn on their video as indicated above.
- v. To request for the floor, delegates should use the **Chat Box** by sending a direct message, clearly indicating the name of the delegation and indicating that that they wish take the floor. The **Chat Box** is available to everyone by clicking on the message icon. The message field will then appear on the right side of the screen.

- vi. The UN-Habitat IT focal points who can be reached during the session are:

Mr. Leon Osong through WhatsApp + 254 737 131 851 or Email:
leon.osong@un.org

Mr. Daniel Ndeti through WhatsApp + 254 729 442 476 or Email:
Daniel.ndeti@un.org

- vii. For any additional information on the protocol for the session, please contact:

Mr. Chris Mensah
Email: chris.mensah@un.org Telephone
Number: +254 732 689 199

- viii. For any additional information on the connection pre-requisites for the virtual session, please contact:

Mr. Leon Osong
Email: leon.osong@un.org
Telephone Number: +254 737 131851

Additional information is available on the UN-Habitat website at <https://unhabitat.org/First-session-of-the-year-2021-of-the-Executive-Board>

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**EXECUTIVE
BOARD MEETING**

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