

Current UN-Habitat Accreditation Practice

How to Apply for ad hoc accreditation for your organisation

Accreditation is granted to organisations to allow their participation in UN-Habitat intergovernmental meetings as observers. These meetings include the UN-Habitat Assembly, the Executive Board, and the Committee of Permanent Representatives.

Accreditation is important because, it provides an opportunity for organisations to contribute to the policy-making process of the UN-Habitat and share their expertise.

Major Groups and other stakeholders can apply for accreditation to UN-Habitat intergovernmental meetings. The criteria for accreditation vary depending on the type of accreditation the organisation already holds, or a lack of.

Organisations that are in consultative status with the United Nations Economic and Social Council (ECOSOC) or accredited to Habitat II and Habitat III, are only required to write to unhabitat-partners@un.org requesting for automatic accreditation.

Organisations that do not fall in the above three categories should apply for ad hoc accreditation.

Please follow the steps below to complete your application for ad hoc accreditation.

1. Profile registration

You must register with your personal profile first before you can apply for accreditation on behalf of your organisation. It is important to note the name of your organisation must match as is to the name on its registration certificate issued by your country.

Please register [here](#).

After you complete the registration process you will receive an email with the login details for you to proceed with the application for accreditation.

2. Applying for accreditation of the organisation

Application for accreditation is submitted online by filling a form and submitting required documents. Currently the online application is accepted in English only.

You will be required to upload the following documents

1. Signed letter requesting accreditation on the organisation's letterhead
2. A list of members of the governing bodies of the organisation and their nationalities
3. A copy of the constitution and/or by-laws of the organisation
4. Certificate of registration which includes stamp of the government authority that issued it
5. Audited financial statement for the last two years
6. A description of the membership of the organisation, names of organisations that are members and their geographical distribution.

Accreditation criteria

1. Be a legal entity in at least one country.
2. The organisation must have been in existence (officially registered) for at least two years as of the date of receipt of the application by the Secretariat.
3. The organisation's activities must be relevant to housing and sustainable urban development.
4. The organisation must have a democratic decision-making mechanism.