

Annex 3 to the Report of the Chair of the Small Working Group on Stakeholder Engagement Policy to the Chair of the Committee of Permanent Representatives to UN-Habitat dated 14 May 2019

Chair's Draft 11 May 2019

Annex 1 UN-Habitat Procedure for Accreditation Participation in the UN-Habitat Assembly and Subsidiary Organs

1. Introduction

A. This procedure promotes participation and consultative relationships with non-members of UN-Habitat Assembly, as defined in rules 61-67 of the UN-Habitat Assembly Rules of Procedure,¹ in support of the implementation of UN-Habitat Governing Council (GC) resolution 26/7 -- Accreditation [[and the Economic and Social Council Resolution 1996/31.](#)] [ARG-].

B. The purpose of this procedure is to facilitate the UN-Habitat Assembly, Executive Board and subsidiary organs to obtain expert advice, information and consultation from non-members of the UN-Habitat Assembly, with special competence in matters under discussion, and to enable international, regional, sub-regional and national organizations that represent major groups and other important elements of public

¹ Rules 62-65 refer to the following Non-Member States of the UN-Habitat Assembly: non-Member States of the United Nations, member state of a specialized agency, other UN Bodies, UN Specialized Agencies, other intergovernmental organizations including regional economic integration organizations, representatives of local authorities invited by the Executive Director, and other Habitat Agenda partners. It does not include NGOs which are covered in Rule 66.

opinion to express their views².

C. This procedure provides for continuous relevant accreditation, review and reporting for non-members of the UN-Habitat Assembly, and for their representatives to attend and consult during public meetings of the UN-Habitat Assembly, Executive Board and other subsidiary organs.

D. The granting, suspension and withdrawal of accredited status, as well as the interpretation of norms and decisions regarding this matter are the prerogative of Member States exercised through the UN-Habitat Assembly and Executive Board.

2. Definitions

A. Accreditation is the granting of the right of Stakeholders to attend and consult as observers in sessions of the UN-Habitat Assembly, Executive Board and its subsidiary organs.

B. Consultation is the right of Stakeholders to participate, on one hand, to provide Member States with expert information or advice from organizations having special competence in matters concerning UN-Habitat, and, on the other hand, to enable said Stakeholders that represent important elements of public opinion to express their views.³ Given the intergovernmental nature of UN-Habitat, consultation neither accords Stakeholders the same rights of participation and decision-making given to Member States of the UN-Habitat Assembly, Executive Board

² ECOSOC resolution 1996/31 paragraph 19-20

³ ECOSOC resolution 1996/31 paragraph 20

and other subsidiary organs, nor does it transform the Assembly and Board from coordination of policy, programmes and action, into general forums for discussion, such as the World Urban Forum.

C. Major groups: Major Groups are an association of individuals organized around a common objective or characteristic to achieve goals important to their members. UN-Habitat adopts Major Groups as follows (i) Civil society, (ii) Private sector, (iii) Women, (iv) Children and Youth, (v) Local Authorities (vi) Academia and Researchers, (vii) Professionals, (viii) Workers and Trade Unions, (ix) Indigenous peoples, (x) Persons with Disabilities, (xi) Older persons, (xii) Foundations, (xiii) Media, (xiv) Grassroots and informal sector, (xv) Parliamentarians, and (xvi) Farmers.

D. Non-governmental organizations (NGOs) are not for profit, voluntary citizens' groups, organized independent of government at the local, national, sub-regional, regional or international level, hereinafter referred to as "NGOs".

E. Stakeholder. For the purposes of this Accreditation Annex, Stakeholders include all Non-members of UN-Habitat Assembly, as defined in Rules 61-67 of the Rules of Procedure for the UN-Habitat Assembly, provided that they are supporting or working in the field of sustainable urbanization and human settlements and support of work and mandate UN-Habitat.

3. Accreditation of Non-members of UN-Habitat, other than Non-Governmental Organizations

Stakeholders, as defined in Rules 62-65⁴ of the Rules of Procedure for UN-Habitat, shall be granted accreditation, as observers, upon timely request to UN-Habitat. Accredited organizations which are granted observer status, pursuant to this paragraph, may designate up to five representatives to attend sessions of the UN-Habitat Assembly and its subsidiary bodies, unless otherwise specified under this Annex.

