

Second information note for NGOs
02 September 2009

The 12th session of the Human Rights Council (HRC) will be held from 14 to 2 September 2009 at the Palais des Nations in Geneva, in Room XX.

Pursuant to General Assembly Resolution 60/251, the participation of NGOs in the Human Rights Council session shall be based on the arrangements and practices observed by the Commission on Human Rights, including Economic and Social Council resolution 1996/31 of 25 July 1996.

1. Draft programme of work & Agenda

The draft version of the programme of work is available at the relevant HRC webpage, at the following link:

<http://www2.ohchr.org/english/bodies/hrcouncil/docs/12session/PoWHRC12.pdf>

Documentation for the 12th session as well as additional relevant information is available at relevant HRC webpage, at the following link:

<http://www2.ohchr.org/english/bodies/hrcouncil/12session/documentation.htm>

2. Access to relevant information on the Web

Official information regarding the upcoming session (including Information on room reservation and official documentation including NGO written statements are available on the relevant OHCHR

<http://www2.ohchr.org/english/bodies/hrcouncil/12session/documentation.htm>

Other relevant information, including copies of delivered oral interventions and text of draft resolutions and decisions, will be regularly posted on the **HRC Extranet**. The Extranet page may be accessed through this link:

The HRC extranet is accessible from the OHCHR Council web page at the following link:

Click on the HRC Extranet link on the left hand column of the webpage.

Links

[HRC Extranet](#)

When prompted enter

Username: hrc extranet

Password: 1session

A **live Webcast service** will be available under the Council's webpage, covering the plenary session online, and will be accessible through this link:

<http://www.un.org/webcast/unhrc/>

3. Accreditation

NGOs in consultative status with ECOSOC wishing to accredit representatives to the 12th session of the Human Rights Council are invited to send their accreditation request(s) to the Secretariat of the Council **by fax**, to the attention of Ms. Julia Beger, **accreditation officer**, at:

(Until 11 September)

Fax: +41 (0)22 917 90 11

(From 2 October 2009)

Fax: +41 (0) 22 91 70 494

Tel: +41 (0) 22 917 73 82

The **letter requesting accreditation** should:

- Be submitted on the **official letterhead** of the organisation;
- Clearly state **the session of the Council** the organisation wishes to attend, e.g. “[*Name of organisation*], wishes to send the following members to attend the [*number of session*] session of the Human Rights Council ([*insert dates of session*]) ...”;
- Be **signed by the President and/or the Main Representative** of the organization in Geneva;
- **Indicate the name(s)** (first name and family name) of the person(s) who will represent the organisation at the HRC session:
 - Names of persons must appear **exactly as they appear in the ID document**,
 - **Family name(s) have to be capitalized**
- Ensure that the name(s) of those members already in possession of a valid identity badge issued by UNOG Security and Safety Section, and who plan to attend the 12th session of HRC, is/are also included in the accreditation letter, with an indication that the person(s) hold(s) an annual badge.

Please note that annual or temporary representatives of NGOs in possession of an identity badge issued by UNOG Security and Safety Section and valid for the duration of the session, will have unrestricted access to the conference rooms.

Any other participants without a UNOG identity badge should apply in person to the security entrance at **Pregny Gate**, 8 -14 Avenue de la Paix, on presentation of an identity document and a copy of the letter of accreditation, a photo-badge valid for the duration of the Council session will be issued.

NOTE: NGO representatives shall not have in their possession, more than 1 valid annual or temporary identification badges at any given time.

The accreditation office of the Human Rights Council will be open from Monday to Friday from 8.00 a.m. to 5.00 p.m. throughout the session.

Assistance for requesting travel visas

Upon request, the NGO Liaison Office at United Nations Office at Geneva (not the HRC Secretariat) may issue relevant 'letter of attestation' to facilitate visa application. In order

to obtain letter of attestation, NGOs enjoying consultative status with ECOSOC should explicitly indicate their need in the accreditation request faxed to the HRC Secretariat which will accordingly transmit the request to the UNOG NGO Liaison Office that will issue the letter of attestation and transmit it to the concerned NGO headquarters. Kindly note that request for 'letter of attestation' must be made, at least, 14 days before the beginning of the 12th session of the Human Rights Council. The UNOG Liaison Office may be contacted at the following address:

United Nations Office at Geneva
NGO Liaison Office
Office of the Director-General
Room 153
Palais des Nations
1211 Geneva 10
Tel: + 41 (0)22 917 21 27
Fax: +41 (0)22 917 05 83
Email: ungeneva.ngoliason@unog.ch

Access to the public gallery

A limited number of seats in the Public Gallery, above the conference room, are available for persons wishing to observe the proceedings of the HRC without being accredited as participants (i.e. students, and academics). Individuals or groups who wish to attend are required to fax a letter (24 hours before the desired date) to the HCR Secretariat, (+41 (0) 22 917 90 11 prior to the session, and at Fax: +41 (0 22 91 70 326 during the session), containing the following information:

- (a) Date(s) of the visit;
- (b) Purpose of the visit; and
- (c) Full name(s) of those wishing to attend.

Access to the public gallery will be granted depending on the availability of seats and taking into account the other circumstances.

4. NGO oral interventions:

Modalities for NGO oral interventions to be applied at the 12th session of the Human Rights Council will be posted on the relevant HRC Extranet page, under the NGO Liaison information page, shortly. Copies of the Modalities will also be made available at the List of Speaker's desk, and at the OHCHR NGO liaison office.

