Human Rights Council - Guidelines to submitting NGO written statements on-line

**Important General Information:**

NGOs in consultative status with ECOSOC (General, Special or Roster status) may submit written statements to the Human Rights Council.

NGOs in general consultative status may submit written statements of up to 2,000 words. NGOs in special consultative status or on the roster may submit written statements of up to 1,500 words. The written statement is issued, unedited, in the language(s) as received (English, French or Spanish at this time) from the submitting NGO. NGOs assume full responsibility for the content of their statements, which should fully uphold UN standards and must not include deliberately abusive language. If in doubt about Member States’ names and correct UN terminology, use **UNTERM database**: http://unterm.un.org

These Guidelines are issued in relation to the new on-line system for submitting written statements by NGOs in consultative status with ECOSOC. The overall system of processing written statements, as described in OHCHR’s **Practical Guide for NGO Participants**, remains unchanged.

These illustrated Guidelines include a step-by-step description of the on-line procedure.

1. First step: creating a Username and Password *(only necessary once per session)*
2. Second step: submitting your written statement(s)

**STEP 1**  Register and create your NGO’s Username (#1) and Password (#2)

This NGO registration system uses the same platform for submitting written statements as is used for requests for oral statements. You will need to register **once** for each new session of the Human Rights Council. **NOTE:** The same Username (#1) and Password (#2) should be used for both written and oral statements!

You can access the registration page from the HRC information page for NGOs:
http://www.ohchr.org/EN/HRBodies/HRC/Pages/NgoParticipation.aspx

The direct link is: https://ngoreg.ohchr.org/WrittenStatementRegistration/Home

The first time you open the web page, you will have to register your ECOSOC NGO.

[Image of login page]
When you register your NGO for the first time into the system, you will register with your NGO’s official ECOSOC name, **exactly identical** to the name registered in the ECOSOC database: [http://csonet.org/](http://csonet.org/)

Selecting the **Attendance type** is mandatory, even though it pertains only to Oral Statements. It has no incidence on Written Statements.

You will then choose a **User Name**, (1) (which can be your own name, for example) and then a **Password** (2). **Attention:** Passwords are Case sensitive! Once you have registered, these last two items (**User Name** and **Password**) (1 & 2) will be used thereafter to **log-in** to the system where your written statements are kept for each session of the Human Rights Council automatically under your NGO’s name. **Do not register again,** but **log-in** instead.

**IMPORTANT** **NB** **If several persons are going to submit statements for the same NGO, please coordinate together and use the **same** #1) **User Name**, and #2) **Password,** so that you can verify what has already been submitted by others.

Keep the same **User name and Password** for the entire current session. **Please share with your colleagues.**

Click on **REGISTER** button.
STEP 2. Submitting your written statement(s)

After Registration, you should now be on the Home Page where you will find the “Register New Documents” button.

In order to register a new statement, you must select the Agenda item number and the Segment in pull down lists.

The choice of individual or joint statement is simple. If it is a joint statement, you will be able to add the other ECOSOC NGOs submitting the statement from a pull-down list from the ECOSOC database. For any NGOs without consultative ECOSOC status, these can be added in the next box below. They will appear as a footnote to the title of the statement. It is your responsibility to enter the name correctly.

The title of the statement should be entered in full in the appropriate box. If the statement is in more than one language, each language selected will generate a box in which you must note the correct title in that appropriate language, as per the following example.
Once you enter this information, the next page will give you the appropriate (Word document) templates for each language to download. There will be one template for each language you have requested for the document.

The Instructions for the Templates, as seen on this page of the webpage:

Open the template and save it on your computer – with any name you choose.
It is important not to change any element on the front page of this document.
Copy and paste the text of your statement where indicated after the title as it appears on the 2nd page.
Ensure that your text is entirely complete (footnotes, paragraph separations, etc) – Go directly to Page 2.
CLICK ON Button: “Go to step 3: Documents Submission”

You will see the title of your document on this page and you will upload your saved document(s) where it says Browse. One document per each language previously selected.

**WARNING:** Once your document is submitted, there can be no changing of the text, the agenda item number or the NGOs listed for a joint statement. Please ensure that you are submitting the final version.

When finished, you can go back to the Home Page to see the list of your submitted documents and even submit new documents. This is your confirmation that they have been submitted: you will not receive an email from the hrcngo@ohchr.org email address.

Your feedback on the new system is welcome. You may send it to: hrcngo@ohchr.org

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**IMPORTANT**

Note: The next time you log-in, please do NOT register. You only need your User name (#1) and Password (#2) (case sensitive). The name of your NGO is already registered. Several persons in your organization can use the same registration by signing in with the same User name and Password.