

GUIDELINES ON THE USE OF THE NGO REGISTRATION SYSTEM FOR ORAL STATEMENTS FOR THE HUMAN RIGHTS COUNCIL

These Guidelines are issued in relation to the new online system for making a request for oral statements by NGOs in consultative status with ECOSOC. The overall system of processing requests for oral statements, as described in the Practical Guide for NGO Participants¹, remains unchanged.

The Guidelines include a step-by-step illustration of the online procedure.

1. As a first step, create a username and password. This can be done two weeks before the session; it will coincide with the date when the written statements' system goes on-line.
2. Register your request(s) for debates. The registration system opens at **2pm Geneva time on the Friday before the session.**

Important: A new username and password must be created for each session. If you have registered for written statements, use the same username and password. Please note that usernames and passwords from any previous sessions will not be valid.

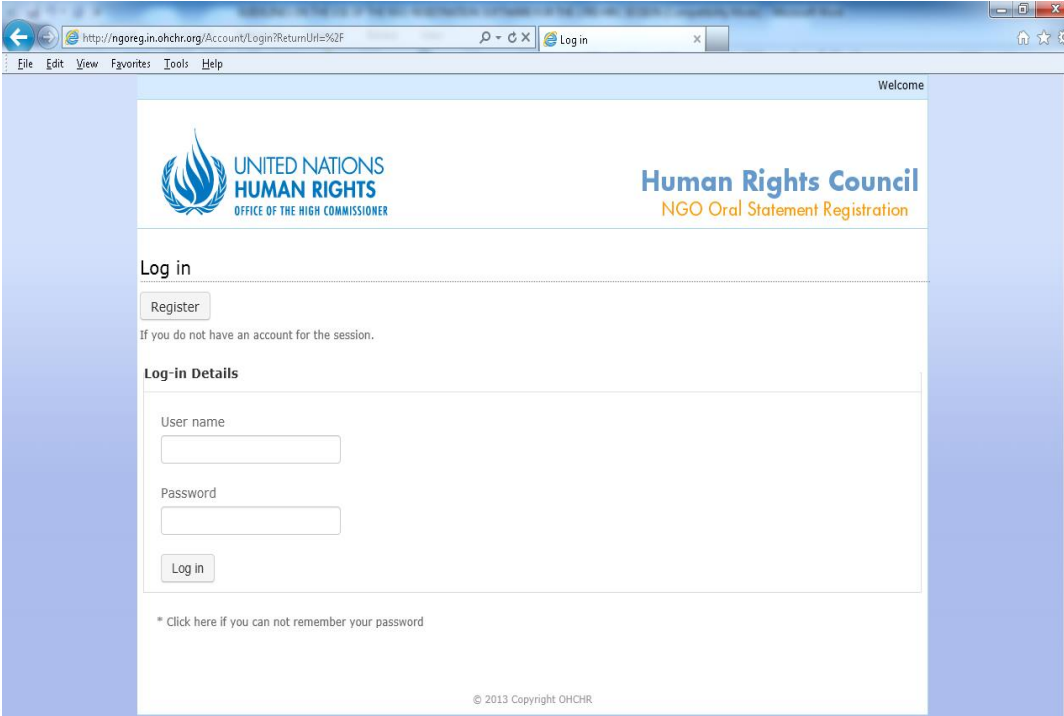
- **How to create a username and password:**

You can access the page from:

