**Procedure for preparing & delivering an oral   
statement at the Human Rights Council** *This document provides guidance and a checklist on the preparation   
and delivery for oral statements at the Human Rights Council.*

1. Hold a coordination meeting to discuss statements to be delivered and broad focus, as well as assigning responsible staff for each statement, and prioritisation. Statements must be linked to specific agenda items, interactive dialogues, general debates or panels, so use the draft Programme of Work for the session to help you plan (available on the [OHCHR web page](https://www.ohchr.org/EN/HRBodies/HRC/RegularSessions/Pages/RegularSessions.aspx) for each Human Rights Council session and the [HRC extranet](https://extranet.ohchr.org/_layouts/OHCHR.CustomLogin/OHCHRLogin.aspx?ReturnUrl=%2fsites%2fhrc%2f_layouts%2fAuthenticate.aspx%3fSource%3d%252Fsites%252Fhrc&Source=%2Fsites%2Fhrc) – username: hrc extranet, password: 1session).
2. Sign up for statements (if your NGO has ECOSOC status) or ensure that a partner NGO with ECOSOC status signs up (generally at 14:00 Geneva time on Thursday before the session): <https://ngoreg.ohchr.org>.
3. For Interactive Dialogues and UPR adoptions, usually only the first 10 NGOs will be able to deliver their statements. For General Debates, there is no limit on the number of speakers. It is also possible to sign up to speak in the General Debates once the session has begun.
4. You will need to check to see what slots you obtained, and what time is allowed for the statements. This information is generally made available on the HRC extranet the day after signing up (Friday).
5. 24 hours before the statement, you will need to sign the list of speakers in Room XX to confirm the speaking slot. You can confirm by email (hrcngo@ohchr.org) if your NGO is not based in Geneva.
6. Before delivery, ensure that :

* The statement is uploaded to the OHCHR NGO registration portal at <https://ngoreg.ohchr.org>.
* The statement is generally sent as a courtesy to all States named in the statement.

1. You will be responsible for ensuring you know when statements are delivered, and that the slot is not missed. You can approach the Human Rights Council secretariat in Room XX for information.
2. After delivery, try to give visibility to the statement:

* An editorialised version of the oral statement is produced (600-800 words) for the web, with any interesting additional information (such as government statements or other NGO statements supporting your position).
* Use social media after delivery to draw attention to the statement and other relevant information (for example, you can post a short video explaining what you did).