

Information Note for Participants

UN-Habitat Executive Board

A better quality of life for
all in an urbanizing world

First session of the UN-Habitat Executive Board in the year 2023



I - Introduction

The second session of the Executive Board for the year 2022 was held from 21 to 23 November 2022. The draft report of the Executive Board on the work of that second session in 2022 is set out in document HSP/EB.2022/21 and can be accessed [here](#). At its second session of 2022, in its decision 2022/7, the Executive Board decided that the first session of the Executive Board for the year 2023 would be held from Tuesday, 28 March to Wednesday, 29 March 2023 at the UNON complex, Gigiri, Kenya.

Accordingly, the first session of the Executive Board for the year 2023 is scheduled to take place from Tuesday, 28 March to Wednesday, 29 March 2023. The provisional agenda, which was considered and prepared 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 therefore, there are no longer limitations with respect to delegates' in-person participation in the session.

Following the recommendation of the Bureau, the up-coming session will take place in a hybrid format at the UNON Complex with in-person participation in Conference Room 2. 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 on Registration for the 2023 first session of the Executive Board.

III - Travel Requirements

COVID-19 protocols

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 queueing is required (i.e. in food service areas and banks).

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

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



Travel to Kenya

A valid passport, valid for at least six months from date of arrival, is required for entry into the Country. For more information on visa requirements to enter the Republic of Kenya, please visit: <http://www.immigration.go.ke/immigration.html>. All travelers are also required to fill in an electronic traveler's surveillance form through Global Heaven at [https:// globalhaven.org/](https://globalhaven.org/) and through the Jitenge application or weblink (www.bit.ly/covid19moh) and present a QR code generated from Jitenge to port health officials to access the details filled in the form.

Accommodation in Nairobi

Participants are kindly requested to make their own hotel reservations for their stay in Nairobi. A list of hotels 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 2023 first 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 of a United Nations specialized agency,
- Organizations of the United Nations system.
- Intergovernmental organizations
- Local and regional governments and their associations, 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 statement 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 Thursday, 23 March 2023 at 12:00 noon East Africa Time (EAT).



Opening of online registration

All delegates and entities participating as observers are encouraged to register online at <https://unhabitat.org/meetings/first-session-of-2023-of-the-executive-board> from Friday, 24 February 2023.

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 Friday, 24 March 2023 at 12:00 noon, East Africa Time (EAT).

On-site registration

Although delegates based in Nairobi who already have a ground pass issued by UNON can use this pass during the 2023 first session of Executive Board, it is strongly advised that they also register online as a delegate and be issued with a badge to allow easy access to specific areas.

After 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 badge at UNON, Pass & ID office (entrance via Visitors Pavilion) on:

- Monday, 27 March 2023 from 08:00 to 16:00 , East Africa Time (EAT) and
- Tuesday, 28 March 2023 from 08:00 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 23 March 2023. This should be done through an official communication 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).

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 2023, in addition to registering on-line, please scan and send the following documents to zahra.hassan@un.org, if possible before but no later than Thursday 23 March 2023 at 12:00 noon 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 Friday, 24 March 2023 or will be contacted earlier, if more information is required. Please note that it is essential that we receive the requested documentation by Friday, 24 March 2023 at 12:00 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

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 24 March 2023. 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.** Please be noted that 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.
- 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

- i. All participants will be already identified with the details they provided during registration in as follows:
 - a. first the COUNTRY/ORGANIZATION,
 - b. followed by the TITLE and,
 - c. your NAME.

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 are turned off by default during the meeting. Your microphone will be unmuted when the floor is given to you for contribution, at which time you can also chose to turn on your video. Delegates present in-person in the room benefit form 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. In case of any technical difficulties during the meeting, contacts of UN-Habitat and Interactio platform focal points who can provide technical support during the meeting. Please do not hesitate to reach out to them.
- vii. The Interactio platform IT focal points who can be reached during the session is:

Mrs. Egle Beinoriene
+370 608 39817 - egle@interactio.io
- viii. 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
- ix. 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
- x. 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/Second-Session-of-2022-of-the-Executive-Board>

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UN-HABITAT

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