



29 - 31 March 2022  
Session

# Information Note for Participants

First session of the UN-Habitat  
Executive Board in the year 2022

UN-Habitat  
Executive  
Board

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## I-Introduction

At its second session held from 15 to 16 November 2021, in its decision 2021/8, the Executive Board decided that the first session of the Executive Board for the year 2022 would be held from **29 to 31 March 2022**. The draft report of the Executive Board on the work of its second session in 2021 is set out in document HSP/EB.2021/21 and can be accessed [here](#). The provisional agenda for the upcoming first session of the Executive Board for the year 2022 is set out in document HSP/EB.2022/1 and is available [here](#).

The Bureau of the Executive Board at its meeting on 2 February 2022 recommended that the session takes place in a hybrid format at the UNON Complex in Gigiri, Nairobi, Kenya. The Bureau of the Executive Board arrived at this recommendation taking into consideration the guidance from the Director General of UNON, Ms. Zainab Hawa Bangura, guided by the Host Country's restrictions on public gatherings and the prevailing capacity of the conference facilities at UNON to accommodate in-person participation in line with COVID-19 related guidelines.

## II-Modalities of participation

Following the recommendation of the Bureau, the session will take place in a hybrid format at the UNON Complex in Conference Room 2, as follows :

**In-person physical participation and representation is limited to 2 delegates of each of the:**

- 36 Member Countries of the Executive Board and;
- Delegations from State Members of the United Nations and United Nations Specialized Agencies that have Permanent and Observer Missions to UN-Habitat based in Nairobi.

It should be noted that the choice of representation is at the discretion of the delegation.

**On-line participation and representation is open to:**

- Delegations from State Members of the United Nations and United Nations Specialized Agencies that do not have Permanent and Observer Missions to UN-Habitat in Nairobi,
- UN agencies, funds and programmes
- Intergovernmental organizations,
- Local and regional government and their associations,
- Non-governmental organizations in consultative status with the Economic and Social Council or accredited to the UN-Habitat Assembly with competence in the Agenda items under discussion by the Executive Board.

Please refer to section IV below for more details.



## III-Covid-19 protocols and requirements

### COVID-19 protocols

General information on logistics and minimum requirements to minimize the health risks related the COVID-19 pandemic can be found in the [Health information](#) for meeting participants issued by UN-Habitat, building on guidance proved by the UN Office in Nairobi and the host country Kenya.

**Requirements to enter the UNON Complex** can be accessed [here](#). All delegates, regardless of rank and affiliation who intend to participate in the session in-person are required to verify that they are fully vaccinated against COVID-19 in accordance with the COVID 19 protocols referred to above.

### Travel to Kenya during the period of Covid-19

The Government of Kenya has issued guidelines for travellers to Kenya and the guidelines are regularly reviewed and updated. All travellers are required to provide a certificate that they are fully vaccinated, and a Covid-19 PCR test no older than 72 hours to be controlled before flight take-off, to enter Kenya. All travellers are also required to fill in an electronic traveller's surveillance form either 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 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 States of United Nations who are not members of the Executive Board,
- Members of a United Nations specialized agency,
- Representatives of the United Nations Secretariat,
- 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 here 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 on-line 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, 24 March 2022 at 14:00 East Africa Time (EAT)**.

### Opening of registration

All delegates are encouraged to pre-register online at <https://unhabitat.org/first-session-of-2022-of-the-executive-board> from **Wednesday, 16 February 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 session and to record attendance of all participants in the session.



**Please note that on-line registration will close on Friday, 25 March 2022 at 14:00, 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 **25 March 2022 at 14:00 East Africa Time (EAT)**. 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-sqb@un.org](mailto:unhabitat-sqb@un.org))

### Confirmation of in-person participation

Given the Covid-19-related limitations on large gatherings, the Secretariat will work closely with the UNON Joint Medical Services, UNON Division of Conference Services and UNON Security to ensure that precautionary and social distancing measures are implemented in the UNON complex and in the Conference Room for the health and safety of all representatives during the session, taking into consideration the guidelines issued by the Government of Kenya.

UN-Habitat would therefore be grateful if each **State Members of the United Nations and United Nations Specialized Agencies** that have Permanent and Observer Missions to UN-Habitat based in Nairobi could forward as soon as possible but no later than **Tuesday, 22 March 2022**, the name and contact details of their two accredited representatives who will physically attend the 2022 first session of the Executive Board to Mr. Chris Mensah, Secretary to the Governing Bodies, (Tel.: +254 732 689 199, email: [chris.mensah@un.org](mailto:chris.mensah@un.org) and [unhabitat-sqb@un.org](mailto:unhabitat-sqb@un.org)). This should be in addition to the full list of delegates for each mission participating in the session.

### 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-sqb@un.org](mailto:unhabitat-sqb@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 first 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 **24 March 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 **25 March 2022** or will be contacted earlier if more information is required. Please note that it is essential that we receive the requested documentation by **24 March 2022 at 14:00 East Africa Time (EAT)** indicated above to be able to proceed with your registration.

## V-Connection and protocol for the first session of the Executive Board for the year 2022

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 **25 March 2022**. 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.

Before the session of the Board, participants will be offered an opportunity to join a test meeting which would be called to confirm the adequacy of the connection and to help delegates familiarize themselves with the functions of the interpretation platform that will be used for the session.



**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
- iv. Interpreters consider sound quality insufficient it could result in the suspension of the interpretation. 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. After login, participants will be prompted to indicate their first name and last name.

When doing so, participants will need to indicate the COUNTRY or ORGANIZATION that they represent in the "Last Name" field, and their full TITLE in the "First Name" field.

**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**

**It is imperative, as this will allow the Chair and interpreters to know who participants represent. The Chair does not give the floor to a participant if that participant is not recognized in accordance with the above prescription.**

- ii. Participants who omit to provide the above details at the initial log in are encouraged to log out of the session and immediately reconnect using the above format to enable identification.
- iii. 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.
- iv. 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 choose to turn on their video as indicated above.
- v. 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 they wish to 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.
- vi. 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)
- vii. 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
- viii. 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: +254 737 131 851

Additional information is available on the UN-Habitat website at <https://unhabitat.org/first-session-of-2022-of-the-executive-board>

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