**48th session of the Human Rights Council**

**Information note for NGOs**

***(Latest update: 10 September 2021 – Subject to change)***

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# Introduction

The purpose of this document is to provide information to civil society representatives participating in the 48th session of the Human Rights Council. This is based on information available at this moment and will be revised and it will be updated on a regular basis.

**IMPORTANT: This document is subject to change.**

# NGO Liaison Office – NEW EMAIL ADDRESS

Due to the COVID-19 situation, the NGO Liaison Office of the Human Rights Council Secretariat will remain closed. The Office will be available for any queries through the **new email address:**

[OHCHR-hrcngo@un.org](mailto:OHCHR-hrcngo@un.org)

Due to the COVID-19 context, there will be no distribution of documents in the meeting rooms. Likewise, distribution of any material or document in the meeting rooms, at the tables and boards outside meeting rooms or elsewhere in the Palais des Nations is not permitted.

# Dates and important information

The 48th session of the Human Rights Council is scheduled to take place from 13 September to 8 October 2021.

The Bureau of the Human Rights Council on 6 September agreed that **NGOs in consultative status with the ECOSOC be invited to submit pre-recorded video statements for general debates as well as for interactive dialogues, panel discussions and UPR adoptions during the 48th session**.

Consequently, NGOs in consultative status with the ECOSOC and active Designations with UNOG wishing to participate in the special session will have to submit **pre-recorded** **video-statements through the online registration system** [**https://ngoreg.ohchr.org**](https://ngoreg.ohchr.org) **and fulfil all the relevant requirements** *(see Annex I for a complete checklist).*

## Modalities for NGO participation in general debates - NEW

The HRC Bureau on 6 September agreed that, in order to balance the importance of inclusivity and what is feasible in terms of time and resources, **the list of speakers for NGOs for each of the general debates would be set in line with the average number of NGOs that participated in each of the general debates in the previous three September sessions of the Council** (the 39th, 42nd and 45th sessions, respectively). Moreover, NGOs would be provided the opportunity to indicate their priority when making their registration in order to ensure placement in their preferred general debates.

The average number of NGOs that participated in each of the general debates in the previous three September sessions of the Council is as follows:

|  |  |  |
| --- | --- | --- |
| General deba​te under I​tem 2 | 54 |  |
| ​General debate under Item 3 | 94 |  |
| ​General debate under Item 4 | 117 |  |
| ​General debate under Item 5 | 50 |  |
| ​General debate under Item 6 | 29 |  |
| ​General debate under Item 7 | 27 |  |
| ​General debate under Item 8 | 51 |  |
| ​General debate under Item 9 | 53 |  |
| ​General debate under Item 10 | 33 |  |
|  |  |  |

# Accreditation to HRC48

**All NGO representatives will have to be duly registered and approved through INDICO**, here: <https://indico.un.org/event/33588/> When submitting an accreditation request, NGO representatives are invited to indicate if they already possess an annual badge or a valid temporary ground pass at UNOG. If so, by uploading a picture of it in the relevant field in INDICO platform, this will be accepted *in lieu* of the accreditation letter, which remains mandatory for all temporary accreditations. It is mandatory, for all participants, to provide a valid phone number, possibly mobile phone, for contact tracing purposes.

# Oral statements and lists of speakers

The online registration system for the 48th session can be found on the usual website: <https://ngoreg.ohchr.org>. The system opened **on Monday, 6 September at 2 PM.**

After registering for a debate, **NGOs can upload a video statement at a later stage**. It is not necessary to upload it at the moment of registration.

**The deadline to upload a video statement is at 6 p.m. on the day prior to the debate.** Video-statements received past this deadline will not be displayed.

Once you have signed up for a debate, you will have to upload the relevant files through two separate fields: **“Upload transcript”** and **“Upload video”**, as showed below:

**Graphical user interface, application, table

Description automatically generated**

* By clicking on “**Upload transcript”**, you will have to insert the name of the speaker and upload the file with the transcript of the oral intervention in accessible format (Word or Accessible PDF). This is the version that will be used by UN interpreters, and that will be posted on the HRC Extranet.
* By clicking on **“Upload video”**, you will have to upload:

1. A scanned copy of the passport of the speaker;
2. The letter requesting the accreditation of the speaker;
3. The video file; and
4. The subtitles (optional).

