

**Preparatory Committee for the United Nations  
Conference on Housing and Sustainable Urban  
Development (Habitat III)  
First session  
New York, 17 and 18 September 2014**

## **Note for Participants: Practical information**

### **I. Introduction**

The first session of the Preparatory Committee of the third United Nations Conference on Housing and Sustainable Urban Development (Habitat III) will be held in New York, United Nations Headquarter, Conference Room 2 and 3 (Conference Building - CB), from Wednesday, 17 September to Thursday, 18 September 2014.

Address:  
United Nations Plaza  
405 East 42<sup>nd</sup> Street  
New York, NY 10017  
United States

Information on the First Preparatory Committee and the conference itself is available on the Habitat III website at <http://www.unhabitat.org/habitat-iii>

The Habitat III Secretariat can be contacted at [habitat3secretariat@un.org](mailto:habitat3secretariat@un.org)

### **II. Participation and access**

Passes provided by United Nations security will allow registered participants access to the United Nations Headquarters. On-site registration will take place at United Nations Headquarters (at the United Nations Visitor Centre, located at 47<sup>th</sup> street and 1<sup>st</sup> Avenue) on 17 and 18 September, from 7:30 am to 9:00 am.

#### Members States

Member States are requested to inform the Conference secretariat of the composition of their delegation via note verbale from their Permanent Mission to the United Nations. A scanned copy of the note verbale is to be sent to the Conference secretariat by email to [habitat3secretariat@un.org](mailto:habitat3secretariat@un.org) copying [elliotts@un.org](mailto:elliotts@un.org).

Members of delegations requiring a pass are requested to liaise with their Permanent Mission to the United Nations.

#### Intergovernmental organizations

- (i) Intergovernmental organizations holding observer status with the General Assembly or hold consultative status with the Economic and Social Council are requested to register through the same procedure used by Member States. To obtain the pass for attending the Preparatory Committee, a valid national passport or photo ID must be presented to the United Nations Visitor Centre at the stated date and time for the issuance of a pass together with the confirmation e-mail which was sent to each nominated representative after the registration form was received and status confirmed.

### United Nations system

The registration of representative of the specialized agencies (ILO, FAO, UNESCO, ICAO, WHO, World Bank, IMF, UPU, ITU, WMO, IMO, WIPO, IFAD, UNIDO, IAEA, WTO, UNWTO, CTBTO, and OPCW) followed the same procedures as for States.

United Nations funds, programmes and other entities (United Nations Secretariat entities, UNHCHR, UNOV, UNODC, UNON, ECA, ECE, ECLAC, ESCAP, ESCWA, UNCTAD, UNDP, UNEP, UNHCR, UNRWA, UNICEF, UNISDR, UNFPA, WFP, UN-WOMEN, UNFCCC, UNCCD, CBD, UNU, ITC, UNAIDS, UNITAR, UNRISD) are requested to communicate their composition of their delegation to the Conference secretariat email to [habitat3secretariat@un.org](mailto:habitat3secretariat@un.org).

### Non-governmental organizations, major groups and representatives from sub-national government

The General Assembly, in resolution 67/216, encouraged effective contributions from and the active participation of all relevant stakeholders, including local governments, major groups as identified in Agenda 21, the relevant United Nations funds and programmes, the regional commissions and specialized agencies, the international financial institutions and other Habitat Agenda partners, at all stages of the preparatory process for the Conference on Housing and Sustainable Urban Development (Habitat III) and at the Conference itself.

#### (i) Accredited non-governmental organizations and major groups

Non-governmental organizations and major groups, including local authorities and other stakeholders, that are currently in consultative status with the ECOSOC were requested to pre-register by 31 August 2014.

To obtain the pass for attending the Preparatory Committee, a valid national passport or photo ID must be presented to the United Nations Visitor Centre at the stated date and time for the issuance of the pass together with the confirmation e-mail which was sent to each nominated representative after the registration form was received and accreditation status confirmed.

#### (ii) Non-governmental organizations and major groups that have applied for special accreditation

Registration and application for special accreditation closed on 31 August 2014.

Non-governmental organizations and major groups that have applied for special accreditation within the deadline and have been informed about the decision of the Bureau-elect to recommend their participation needs to be approved by the Preparatory Committee. The Preparatory Committee will discuss this matter under item 5 of the provisional agenda and decide on the approval of those recommended organization. Once the special accreditation by the Preparatory Committee has been approved and communicated via email, the nominated representative of the newly accredited organization is requested to follow the same procedure as above for obtaining the pass in order to participate at the meeting.

#### (iii) Representatives from sub-national government

The registration of municipal and other local or regional authorities should be arranged under the auspices of an accredited non-governmental organization or as members of a national delegation through its permanent mission to the United Nations.

### **III. Arrangements for meetings**

#### **Seating arrangements**

Two seats (1+1) will be made available for each official government delegation at the plenary session. Member states will be seated following the all-state formula. A limited number of seats will also be available for representatives of intergovernmental organizations, the United Nations system and major groups at the plenary session.

#### **Languages and interpretation**

In the plenary room, statements made in any of the six official languages will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

#### **Registration for statements**

Government delegations wishing to inscribe on the list of speakers are invited to contact the General Assembly Affairs Branch (e-mail [heddachem@un.org](mailto:heddachem@un.org) copying [habitat3secretariat@un.org](mailto:habitat3secretariat@un.org)). Statements should be limited to *three minutes* when speaking in a national capacity and *five minutes* when speaking on behalf of a group.

#### **Distribution of documents**

In an effort to support greening, participants are encouraged to download documents of the Preparatory Committee from the Conference website (<http://www.unhabitat.org/habitat-iii>) or the Official Documents System of the United Nations (<http://documents.un.org>).

#### **Wireless internet**

Wireless Internet access will be available in both meeting rooms.

### **IV. Additional practical information**

#### **Accommodation**

Participants are responsible for making arrangements for their own accommodation and travel. All representatives interested in attending are required to have adequate medical insurance prior to arrival.

The Habitat III Secretariat can be contacted at [habitat3secretariat@un.org](mailto:habitat3secretariat@un.org)