1. BRIEF OVERVIEW

Thematic panels

- High-level panel on the Vienna Declaration and Programme of Action
- High-level panel on human rights mainstreaming
- Panel on the impact of corruption on human rights

Annual Discussions

- Annual discussion on human rights and persons with disabilities
- Annual full-day meeting on the rights of the child (part I and part II)
- Annual thematic discussion on technical cooperation

Reports to be considered

- Report of the Special Rapporteur on the right to food
- Report of the Special Rapporteur on the right to adequate housing
- Report of the Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment
- Report of the Special Rapporteur on the situation of human rights defenders
- Report of the Working Group on arbitrary detention
- Report of the Special Rapporteur on the promotion and protection of human rights while countering terrorism
- Report of the Working Group on enforced or involuntary disappearances
- Report of the Special Rapporteur on freedom of religion or belief
- Report of the Independent Expert on the effects of foreign debt and other related international financial obligations of States on the full enjoyment of human rights
- Representative of the Secretary General on violence against children
- Report of the Special Rapporteur on the sale of children, child prostitution and child pornography
- Report of the Intergovernmental Working Group on private military and security companies
- Report of the Commission of Inquiry on Syria
- Report of the Special Rapporteur on the situation of human rights in the Democratic People’s Republic of Korea
- Report of the Special Rapporteur on the situation of human rights in Myanmar
- Report of the Special Rapporteur on the situation of human rights in the Islamic Republic of Iran
- Report of the Independent Expert on minority issues
- Report of the Forum on Minority Issues
2. NHRI RELATED DOCUMENTATION FOR THE SESSION

Relevant documents and information, including the report of the Secretary-General “National institutions for the promotion and protection of human rights” (A/HRC/20/9) and the report of the Secretary-General “Activities of the International Coordinating Committee of National Institutions for the Promotion and Protection of Human Rights in accrediting national institutions in compliance with the Paris Principles” (A/HRC/20/10), as well as reports submitted by the Special Procedures mandate holders and the annotated agenda will be available on the HRC’s webpage:

http://www.ohchr.org/EN/HRBodies/HRC/RegularSessions/Session22/Pages/22RegularSession.aspx

To access the HRC Extranet, select the link on the left hand toolbar of the OHCHR Council webpage.

When prompted, enter:

- Username: hrc extranet
- Password: 1session

NOTE: The Secretariat strongly encourages NHRI s to consult the HRC Extranet, as well as the OHCHR Human Rights Council website on a regular basis, as they are regularly updated as and when documentation becomes available.

3. BROADCASTING THE SESSION

New media and outreach tools
The meetings of the Council are broadcast live on the OHCHR webcast:

http://www.un.org/webcast/unhrc/

Updates during the Session are also shared through the HRC Alert: SMS service (free subscription through the Extranet for mobiles registered in Switzerland only) and Twitter (http://twitter.com/#!/UN_HRC)

4. NHRI PARTICIPATION

NHRI s with “A” status accreditation, the ICC and regional coordinating bodies of NHRI s (speaking on behalf of its “A” status members) can:

- make an oral statement under all substantive agenda items of the Human Rights Council;
- participate through video messages in the HRC plenary debates, including during the adoption of the outcome of the UPR of the country by the Council and the interactive dialogue following the presentation of a country mission report by a special procedures mandate holder;
submit documents, which will be issued with UN document symbol;
- take separate seating in all sessions.

**NOTE:** According to paragraph 28 of Human Rights Council resolution 16/21 on the Review of the work and functioning of the Human Rights Council, the “A” status NHRI of the country concerned shall be entitled to intervene immediately after the country concerned during the interactive dialogue, following the presentation of a country mission report by a special procedure mandate holder and also immediately after the State under review at the adoption of the UPR report in plenary. Resolution 16/21 also grants “A” status NHRI the right to nominate candidates as special procedures mandate holders (paragraph 22(a)).

5. NHRI DOCUMENTATION

In accordance with Human Rights Council resolution 5/1, “A” status NHRI are entitled to submit documentation at Council sessions. NHRI may submit reports, policy papers, etc.

The documents:

- should relate to a particular HRC agenda item;
- will receive an official UN document symbol (e.g. A/HRC/... NI/..);
- will not be edited;
- will not be translated (should therefore be in English, French or Spanish); and
- should not exceed a reasonable number of pages (i.e. 30-40 pages maximum).

The **deadline for submitting documents** for the 22nd session of the Human Rights Council is **15 February 2013**.

Documents should be emailed to Ms. **Cynthia Radert**, NIRMS, (cradert@ohchr.org), Mr. **Banuar Falcon** (nfellow4@ohchr.org), and to Ms. **Katharina Rose**, ICC Representative in Geneva (**k.rose@europe.com**).