**Please note that both the steps mentioned above are mandatory. A video uploaded without the transcript will not be processed by the HRC Secretariat.**

As recalled by the Bureau of the Human Rights Council, with the exception of an official representative of a UN Member State speaking in front of the national flag and/or the official picture of the Head of State/Government, **the background of video-statements should be neutral without any flag, banner, flyer, picture or symbol.**

**The full official name of the NGO should be displayed within the video**. Please note that the name displayed should be the one of the NGO delivering the statement only (no co-sponsors or non-ECOSOC NGOs), and it should in accordance with that registered in the database of NGOs in consultative status with ECOSOC.

As mentioned above, the video and the accompanying files can be uploaded at a later stage. Please note that the video file has to **adhere strictly** to the speaking time limits. Video that are longer than the allocated time will be rejected automatically by the platform.

The speaking time limits are as follows:

|  |  |  |
| --- | --- | --- |
| **SPEAKING TIME MODALITIES HRC48 NHRIs/NGOs** ​ | | |
| **Type of discussion** | **Time limit video-statements** | **Time allocated to NGOs per debate** |
| General debates | 1 minute and 30 seconds | **See table above** |
| Interactive dialogues | 1 minute and 30 seconds | 15 minutes |
| Panel discussions | 2 minutes | 2 NHRIs and 4 NGOs in two speaking slots |
| UPR outcomes | 2 minutes | 20 minutes |

**Captioning of the video is strongly encouraged** in order to ensure accessibility of persons with disabilities. In order to facilitate this procedure, NGOs are able to upload a specific file for subtitles directly in the online registration system. This is not a mandatory field and it can be left empty.

**REMINDER**: **The accreditation through INDICO is mandatory.**

***DISCLAIMER****: By submitting a video statement to the HRC Secretariat for the purpose of screening it during an official meeting of the HRC, the video statement will become an official record of the HRC session and considered as a UN audio-visual asset that can be 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.*

### Recommended technical specifications for video messages

1. **MP4**The MP4 or MPEG-4 file format is a digital multimedia container format most commonly used to store video and audio, but it can also be used to store other data such as subtitles and still images.
   * video encoding: **H.264**
   * audio encoding: **Min 44100Hz**
   * video resolution: **Min 640x480**

**Max 1920x1080**

**Frame rate 24, 30 fps**

1. **MOV**MOV is the Apple Inc. Quicktime multimedia container file that contains one or more tracks, each of which stores a particular type of data: audio, video, effects, or text (e.g. for subtitles).
   * video encoding: **H.264**
   * audio encoding: **Min 44100Hz**
   * video resolution: **Min 640x480**

**Max 1920x1080**

**Frame rate 24, 30 fps**

1. **AVI/WMV**Audio Video Interleaved (AVI) is a multimedia container format introduced by Microsoft that can contain both audio and video data in a file container that allows audio-with-video playback.

Windows Media Video (WMV) is a video compression format for several proprietary codecs developed by Microsoft.

* + video encoding: **WMV3** (Windows Media Video 9)
  + audio encoding: **Min 44100Hz**
  + video resolution: **Min 640x480**

**Max 1920x1080**

**Frame rate 24, 30 fps**

When using a smartphone, record the video in landscape (horizontal) mode.

Please note that no professional equipment is required to record video messages. Most modern consumer electronics (smartphones, laptops, etc.) are capable of recording video that complies with the specifications.

**All files will be played using VLC Media Player.** **Please note that the Secretariat does not bear responsibility if files that do not comply with the recommended specifications cannot be displayed in our audio-visual system. Depending on the quality of the video-statement, interpreters may stop interpretation.**

# NEW FEATURE: Online co-sponsoring of NGO statements

At this session, the Secretariat has introduced a new feature, that will **allow NGO to co-sponsor other NGOs’ statements directly through the online registration system** [**https://ngoreg.ohchr.org**](https://ngoreg.ohchr.org). The previous method, *i.e.* sending the co-sponsorship form via email, remains valid for the time being.