<http://www.ohchr.org/EN/HRBodies/HRC/Pages/NgoParticipation.aspx>

Direct access: <https://ngoreg.ohchr.org>

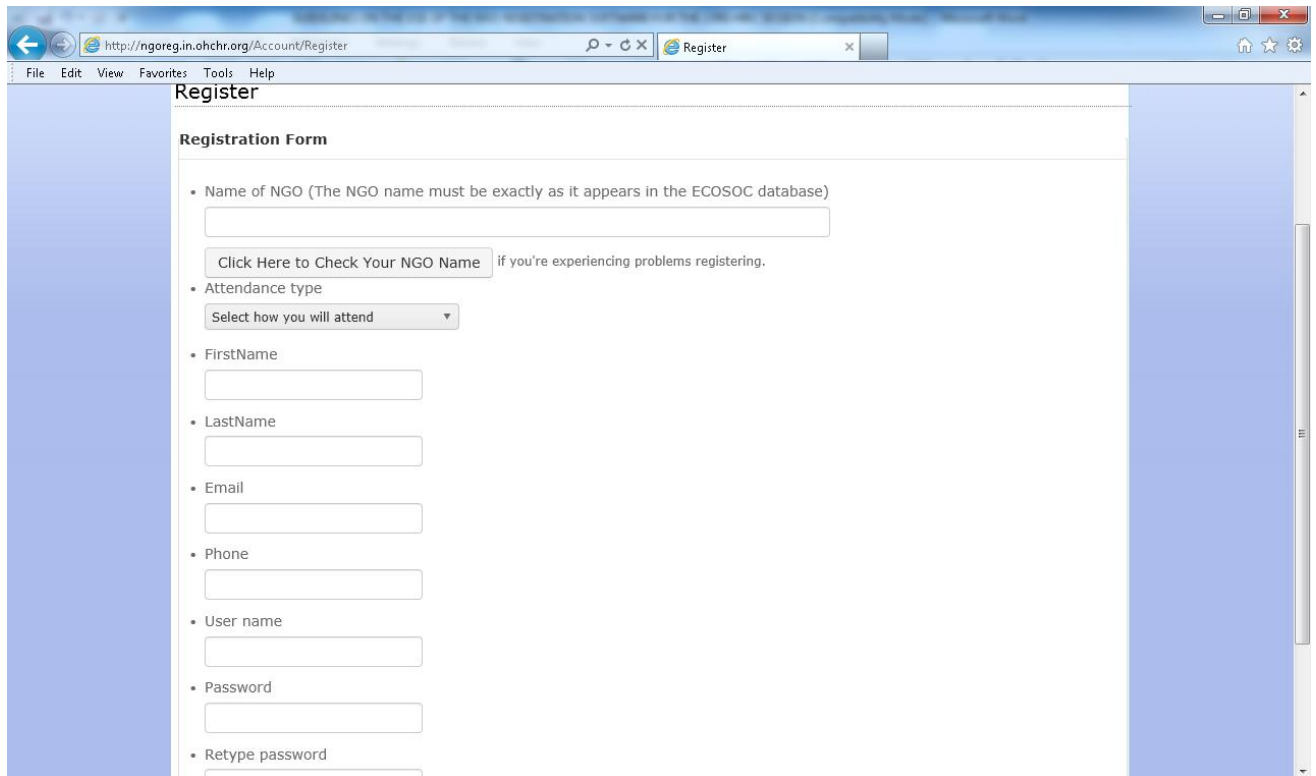
You will be directed to this page:



The screenshot shows a web browser window with the URL <http://ngoreg.in.ohchr.org/Account/Login?ReturnUrl=%2F>. The page features the United Nations Human Rights Office of the High Commissioner logo and the text "Human Rights Council NGO Oral Statement Registration". Below the header, there is a "Log in" section with a "Register" button. A message states: "If you do not have an account for the session." Under the "Log-in Details" section, there are input fields for "User name" and "Password", followed by a "Log in" button. At the bottom, there is a link: "* Click here if you can not remember your password". The footer includes the copyright notice "© 2013 Copyright OHCHR".

¹ Available in six UN languages from <http://www2.ohchr.org/english/>

Click on “[register](#)” to create your account for the session. You will then be directed to this page:



The screenshot shows a web browser window with the address bar displaying <http://ngoreg.in.ohchr.org/Account/Register>. The page title is "Register". Below the title is a "Registration Form" with the following fields and options:

- Name of NGO (The NGO name must be exactly as it appears in the ECOSOC database):
- Click Here to Check Your NGO Name if you're experiencing problems registering.
- Attendance type:
- FirstName:
- LastName:
- Email:
- Phone:
- User name:
- Password:
- Retype password:

All fields are mandatory, except for phone number.

Important: the name of your NGO should be exactly identical to the name with which the NGO is registered in the ECOSOC database.

In case of doubt, a button will enable you to enter the ECOSOC database, which you may also access at the following page:

<http://esango.un.org/civilsociety/displayAdvancedSearch.do?method=search&sessionCheck=false>:



The screenshot shows the United Nations Civil Society Organizations System (iCSO) page. The page header includes the UN logo and the text "NGO Branch United Nations Department of Economic and Social Affairs". The main content area is titled "Integrated Civil Society Organizations System" and contains the following information:

The Integrated Civil Society Organizations (iCSO) System, developed by the Department of Economic and Social Affairs (DESA), facilitates interactions between civil society organizations and DESA.

The system provides [online registration of general profiles](#) for civil society organizations, including address, contacts, activities and meeting participation, facilitates the [application procedure for consultative status](#) with the Economic and Social Council (ECOSOC), and assists accredited NGOs in submitting quadrennial reports and in designating representatives to the United Nations.

DESA has also developed [CSO Net - the Civil Society Network](#), a web portal devoted to non-governmental organizations in association with the United Nations, and to members of United Nations agencies, funds and programmes, to promote best practices in the field of economic and social development. The portal gives users the opportunity to publish news and to engage and moderate discussion forums. It facilitates online pre-registration to UN conferences open for civil society participation and allows for submission of NGO statements to the Economic and Social Council.

