

6th session of the OEIGWG on TNCs and OBEs (26-30th October 2020)

Guidance note on inscribing on the list of speakers, sending statements, sending video statements and joining via Webex

This guidance note is intended for States, specialized agencies, intergovernmental organizations, national human rights institutions and non-governmental organizations (with ECOSOC status).

During each segment of the programme of work, there will be time for discussion and negotiation, during which States, specialized agencies, intergovernmental organizations, national human rights institutions, and non-governmental organizations (with ECOSOC status) will be allowed to intervene, in that order. This year, interventions will be made from participants attending the meeting **in person**, from participants connected through **Webex** or through **pre-recorded video messages** (please see for additional information the technical note posted on the 6th session webpages).

Due to the contingencies linked to the format of the meeting (in-person meeting with remote participation), **all stakeholders who plan on making oral interventions, including those attending the meeting in person should let the Secretariat know as soon as possible**. This will facilitate the drawing of the list of speakers for each of the meetings organized publicly during the session, the anticipation of the approximate combined time allocation needed for all interventions (in-person, remote via Webex and through pre-recorded video messages) at a meeting, and will enable the timely and necessary technical support for these different type of interventions. The list of speakers will close **24 hours** before the meeting in which the respective discussion/negotiation is scheduled to start. Depending time availability and technical capabilities, participants who are not inscribed on the list of speakers for a specific session will be able to ask for the floor once all inscribed speakers will have taken the floor: for those participating in-person, they will be able to do so by simply raising their placards, and for those joining remotely by sending an email at igwg-intervention@ohchr.org, with the following mention in the email's title: "Urgent request for the floor".

In order to inform the Secretariat about their intention to speak, and in order to respect social distancing measures currently applied in light of COVID-19, States, specialized agencies, intergovernmental organizations, national human rights institutions and non-governmental organizations (with ECOSOC status) are requested to send an email to **igwg-intervention@ohchr.org**, copying **copying_speeches@un.org**, with the following information:

- **The session during which the oral intervention is to take place:** e.g., "Tuesday morning, covering articles 3 and 4;"
- **The means through which the oral intervention will be made,** i.e. in person delivery, remote intervention through Webex, or remote intervention through the sending of a pre-recorded video message.
- **The type of stakeholder speaking:** e.g., State, specialized agency, IGO, NHRI, or NGO;
- **Name of the State or organization;**
- **Name of the speaker;**
- **A copy of the oral statement** which will be part of the public session's documents and also aid the interpreters and report writers.

The Secretariat will draw the list of speakers for each category of stakeholders based **on the time of inscription** for each of the meeting, but starting with in-person participants for each category of

stakeholders first, followed by participants joining via Webex and participants intervening via video messages. Participants are kindly requested to limit their interventions to be as concise and succinct as possible, formulating specific comments and proposing textual suggestions on the provisions under consideration. Due to the constraints linked to the format of the meeting (in-person meeting with virtual participation) a time limit for each intervention will need to be imposed for each category of stakeholders, as follow:

- States and regional organization : **5 minutes maximum**
- Other Stakeholders: **2 minutes maximum (3 minutes for joint statements)**

Please note:

- Only NGOs with ECOSOC consultative status may make an oral statement. Where the speaker is not from the inscribing NGO, an authorized representative from the latter must authorize this in writing.
- To take the floor, NGO speakers attending the meeting in-person should use the conference-table seats reserved for that purpose.
- In order to allow for the largest possible number of substantive contributions, participants are kindly requested to limit their interventions to be as concise and succinct as possible.
- Abusive or disrespectful language or derogatory and inflammatory remarks by any participant will not be tolerated during the session. All participants should ensure that a sense of respect and tolerance permeates the discussion.

All statements received will be posted as received on OHCHR’s website and as soon as possible following the conclusion of each meeting. If the statement delivered is substantially different from the document initially received by the secretariat or if you do not wish the statement to be published online, please inform the secretariat. In line with the OHCHR disability policy, oral interventions without written scripts cannot be shared on the website.

Remote participation by video messages

If representatives are to deliver a statement through a pre-recorded video, the video should be sent **via WeTransfer at least 12 hours before the session for which it is submitted**. Guidance on sending video messages via WeTransfer can be found in annex I.

In recording your statement, please be mindful of the audio and video quality. Please also note that the video file has to **adhere strictly** to the time limit based on your belonging to a category of stakeholder.

Furthermore, in order to enhance participation of persons with disabilities, all stakeholders are strongly encouraged to include captioning of the video statement (please refer to the guidelines on creating captions using YouTube in Annex II), as well as to consider including sign language interpretation.

Finally, by submitting a video statement to the IGWG on TNCs and OBEs Secretariat for the purpose of screening it during an official meeting of the IGWG, the video statement will become an official record of the session and considered a UN audio-visual asset that can re-disseminated to media organizations worldwide on a non-commercial basis, in accordance with guidelines of the Department of Global Communications, and will be included in the webcast archive of the meeting on webtv.un.org

Remote participation by Webex

If representatives are to participate through Webex, they will **receive a link 30 minutes before the start of the meeting and are requested to join at least 15 minutes before the meeting.** Participants joining via Webex will be able to deliver their interventions in any of the six UN languages and will follow the meeting directly on the platform, receiving live audio and video in English (note that unfortunately only one language audio signal can be sent through Webex). They will be given the floor according to their position on the list of speakers. For Webex participants who would need to follow the meeting in another UN language than English, they should do so by connecting to the UN live webcast. Based on the list of speakers which will be shared with them in advance, they will need to connect via the Webex link received shortly before the estimated time of their interventions, and once their interventions deliver, rejoin the meeting on the UN live webcast. Guidance on the use of Webex can be found in annex III.

