

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 screenshot shows the top of the registration page. At the top right, there is a logo for the United Nations Human Rights Office of the High Commissioner and the text 'HRC Session NGO Written Statement Registration'. Below this, there is a 'Log in' section with a 'Register' button. An orange arrow points from a text box to the 'Register' button. The text box says: 'The first time you open the web page, you will have to register your ECOSOC NGO.' Below the 'Log in' section, there is a 'Log-in Details' section with two input fields: 'User name' and 'Password'. Red callout bubbles with '#1' and '#2' point to these fields respectively. At the bottom of the 'Log in' section, there is a 'Log in' button and a link: '* Click here if you can not remember your password'.

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/>

UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER

HRC Session
NGO Written Statement Registration

Register

Registration Form

- 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 : Please select, but note that this pertains to Oral Statements only
Select how you will attend
- FirstName
- LastName

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.*

Phone

User name

Password

Retype password

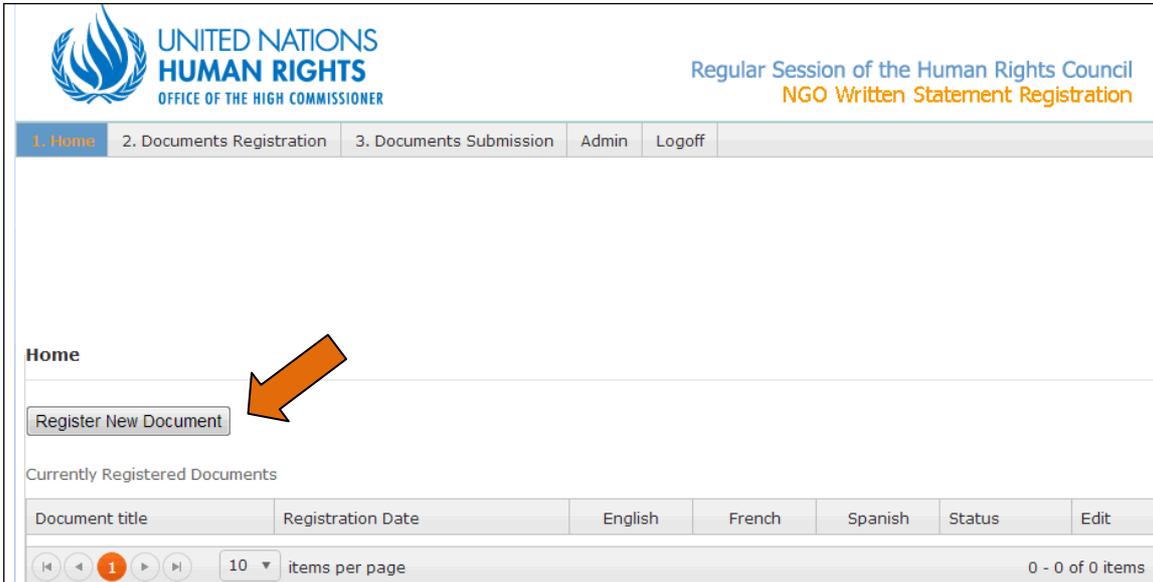
Register Cancel

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.

Agenda item #: 3 Promotion and protection of all human rights, civil, political, economic, social and cultural rights

Segment: General Debate

Type of Statement: Individual Joint

ECOSOC NGO General Consultative Status: **Max 2000 words**
 ECOSOC NGO Special Consultative Status/Roster: **Max 1500 words**

Language(s): English French Spanish

The document of each selected language is required

Statement title En: Write English title
Human rights defenders in conflict zones

Statement title Fr: Ecrire titre français
Défenseurs des droits de l'homme en zone de conflit

Statement title Sp:

Enter one translated title for each language version

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.

UNITED NATIONS HUMAN RIGHTS OFFICE OF THE HIGH COMMISSIONER

HRC Session
 NGO Written Statement Registration

1. Home 2. Documents Registration 3. Documents Submission Admin Logoff

Download Template(s)

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)

English 
 French 

Go to step 3: Documents Submission Back

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. – Go directly to Page 2.
 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)

CLICK ON Button: "Go to step 3: Documents Submission"

Documents Submission

Statement Title: **Human Rights Defenders in Conflict Zones**

The document(s) of the selected language(s) is(are) required.

English: \\fshq.ad.ohchr.org\redire

French: \\fshq.ad.ohchr.org\redire

Important: once your document is submitted, there can be no changing of the text, the agenda item number or the NGOs listed. Please insure that you are uploading the finalised version.

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

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.

Log in

If you do not have an account for the session.

Log-in Details

User name

Password

* [Click here if you can not remember your password](#)