Please use the [simple](#) or [advanced search](#) to find out more about civil society organizations in our large database of over 24,000 entries. The advanced search allows many combinations, including by organization name and type, region and country, consultative status, language, geographic scope, fields of activity and meeting participation. [read more >>](#)

Search iCSO Database [Advanced Search](#)

Organizations by region	Organizations in Consultative Status with ECOSOC
Africa	General 146
Asia	Special 2610
Europe	Roster 987
North America	
Oceania	
Latin America and Caribbean	

The page also includes a sidebar with links to various sections: NGO Branch, ECOSOC Status, NGO Participation, Quadrennial Reports, and CSO Net. There is also a "LOGIN" section with links to the Civil Society Database, Participation, and Online Application.

Click on “advanced search”.

The screenshot shows the 'Advanced Search for Civil Society Organizations' page on the United Nations Civil Society Participation website. The page is titled 'Civil Society Participation > Advanced Search' and includes a search bar for the 'ICSO Database'. The main content area contains instructions on how to use the search filters and a list of search criteria. The criteria are organized into three sections: 'Organization's name', 'Organization's type', and 'Region(s)'. Each section has a list of options and a 'Search' button. The 'Organization's type' section includes options like 'Academics', 'Association', 'Disability, Development and Rights Foundation', and 'Indigenous Peoples Organization'. The 'Region(s)' section includes 'Africa', 'Asia', 'Europe', 'North America', and 'Oceania'. The 'Country / Geographical area' section includes 'Afghanistan', 'Albania', 'Algeria', 'Andorra', and 'Angola'. The page also features a 'LOGIN' button and a 'Civil Society Database' link.

Inscribe some words from your NGO's name in the “organization's name” field, then scroll down, select “all of the criteria above” as a search type, and hit the “search” button. Find your NGO's name, copy the name and paste it into the HRC registration form.

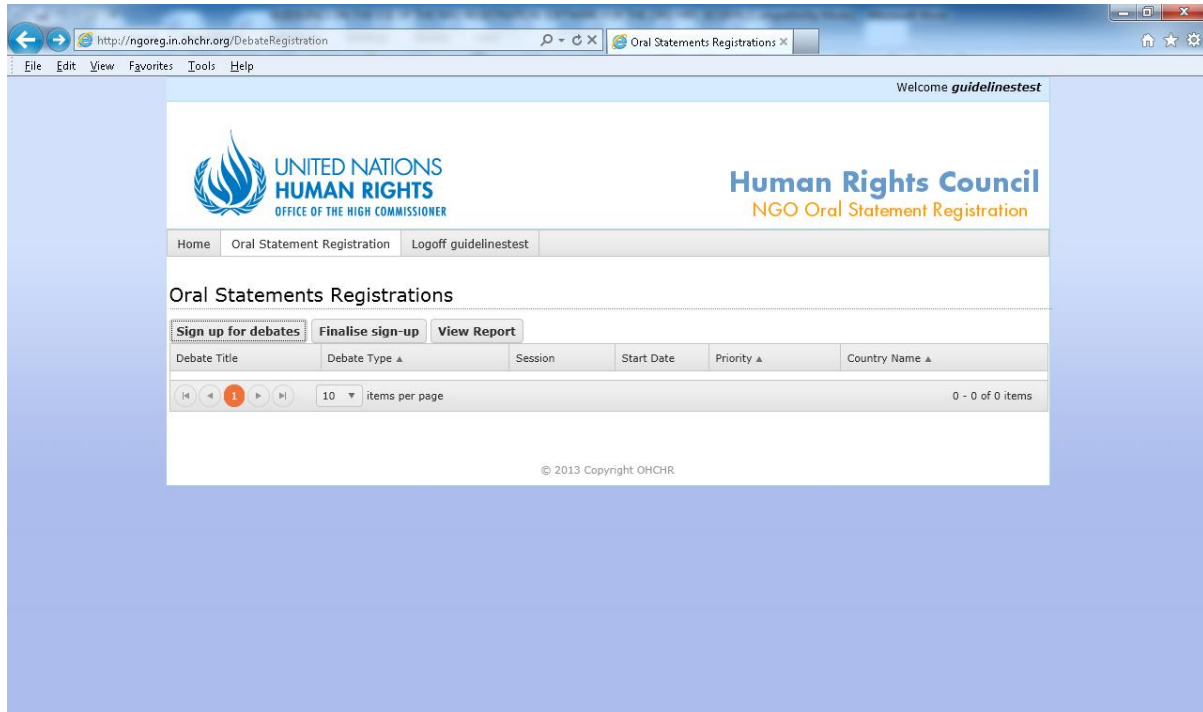
After you have created a username and password, you can proceed to registering your request(s) to make oral statements:

The screenshot shows the 'Human Rights Council NGO Oral Statement Registration' page. The page is titled 'HRC Session Registration' and includes a 'Welcome to the NGO Registration Platform' message. The page features a navigation bar with links to 'Home', 'Oral Statement Registration', and 'Logoff amnestyinternational'. The main content area contains a section for 'Incoming Session Test' with a 'Test' button and a link to 'www.ohchr.org/hrc/news'. The page also includes a copyright notice for 2013 OHCHR.

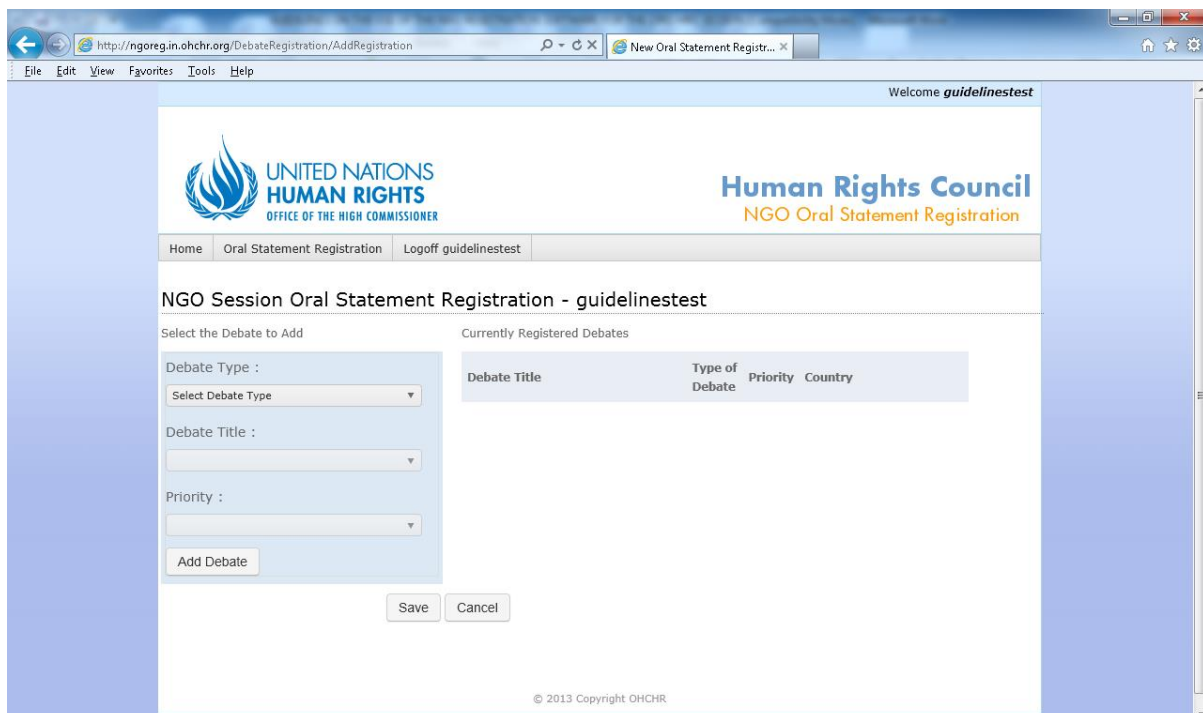
- **How to register a request to make oral statements:**

The list of debates is on the program of work, available at the following address:
<http://www.ohchr.org/EN/HRBodies/HRC/Pages/HRCIndex.aspx>.

Click on “oral statement registration”. You will be directed to this page:



Click on “Sign up for debates” in order to access the list of debates:



The “Debate Type” section will enable you to chose between “General Debate”, “Interactive dialogue”, “Panel/Annual discussion”, and “UPR”. The “Debate title” section will enable you to register for a specific debate. Select your priority number, with “1” being first priority. Once you are done, click on “add debate”. The selected debate (e.g. General Debate; Interactive Dialogue; Panel)

will appear on the table at the right of the screen. Repeat these steps for every debate for which you want to register.

REMINDER: Only NGOs attending in person can make statements during General Debates.

If you make a mistake, you can click on the “remove” button:

Welcome *guidelinestest*

UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER

Human Rights Council
NGO Oral Statement Registration

Home Oral Statement Registration Logoff guidelinestest

NGO Session Oral Statement Registration - guidelinestest

Select the Debate to Add

Debate Type :
Select Debate Type

Debate Title :

Priority :

Add Debate

Currently Registered Debates

Debate Title	Type of Debate	Priority	Country	
Clustered ID with SR on right to food and SR on adequate housing	Interactive Dialogue	1		Remove

Save Cancel

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Once your choices are finalized, click on save. You will be redirected to this page:

Welcome *guidelinestest*

UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER

Human Rights Council
NGO Oral Statement Registration

Home Oral Statement Registration Logoff guidelinestest

Oral Statements Registrations

Sign up for debates Finalise sign-up View Report

Debate Title	Debate Type	Session	Start Date	Priority	Country Name
Clustered ID with SR on right to food and SR on adequate housing	Interactive Dialogue	22nd Regular Session	25 Feb 2013	1	

10 items per page 1 - 1 of 1 items

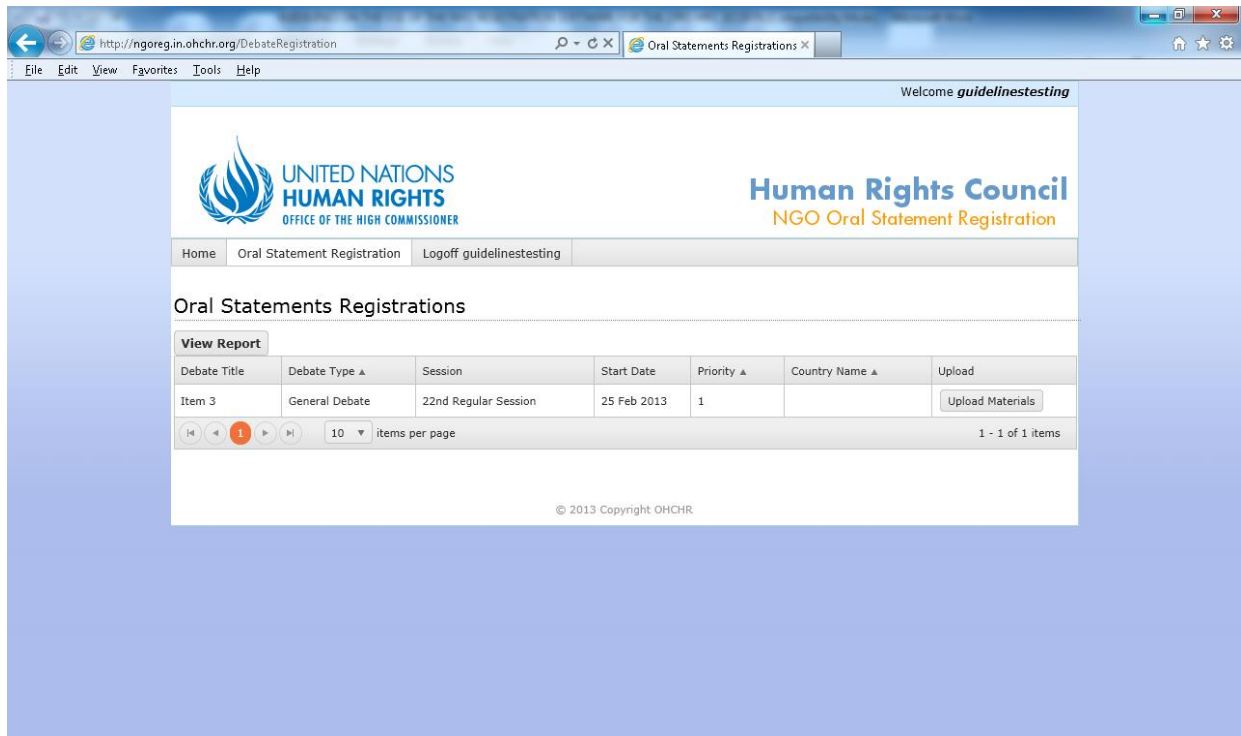
© 2013 Copyright OHCHR

You must then click on “Finalise sign-up” to complete your registration.

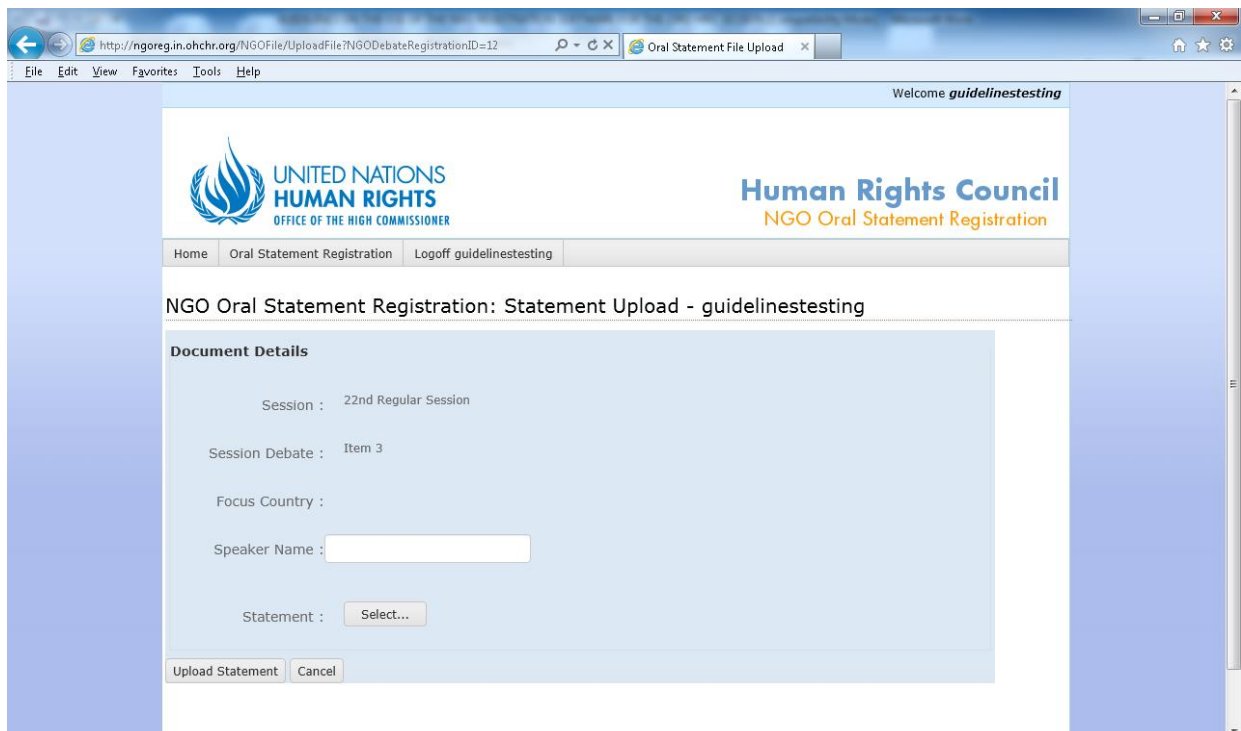
WARNING: Once you click on “Finalise sign-up”, you can no longer change your choices.

- **How to upload your statements (for NGOs participating in person and wishing to submit their statements in advance):**

After you click on “Finalise sign-up”, an “Upload Material” button will appear next to each debate for which you have signed up under the “Oral Statements Registration” tab:

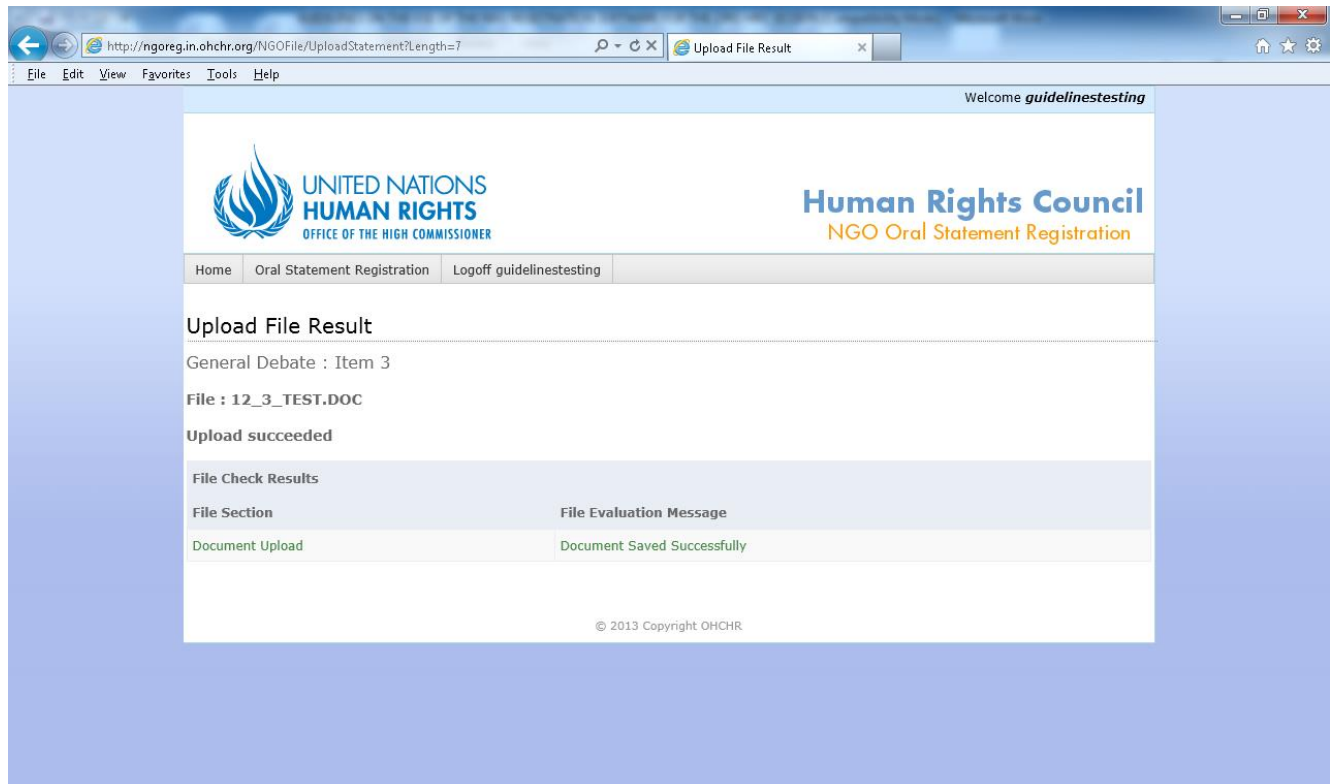


Clicking the “Upload material” button will redirect you to this page:



Enter the speaker's name, and upload your statement by clicking on the “select” button. The **speaker's name must also be confirmed in Room XX 24 hours preceding the relevant debate.**

Your statement is uploaded when you are redirected to this page:



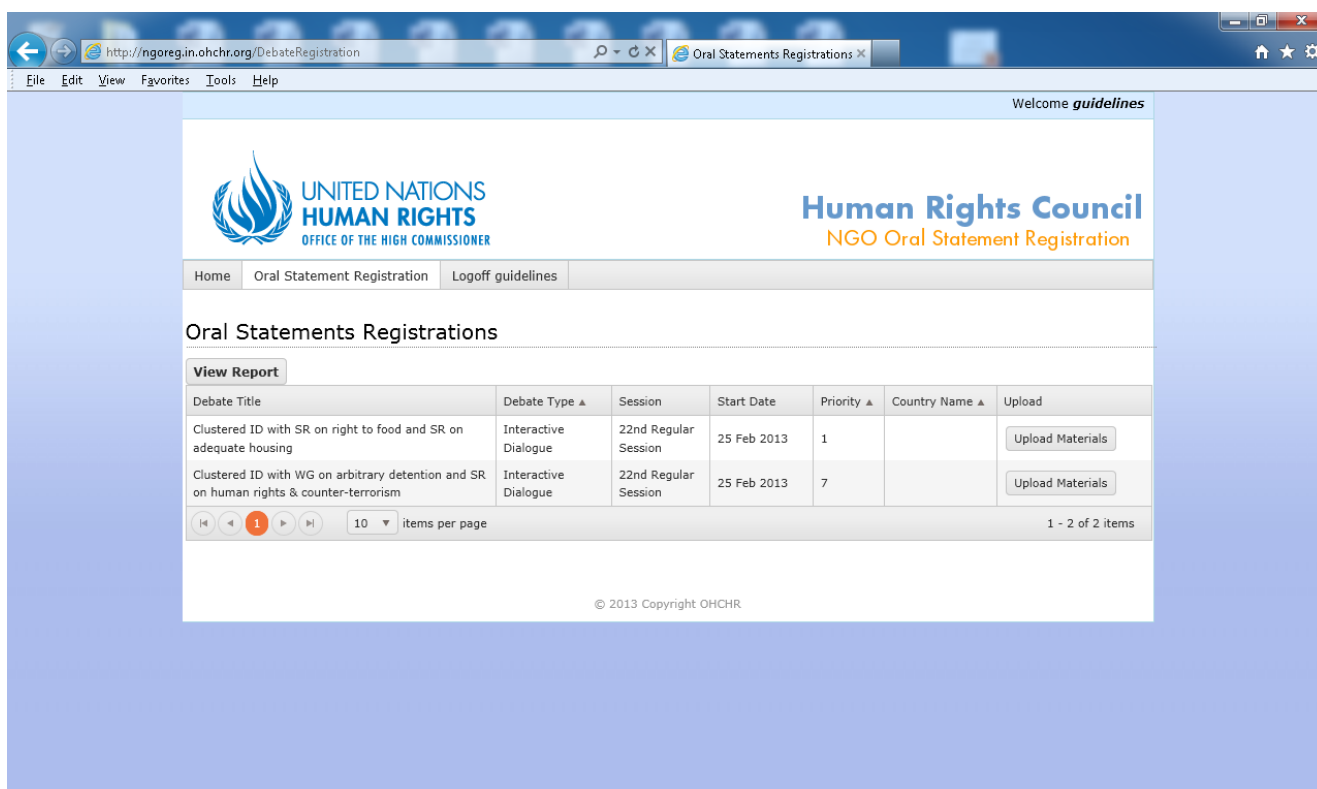
- **How to upload video messages**

Please note that this option is available only to NGOs in consultative status with ECOSOC which do not have an office or representative in Geneva, and which do not have individuals accredited to the relevant session of the Council. For more information, please see the guidelines on participating in the Human Rights Council by video message.² Video messages may only be submitted for the following types of debate:

1. The general segment of the Council plenary session held in March;
2. Interactive dialogues with special procedures relating to reports on country missions;
3. Plenary adoption of universal periodic review outcomes; and
4. Panels/annual discussions.

