**Informative note for the participation of stakeholders**

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| **IMPORTANT****Accreditation: will open soon on the Indico online platform****Please register by the deadline before attending the session** * **It is not possible to access Palais des Nations without accreditation**

**Country briefings to the Committee:** * **Please submit your request by: July 26 2019**

**No speaking requests will be received after this deadline*** **For OPD coalitions:** the average speaking time is **7 MINUTES**
* **For single organizations:** the average speaking time is **5 MINUTES**

**Please provide an electronic version of your statement in advance****Written contributions to the Committee :** **Please send your written contribution by: July 26 2019*** No contribution will be considered after the deadline
* Word limit: maximum of **10,700** words in the case of alternative reports and a maximum of **5,350** words for other submissions
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Contents

**Sections I-III apply to the participation of organizations of persons with disabilities (OPDs) and Civil Society Organizations (CSOs)**

**Section IV applies to the participation of National Human Rights Institutions and independent monitoring mechanisms**

 *Page*

 **I. Participation of organizations of persons with disabilities (OPDs) and civil society
organizations (CSOs) in the consideration of reports at the 22nd session and 12th pre-session 2**

 A. Dates and Venue 2

 B. Countries to be considered 2

 C. Attending or following the meetings in which countries will be considered 3

 **II. Accreditation 4**

 A. Deadline 4

 B. Webcasting 4

 **III. Briefings 5**

 A. Schedule of briefings 5

 B. Format of briefings 5

 C. Deadline 6

 D. Written contributions 7

 **IV. Participation of independent monitoring frameworks, including National Human Rights
Institutions in the 22nd session and 12th pre-sessional working group of the Committee 9**

 **V. Contacts 10**

 I. Participation of organizations of persons with disabilities (OPDs) and civil society organizations (CSOs) in the consideration of reports at the 22nd session and 12th pre-session

 A. Dates and Venue

**1. When and where will the 22nd session and the 12th pre-session take place?**

**The twenty-second session** will take place from Monday, 26 August 2019 at 10:00 am to Friday, 20 September 2019 at 6:00 pm.

**The twelfth pre-session** will take place from Monday, 23 September 2019 at 10:00 am to Friday, 27 September 2019 at 6:00 pm.

The venue of the meetings is the **Room 17 (XVII), Building E, Palais des Nations**, in Geneva, Switzerland.

 B. Countries to be considered

**Link to the** [**twenty-second session webpage**](https://tbinternet.ohchr.org/_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=1342&Lang=en)

**Link to the** [**twelfth pre-session webpage**](https://tbinternet.ohchr.org/_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=1343&Lang=en)

**2. For which countries will the Committee adopt Concluding Observations, during the 22nd session?**

The Committee will engage in constructive dialogues and consider the reports of the following nine countries. Please note that dates for some reviews are still subject to change pending agreement from countries:

**Albania**: Tuesday, 27 August (3 pm - 6 pm) and Wednesday, 28 August (10 am -1 pm)

**NEW DATE \*\*Myanmar\*\***: Wednesday, 28 August (3 pm – 6 pm) and Thursday, 29 August (10 am – 1 pm)

**Ecuador**: Thursday, 29 August (3 pm – 6 pm) and Friday, 30 August (10 am – 1 pm)

**India**: Monday, 2 September (3 pm – 6 pm) and Tuesday, 3 September (10 am – 1 pm)

**Greece**: Tuesday, 3 September (3 pm – 6 pm) and Wednesday, 4 September (10 am – 1 pm)

**Kuwait**: Monday, 9 September (3 pm – 6 pm) and Tuesday, 10 September (10am– 1 pm)

**Iraq**: Tuesday, 10 September (3 pm – 6 pm) and Wednesday, 11 September (10am– 1 pm)

**El Salvador**: Wednesday, 11 September (3pm – 6 pm) and Thursday, 12 September (10am– 1 pm)

**NEW DATE \*\*Australia\*\***: Thursday, 12 September (3pm – 6 pm) and Friday, 13 September (10am– 1 pm)

**3. For which countries will the Committee adopt Lists of issues under the simplified reporting procedure, or LOIPR, during the 22nd session?**

