

**United Nations**  
**Office of the High Commissioner for Human Rights**

**Durban Review Conference**  
**Information brief for NGOs**  
**17 April 2009**

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## NGO Liaison Office

The NGO Liaison Office is operational as of 14 April at Palais des Nations E 3062, 3<sup>rd</sup> Floor, Block E, to assist the NGOs on any matters related to the Durban Review Conference. The NGO Liaison team can be contacted at Telephone numbers: +41 (0) 22 917 7383 (Mr. Tsatsu Dawson), +41 (0) 22 917 7384 (Ms. Constanze Schimmel), +41 (0) 22 917 7385. Email: [NGODurbanRevConf@ohchr.org](mailto:NGODurbanRevConf@ohchr.org).

## NGO briefings

**Daily briefings** Daily briefings, from 21 to 24 April, will be held with NGOs in Room XVII by the Civil Society Unit from 09:30h to 10:00h.

**NGO briefing** Mr. Ibrahim Salama, OHCHR Coordinator for Durban Review Conference, will hold briefing with NGOs on Monday, 20 April 2009, in Room XVI at 18:30h. Interpretation will be available.

**High Commissioner's meeting with the NGOs** The High Commissioner for Human Rights, Ms. Navanethem Pillay, will meet with the NGOs on Wednesday, 22 April 2009 from 14:00h to 15:00h in Room XVII. Interpretation in all official languages will be provided.

## Registration

All participants at the Durban Review Conference are required to register in advance of the Durban Review Conference in order to expedite the process of issuing security passes and badges at the Durban Review Conference.

The Registration at Palais des Nations in Geneva is operational during the period 14 to 24 April. The registration tent is situated between the Ariana Museum and the Restaurant de Vieux-Bois near Pregny gate and opens daily from **08:00h to 17:00h** (week days). To avoid the long queues on the opening day of the Conference, **Registration will continue in the tent over the weekend (Saturday 18 April and Sunday 19 April) from 09:00h to 18:00h.** NGO participants are strongly advised to bring their letters of registration and accreditation. Registration for the third substantive session of the Preparatory Committee (15 to 17 April 2009) automatically implies registration to the Durban Review Conference and vice versa. Registration should be done by sending a letter listing the names of the representatives to the Secretariat to [NGODurbanRevConf@ohchr.org](mailto:NGODurbanRevConf@ohchr.org) or Fax: + 41 (0)22 928 90 50. The subject line should be REGISTRATION and the name of your NGO.

## Secondary badges

The Plenary and the main committee meetings will take place in the Salle des Assemblées, Palais des Nations. Representatives of accredited NGOs will require a secondary daily badge to access Salle des Assemblées and Room XX. Secondary badges will provide access to 396

reserved seats, consisting of 60 seats on the ground floor, 144 seats on the 5<sup>th</sup> floor gallery and 192 seats on the 6<sup>th</sup> floor gallery for NGOs in Salle des Assemblées. For NGOs 71 seats will be available in the gallery and 45 more seats will also be available in the public gallery above Room XX. Due to the large number of NGOs expected to participate in the Durban Review Conference and the limited number of seats allocated to NGOs and Observers only one secondary badge per NGO will be issued. Secondary badges will be distributed daily from 08:00h on a first-come-first-served basis, by the Secretariat at the registration tent situated between the Ariana Museum and the Restaurant de Vieux-Bois near Pregny gate. NGOs on the list of speakers will be issued such secondary badges to the ground floor of the Salle des Assemblées.

### **Plenary and main committee meetings**

The plenary and main committee meetings will take place in Salle des Assemblées. Accredited NGOs will require a secondary daily badge to access Salle des Assemblées. Due to the large number of NGOs that are expected to participate in the Durban Review Conference, only one secondary badge per NGO will be distributed by the Secretariat at the accreditation tent which will be situated between the Ariana Museum and the Restaurant de Vieux-Bois.

**Drafting Committee** Drafting Committee meetings will take place in Room XX, as necessary. A limited number of seats will be available for NGOs in the drafting room which will be accorded on first-come-first-served basis. The NGOs will require a secondary daily badge to access the Drafting Committee Room.

