1. BRIEF OVERVIEW

Thematic panels
Panel discussion on the issue of intimidation or reprisal against individuals and groups who cooperate or have cooperated with the United Nations, its representatives and mechanisms in the field of human rights.

Panel on rights of indigenous peoples: access to justice by indigenous peoples.

Nelson Mandela International Day Panel

Annual Discussions
Annual discussion on gender integration: economic, social and cultural rights, and empowerment of women

Reports to be considered
- Report of the Special Representative of the Secretary General on children and armed conflict
- Report of the Working Group on the use of mercenaries as a means of impeding the exercise of the right of peoples to self-determination
- Report of the Special Rapporteur on the promotion of truth, justice, reparation & guarantees of non-recurrence
- Report of the Special Rapporteur on extreme poverty and human rights
- Report of the Special Rapporteur on the human right to safe drinking water and sanitation
- Report of the Independent expert on the promotion of a democratic and equitable international order
- Report of the Special Rapporteur on the implications for human rights of the environmentally sound management and disposal of hazardous substances and wastes
- Report of the Special Rapporteur on contemporary forms of slavery, including its causes and its consequences
- Report of the Working Group on the right to development
- Report of the Commission of Inquiry on Syria
- Report of the Special Rapporteur on the rights of indigenous peoples
- Report of the Human Rights Council Advisory Committee
- Report of the Secretary General on the Gaza Fact-Finding Mission
- Report of the Working Group on people of African descent
2. DOCUMENTATION FOR THE SESSION

Documents and information for the Session, 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/HR Bodies/HRC/RegularSessions/Session21/Pages/21RegularSession.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 ICC 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, in particular during the adoption of the outcome of the UPR 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 their symbol number;
- take separate seating in all sessions;
**NOTE:** According to paragraph 28 of the 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 s are entitled to submit documentation at Council sessions. NHRI s 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 21st session of the Human Rights Council is **29 August 2012**.

Documents should be emailed to NIRMS, Mr. Banuar Falcon (nfellow4@ohchr.org), Ms, Zenaida Lugon (zlugon@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 s 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 21st 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, Mr. Banuar Falcon (nfellow4@ohchr.org), Ms. Zenaida Lugon (zlugon@ohchr.org) and to the ICC Representative in Geneva, Ms. Katharina Rose k.rose@europe.com

Please kindly note that the **deadline for submitting written statements** for the 21st session of the Human Rights Council is **29 August 2012**. The Secretariat will not be able to ensure the timely processing and circulation of statements submitted late.

7. ACCREDITATION TO ATTEND THE SESSION

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1 For the HRC agenda items, please see page 8 of this document.
NHRIs that wish to accredit representatives to the 21st session of the Human Rights Council should send a letter of request(s) by fax 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 and hrcaccreditation@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.

(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 NHRIs, or other coordinating committee of NHRIs, respectively) that will be valid for the duration of the Council session.

8. ORAL INTERVENTIONS

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

NHRIs 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 NHRI s 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 NHRI s on whose behalf they speak.

9. NHRI PARALLEL EVENTS

NHRI s accredited for the 21st 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 21st session at http://www.ohchr.org/EN/HRBodies/HRC/RegularSessions/Session20/Pages/RoomReservation.aspx

Room reservation requests for intergovernmental consultations and events organized by specialized agencies, NHRI s 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
Fax: +41 (0)22 917 9011
amarkova@ohchr.org with copy to: hrcouncil@ohchr.org
Subject reference: HRC21 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. NHRI s 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 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 s with “A” status ICC accreditation to participate in the Human Rights Council sessions through video messages, particularly during the adoption of the outcome of the UPR and during the interactive dialogue following the presentation of a country mission report by a special procedures mandate holder. 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 S and the identity of individuals delivering the video message will be duly verified by OHCHR.

Based on the Council rules of procedures, NHRI speaking time is of 2 to 3 minutes depending on the agenda item at which the statement is being delivered.

For all interventions through video messages a letter of request will need to be addressed to the Human Rights Council Secretariat (National Institutions and Regional Mechanisms Section) and ICC Geneva Representative 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 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
- **video length: up to 2 minutes max or up to 3 minutes max**
- file size: 250MB maximum

NOTE: ALL PRE-RECORD VIDEO MESSAGES together with their TRANSCRIPTS MUST BE UPLOADED BEFORE 29 AUGUST 2012 TO THE FOLLOWING WEBSITE
https://extranet.ohchr.org/sites/video/SitePages/Home.aspx

NHRI S wishing to participate in the Human Rights Council session through video messaging need to send a request to Mr. Banuar Falcon (nfellow4@ohchr.org) with copy to ICC Geneva Representative (k.rose@europe.com). 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 at (k.rose@europe.com) with a copy to Mr. Banuar Falcon (nfellow4@ohchr.org).

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

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

Mr. Banuar Falcon  
Fellow  
National Institutions and Regional Mechanisms Section  
Tel: + 41 (0) 22 928 9438  
nfellow4@ohchr.org
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, 21st session (10-28 September 2012)

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>
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<td>2.</td>
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<td>6.</td>
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</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 NHRIs wishing to inform the Secretariat in advance of their intention to deliver a statement during the 21st session of the Human Rights Council (10-28 September 2012)

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 19th 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: .................................................

   Contact person: ........................................ Contact details:
   Mobile: ..............................................
   Email: ..............................................

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:………………………………..

------------------------------------------------------------------------------------------------------------------------------------

FOR SECRETARIAT USE ONLY

Confirmation:

- YES: Date: ______ Time: _____ Room: _____
- NO: Reason: