

## HUMAN RIGHTS COUNCIL

### 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](#) for each Human Rights Council session and the [HRC extranet](#)).
- 2 Since COVID-19, the Bureau of the Human Rights Council have been proposing to the HRC which approves every session that NGOs in consultative status with ECOSOC and NHRIs with “A” status would have the possibility to deliver their statements in person or via pre-recorded video statements in all debates. Please note that this possibility is not yet institutionalized at the Council and can change.
- 3 Make sure to read carefully the “Information note for NGO engagement” that is posted by the Secretariat before every session here: <https://www.ohchr.org/en/hr-bodies/hrc/ngo-participation>.
- 4 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 Tuesday before the session): <https://ngoreg.ohchr.org>.
- 5 For Interactive Dialogues and UPR adoptions, usually only the first 10 NGOs will be able to deliver their statements. For panels, usually only the first 2 to 4 NGOs will be able to deliver their statements. For General Debates, the list of speakers for NGOs for each of the General Debates is set in line with the average number of NGOs that participated in each of the General Debates in the relevant previous three previous sessions.
- 6 You will need to check to see what slots you obtained, and what time is allowed for the statements. This information is available on the [HRC extranet](#), and the list of speakers is posted on the Friday before the session starts for the debates scheduled in the first week. The remaining lists of speakers are posted gradually on the HRC extranet.
- 7 To confirm the statements, in-person participants are required to confirm their participation by uploading the transcript of their statement(s) on NGOREG as per the deadline set (6 p.m. on the day before the debate is scheduled to start). For participants through a video statement, their participation will be confirmed once both their transcript and the video statement are uploaded on the online registration system as per the deadline set (6 p.m. on the day before the debate is scheduled to start). Read carefully the video-statement requirements in the “Information note for NGO engagement” that is posted by the Secretariat before every session here: <https://www.ohchr.org/en/hr-bodies/hrc/ngo-participation>.
- 8 You will be responsible for ensuring you know when statements are delivered in person or videos uploaded, and that the slot is not missed. You can approach the Human Rights Council secretariat in the HRC plenary room or contact them by email ([ohchr-hrcngo@un.org](mailto:ohchr-hrcngo@un.org)) for information.
- 9 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).