When emailing documents, please indicate the agenda item under which they should be made available.

6. WRITTEN STATEMENTS

“A” status NHRI may submit written statements to the Human Rights Council. Statements should be no longer than 2,000 words and should be relevant to the Council’s Programme of Work of the 22nd session. Please refer to the **Guidelines** available on the HRC’s webpage for more information on the written statements.

Written statements should be sent electronically to Ms. **Cynthia Radert**, NIRMS (cradert@ohchr.org), Mr. **Banuar Falcon** (nfellow4@ohchr.org), and to Ms. **Katharina Rose**, ICC Representative in Geneva (**k.rose@europe.com**).

Please kindly note that the **deadline for submitting written statements** for the 22nd session of the Human Rights Council is **15 February 2013**. The Secretariat will not be able to ensure the timely processing and circulation of statements submitted late.
7. ACCREDITATION TO ATTEND THE SESSION

Accreditation of NHRIss shall be given to:

- institutions which are accredited by the International Coordinating Committee of National Institutions for the Promotion and Protection of Human Rights (ICC);
- the ICC as the representative body of NHRIss globally; and
- regional coordinating committees of NHRIss, speaking on behalf of “A” status institutions, in line with the strict criteria agreed upon by the ICC at its 19th annual general meeting in March 2007.

NHRIss that wish to accredit representatives to the 22nd session of the Human Rights Council should send a letter of request(s) by fax or a scanned attachment to an email prior to the beginning of the session.

The accreditation request should:

- be submitted on official letterhead;
- clearly state the title and the dates of the session the NHRI wishes to attend, e.g. “[Insert name of NHRI] wishes to send the following members to attend the [insert relevant session number] session of the Human Rights Council ([insert dates of session])...”;  
- be signed by the President or main representative of the NHRI;
- indicate the first name and family name of the person(s) who will represent the NHRI at the Council session (NB: names must appear exactly as they appear on the person’s ID document and family names must be capitalized).

Accreditation request letters should be faxed to Ms. Zenaida Lugon at: +41 (0) 22 928 9018 or email to zlugon@ohchr.org.

NHRI representatives should request their UNOG identity badge in person at the security entrance at Pregny Gate, 8-14, Avenue de la Paix, Geneva.

(Open from Monday to Friday from 8.00 am to 17.00 pm non-stop, throughout the session)

Representatives must present:

- an identity document, and
- a copy of the accreditation request letter

They will then be issued an appropriate photo-badge (designating participants as a National Human Rights Institution, the International Coordinating Committee of NHRIss, or other coordinating committee of NHRIss, respectively) that will be valid for the duration of the Council session.

8. ORAL INTERVENTIONS

“A” status NHRIss, the ICC, and regional coordinating bodies of NHRIss, speaking on behalf of “A” status accredited members, may present oral interventions to the Human Rights Council.

NHRIss wishing to make an oral intervention are requested to fill out the NHRI statement form (see Annex I) and hand-carry it to the List of Speakers Desk in the plenary room. Also note that there is a pre-inscription fax form (see Annex II).
Please note that those accredited institutions wishing to make an oral statement are responsible for bringing 250 copies of their statement, if they want it distributed in the room.

All persons addressing the Council as “A” status NHRIs or the ICC must be accredited as representing such institutions (see procedure above). Accredited NHRIs or the ICC may have other NHRIs associate with their statements. In such a case, the statement should clearly identify the institutions on whose behalf the statement is presented.

Regional coordinating committees may present an oral statement, provided that they only speak on behalf of their member NHRIs that are in full conformity with the Paris Principles, evidenced by an “A” status accreditation with the ICC. At the beginning of the statement, the regional coordinating committee must state the names of the NHRIs on whose behalf they speak.

9. NHRI PARALLEL EVENTS

NHRIs accredited for the 22nd session of the Council may organize parallel events of relevance to the work of the Human Rights Council, taking into account availability of conference rooms. The relevant forms for booking conference rooms and annexed guidelines on how to fill out the forms are available on the webpage of the Human Rights Council’s 22nd session at

http://www.ohchr.org/EN/HRBodies/HRC/RegularSessions/Session22/Pages/RoomReservation.aspx

Room reservation requests for intergovernmental consultations and events organized by specialized agencies, NHRIs and special procedures mandate-holders should be made by filling the form (See Annex III). The form should be submitted by fax or as a scanned attachment to an email to the Human Rights Council Secretariat, details provided below.

Attention of: Anjela Markova
Tel: +41 (0)22 917 9187
Fax: +41 (0)22 917 9011
amarkova@ohchr.org with copy to: hrcouncil@ohchr.org
Subject reference: Room booking request.

Conference room booking requests will be received by the Secretariat as of now, and will be processed on a first-come-first-served basis, subject to availability of conference rooms.

Please be advised that the Secretariat does not provide interpretation for parallel meetings. NHRIs should therefore provide their own interpreters, if they so wish, and inform the Secretariat accordingly ahead of time.

The NHRI in charge of organizing the meeting is requested to provide the Secretariat with a complete list of its guests (in excel format, with the first name in one column and the family name in a second column) at least 48 hours prior to the day of the meeting to Fax: +41 (0)22 917 90 11.

Persons not accredited to the Human Rights Council session, who are invited to take part in parallel meetings, should present themselves to the Pregny gate with an identity document, where they will be issued with a "Parallel Event" photo-badge. Please note that the badge will be valid for the duration of the meeting only.
10. VIDEO STATEMENTS

At its 19th session, the Human Rights Council\(^1\) adopted a decision to endorse the report of the Task Force to study the issues of secretariat services, accessibility for persons with disabilities and use of information technologies.

**NOTE:** This decision gives the opportunity to NHRI with “A” status ICC accreditation to participate in the Human Rights Council sessions through video messages under any Human Rights Council agenda item plenary debate. Only the Head, Secretary General or their designated representative in possession of a written authorization may be entitled to deliver a video message.

The credentials of the NHRI and the identity of individuals delivering the video message will be duly verified by OHCHR.

For all interventions through video messages a letter of request will need to be addressed to the Human Rights Council Secretariat or the National Institutions and Regional Mechanisms Section and comply with all the below requirements:

- Letter submitted on official letterhead and signed by the head of the NHRI or the Secretary General;
- Indication of the HRC session concerned, agenda item an specific segment of the programme of work in which the oral statement through video-messaging will be made;
- Indication of the full name (FAMILY NAME, First name) and functional title of the person who will deliver the statement (name of the person must appear exactly as it appears in his/her passport or formal identity document) as a designated representative;
- Colour copy of the person’s passport or of formal identity document.

**The Video minimum specifications are the following:**

**AVI/WMV**
- video encoding WMV3 (Windows Media Video 9,)
- audio encoding  WMA2 (Windows Media Audio 2)

**MOV**
- video encoding H.264
- audio encoding MP3 or AAC

All of them with the following parameters:
- video resolution min 640x480 max 1024x768, frame rate 30 fps
- audio resolution 44100 Hz, 16 bits, stereo

**NHRI are encouraged to include captioning on the video statement, and to consider including sign language, to enhance participation of persons with disabilities. A transcript of the video statement must be submitted in order to facilitate translation.**

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\(^1\) A/HRC/DEC/19/19 (recommendation 46):

“In the case of national human rights institutions compliant with the Paris Principles:
(a) Video messages may be pre-recorded in order to enhance participation in the plenary debates of the Human Rights Council, in particular in accordance with the provisions described in the annex to Council resolution 16/21, paragraph 13 (national human rights institution of the State under review) and paragraph 28 (national human rights institution of the State concerned)”
NOTE: ALL PRE-RECORD VIDEO MESSAGES together with their TRANSCRIPTS MUST BE UPLOADED BEFORE 15 FEBRUARY 2013 TO THE FOLLOWING WEBSITE:

https://extranet.ohchr.org/sites/video/SitePages/Home.aspx

NHRIs wishing to participate in the Human Rights Council session through video messaging need to send a request to Mr. Banuar Falcon (nfellow4@ohchr.org). They will then receive a username and a password to upload their video message.

11. ICC REPRESENTATIVE IN GENEVA

For further information on the work and sessions of the HRC, NHRIs may also wish to contact the ICC Geneva Representative, Ms. Katharina Rose (k.rose@europe.com).

NHRIs accredited by the ICC with “A” status that are not able to attend the session but would like the ICC Geneva representative to make a statement on their behalf should contact Ms. Katharina Rose (k.rose@europe.com) with a copy to Ms. Cynthia Radert (cradert@ohchr.org) and Mr. Banuar Falcon (nfellow4@ohchr.org).

For further information, please contact the National Institutions and Regional Mechanisms Section (NIRMS) at the Office of the High Commissioner for Human Rights.