In order to co-sponsor the statement of other NGOs, you will have to log-in with your credentials in the online registration system <https://ngoreg.ohchr.org> and click on the new tab titled **“Cosponsoring a statement by another NGO”:**



In this tab, you will have to select the debate in which the NGO you are willing to co-sponsor is delivering its statement, and then select the name of the NGO from the drop-down menu. This menu will show all the NGOs registered to a specific debate listed in alphabetical order. If the NGO you are trying to co-sponsor does not appear, they have probably yet to register.

Once you have selected the NGO, you must click on “Co-sponsor”. A list of the statements you are co-sponsoring will subsequently appear below. You will also have the possibility to remove a co-sponsorship to any debate at a later stage.

# List of speakers on HRC Extranet

The lists of speakers for the 48th session will be made available on the [HRC Extranet](https://hrcmeetings.ohchr.org/HRCSessions/RegularSessions/47session/Pages/default.aspx) on a weekly basis. All the posted lists will be constantly updated**.**

# Confirmation of speaking slots

As per usual practice, all NGOs are requested to confirm their speaking slots. Their participation will be confirmed once the video statement is uploaded on the online registration system as per the deadline set. Please note that the speaking slots of those NGOs that have not uploaded a video statement before the deadline will be removed from the list of speakers.

# Side events

Side events cannot take place inside the Palais des Nations during the 48th session. In case NGOs decide to organize virtual events in parallel to the 48th session, information on such events could be listed on the OHCHR civil society webpage along with a statement indicating that the events are not official Council events. For additional information, please contact [ohchr-hrcngo@un.org](mailto:ohchr-hrcngo@un.org)

# Reprisals

Any act of intimidation or reprisal for cooperation in the context of the HRC session should be promptly reported to the HRC Secretariat.

# Programme of work, SCHED, additional information and useful contacts

All relevant information on the 48th session is made available on the HRC website and the [HRC Extranet](https://hrcmeetings.ohchr.org/HRCSessions/RegularSessions/47session/Pages/default.aspx). Credentials are no longer needed to access the Extranet.

**The programme of work is subject to change**. For updated information on the schedule, NGOs are invited to consult the SCHED meeting calendar of the session, which reflects all changes in the schedule of the debates, available through the following link: <https://www.ohchr.org/EN/HRBodies/HRC/RegularSessions/Session48/Pages/48RegularSession.aspx>

For any further questions or information, please contact us through the usual e-mail address at [ohchr-hrcngo@un.org](mailto:ohchr-hrcngo@un.org). Questions relating to accreditation should be sent to the following address: [ohchr-hrcaccreditation@un.org](mailto:ohchr-hrcaccreditation@un.org).

For updated information, consult the website: <https://www.ohchr.org/EN/HRBodies/HRC/Pages/NgoParticipation.aspx>

# **ANNEX I – CHECKLIST FOR NGOs**

This checklist is designed to facilitate NGOs’ participation in the 48th session by summarizing the mandatory steps that they are required to take.

Please note that if you have not taken any of these steps, your video-statement will not be processed.

**Checklist:**

* Your NGO is in consultative status with ECOSOC (<http://csonet.org/>)
* Your NGO has duly accredited Designated representatives with UNOG for 2021 (<https://www.ungeneva.org/en/practical-information/civil-society>)
* You have registered to deliver a video statement through the online registration system (<https://ngoreg.ohchr.org>)
* You and/or the person who will deliver the statement on behalf of your organisation is/are accredited and approved for the session in INDICO (<https://indico.un.org/event/33588/>)
* You have checked your position on the list of speakers uploaded on the HRC Extranet: <https://hrcmeetings.ohchr.org/HRCSessions/RegularSessions/48session/Pages/default.aspx>
* You have uploaded all relevant documents, including the video statement(s), to the online registration system (<https://ngoreg.ohchr.org>) before the deadline of 6 pm of the day prior to the beginning of each debate. For updated information on the schedule, you can check SCHED: <https://www.ohchr.org/EN/HRBodies/HRC/RegularSessions/Session48/Pages/48RegularSession.aspx>
* You have made sure that your video statement(s) abide by the rules applicable for video statements, *i.e.* the background should be neutral without any flag, banner, flyer, picture or symbol and the full official name of the NGO in consultative status with ECOSOC should be displayed in the video.