The List of Speakers will open for inscription in all meetings, with the exception of UPR-related statements, on 14 September 2009 as of 9:30 hours. The same day, a desk will be set up by the main entrance outside the plenary room for NGOs to facilitate inscriptions in person. Only NGOs holding a valid badge of the NGO wishing to inscribe will be accepted. Furthermore, the List of Speakers' desk will be located inside Room XX during meeting hours.

Further information, as well as relevant registration forms, are available at:
<http://www2.ohchr.org/english/bodies/hrcouncil/12session/speakers.htm>

In order to facilitate the participation of NGOs not based/represented in Geneva/Switzerland, pre-inscription by electronic mail is allowed as soon as the List of

Speakers opens in the plenary room. Pre-inscription forms should be emailed to hrcngo@ohchr.org.

All electronic pre-inscriptions as well as pre-registrations made at the list of speakers' desk, along with the relevant speaker's name, **have to be confirmed in person in the 24 hours preceding the relevant meeting at the list of speakers' desk.**

HRC UPR segment: In the course of the one hour allocated for the adoption of the UPR outcome of each of the States under review, NGOs collectively have up to twenty minutes to make general comments on the outcome. **Please note that the list of speakers for all States under review to be considered on a specific day will be opened as of 8.00am of the preceding day.**

- 8.00am Tuesday 22 September for Central African Republic, Monaco, Belize, Chad, Congo, Malta.
- 8.00am Wednesday 23 September for New Zealand, Afghanistan, Chile, Viet Nam, Uruguay, Yemen.
- 8.00am Thursday 24 September for Vanuatu, Former Yugoslav Republic of Macedonia, Comoros, Slovakia.

No pre-inscriptions or pre-registrations are possible. A specific list of speakers' desk will be set up outside the plenary room (left-hand side of the main entrance) for NGOs to inscribe in person.

The modalities for the inscription on the list of speakers for the general debate under item 6 remain the same as for general debates under other HRC agenda items.

Please note that **25 copies of the oral statement are to be made available and handed to Conference Services** at the beginning of the relevant meeting. Conference Services staff can be approached in the middle of the plenary room. Photocopiers are available near the plenary room.

To take the floor, NGO speakers should use the conference-table seat reserved for that purpose.

Copies of NGO oral statements may be placed by NGOs on the table at the back of the plenary room **only**, after delivery of the relevant statement. **NGOs are not permitted to distribute documents, pamphlets or any other material in the conference room.** Reserved desks will be available outside the plenary room for display of NGO documentation. Such documentation should be attributable to NGOs in consultative status with ECOSOC.

5. NGO parallel events:

As per the arrangements and practices observed by the HRC in its previous sessions and by the former Commission on Human Rights, NGOs duly accredited to the 12th session of the HRC will be able to organize parallel events of relevance to the work of the Human Rights Council, taking into account availability of rooms.

Relevant room booking forms are available on the HRC-related webpage at the following link: <http://www2.ohchr.org/english/bodies/hrcouncil/12session/events.htm>

Room booking requests are being received as of **1 August 2009**, by the Secretariat, and will be processed on a first come first serve basis, subject to availability of rooms. All requests should be sent by fax to **Ms. Françoise Kenfack**, who can be contacted at:

(Until 11 September 2009)

Fax: + 41 (0) 22 917 90 11

Tel: + 41 (0) 22 917 96 41

NOTE: Kindly also be advised that NGOs wishing to co-sponsor an NGO parallel event should fill the relevant 'Co-sponsorship Form', available at website: <http://www2.ohchr.org/english/bodies/hrcouncil/docs/12session/NGOcosponsorshipformHRC12.doc> . The Secretariat will rely only on the information contained in the co-sponsorship forms for the preparation of the relevant Bulletin of Informal Meetings annexed to the Order of the Day.

Please be advised that the Secretariat does not provide interpretation for NGOs' parallel events. NGOs may bring their own interpreters, if they so wish, and inform the HRC Secretariat accordingly ahead of time.

Guidelines on the use of visual recording equipment

Visual recording by accredited NGO delegates **is permitted during a parallel/side event meeting with the approval of the meeting organizers and upon the written notification of the Secretariat**, and subject to the following guidelines:

- Chair of the meeting must inform the participants;
- Photography (still and/or video) using tripods will only be allowed from the back and sides of the meeting room; and
- Photography (still and/or video) by a delegate is allowed from their seat as long as it does not interfere with the sightlines of other delegates or disrupt the proceedings of the meeting.

The use of visual recording equipments is not permitted outside of Parallel/side events.

The NGO in charge of organizing the meeting is requested to provide the Secretariat (Ms. Françoise Kenfack, see contact details above) with a complete list of its guests **at least 48 hours prior to the day of the meeting**. Persons not accredited to the HRC session, who are invited to take part in parallel meetings, should go with an identity document to the Pregny gate, where they will be issued with a "Parallel Event" photo-badge. Please note that the badge will be valid for the duration of the meeting **only**.

Please note that the NGO liaison team assists the HRC Secretariat in the preparation of the HRC Bulletin of Informal Meetings (BIM), which is being attached to the Order of the Day to inform participants of events held in the margins of the session.

The information regarding such events that ought to be reflected in the BIM is:

- Name of the main organizing NGO (only NGOs in consultative status with ECOSOC);
- Name(s) of possible co-sponsoring NGOs (only NGOs in consultative status with ECOSOC);
- Confirmed title of the event.

