

# COMMITTEE ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN (CEDAW)

## Participation by Non-Governmental Organizations (NGOs)

64<sup>th</sup> session (4 – 22 July 2016) and  
Pre-sessional Working Group for the 66<sup>th</sup> session (25 – 29 July 2016)  
Geneva, Palais des Nations, Room XVIII

### I. Consideration of reports by States Parties

The Committee will examine the reports of the following States parties during its 64<sup>th</sup> session: **Albania, France, Mali, Myanmar, Philippines, Trinidad and Tobago, Turkey and Uruguay.**

Please note that Wednesday, **6 July 2016**, is an **official UN holiday**. No meetings will be held on that day.

### II. Documentation

The reports of the States parties to be considered at the 64<sup>th</sup> session, the provisional agenda (CEDAW/C/64/1) and other documents pertaining to the session are available online at:

[http://tbinternet.ohchr.org/\\_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=1019&Lang=en](http://tbinternet.ohchr.org/_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=1019&Lang=en)

### III. Venue

The 64<sup>th</sup> session of the Committee will take place in Geneva at the **Palais des Nations** in **conference room XVIII**. The pre-sessional working group for the 66<sup>th</sup> session will also take place at the Palais des Nations in conference room XVIII.

### IV. NGO participation

The Committee has emphasized the importance it attaches to its cooperation with NGOs in its **statement on its relationship with non-governmental organizations** adopted in 2010 (<http://www.ohchr.org/Documents/HRBodies/CEDAW/Statements/NGO.pdf>), and invites representatives of national and international NGOs to provide country-specific information on issues relevant to the implementation of the Convention by the States parties scheduled for consideration at the 64<sup>th</sup> session. This can be done orally and/or in writing. The Committee encourages international NGOs and United Nations agencies, funds, programmes, and specialized agencies to facilitate attendance at Committee and pre-sessional working group sessions by representatives of national NGOs.

## V. Written submissions for the 64<sup>th</sup> session (4 – 22 July 2016)

NGOs wishing to make written submissions to the Committee are requested to:

- Indicate the full name of the NGO;
- Indicate the State party scheduled for consideration to which the information relates;
- Indicate **whether** or not the **submission can be posted on the CEDAW website for public information purposes**; and
- Submit the written information in Word format by e-mail.

All submissions should be received three weeks prior to the beginning of the session by the Secretariat of the Committee, i.e., **no later than 10 June 2016**. The written submissions should be sent electronically in Word format to the following e-mail address: [cedaw@ohchr.org](mailto:cedaw@ohchr.org). Please note that in line with the UN greening policy, **NGOs are no longer asked to submit information in hard copy format**.

**Due to the high number of submissions received at each session, such submissions should not exceed 10 pages (20 pages for submissions by NGO coalitions) and should highlight priority concerns and contain country-specific information, with a view to facilitating the work of the Committee.** They must not follow any specific structure or template and may be organized thematically and/or on an article-by-article basis.

NGOs can also avail themselves of the support of IWRAW-Asia Pacific to submit their written information electronically (in Word format) to the Secretariat. For details and deadlines, please contact IWRAW-Asia Pacific:

10-2, Jalan Bangsar Utama 9  
Bangsar Utama  
59000 Kuala Lumpur, Malaysia  
Tel: +60 322 822 255  
Fax: +60 322 832 552  
Email: [iwraw-ap@iwraw-ap.org](mailto:iwraw-ap@iwraw-ap.org) or  
[iwraw\\_ap@yahoo.com](mailto:iwraw_ap@yahoo.com)

## VI. Written submissions for the Pre-Sessional Working Group (25 – 29 July 2016)

The pre-sessional working group will convene in closed meeting and prepare lists of issues for the following States parties that are scheduled to be considered at the 66<sup>th</sup> session: **El Salvador, Germany, Jordan, Micronesia, Rwanda, Sri Lanka and Ukraine**. In addition, it will prepare a **list of issues prior to reporting for Israel** under the new simplified reporting procedure. The pre-sessional working group prepares lists of issues and questions for States parties scheduled to be reviewed two sessions later (four sessions later in case of lists of issues prior to reporting).

NGOs wishing to submit written information to the pre-sessional working group should follow the same procedure as for the submission of written information for the session (see above). Written NGO submissions should **not exceed 10 pages** (20 pages for submissions by NGO coalitions) and should be sent electronically **in Word format** to the following e-mail address (by **10 June 2016** at the latest): [cedaw@ohchr.org](mailto:cedaw@ohchr.org).

## **VII. Meetings with NGOs**

The Committee has set aside time at its 64<sup>th</sup> session for NGOs to provide oral information in respect of the States parties that have been scheduled for consideration during the session. These informal public meetings are scheduled on **Monday, 4 July 2016** from **15:00 to 16:30**, for countries that will be considered during the first week (**Philippines, Myanmar and France**), and on **Monday, 11 July 2016** from **16:00 to 17:00**, for countries that will be considered during the second week (**Albania, Turkey, Uruguay and Mali**) and the third week (**Trinidad and Tobago**) of the 64<sup>th</sup> session. The meetings will take place in **conference room XVIII** at the Palais des Nations in Geneva and are open to the public. For the schedule of considerations of States parties' reports, please consult the Committee's website for the 64<sup>th</sup> session at: [http://tbinternet.ohchr.org/\\_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=1019&Lang=en](http://tbinternet.ohchr.org/_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=1019&Lang=en)

