DRAFT CONVOCATION LETTER

it’s a note verbale so no need for salutation The Secretary-General of the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) presents his compliments to the Permanent Representative of [……..] to the United Nations and has the honour to refer to his letter, dated 18 February 2014 to Governments informing of the establishment of the Habitat III Secretariat and the dates for the first meeting of the Preparatory Committee. The General Assembly, in its resolution 67/216 of 21 December 2012, decided to establish a preparatory committee to carry out the preparations for the Conference to be held in 2016. In accordance with resolution 67/216, the Conference and its Preparatory Committee shall be open to all States Members of the United Nations and members of the specialized agencies and of the International Atomic Energy Agency, and to the participation of observers in accordance with the established practice of the General Assembly.

The Preparatory Committee is scheduled to hold its first meeting at United Nations Headquarters on 17 and 18 September 2014, immediately after the opening of the sixty-ninth session of the General Assembly on 16 September 2014. Detailed information relating to the first meeting of the Preparatory Committee, including documentation, will follow in due course.

The Secretary-General of Habitat III would be grateful if the Permanent Representative would confirm the participation of the Government of [................] and, if in the affirmative, the names of the representatives who will attend the Conference to [insert name] by [date].

The Secretary-General of the United Nations Conference on Housing and Urban Development avails himself of this opportunity to renew to the Permanent Representative of [……..] to the United Nations, the assurances of his highest consideration.