



E– Bulletin for NGOs on the Durban Review Conference

This new series of E-bulletins is issued by the Office of the High Commissioner for Human Rights to provide regular updates and guidance for NGOs in the lead up to the Durban Review Conference, which is scheduled to be held in Geneva from 20 to 24 April 2009.

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In 2001, the United Nations organized the World Conference against Racism, Racial Discrimination, Xenophobia and Related Intolerance in Durban, South Africa. The conference was attended by more than 10,000 people from all regions of the world and led to the adoption by consensus of the Durban Declaration and Programme of Action, which to date is the most important framework in the combat against racism and racial discrimination. In 2006, the United Nations General Assembly, in its resolution 61/49, decided to convene in 2009 a Review Conference on the Implementation of the Durban Declaration and Programme of Action and requested the Human Rights Council to undertake preparation for the Conference.

PREPARING FOR THE DURBAN REVIEW CONFERENCE

Reminder:

Where to find relevant information

Extranet

Documents relating to the Durban Review Conference and its preparatory process, including the latest unofficial version of the Draft Outcome Document, may be found at: <http://www.un.org/durbanreview2009/> and the dedicated Extranet, which may be accessed at: <http://portal.ohchr.org>

Username: **hrc durban**

Password: **ohchr123**

Electronic Bulletins for NGOs

OHCHR issues regular [electronic bulletins of updated information for NGOs](#) on the Durban Review Conference and its preparatory process.

Some of the information in this fifth issue of E-Bulletin for NGOs is repeated to draw the attention of the NGOs to the registration deadline, highlight the urgent need to take necessary steps to obtain Swiss visa from competent Swiss Representation and the requirement of letter of attestations to facilitate visa applications.

Registration

All participants at the Durban Review Conference are required to register in advance of the Durban Review Conference. 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.

In order to expedite the process of issuing security passes at the Durban Review Conference, all participants are required to register prior to the Conference. This should be done by sending a letter listing the names of the representatives to the Secretariat to NGODurbanRevConf@ohchr.org or Fax: + 41 (0)22 928 90 50. The subject line should be REGISTRATION and the name of your NGO. The deadline for registration is **30 March 2009**.

The registration letter must comply with the following requirements:

- It should be submitted on the official letterhead of the organization;
- It should clearly state the name of the organization that wishes to attend, e.g. "Name of NGO, in consultative status with ECOSOC / accredited to take part in the 2001 WCAR / newly accredited by the Preparatory Committee, wishes to send the following members to attend the (insert Preparatory Committee and/or Durban Review Conference. Although registration for one implies registration for both, this information is important for compilation of lists of participants);
- The letter should be signed by the President or the Main Representative of the organization;
- The letter should also indicate the full name/s (first name and family name) of the person/s who will represent the organization at the Preparatory Committee and/or the Durban Review Conference:
 - Names of persons must appear exactly as they appear in the ID document;
 - Family Name(s) must be capitalized.

Upon arrival, participants should proceed to the Pregny Gate of the Palais des Nations to complete the formalities to receive the badge. Participants are advised to ensure they have a valid identification document with them in order to facilitate issuing of the badge.

Note to the NGOs

The NGOs attention is kindly drawn to the following:

1. The Secretariat strongly urges the NGOs that intend to participate in the Preparatory Committee to the Durban Review Conference and/or the Durban Review Conference itself to bring with them a copy of the letter they previously sent to the Secretariat requesting registration to attend the Durban Review Conference;
2. The NGOs awaiting decision by the Preparatory Committee on their accreditation to the Durban Review Conference are requested to check the Extranet of the Preparatory Committee throughout its session (15 to 17 April). During the session of the Preparatory Committee, at the end of each day, the Secretariat will place on the Extranet the names of the NGOs that were accredited by the Preparatory Committee that day. The Extranet can be accessed at: Address: <http://portal.ohchr.org> by using Username: hrc durban and Password: ohchr123. Please follow the link to the Durban Review Conference: <http://portal.ohchr.org/portal/page/portal/DurbanReviewConference> nceroot;
3. Upon arrival at the United Nations Palais des Nations to receive their badges, the NGOs will be requested to fill out a form which will then be handed to the registration staff that will take the participant's photograph and hand them their badge. The participants will insert the following information on the form:
 - name of the participant;
 - passport number;
 - expiry date of their passport;
 - date of birth.

URGENT: Visa arrangements for Switzerland

NGOs are strongly advised to contact the competent Swiss Representation in their country **urgently** to make arrangements for obtaining visa for Switzerland, if so required. For general information about Swiss visa, please refer to the Website of the Federal Office of Migration: http://www.bfm.admin.ch/bfm/en/home/themen/einreise/merkblatt_einreise.html NGOs may also access details on the new procedures on the website of the UNOG's Central Support Services: <http://sca.unog.un.org/Visa/Default.aspx>. In order to facilitate the visa applications for NGOs, the letters of attestations are being issued directly to the participating delegates.

NGO attestations

NGOs that are accredited to the Review Process may need formal letters of attestations for their visa applications to the Swiss authorities. Depending on whether or not the NGOs are in consultative status with ECOSOC, the process for acquiring letters of attestation is different:

Attestation for NGOs in consultative status with ECOSOC

Representatives of NGOs in consultative status with the Economic and Social Council who have registered for a meeting in the context of the Review Process and who need attestations for the purpose of visas, can request one, at least 10 days in advance of submitting their request for visa to Swiss authorities in their country, by contacting the NGO Liaison Office of the 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 1304
Fax: +41 (0)22 917 05 83
Email: ungeneva.ngoliaison@unog.ch

In order to avoid delays in issuing letter/s of attestations, NGOs must provide the name of the person(s) who will be applying for the visa in their request for attestation.

Attestation for accredited NGOs not in consultative status with ECOSOC

Representatives of accredited NGOs who are not in consultative status with the Economic and Social Council and who need attestations for the purpose of visas can request one by contacting: NGODurbanRevConf@ohchr.org They must provide the name of the person who will be applying for the visa as well as the name and address of the organization that the person will be representing at the Durban Review Conference. Participants are requested to note “Attestation” in the subject line of any email communication requesting a letter for attestation.

Any questions regarding the attestations or registration process should be directed to ngodurbanrevconf@ohchr.org with ATTESTATIONS or REGISTRATION as the subject line and name of the NGO.

Accreditation to the Durban Review Process

NGOs must be accredited in order to take part in the Review Conference and its Preparatory Process. Accredited NGOs can participate in the process as observers. Kindly note that the deadline for acceptance of new accreditation requests has now passed. Applications received between the October 2008 session of the PrepCom and the February 10 deadline will be considered at the next session of the PrepCom, from

15 to 17 April. However, the extended deadline for new accreditation applications from NGOs (February 10, 2009) has passed. Therefore, NGOs that are not in consultative status with ECOSOC, who are not accredited based on their WCAR accreditation or who did not apply for accreditation before February 10 will not be able to participate in the Review Conference and its preparatory process.

Draft Outcome Document

New Draft Outcome Document on the Durban Review Conference is available on website: <http://www.un.org/durbanreview2009/sessions.shtml>. The latest draft is a much shorter, but still substantive, version of a text comprising of 17 pages. The Outcome Document is expected to be available in all UN official languages by 6 April.

Intersessional Open-ended Intergovernmental Working Group

The Chairperson-Rapporteur of the Intersessional open-ended Intergovernmental Working Group (ISWG) to continue and finalize the process of negotiations on and drafting of the outcome document of the Durban Review Conference will convene open-ended consultations to gather observations and comments on the rolling text prepared by him. The consultations will be held on Thursday, 2 April 2009 in conference room XIX of the Palais des Nations, starting at 11:30 am.

Third Substantive session Preparatory Committee

The third substantive session of the Preparatory Committee will be held from 15-17 April 2009 at Palais des Nations.

