

# 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 2022



## I-Introduction

The first session of the Executive Board for the year 2022 was held from 29 to 31 March 2022. The draft report of the Executive Board on the work of that first session in 2022 is set out in document HSP/EB.2022/12 and can be accessed [here](#). At its first session of 2022, in its decision 2022/13, the Executive Board decided that the second session of the Executive Board for the year 2022 would be held from 17 to 19 November 2022. At its meeting held on 8 June 2022, however, the Bureau of the Executive Board recommended that the second session of the Executive Board for the year 2022 should take place on **Monday, 21 November to Wednesday, 23 November 2022** at the UNON complex, Gigiri, Kenya, based on the fact that the twenty-seventh session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP 27) would be held in Sharm El-Sheikh, Egypt, from 7 to 18 November 2022.

Accordingly, the second session of the Executive Board for the year 2022 is scheduled to take place from **Monday 21 November to Wednesday 23 November 2022**. The provisional agenda, which was agreed by the Executive Board and further review by the Bureau can be found [here](#).

## II-Modalities of Participation

Effective Thursday, 1 September 2022, the UNON COVID-19 Steering Committee has agreed to lift all COVID-19 related access restrictions at the UN Gigiri complex and there are no longer limitations with respect to delegates' in-person participation in the session.

Following the recommendation of the Bureau, the session will take place in a hybrid format at the UNON Complex in Conference Room 2 and in-person participation in the session is encouraged with the understanding that the choice and level of representation remains at the discretion of Member States.

Please refer to section IV below for more details.

## III-COVID 19 Protocols and Requirements

### COVID-19 protocols

Effective Thursday 1 September 2022, the UNON COVID-19 Steering Committee has agreed to lift all COVID-19 related access restrictions at the UN Gigiri complex.

COVID-19 vaccination verification is no longer required for entry into the UNON complex.



Until further notice, masks should continue to be worn in shared indoor spaces on the complex and social distancing of more than 1 meter should be maintained. People are also encouraged to continue to practice good hand hygiene.

Masks should continue to be worn where physical queuing is required (i.e. in food service areas and banks).

Participants who are feeling unwell with COVID-19 symptoms are requested not to come to the complex and to participate remotely.

## Travel to Kenya for members of the Executive Board

The Host Country Kenya, has issued guidelines for travelers to Kenya. All travelers above the age of 12 years arriving in the Country through any point of entry will be required to show proof of either COVID-19 vaccination or a negative COVID-19 PCR test conducted not more than 72 hours before departure.

All travelers are also required to fill in an electronic traveler's surveillance form through Global Heaven at <https://globalhaven.org/> and through the Jitenge application or weblink ([www.bit.ly/covid19moh](http://www.bit.ly/covid19moh)) and present a QR code generated from Jitenge to port health officials to access the details filled in the form.

For more information, please visit the Kenya Ministry of Health website at <https://www.health.go.ke/>.

## IV-Registration for the 2022 second session of the Executive Board

### On-line Registration

In line with the rules of procedure of the Executive Board on-line registration is open to the following:

- The [36 elected members of the Executive Board](#).
- 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 accredited to participate in the first session of the UN-Habitat Assembly, on matters that relate to their activities and in accordance with 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.
- Please find the current lists of [organizations in consultative status with ECOSOC](#) or [accredited to the UN-Habitat Assembly](#).

Consequently, non-governmental organizations should proceed with registration only if [in consultative status with either ECOSOC](#) or if [accredited to the UN-Habitat Assembly](#), and if their competence is relevant to the provisional Agenda of the Executive Board, with the understanding that their in-person participation as observer is limited to only **one (1) representative per organization**.

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](mailto:unhabitat-partners@un.org) with a copy to Ms. Lucia Kiwala (Tel. +254 20 762 23025, email: [lucia.kiwala@un.org](mailto:lucia.kiwala@un.org)) before **Thursday, 17 November 2022 at 14:00 East Africa Time (EAT)**.

### Opening of online registration

All delegates and entities participating as observers are encouraged to pre-register online at <https://unhabitat.org/Second-Session-of-2022-of-the-Executive-Board> from **Tuesday, 18 October 2022**. 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 designation because these would be used in transmitting the connection details for the virtual attendance and to record attendance of all participants in the session.