**NGO oral interventions** Provisional agenda and the draft programme of work of the Durban Review Conference are available on Extranet. Modalities for oral interventions by non-governmental organizations (NGOs) to be applied at the Durban Review Conference and the relevant inscription forms for the list of speakers will be available on the Durban Review Conference Extranet. NGO list of Speakers will be available, on Monday 20 April and Tuesday 21 April, at a desk in the corridor near to the entrance of NGOs Liaison Office. Copies of the modalities and inscription forms will also be made available at the List of Speaker's desk.

Please note that the NGO list of speakers will open on Monday 20<sup>th</sup> April 2009 after the formal adoption of the agenda by the plenary of the Conference (which is expected to take place during the morning meeting starting at 10 a.m.) and will be located outside the NGO liaison office E-3062 (behind conference room XX) so as not to disrupt the speakers of the high level segment. NGOs can only be inscribed holding a badge of the concerned NGO. Kindly note that it is anticipated that list of speakers for all participants will be closed on Wednesday 22 April at 13:00h.

The speaking time limits for all observers, including NGOs, will be 3 minutes. The NGO list of speakers will be drawn up on a first-come-first-served basis. NGOs are expected to take the floor in the general debate on item 9 entitled "Issues arising from the objectives of the Conference" which is expected to start on Wednesday 22<sup>nd</sup> April 2009 after the conclusion of the High-level and general segments. NGO representatives are expected to speak after representatives of member States, and other observers, such as representatives of the specialized agencies, intergovernmental organizations and other entities, and representatives of national human rights institutions. To take the floor, NGO speakers should use the conference-

table seat reserved for that purpose, which will be located to the right hand-side of the podium if facing the podium.

Please note that due to the large number of NGOs expected to attend the conference we expect a very high demand for taking the floor, and not all the requests may be accommodated therefore NGO coordination is encouraged in making joint statements. If the number of requests to speak is too large, the non-governmental organizations shall be requested to form themselves into constituencies, such constituencies to speak through spokespersons (Rule 66/3 of the rules of procedure for the Durban Review Conference).

The inscriptions to the list of speakers need to **be confirmed in person 24 hours preceding the relevant meeting at the list of speakers' desk**. There will be 60 seats for the NGOs on the ground floor of Salle des Assemblées. NGOs on the list of speakers shall automatically get badges for the ground floor.

Please note that **25 copies of the oral statement, for interpretation, are to be made available and handed to conference services** at the beginning of the relevant meeting. Conference service staff can be approached in the left hand-side of Salle des Assemblées when facing the podium. Three photocopiers will be available outside Room XVII.

### **NGO caucus meetings**

Meeting Room XII will be available for NGO caucus meetings or other NGO deliberations. NGOs may reserve Room XII by filling out the requisite forms which will be available on the Extranet. Room booking requests may be faxed to: **+41 (0) 22 917 0326**. Room booking forms will also be available at the NGO Liaison Office, Palais des Nations, Room E 3062, 3<sup>rd</sup> Floor, Block E.

### **Written statements**

NGOs accredited to the Durban Review Conference may submit written statements to the Conference in accordance with rule 67 of the provisional rules of procedure which provides that such written statements will be distributed by the Secretariat to all delegations in the quantities and in the language in which the statements are made available by the NGOs concerned to the Secretariat of the Review Conference. A statement submitted on behalf of an NGO needs to be related to the work of the Review Conference and be on a subject in which this NGO has a special competence. All materials must be on the organization's letterhead with logo and bear the stamp of the submitting organization. Materials containing abusive and offensive language will not be accepted for distribution.

NGOs are encouraged to send written statements in advance which may also be delivered in person during the five days of the Conference to: NGO Liaison Office at the Palais des Nations Room E 3062 where the Secretariat will receive and record written statements prior to their distribution. NGOs are requested to make copies of their statement only after their statement has been logged. The NGOs may send advance copies of written statements to: [NGODurbanRevConf@ohchr.org](mailto:NGODurbanRevConf@ohchr.org) with WRITTEN STATEMENT as the subject line. The written statements will be made available to the participants and will be placed on the Durban Review Conference Extranet.

## Draft outcome document

The official version of the draft outcome document (A/CONF.211/PC/WG.2/2) has been posted on the website of the Durban review Conference at: <http://www.un.org/durbanreview2009/sessions.shtml>. The new text of the draft outcome document was presented to States at the start of the Preparatory Committee meeting on 15 April. The 17-pages text is a revision of the “rolling text” published by the Chair of the ISWG on 17 March. The accredited NGOs may contribute to the text of the draft outcome document by sending their proposals, comments, etc to the Durban Review Conference Secretariat at: [ADUSecretariat@ohchr.org](mailto:ADUSecretariat@ohchr.org) or Fax: +41 (0) 22 928 90 50. All such contributions will then be forwarded to the Chair of the ISWG who will take a decision as to their possible use in the drafting process.

## NGO documentation and other material

NGOs may place their documentation and other materials/updates/flyers on tables and notice boards that will be provided outside conference room XVII. NGO material displayed in the designated table and notice boards need to carry the stamp of the NGO accredited to the Conference. OHCHR-appointed focal point(s) will liaise with NGOs with regard to their materials. NGOs are not permitted to distribute documents, pamphlets or any other material in Salle des Assemblées, Conference Room XX or any other conference room.

## Access to documentation

A dedicated webpage in all official UN languages is accessible through the OHCHR's main webpage at <http://www.un.org/durbanreview2009/index.shtml> where official information and documentation relating to the Durban Review Conference will be available, including the provisional programme of work, draft agenda with annotations, information on accreditation procedure as well as other documentation. Documents issued for the Conference will also be available at the distribution counter at Door 40 (*Tel: + 41 (0)22 917 49 00*).

## IT arrangements

To facilitate the work of the participants, an **information technology corner with access to 12 computers** will be available next to Conference Room XVII (near Serpentine Bar) from 15 to 24 April 2009. For courtesy reasons, each participant is kindly requested to limit the use of the computer to 15 minutes (per user). If there is a long queue, please note that the time limit per user will be a maximum of 10 minutes. Cooperation in respecting these rules will be appreciated.

Additionally, an **NGO Resources and Services Center** at the Palais des Nations (UNOG) is available for non-governmental organizations' use as a work, meeting and documentation space for all NGOs. The Centre will be equipped with 5 computers with free internet wireless service for users and 1 photocopier. This centre is open throughout the duration of the Conference and will be staffed by UN personnel. The centre is located in Room E-2, Level R, in the corridor of the cafeteria. For more information, please visit our webpage: [http://www.unog.ch/80256EE60057E07D/\(httpPages\)/00945715638DBEB7C12573AA00393543?OpenDocument](http://www.unog.ch/80256EE60057E07D/(httpPages)/00945715638DBEB7C12573AA00393543?OpenDocument)

## Side events

A number of meeting rooms will be made available for the organization of side events for participants accredited to the Conference. Such events will be held daily from 9:00 a.m. to 6:00 p.m. during the period of the Review Conference at the Palais des Nations.

The OHCHR will also host side events relating to the Durban Declaration and Programme of Action. Information on these side events will also be posted on the Durban Review Conference website at: [www.un.org/durbanreview2009/updates](http://www.un.org/durbanreview2009/updates). Any additional queries on side events should be sent by email to: [reviewconferenceevent@ohchr.org](mailto:reviewconferenceevent@ohchr.org) or by fax to: + 41 (0)22 928 9050.

A daily journal will be issued and distributed at Door 40. A calendar for all side events will also be available at Door 40 for ease of reference. Both shall also be available at the OHCHR information stand. The programme of side events will be placed at the NGO Liaison Office.

**Filming during side events** Only journalists and camerapersons duly accredited with the United Nations Office at Geneva are allowed to use camera and video equipment during the side events. The use of cameras/video recorders during side events is not permitted.

**Civil society handbook** The Office of the High Commissioner for Human Rights has released a publication: **Working with the United Nations Human Rights Programme A Handbook for Civil Society**. The Handbook is currently available in English and Arabic languages on the Internet and can be accessed at the following websites:

<http://www.ohchr.org/civilsocietyhandbook/>

[http://www.ohchr.org/Documents/Publications/ngohandbook\\_ar.pdf](http://www.ohchr.org/Documents/Publications/ngohandbook_ar.pdf)

**The Handbook will be available soon in French, Russian and Spanish.**