Cultural activities during the Durban Review Conference

Cultural activities, principally exhibitions, concerts and film presentations, may be held from 9:00 a.m. to 6:00 p.m. from 20 to 24 April 2009 at the Palais des Nations in Geneva. Organizers of cultural activities are invited to submit their requests to the Conference Secretariat through the appropriate inscription form with all the relevant information no later than 14 April 2009. The inscription forms for cultural activities may be found on the Durban Review Conference website at: <http://www.un.org/durbanreview2009/story11.shtml>. The Conference Secretariat will review all requests for cultural activities to ensure the broadest participation of stakeholders and a diverse range of themes and issues relating to the Durban Declaration and Programme of Action.

Side events

In order to facilitate the broadest participation of all stakeholders in the Durban Review Conference, a number of meeting rooms will be made available for the organization of side events for participants accredited to the Conference. Such events may 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. Organizers should consult the Guidance Note on Side Events and complete the inscription form

no later than 14 April 2009. The inscription form and Guidance Note are posted on the Durban Review Conference web site at: www.un.org/durbanreview2009/updates.

Keeping in mind the goals and objectives of the Durban Review Conference, side events should focus on the Durban Declaration and Programme of Action. They should provide an opportunity to review progress made in the combat against racism, racial discrimination, xenophobia and related intolerance and the actual implementation of the Durban Declaration and Programme of Action at the national, regional and international levels since 2001, as well as the sharing of best practices.

The Office of the High Commissioner for Human Rights (OHCHR) will compile and review all received requests to ensure the broadest participation of stakeholders and a diverse range of themes and issues relating to the Durban Declaration and Programme of Action. When organizing side events, organizers are encouraged to coordinate their efforts to avoid duplication of events. Where duplicate requests are received, the Secretariat shall endeavour to ensure a coordination of efforts and to encourage the co-sponsorship of events. Where there is clear duplication, the Secretariat reserves the right to facilitate the holding of the event to that which is most closely associated to the Durban Declaration and Programme of Action. Organizers shall only be afforded space should their proposal be clearly in line with these criteria. Should the request be confirmed, the Conference Secretariat shall be in contact with the organizers concerning the next steps to take including possible time slots, rooms and services available.

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.

Any additional queries on side events should be sent by email to: reviewconferenceevent@ohchr.org or by fax to: + 41 (0)22 928 9050.

Kindly note that filming of side events during the Durban Review Conference is not permitted.

Additional Information

Seating arrangements in the conference room

The plenary and the main committee meetings will take place in the Assembly Hall at Palais des Nations. In view of the limited number of conference-table seats available for NGOs on the ground floor of the Assembly Hall, NGO representatives are kindly asked not to occupy more than one seat per organization. They are also requested to remove their documents and personal effects from their place each evening. Further information on seating arrangements will be provided in due course.

Live-feed and NGO meeting room

The signal from the Assembly Hall will be transmitted to Conference Room XVII where a live-feed will be organized. Room XVII will also be available for NGO meetings and consultation

Further information on seating arrangements and meeting room availability will be provided in due course.

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 bear the stamp of the submitting organization. Materials containing abusive and offensive language will not be accepted for distribution. The NGOs can bring written statements with them when arriving for the Conference. Further information concerning the written statements will be made available in due course on the dedicated website for Durban Review Conference.

Practical information

Accommodation

The following link with Mandat International provides practical information to facilitate visits to Geneva, including advice on reasonably-priced accommodation: <http://www.welcomedesk.org>. OHCHR regrets that it is unable to provide direct assistance in this regard.

Public transport

- From the airport, the Palais des Nations is accessible by taxi (15mn, about CHF30,-) or by bus N° 28.
- From the railway station, a bus service (Bus No.5, 8, F, V and Z, and Tram No.13 and No. 15) operates to Palais des Nations. Also the Buses No.28 (from the airport), 11, 14 and F head for the Palais des Nations.
- Taxis can be ordered through the guard on duty at door 6, door 40 and Pregny gate. Please note that taxis will not be allowed inside the premises of Palais des Nations.
- For further information on public transportation, you may visit: <http://www.tpg.ch/>
- For further information on the city of Geneva, you may visit: <http://www.geneve-tourisme.ch/>

All NGO queries should be addressed to the [Durban Review Conference Secretariat](#):

Email: NGODurbanRevConf@ohchr.org

Fax: +41 (0)22 917 90 11
