

United Nations
Office of the High Commissioner for Human Rights

Durban Review Conference
Information brief for NGOs
17 April 2009

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reserved seats, consisting of 60 seats on the ground floor, 144 seats on the 5th floor gallery and 192 seats on the 6th 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

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, 3rd 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 pr

Draft outcome document

The official version of the draft outcome

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. Any additional queries on side events should be sent by email to: 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

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