**Please note that online registration is mandatory and will close on Thursday, 17 November 2022 at 14:00, East Africa Time (EAT).**

## On-site registration

After the successful online pre-registration delegates and entities participating as observers **not holding a UNON ground pass**, as well as non-governmental organization and media representatives, are welcome to collect their pass at UNON, Pass & ID office (entrance via Visitors Pavilion) on:

- Sunday, 20 November 2022 from 09:00 to 17:00, East Africa Time (EAT) and
- Monday, 21 November 2022 from 07:30 to 16:00, East Africa Time (EAT).

For effective planning of the session, UN Habitat requires Permanent and Observer Missions in addition to registering online to communicate the names and email addresses of the members of their respective delegations as early as possible, but no later than **Thursday 17 November 2022**. 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](mailto:chris.mensah@un.org) and [unhabitat-sgb@un.org](mailto:unhabitat-sgb@un.org)).

## Change in Registration details

In case of any changes to the registration details by any participant, please write to

[unhabitat-registration@un.org](mailto: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](mailto:unhabitat-sgb@un.org) with a copy to [chris.mensah@un.org](mailto:chris.mensah@un.org).

## Media Accreditation

If you wish to be accredited as Media for the second session of the Executive Board for the year 2022, in addition to registering on-line, please scan and send the following documents to [zahra.hassan@un.org](mailto:zahra.hassan@un.org), if possible before but no later than **Thursday 17 November 2022 at 14:00 East Africa Time (EAT)**:

- a. A recognized national or international press association card or press pass.
- b. A corresponding national identification card or passport.

You will be informed of your accreditation status before or onwards from Thursday **17 November 2022** or will be contacted earlier, if more information is required. Please note that it is essential that we receive the requested documentation by Thursday, **17 November 2022 at 14:00 East Africa Time (EAT)** indicated above to be able to proceed with your registration.



## V-Connection and protocol for the second session of the Executive Board

The session will benefit of six hours of interpretation a day namely three hours in the morning and three hours in the afternoon for each of the three days.

Specifically, discussions will benefit from interpretation from 09:00 am to 12:00 noon East Africa Time and from 14:00 to 17:00 for each of the three days.

Please note that the details on how to access the hybrid session and the protocol during the session will be shared with participants on or after **Friday 19 November 2022**. On-line participants should be logged into the session by **8.45 a.m.** East Africa Time each day.

Delegates who will physically attend the meeting are requested to bring their personal laptop for use during the meeting.

### A. Some of the important main pre-requisites 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.**
- iv. Additional guidelines for speakers during on-line meetings can be accessed [here](#).
- v. Participants should disable their **firewalls and VPNs** that could impact connection to the session.

### B. Log-on to the session

**Participants will be already identified with the details they provided during registration, in the following format : COUNTRY or ORGANIZATION that they represent + full TITLE**

**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 Organization ABC - **Executive Director, ABC**
- ii. 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.
- iii. 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.
- iv. 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 would 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.
- v. Microphones and videos will be turned off by default during the meeting The microphone will be unmuted when the floor is given to a participant for contribution, at which time to the participant should also turn on his/her video. Delegates present in-person in the room will benefit from interpretation through the on-line platform and will need to ask for the floor using their laptops, but they will then speak using the conference room speakers assigned to them once the floor is granted.



- vi. The Interactio platform focal points who can be reached during the session are :  
**Nadya Omar-Yanga** through Email: [nadya.omar@un.org](mailto:nadya.omar@un.org) (UNON)  
**Giedre Kliukaite** through Email: [giedre.kliukaite@interactio.io](mailto:giedre.kliukaite@interactio.io)
  
- vii. 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](mailto:leon.osong@un.org)  
**Mr. Daniel Ndeti** through WhatsApp + 254 729 442 476 or Email: [Daniel.ndeti@un.org](mailto:Daniel.ndeti@un.org)
  
- viii. For any additional information on the protocol for the session, please contact:  
**Mr. Chris Mensah**  
Email: [chris.mensah@un.org](mailto:chris.mensah@un.org)  
Telephone Number: +254 732 689 199
  
- ix. For any additional information on the connection pre-requisites for the virtual session, please contact:  
**Mr. Leon Osong**  
Email: [leon.osong@un.org](mailto:leon.osong@un.org)  
Telephone Number: +254 737 131851

Additional information is available on the UN-Habitat website at <https://unhabitat.org/Second-Session-of-2022-of-the-Executive-Board>

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