If you have indicated that you will participate by video message, after you click on “Finalise sign-up”, an “Upload Materials” button will appear next to each debate for which you have signed up under the “Oral Statements Registration” tab:

² The guidelines are available here: <http://www.ohchr.org/EN/HRBodies/HRC/Pages/NgoParticipation.aspx>



Clicking on “Upload Materials” will redirect you to this page:

NGO Oral Statement Registration: Video Upload - guidelines

Session : 22nd Regular Session

Session Debate : Clustered ID with SR on right to food and SR on adequate housing

Focus Country :

Speaker Name :

Transcript : [Select...](#)

Scan of Passport : [Select...](#)

Scan of Accreditation Letter : [Select...](#)

Video Length : ☐ Video 2 Min ☐ Video 3 Min

Video : [Select...](#)

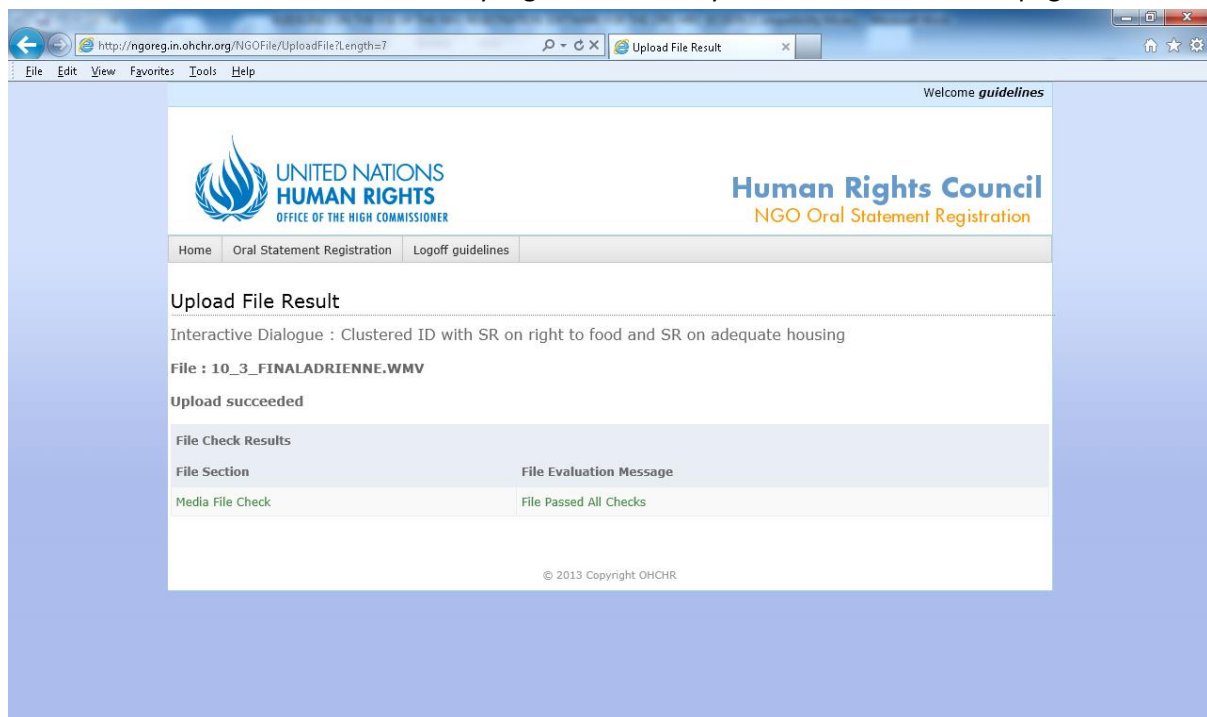
NGOs wishing to participate by videomessage must upload the following materials:

- The video statement itself, which must comply with the Guidelines for NGO video messages, available here: <http://www.ohchr.org/EN/HRBodies/HRC/Pages/NgoParticipation.aspx>
- Letter submitted on the NGO's official letterhead and signed by its President, Chief Executive Officer or Main Representative of the United Nations Office at Geneva (if the person is authorized to accredit representatives to the United Nations Office at Geneva);
- Colour copy of the photograph page of a passport or formal identity document of the person who will deliver the statement.

If you get the following error message, your video does not comply with the technical specifications outlined in the Guidelines for NGO video messages, and so you must upload a new message which complies with the guidelines.



Your video statement has been correctly registered when you are redirected to this page:



Updates about the Human Rights Council will be posted on the front page of the system during the session, and are also available via the Human Rights Council secretariat's twitter account:

https://twitter.com/UN_HRC