

Information Note for Participants



Second session of the UN-Habitat Executive Board in the year 2024

Introduction

The first session of the Executive Board for the year 2024 was held from 6 to 8 May 2024. The draft report of the Executive Board on the work of that first session in 2024 is set out in document HSP/EB.2024/12 and can be accessed [here](#).

In decision 2024/4, adopted at the first session of 2024, the Executive Board decided that its second session of 2024 would be held for a duration of three days, from 4 to 6 December 2024, subject to review by the Bureau. The provisional agenda of the second session of 2024, as agreed by the Board in its decision 2024/4 and further considered and recommended by the Bureau at its meeting of 2 September 2024, is set out in document HSP/EB.2024/1, and can be found [here](#).

Accordingly, the second session of the Executive Board for the year 2024 is scheduled to take place from Wednesday, 4 December to Friday 6 December 2024.

Modalities of Participation (Fully in-person)

The 2024 [second session](#) of the Executive Board will be held fully in-person at the UN-Habitat Headquarters in Nairobi, which is located at the United Nations Office in Nairobi (UNON). The three-day session will take place in Conference Room 2 at UNON. A link will be provided to allow delegations not intending to travel to Nairobi to passively follow the proceedings in English.

Please refer to section IV below for more details on Registration for the 2024 second session of the Executive Board.

Travel Requirements

Travel to Kenya

It is the delegates' responsibility to obtain a visa for Kenya. Information on the categories of visa and how to apply is available on the website of [the Kenya electronic visa application system](#). A valid passport that will not expire within six months of the date of departure is required for an entry visa.

Accommodation in Nairobi

Participants are kindly requested to make 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.



Registration for the Second Session of the Executive Board in 2024

On-line Registration

In line with the rules of procedure of the Executive Board, on-line registration is open from Tuesday, 1 October 2024 until Friday, 29 November 2024 at 14:00 East Africa Time (EAT) 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 including international financial institutions and regional development banks
- Intergovernmental organizations, and
- Non-governmental organizations either in consultative status with the United Nations Economic and Social Council (ECOSOC) or accredited to the United Nations Habitat Assembly (UN-Habitat Assembly) in accordance with Rules 68 and 69 of the [Rules of Procedure of the United Nations Habitat Assembly](#) as well as rule 17.3 of the [Rules of Procedure of the Executive Board](#) of UN-Habitat. Please find the current lists of Organizations in consultative status with ECOSOC or accredited to the [first session](#) and [second session](#) of UN-Habitat Assembly. Each accredited organization is required to nominate one (1) representative only. Please upload the nomination letter using the online registration [form](#). You will be informed via E-mail if your nomination is approved.

All queries regarding accreditation of a non-governmental organizations and expressions of interest to make oral statements on matters within the scope of activities of accredited organizations should be directed to unhabitat-partners@un.org with a copy to Ms. Lucia Kiwala, Chief, Partnership Unit, (Tel. +254 738 623368, email: lucia.kiwala@un.org) before 29, November 2024 at 14:00 East Africa Time (EAT).

Media Accreditation

If you wish to be accredited as Media for the second session of the Executive Board for the year 2024 you need to register online via this [link](#) and upload the following documents.

- a. A recognized national or international press association card or press pass with validity beyond the date of the Executive Board session.
- b. A corresponding national identification card or passport.

You will be informed via email of your final accreditation status before 29 November 2024 or contacted earlier if more information is required.

Please note that it is essential that UN-Habitat receives the requested documentation via the online registration portal at this [link](#) before the deadline of 29 November 2024 at 14:00 East Africa Time (EAT) and with the details indicated above to be able to proceed with your registration.

Opening and closing of online registration

All delegates, as well as entities and non-governmental organizations participating as observers are encouraged to register [online](#) using the UN-Habitat's Global Events Management System (UN-Habitat GEMS) from Tuesday, 1 October 2024.

All delegates will need to first create a user account by signing up at UN-Habitat's GEMS prior to registering for the Executive Board.

After a successful registration, all delegates will receive first an automated E-mail confirming receipt of their registration for the 2024 second session of the Executive Board. After which, a second E-mail notification will be sent to the approved delegates with a unique confirmation number and QR code which will be used to finalize the registration process when arriving



at the United Nations Office at Nairobi (UNON) in person and for collection of photo badge.

Please note that the review and verification process of online registrations is not automatic and may take up to a few days, which may vary according to the volume of registrations received.

While registering, delegates should reflect their complete contact details, including exact title and designation to enable the Secretariat to receive complete information.

Please note that online registration is mandatory and **will close on Friday, 29 November 2024 at 14:00 East Africa Time (EAT)**.

Although delegates based in Nairobi who already have a ground pass issued by UNON can use this pass during the 2024 second session of the Executive Board, it is strongly advised that they also register online and be issued with badges to allow easy access to specific areas.

On-site registration

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

- Monday, 2 December 2024 from 08:00 to 16:00, East Africa Time (EAT).
- Tuesday, 3 December 2024 from 08:00 to 16:00, East Africa Time (EAT).
- Wednesday, 4 December 2024 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 **Friday, 29 November 2024**. A representative of a government or respective Permanent Mission is encouraged to upload the Note Verbale reflecting the names of the representative (s) as part of the official delegation into GEMS as one option. This option is in addition to an official communication of the list of delegations emanating from the Government or a Note Verbale from the Permanent Mission of the country to the United Nations addressed to:

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

Non-governmental organizations in consultative status with ECOSOC or accredited to sessions of the United Nations Habitat Assembly, and attending the upcoming Executive Board session as observers, are required to nominate one (1) representative per organization. A nomination letter on official letterhead, addressed to the UN-Habitat Executive Director and signed by the Head of the organization, must be uploaded when registering for the event. The letter should include the full name and official work title of the nominated representative. This should also be submitted via email to Ms. Lucia Kiwala, Chief, Partnership Unit at lucia.kiwala@un.org with copies to Mr. Chris Mensah at chris.mensah@un.org, and unhabitat-partners@un.org.

Change in Registration details

In case of any changes to the registration details by any participant, the UN-Habitat GEMS enables participants to make changes to their user account and event registration details until the deadline on Friday, 29 November 2024.

For additional support on registration please write to unhabitat-registration@un.org for assistance.

In case of general questions concerning the second session of the Executive Board, 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.

Additional information is available on the UN-Habitat [website](#) about the second session of the Executive Board for the year 2024.

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