The Committee will consider the adoption of Lists for the following four countries (in alphabetical order):

**Canada:** Wednesday, 4 September(3:00 pm – 6:00 pm)

**Ukraine:** Friday, 6 September(10:00 am – 1:00 pm)

**4. For which countries will the Committee adopt Lists of issues in the 12th pre-session?**

The Committee will adopt Lists of Issues, or LOIs, for the following eight countries (in alphabetical order):

**Japan:** Wednesday, 25 September (3:00 pm – 4:30 pm)

**Djibouti:** Wednesday, 25 September (4:30 pm – 6:00 pm)

**France:** Thursday, 26 September (10:00 am – 11:30 am)

**Mexico:** Thursday, 26 September (11:30 am – 13:00 pm)

**Lao PDR:** Thursday 26 September (3:00 pm – 4:30 pm)

**Singapore:** Thursday, 26 September (4:30 pm – 6:00 pm)

**Switzerland:** Friday, 27 September (10:00 am – 11:30 am)

**Venezuela:** Friday, 27 September (11:30 am – 13:00 pm)

**Mauritius:** Friday, 27 September (3:00 pm – 4:30 pm)

**Slovakia:** Friday, 27 September (4:30 pm – 6:00 pm)

 C. Attending or following the meetings in which countries will be considered

**Attendees present in Geneva**

**5. Is it possible to attend the meetings when the Committee will hold constructive dialogues?**

Yes, the meetings are open to the public, attendees from organizations of persons with disabilities and civil society organizations may observe the dialogues between the delegations of these States parties and the Committee, but they cannot make statements or raise questions from the floor.

**6. Is it possible to attend the meetings during which the lists of issues and list of issues prior to reporting will be adopted?**

No, the adoption takes place in private meetings.

II. Accreditation

 A. Deadline

**7. Registration on the Indico online platform**

**(for the session:** [**https://reg.unog.ch/event/19438/registration/**](https://reg.unog.ch/event/19438/registration/)**) closing on 27 September 2019**

(for the pre-sessional working group: <https://reg.unog.ch/event/19432/registration/>)

**9. Will I receive an acknowledgement of receipt of my request for accreditation? Will I obtain confirmation of my accreditation?**

No, the Secretariat does not acknowledge receipt of accreditation requests; however, it confirms accreditation of applicants within at least 7 working days. Please wait for the expiration of 7 working days before making any further inquiry.

**10. What happens if I miss the deadline to request my accreditation?**

You will not be able to request the accreditation.

 B. Webcasting

**11. If I am not present in Geneva, is it possible to follow the meeting by webcasting?**

Yes, [UN WebTV](http://webtv.un.org/meetings-events/) provides live webcasting of the Committee’s PUBLIC meetings.

Webcasting will not be available during the Committee’s private meetings.

**12. What languages will the CRPD use during the session and pre-session?**

The working languages of the CRPD 22nd session and 12th pre-session are: English, Russian and Spanish. Webcasting includes captioning in English as well as audio in the language of the country being considered, if it is a United Nations official language, and only during PUBLIC meetings.

III. Briefings related to countries and thematic briefings

 A. Schedule of country briefings \*\* please note dates may still be subject to change\*\*

**13. Can OPDs and CSOs brief the Committee on the situation of the rights of persons with disabilities in the countries coming for review during the session?**

Yes, closed and confidential briefings with the Committee on the States parties to be reviewed have been provisionally scheduled to take place during the official meeting time. For each State party, there will be allotted time within the official meeting time below, where only the OPDs and CSOs reporting on that State party will be present:

**\*\*NEW\*\*** Tuesday, 27 August(10:00 am – 13:00 pm): **Myanmar, Albania, and Ecuador**

Monday, 2 September(10:00 am – 13:00 pm): **India and Greece**

**\*\*NEW\*\*** Monday, 9 September (10:00 – 1:00 pm): **Australia, Kuwait, Iraq and El Salvador,**

**14. Can OPDs and CSOs participate in country briefings for List of issues under the simplified reporting procedure during the session?**

Yes, **CLOSED** briefings with the Committee have been provisionally scheduled as follows, (in chronological order). Only the OPDs and CSOs reporting on the State party can be present.

**Canada:** Wednesday, 4 September (3:00 pm – 4:30 pm)

**Ukraine:** Friday, 6 September (10:00 am – 11:30 am)

**15. Can OPDs and CSOs participate in country briefings for List of issues during the pre-session?**

Yes, **CLOSED** briefings have been provisionally scheduled as follows (in chronological order). Only the OPDs and CSOs reporting on the State party can be present:

**Japan:** Monday, 23 September (10:00 am – 11:30 am)

**\*\*new time\*\* Djibouti:** Monday, 23 September (11:30 am – 13:00 pm)

**\*\*new time\*\* France:** Monday, 23 September (3:00 pm – 4:30 pm)

**Mexico:** Monday, 23 September (4:30 pm – 6:00 pm)

**Lao PDR:** Tuesday, 24 September (10:00 am – 11:30 am)

**Singapore:** Tuesday, 24 September (11:30 am – 13:00 pm)

**Switzerland:** Tuesday, 24 September (3:00 pm – 4:30 pm)

**Venezuela:** Tuesday, 24 September (4:30 pm – 6:00 pm)

**Mauritius** (LOIPR) Wednesday, 25 September (10:00 am- 11:30 am)

 **Slovakia** (LOIPR) Wednesday, 25 September (11:30- 13:00 pm)

 B. Format of country briefings

**16. What is the format of the briefings?**

Speakers will be invited to make country-specific statements. Members of the Committee will then raise questions and speakers will have time to reply to these questions.

**17. How much speaking time will I get?**

Organizations willing to make oral statements should coordinate the use of meeting time and the allocation of time slots amongst themselves. If such coordination is not feasible, the Committee Secretariat will allocate time slots after consultation with the Chair of the Committee. Speakers should make short and concise statements to allow for time for the Committee to raise questions.

**For OPD coalitions:** the average speaking time is **7 MINUTES**;

**For single organizations:** the average speaking time is **5 MINUTES**.

Priority will be given to those applicant organizations that have also submitted written information (see part D). The order of interventions will be:

1. Coalition of organizations of persons with disabilities;
2. Country-based organizations of persons with disabilities travelling to Geneva;
3. International organizations of persons with disabilities;
4. Other civil society organizations.

 C. Deadline for requesting participation in a country briefing in official meeting time

**18. If I plan to participate in the briefing, is there a deadline to request it?**

Yes, you need to submit a request to the Secretariat no later than **26 September 2019.**

**19. What do I need to indicate in my request?**

Representatives of organizations of persons with disabilities and civil society organizations applying to participate in briefings should specify in their request:

1. The name of the organization: coalitions are encouraged to make a brief description of the organizations they comprise, their mission/vision statement and the role that persons with disabilities play in the organization;
2. The State party for which the briefing relates;
3. A brief description of the topics that will be addressed during the country specific briefing;
4. Name and function of the speaker(s).

**20. Shall my organization provide accessibility services?**

The United Nations provides International Sign interpretation and captioning in English during official meeting time only (10 am to 1 pm, and 3 pm to 6 pm).