4. Accreditation of Non-Governmental Organizations

A. The following criteria must be met for accreditation of an NGOs.⁵

- (i) The NGO is legally constituted as a not-for profit entity in a given country.-
- (ii) The NGO shall have an established headquarters with an Executive Officer or Executive committee.
- (iii) The NGO shall have a constitution, charter, certificate of registration or incorporation certification, or other documentation of establishment, as applicable, including proof of non-profit status, a copy and any amendments to those documents, which shall be deposited with the Secretariat of UN-Habitat,

⁴ Rules 62-65 refer to the following Non-Member States of the UN-Habitat Assembly: non-Member States of the United Nations, member state of a specialized agency, other UN Bodies, UN Specialized Agencies, other intergovernmental organizations including regional economic integration organizations, representatives of local authorities invited by the Executive Director, and other Habitat Agenda partners. It does not include NGOs.

⁵ See Rule 66 of the UN-Habitat Assembly Rules of Procedure and ECOSOC resolution 1996/31, paragraph 10.

- (iv) The work of the NGO is in support of UN-Habitat's vision, mission and mandate, with geographical coverage at a local, national, sub-regional, regional or international level,
- (v) The NGO has been in existence for two years, with
 - (a) evidence of verified achievements in the field of sustainable urbanization and human settlements, such as implementing the New Urban Agenda (NUA) commitments, accomplishing the Sustainable Development Goals (SDGs), especially SDG11, or realization of other relevant internationally agreed responsibilities, or
 - (b) evidence of its representative nature, on behalf of a number of stakeholders.

B. Where there exist a number of NGOs with similar objectives, interests and basic views on sustainable urbanization, cities and human settlements development, they may, for purpose of consultation with the UN-Habitat Assembly form a joint committee or other body and nominate accredited representative(s) to carry on such consultation for the whole group⁶.

5. Accreditation Procedure

A. Accredited NGOs.

- (i) NGOs currently accredited to the UN-Habitat Governing Council or UN-Habitat Assembly under one of the provisions in paragraph ECOSOC resolutions 1996/31, GC -Resolution 19/8, GC Resolution 26/7, or under this policy, must submit periodic reports as

⁶ ECOSOC resolution 1996/31 paragraph 9

stated in section 5 Reporting (below), in order to maintain such accreditation.

- (ii) The first report is due within the one year of the adoption of this Stakeholder Policy and Annex. The report should indicate activities undertaken in the last two years, relevant to the work and mandate of UN-Habitat. If a report is not submitted within two years of the adoption of this policy, the accreditation of the NGO is no longer valid and the NGO is required to re-apply for accreditation based on the set criteria and procedure below for new Stakeholder NGOs.

B. Non-accredited NGOs

NGOs which meet the accreditation criteria in paragraph 4, above may apply for accreditation by completing an application form online and submitting the following required documentation to the Secretariat:

- (i) A letter requesting accreditation and signed by the Head of the Organisation, printed on the official stationery of the NGO;
- (ii) A copy of the constitution, charter, certificate of registration or incorporation certification, or other documentation of establishment, as applicable, and any amendments to those documents, including proof of non-profit status;
- (iii) The purpose of the NGO, including a brief description of programmes and activities of the NGO in areas relevant to the work and mandate of UN-Habitat, ~~[and a list of financial sources and substantial contributions, including contributions from Governments. This can be annual or other reports of the NGO for the last two years, including~~

~~financial statements.]~~

(iv) [If any information is above i) - iv) provided by the NGO is fake or deliberately hidden, as determined by the Secretariat (U.S+), the accreditation of the NGO will be suspended for not less than five years] CHI +.

C The Secretariat will process an application for accreditation within two (2) months including consultations with Member States.

The Secretariat upon receipt of an application will review and update the online data base immediately, but no later than 30 days after the application is received. If the documents received by the NGO are not sufficient, the Secretariat will immediately request for additional information.

If the criteria for accreditation are met and the required documents submitted, the Secretariat will change their status to “approved for consultative status”, pending Member States response and inform Member States regarding the updates to the list of accredited stakeholders. If no Member State objects within 30 days of the posting, the Secretariat will electronically inform the NGO, and accordingly update the database. In case of an objection by a Member State then an Objection procedure under section 7 below will apply.

D In the event an application is not processed by the Secretariat in time for either the UN-Habitat Assembly or its subsidiary organs including the Executive Board, the Secretariat will inform Member States accordingly and seek approval for interim accreditation to enable the organisation to attend the respective meeting.