Oral interventions by NGOs must be concise. On average, a maximum of 10 minutes are allocated for all NGOs wishing to intervene on one particular country. The available time is divided among the NGOs wishing to speak on a country and additional time is reserved for questions from Committee members. In view of the time constraints, any duplication of information should be avoided in the presentations on one particular country. NGOs wishing to make oral interventions are invited to contact IWRAW-Asia Pacific (see contact details above) to coordinate. NGOs making oral interventions should ensure that they bring **35 copies of their oral statement** at least **one hour** prior to the meeting for circulation to the Committee and for interpretation purposes. Prior to the presentation, NGOs are requested to send an electronic version of their statement in **Word format** to: [cedaw@ohchr.org](mailto:cedaw@ohchr.org)

The pre-sessional working group also invites NGOs to make oral interventions to provide country-specific information on the States parties scheduled for consideration at the 66<sup>th</sup> session. This informal private meeting will take place on **Monday, 25 July 2016** from **11:30 to 12:30** in **conference room XVIII at the Palais des Nations**. The paragraph above relating to oral interventions by NGOs is applicable to the pre-sessional working group as well, except that NGOs need to bring only **15 copies of their oral statement** prior to the meeting for circulation to the working group and for interpretation purposes. Prior to the presentation, NGOs are requested to send an electronic version of their statement in **Word format** to: [cedaw@ohchr.org](mailto:cedaw@ohchr.org)

## VIII. Registration

NGO representatives who wish to attend any sessions of the Committee or its pre-session working group must be duly registered. **All NGO representatives must complete the online registration form for the 64<sup>th</sup> session by 20 June 2016 at the latest by accessing the United Nations Department of Economic and Social Affairs' (DESA) CSO Net website. Please note that the online registration will be closed on that date and that the CEDAW Secretariat no longer accepts Conference Registration Forms for NGO representatives that are sent by e-mail.**

Please note that OHCHR **will not provide letters of invitation to NGOs** to attend CEDAW sessions for purposes of obtaining visas. However, upon request, the Secretariat can provide a general "to whom it may concern" letter specifying that a representative has requested and obtained accreditation to a meeting. Please also note that **OHCHR is unable to assist with travel and/or accommodation costs.** However, **indigenous NGO representatives** may seek funding from the UN Voluntary Fund for Indigenous Peoples:

<http://www.ohchr.org/EN/Issues/IPeoples/IPeoplesFund/Pages/IPeoplesFundIndex.aspx>

*How to pre-Register your NGO's participation*

### Step 1. Prepare – Organizational Profile

- Before you start, make sure your organization has an organizational profile in the United Nations Department of Economic and Social Affairs' (DESA) CSO Net database, with a corresponding login name and password.
- Generally, NGOs that have participated in UN meetings in the past already have such a profile.
- If your organization does not, please visit the following link to create a profile: <http://goo.gl/8k9bL>
- In this process, select "Special Event"/Apply for ECOSOC Status" when asked for your organization's objective. This will speed up your application.
- Approval of this profile can take up to 48 hours. You will receive an email with your login name and password details.
- You can only complete the steps below with your organization's own login name and password.

### Step 2. The Session

Visit the CSO Net meeting page of the session at <http://goo.gl/aEmFpk>

- In the left-hand column, click “Conference Registration”.

### Step 3. Login

- Type in your login name. See step 1 above.

### Step 4. Designate Representatives

- Please provide details of your proposed representative(s) to the event.
- You will receive a confirmation email with instructions for obtaining a ground pass.

## **IX. Ground Pass**

Upon arrival at the Palais des Nations, representatives of NGOs are required to enter through the Prégny Gate, United Nations Office at Geneva, Avenue de la Paix 8-14, Geneva, Switzerland, and proceed to the registration desk. The office hours are from 8:00 to 17:00, Monday through Friday.

In order to be properly registered and to receive a ground pass to enter the UN complex, NGO representatives must present:

- The confirmation e-mail from the CSO Net database;
- The completed Conference Registration Form (available from the CSO Net database); and
- A valid passport.

All participants are responsible for making their own arrangements relating to travel and accommodation as well as visas to enter Switzerland.

The Secretariat of CEDAW does not provide assistance in this regard and is not in a position to provide letters to the authorities of Switzerland for purposes of obtaining a visa.

Representatives requiring a visa to enter Switzerland are advised to apply as early as possible in case there are long delays for clearance by the Swiss authorities, and ensure that the visa is received in time for travel. Past practice shows that when applying for a Swiss visa, it is recommendable to bring copies of the e-mail confirming accreditation, as well as a letter prepared by the respective NGO, to the appointment with the relevant Swiss Consulate or Embassy.

Please note that NGO representatives must bring their passport (or government issued photo ID) as well as their ground pass every time they wish to enter the UN premises.

## **X. Private lunch time briefings**

NGOs wishing to provide country-specific information can participate in private lunch time briefings, which take place on the working day prior to the consideration of the periodic report of the State party concerned. In this regard, NGOs should contact IWRAW-Asia Pacific (see contact details above) to coordinate.

## **XI. Private thematic briefings**

NGOs wishing to organize a thematic briefing must contact the Secretariat at least one month in advance of the session. The Secretariat will advise if it is possible to accommodate a given request in light of all requests received as well as the availability of Committee members.

## **XII. Additional Information**

For further information about the treaty bodies in general, specific information on CEDAW and on the participation and role of civil society in the reporting procedure, please consult the following links:

- <http://www.ohchr.org/EN/HRBodies/Pages/TreatyBodies.aspx>; and
- <http://www.ohchr.org/EN/AboutUs/Pages/CivilSociety.aspx>

---