Mr. Vladlen Stefanov
Chief, National Institutions and Regional Mechanisms Section
Tel: + 41 (0) 22 928 9377
Fax: + 41 (0) 22 928 9018
vstefanov@ohchr.org

Ms. Cynthia Radert
Associate Human Rights Officer
Tel: + 41 (0) 22 928 9122
Fax: + 41 (0) 22 928 9018
cradert@ohchr.org

Mr. Banuar Falcon
Fellow
Tel: + 41 (0) 22 928 9438
nfellow4@ohchr.org

or the ICC Geneva Representative
Ms Katharina Rose
Tel + 41 (0) 22 917 16 74
k.rose@europe.com
HRC Agenda Items

As per Human Rights Council Resolution 5/1 the agenda items are as follows:

**Item 1.** Organizational and procedural matters

**Item 2.** Annual report of the United Nations High Commissioner for Human Rights and reports of the Office of the High Commissioner and the Secretary General

**Item 3.** Promotion and protection of all human rights, civil, political, economic, social and cultural rights, including the right to development

**Item 4.** Human rights situations that require the Council’s attention

**Item 5.** Human rights bodies and mechanisms

**Item 6.** Universal Periodic Review

**Item 7.** Human rights situation in Palestine and other occupied Arab territories

**Item 8.** Follow-up and implementation of the Vienna Declaration and Programme of Action

**Item 9.** Racism, racial discrimination, xenophobia and related forms of intolerance, follow-up and implementation of the Durban Declaration and Programme of Action

**Item 10.** Technical assistance and capacity-building
Annex I

Human Rights Council, 22nd session (25 February-22 March 2013)

**NHRI statement form**

SHOULD BE BROUGHT IN PERSON TO THE LIST OF SPEAKERS DESK

1. Segment and subject of the meeting:

2. Date of meeting:

3. Name of the NHRI:

4. Speaker’s name:

5. If this is a joint statement, please provide the name(s) of other NHRI(s) on whose behalf this statement is also delivered:

<table>
<thead>
<tr>
<th>Name/s of other NHRI(s) on whose behalf the joint statement is also delivered.</th>
<th>Name and signature of authorized representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>
6. Name of person responsible for registration of statement (person accredited under the NHRI):

___________________________________________________________

7. Telephone and mobile number of person responsible:

__________________________________________________________________

8. Email of person responsible:

_____________________________________

9. Signature:

___________________________________________________________

Secretariat entered:

Date:
Annex II

TO BE E-MAILED TO:
k.rose@europe.com and nfellow4@ohchr.org

Form to be used by NHRI}s wishing to inform the Secretariat in advance of their intention to deliver a statement during the 22nd session of the Human Rights Council (25 February to 22 March 2013)

I, (in capital letters, indicate name of authorized representative)

__________________________________________________________________
(indicate telephone number)________________________________________

hereby wish to inform the Human Rights Council Secretariat of my organization’s intention to deliver a statement during the 22nd session of the Council (in capital letters, indicate name of NHRI)

__________________________________________________________________
__________________________________________________________________

on (indicate date)

__________________________________________________________________

with regard to segment/subject:

__________________________________________________________________
__________________________________________________________________

Signature of authorized representative

______________________________________________________________

Date________________________________________________________
NHRIs are kindly reminded that they should confirm and register in person at the list of speaker’s desk upon arrival in Geneva.

Annex III

Room reservation form for intergovernmental consultations and events organised by specialized agencies, NHRIs, and special procedures mandate-holders

- Room reservations have to be submitted no later than 12 p.m. on the day prior to the scheduled meeting. Requests made after 12 p.m. on the day prior to the meeting will not be reflected in the Bulletin of Informal Meetings.
- Reservations requests are not processed if form is not duly filled. No meeting room may be occupied without prior authorization of the Secretariat.

1. **ORGANIZER:**
   Delegation(s) responsible for the meeting:

   | A. ……………………………………………….. | B. ……………………………………………….. |

* If meeting organized on behalf of a Regional Group, please indicate: ……………………………………………..

<table>
<thead>
<tr>
<th>Contact person:</th>
<th>Contact details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile: ………………………………</td>
<td>Email: …………………………………………</td>
</tr>
</tbody>
</table>

2. **TITLE OF MEETING:**

   Date of meeting: ………….. Time of meeting: …………..

   A. **Consultations on draft proposal:**
   - Open-ended informal consultations on the draft (public meeting)
   [Please insert title of draft resolution/decision/presidential statement]

   - Meeting of co-sponsors of the draft (closed/private meeting)
   [Please insert title of draft resolution/decision/presidential statement]
B. **Other type of meeting:** Please indicate subject

---

3. **OTHER INFORMATION:**

**Number of participants:**

**Meeting to be announced on the Bulletin of Informal Meetings:**
- ☐ Yes
- ☐ No

**Meeting to be displayed on the general display board:**
- ☐ Yes
- ☐ No

**Equipment of the room:**
- ☐ Country name plates
- ☐ Access to interpretation booths
- ☐ Video projector via PC (CD, DVD, PowerPoint)

**Date of request:**

**Signature:**

---

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FOR SECRETARIAT USE ONLY

**Confirmation:**
- ☐ **YES:** Date: _____ Time: _____
- ☐ **NO:** Reason: Room: _____