Unless a Member State objects, the NGO will be granted interim accreditation, pending completion of the accreditation process

E. The Secretariat shall maintain a list of accredited stakeholders, that is also available on-line. The list should be updated each time a new accreditation is granted, suspended or withdrawn.

F. Accreditation is not a requirement for participation in the implementation of projects, programmes or partnerships.

6. Reporting

A. NGOs accredited to UN-Habitat and its subsidiary organs must report as follows:

- (i) All duly accredited NGOs must submit to the Secretariat , at least every two years brief periodic reports, or, alternatively, the annual reports prepared by the NGO, on their relevant activities based on guidelines/template provided by the Secretariat.
- (ii) These reports contribute towards assessment of NGOs' contribution and support given to UN-Habitat mandate and work including good practices. The reports will also inform preparation of the Quadrennial report on implementation of the New Urban Agenda and the report on monitoring implementation of SDG11.
- (iii) The Secretariat shall send a notice two months before reports are due. After receiving notice, if any stakeholder NGO does not submit an adequate periodic report by the due date, the Secretariat shall

send a reminder, requiring the report or any missing information to be received within 30 days. If an adequate report is not received within 30 days, the Secretariat shall notify the NGO that their accreditation status is suspended until an adequate report is received. All Member States will be advised accordingly.

B. Failure to comply by submitting reports as required, may lead to suspension or withdrawal of accreditation completely. If accreditation is withdrawn, the concerned NGO must re-apply as per this procedure, in order to be granted accreditation to UN-Habitat.

7. Objection by a Member State to Accreditation of an NGO

A. The following procedure shall be followed in case of an objection by a Member state to accreditation of an NGO:

- (i) A member state shall inform the Secretariat, in writing, of their objection within 14 days of receiving the list, including the reasons for objection as guided by the accreditation criteria. This information shall be shared by the Secretariat, with the Member States.
- (ii) Upon receipt of a Member State objection the Secretariat shall inform the affected NGO within two business days. If the NGO wishes to respond to the objection raised by the member state, it must provide sufficient explanation, within 14 days of receipt of the notification from the Secretariat and request reconsideration. If the NGO does not request reconsideration, the objection will be

acknowledged, and accreditation will not be granted.

(iii) A standing Committee on Non-Governmental Organizations, shall be established by the Executive Board of up to 10 Member States based on regional representation to consider any Member State's objection and the responses from the concerned NGO(s). The Member State, which submitted an objection, shall be included in this Standing Committee.

(iv) If the Standing Committee on NGOs is not satisfied with the NGO's response, the NGO shall be removed from the list of NGOs accredited to Habitat. Given the clear acknowledgment of the capacity of NGOs to support the work of the United Nations under ECOSOC Resolution 1996/31, the decision to not grant accreditation shall be adopted by consensus or a majority vote upon the motion of a member of the committee, if consensus is not reached. Otherwise the NGO shall retain or receive accredited status. The Secretariat shall immediately inform the concerned NGO accordingly. The Secretariat shall update the list of accredited NGOs accordingly and inform the member states about the outcome of the procedure.

B. The Secretariat shall circulate the decision of the Standing Committee and link to the final list of accredited NGOs, including information on any objection raised and the process followed.

8. Not granting, suspension or withdrawal of, accreditation

NGOs seeking accreditation or accredited to UN-Habitat Assembly and subsidiary organs, may not be granted accreditation or may be suspended or withdrawn for up to three years in the following situations:

A. If an NGO, either directly or indirectly through its affiliates or representatives acting on its behalf, abuses its status by engaging in a pattern of acts contrary to purposes and principles to the United Nations Charter including un substantiated or politically motivated acts against Member States of the United Nations incompatible with those purposes and principles⁷.

B. If there exists substantiated evidence of influence from proceeds resulting from internationally recognized criminal activities such as illicit drugs trade, money laundering or illicit arms trade;

C. If an NGO acts contrary to United Nations Security Council Resolutions including S/RES/1296, (1999), S/RES/1368 (2001), and S/RES/1373 (2001) on the fight against terrorism, in particular financing terrorism⁸.

D. Failure to report as outlined in Section 6. above.

⁷ ECOSOC resolution 1996/31 paragraph 57 a and b.

⁸ Adapted from Art X of the UN-Habitat agreement of Cooperation template.