



General Assembly

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United Nations Conference on Housing and Sustainable Urban Development (Habitat III)

Quito, 17–20 October 2016

Item 6 of the provisional agenda*

Organization of work, including the establishment of subsidiary bodies, and other organizational matters

Organizational and procedural matters

Note by the secretariat

1. The proposals set out in the present note have been prepared on the basis of the decisions taken by the Preparatory Committee for the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) at its third session, held in Surabaya, Indonesia, from 25 to 27 July 2016.

I. Election of officers

2. The Conference will elect a President and other officers in accordance with its rules of procedure. As stipulated in rule 6 of the provisional rules of procedure, the Conference will elect from among the representatives of participating States the following officers: a President, 14 Vice-Presidents¹ and an ex officio Vice-President from the host country, a Rapporteur-General, and the Chair of the Main Committee if established in accordance with rule 46. These officials will be elected on the basis of ensuring the representative character of the General Committee, the composition of which shall be in accordance with rule 11. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

II. Adoption of the rules of procedure

3. The Conference will adopt its rules of procedure. The provisional rules of procedure as approved by the General Assembly in its resolution 70/210 of 22 December 2015 and revised by the Preparatory Committee for the Conference in decision 1/2016 adopted at its third session (A/CONF.226/PC.3/24, annex I) are contained in document [A/CONF.226/2](#).

III. Adoption of the agenda

4. The Conference will have before it for adoption the provisional agenda ([A/CONF.226/1](#)), as recommended in decision 2/2016 adopted by the Preparatory Committee at its third session.

* [A/CONF.226/1](#).

¹ Three from each of the following groups: African States; Asia-Pacific States; Eastern European States; and Western European and other States; and two from Latin America and Caribbean States.

IV. Organization of work

A. Dates and venue

5. The Conference will be held at the Casa de la Cultura Ecuatoriana Benjamín Carrión, Quito, from 17 to 20 October 2016. The Conference will be convened at the highest possible level.
6. In accordance with General Assembly resolution 69/226 of 19 December 2014, the Conference will be composed of eight plenary meetings and six high-level round-table sessions.

B. Plenary meetings

7. The Conference will be composed of eight plenary meetings, on the basis of two meetings a day, held from 10 a.m. to 1 p.m. and from 3 to 6 p.m. each day from Monday, 17 October to Thursday, 20 October.
8. At the formal opening of the Conference, on the morning of Monday, 17 October, consideration will be given to procedural and organizational matters, namely the election of the President of the Conference; the adoption of the rules of procedure and the agenda; the election of officers other than the President; the establishment of a Main Committee (if needed); the appointment of the members of the Credentials Committee; the arrangements for the preparation of the report of the Conference; and other matters. Statements will be made by the President of the Conference, the Secretary-General of the United Nations, the President of the General Assembly, the President of the Economic and Social Council, and the Secretary-General of the Conference. The opening session will also include statements by a representative of local authorities and a representative of the major groups and other stakeholders.
9. The list of speakers for the general debate will be established on a first-come, first-served basis, under the customary protocol ensuring that Heads of State and Government speak first, to be followed by other heads of delegation. The European Union, in its capacity as observer, will be included on the list of speakers. It is proposed that a time limit of five minutes be established for each statement. The list of speakers will be announced.
10. In addition to the representatives of States participating in the Conference and the representative of the European Union, representatives of the following may, time permitting and without setting a precedent, make a statement during the general debate: (a) intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices (rule 60 of the provisional rules of procedure); (b) specialized agencies and related organizations (rule 61); (c) other intergovernmental organizations (rule 62); (d) interested United Nations organs (rule 63); (e) associate members of regional commissions (rule 66); (f) local authorities (rule 64); and (g) non-governmental organizations (rule 65).
11. The closing plenary meeting, to be held on the afternoon of Thursday, 20 October, is expected to conclude with reporting on the six high-level round-table sessions and the adoption of the outcome document and the report on the work of the Conference.

C. High-level round-table sessions

12. The Conference will include six high-level round-table sessions focusing on identifying concrete actions for the implementation of the New Urban Agenda to further strengthen the global partnerships for sustainable urban development, to be held concurrently with the plenary meetings, except during the opening and closing plenary meetings. The sessions will be held as follows:
 - Round table 1: Leave no one behind: urban inclusion and prosperity (Monday, 17 October, 3 to 6 p.m.)
 - Round table 2: Ecological, climate-resilient and disaster-responsive cities (Tuesday, 18 October, 3 to 6 p.m.)
 - Round table 3: Adequate and affordable housing (Tuesday, 18 October, 3 to 6 p.m.)
 - Round table 4: Integrated strategic planning and management (Wednesday, 19 October, 10 a.m. to 1 p.m.)

- Round table 5: Implementing the New Urban Agenda at all levels and with all actors (Wednesday, 19 October, 3 to 6 p.m.)
- Round table 6: Financing sustainable urban development (Thursday, 20 October, 10 a.m. to 1 p.m.)

13. Each high-level round-table session will have two co-chairs, one from a developing country and one from a developed country, to be appointed by the President of the Conference from among the Heads of State and Government and ministers attending the Conference, in consultation with the regional groups. The Secretary-General of the Conference, in consultation with the Bureau of the Preparatory Committee, will identify up to four panellists and a moderator for each session.

14. The high-level round-table sessions will be interactive and multi-stakeholder in nature, and each will be open to participation by representatives of all participating States, up to 15 representatives of observers, representatives of relevant entities of the United Nations system and other accredited intergovernmental organizations, up to 6 representatives of local authorities and up to 6 representatives of major groups and other relevant stakeholders. States participating in the Conference and other participants are encouraged to be represented at the sessions at the highest possible level. Each participant may be accompanied by one adviser.

15. At the discretion of the co-chairs, priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial level, followed by high-level representatives of other stakeholders, taking into account that there will be no prepared list of speakers. The high-level round-table sessions should aim to achieve a balance between speakers from participating States and representatives of stakeholders. To enable maximum participation, interventions should not exceed three minutes.

16. Each of the high-level round-table sessions will begin with statements by the co-chairs. Summaries of the sessions will be presented orally by the co-chairs at the closing plenary meeting and will be included in the final report of the Conference.

D. Organization of meetings

17. Meetings will be held from 10 a.m. to 1 p.m. and from 3 to 6 p.m. To ensure the most efficient utilization of available resources, it is essential that all meetings start promptly.

18. Parallel meetings and other events, including multi-stakeholder segments, will be held during the same hours as the plenary meetings and the round tables, space permitting. Interpretation services for such meetings will be provided on an “as available” basis.

19. Special events, including briefings, seminars, workshops and panel discussions on issues relating to housing and sustainable urban development, will be organized by States participating in the Conference, organizations of the United Nations system and accredited institutional and non-institutional stakeholders for the benefit of Conference participants. The calendar of those events will be made available on the Conference website (<https://habitat3.org/programme/>).

E. Main Committee

20. The Main Committee, if established in accordance with the rules of procedure of the Conference, will meet, as necessary, in parallel with plenary meetings, except during the opening and closing meetings. The Main Committee will be responsible for finalizing any outstanding matters.

F. Timetable for the work of the Conference

21. A proposed timetable for the work of the Conference is contained in the annex to the present note. Updated information will be posted on the Conference website and announced in the daily journal of the Conference.

V. Appointment of the members of the Credentials Committee

22. A Credentials Committee of nine members will be appointed in accordance with the rules of procedure of the Conference. It will examine the credentials of representatives and report to the Conference without delay.

VI. Participants

23. Representatives of the following may participate in the Conference in accordance with its rules of procedure: States, the European Union, intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices, specialized agencies and related organizations, other intergovernmental organizations, interested United Nations organs, associate members of the regional commissions, local authorities, and non-governmental organizations and other major groups.

VII. Secretariat

24. The secretariat of the Conference will provide support to the organization of the Conference, in cooperation with the host country authorities. The General Assembly in its resolution 67/216 of 21 December 2012 welcomed the appointment, by the Secretary-General, of the Executive Director of the United Nations Human Settlements Programme (UN-Habitat) to serve as the Secretary-General of the Conference and to act as focal point on behalf of the United Nations system.

VIII. Documentation

25. In accordance with the practice followed at previous United Nations conferences, the official documentation of the Conference will include documents issued before, during and after the Conference.

26. Also in accordance with the practice followed at previous United Nations conferences, it is recommended that the report of the Conference consist of the decisions of the Conference, a brief account of the proceedings and a reportorial account of the work of the Conference and the action taken at the plenary meetings.

27. Summaries of the plenary meetings and the high-level round-table sessions should also be included in the report of the Conference.

28. All Conference documentation will be available on the Conference website.

IX. Media coverage

29. Press materials will be prepared by the secretariat for journalists covering the Conference. In addition, regular press releases will be issued on the results of plenary meetings and other events. All relevant documentation will be made available on the Conference website.

30. The plenary meetings, the high-level round-table sessions and press conferences will be broadcast live to the media area. A programme of special event briefings and press conferences will be announced.

Annex

**Proposed timetable for the work of the United Nations Conference
on Housing and Sustainable Urban Development (Habitat III),
17–20 October 2016**

<i>Date/time</i>	<i>Agenda item/programme</i>
Monday, 17 October	
1st plenary meeting	
10 a.m.–1 p.m.	1 Opening of the Conference
	2 Election of the President
	3 Adoption of the rules of procedure
	4 Adoption of the agenda
	5 Election of officers other than the President
	6 Organization of work, including the establishment of subsidiary bodies, and other organizational matters
	7 (a) Appointment of the members of the Credentials Committee
	1 Opening statements
	8 General debate
2nd plenary meeting	
3–6 p.m.	8 General debate
High-level round-table session	
3–6 p.m.	Round table 1: Leave no one behind: urban inclusion and prosperity
Tuesday, 18 October	
3rd plenary meeting	
10 a.m. –1 p.m.	8 General debate
High-level round-table session	
10 a.m. –1 p.m.	Round table 2: Ecological, climate-resilient and disaster-responsive cities
4th plenary meeting	
3–6 p.m.	8 General debate
High-level round-table session	
3–6 p.m.	Round table 3: Adequate and affordable housing
Wednesday, 19 October	
5th plenary meeting	
10 a.m. –1 p.m.	8 General debate
High-level round-table session	
10 a.m. –1 p.m.	Round table 4: Integrated strategic planning and management
6th plenary meeting	
3–6 p.m.	8 General debate
High-level round-table session	
3–6 p.m.	Round table 5: Implementing the New Urban Agenda at all levels and with all actors
Thursday, 20 October	
7th plenary meeting	

<i>Date/time</i>	<i>Agenda item/programme</i>	
10 a.m.-1 p.m.	8	General debate
High-level round-table session		
10 a.m. –1 p.m.		Round table 6: Financing sustainable urban development
8th plenary meeting		
3–6 p.m.	8	General debate
	9	Report on the high-level round-table sessions
	7 (b)	Report of the Credentials Committee
	10	Adoption of the final outcome of the Conference
	11	Adoption of the report of the Conference
	12	Closure of the Conference