**21. Shall I provide an electronic version of my statement in advance?**

Yes, speakers should submit electronic statements of their interventions to the Secretariat prior to the briefing. Please send your e-statements to crpd@ohchr.org

**22. Can the country briefing take place through videoconference?**

Only exceptionally, you can request a briefing through videoconference when all of the following conditions are met:

* Microphones: Fixed microphones are available. Wireless microphones, pencil microphones and spider-like microphones are not suitable;
* Meeting room: The venue is an indoor facility, with closed doors and windows to avoid noise interference and air conditioning switched off, if relevant;
* Luminosity: external light that can blur out the camera. If relevant blinds and curtains should be closed.

Skype and similar web-based platforms do not meet technical requirements and are not acceptable.

**23. Is it possible to organize a country/thematic briefing outside of official meeting time?**

Yes, the Committee also engages with civil society partners in country or thematic briefings. These briefings take place during non-official meeting time in Geneva (usually 9hrs or 13hr45) and last around 50 minutes.

For briefings held outside of official meeting time applicant organizations shall provide captioning. If the organizers prefer to operate with the service provider which provides captioning to the Committee, please contact scheduling@captionfirst.com, and provide clear information about the date and the time when the briefing will take place, and indicate to the service provider that the briefing will take place in Room 17 Palais des Nations.

The Committee will assess all the requests for country/thematic briefings received and will try to accommodate them depending on its availability.

Please send your request to the Secretariat no later than **5 July 2019. The Committee will provide its decision whether or not to accept the request by 12 July 2019.**

 D. Written contributions

**24. Is it possible to make written contributions, and when is the deadline?**

Yes, the deadline is 26 July 2019.

**25. Is there a word limit?**

Yes, a maximum of **10,700** words in the case of alternative reports; and a maximum of **5,350** words for other submissions.

**26. Is there a template for written submissions?**

The Committee recommends that written submissions have the following structure:

1. Self-introduction of the submitting organization, brief description of its activities at the international and/or national level, their mission/vision statement and the role that persons with disabilities play in the organization, and level of inclusiveness and participation of persons with disabilities in the drafting of the submission;
2. Executive summary, **no longer than** one page;
3. Reference to the specific articles of the Convention addressed in the submission; and
4. Proposed recommendations. Please note that requirements (a) and (b) in this section are not considered within the length limits recommended above.

**27. Shall I submit my written contribution in any particular format?**

Yes, the written submissions should be provided in accessible digital or electronic formats, for example, Word or text formats. No PDF formats please.

**28. How can I make a submission?**

Please send an email, attaching the submission, to the following email address: crpd@ohchr.org

Please indicate in the subject of the email: “**submission”** and the “**name of the country”** (e.g. “Submission Albania”)

**29. Will I receive an acknowledgment of receipt of my submission?**

No, however, the Secretariat posts all written submissions on its public webpage within at least 7 working days (unless submissions are identified as confidential).

**30. What happens if I submit information after the deadline?**

The Secretariat will not receive the documents after the deadline.

**31. Do I need to submit hard copies?**

No, hardcopies are not necessary.

**32. How can I contribute to the** [**simplified reporting procedure**](http://www.ohchr.org/EN/HRBodies/CRPD/Pages/Simplifiedreportingprocedure.aspx)**?**

In its 10th session, the Committee adopted a simplified reporting procedure for periodic reports whereby it will send States parties a List of issues under the simplified reporting procedure and consider that the State party’s written replies constitute the report. Contributions from OPDs and CSOs are particularly welcome in the preparation of Lists of issues under the simplified reporting procedure. Please refer to the “Guidelines on periodic reporting to the Committee on the Rights of Persons with Disabilities, including under the simplified reporting procedure (CRPD/C/16/3)” which state that alternative reports should include information on the implementation of the Committee’s previous concluding observations and recent developments in the State party. When assessing the implementation of previous recommendations, OPDs and CSOs are requested to provide information on the gaps that prevent persons with disabilities from exercising their rights and duty-bearers from fulfilling their obligations as well as to propose concrete questions and issues that the Committee can take up with the aim of improving the quality of dialogues with States parties to strengthen their capacity to implement the Convention.

 IV. Participation of independent monitoring frameworks, including National Human Rights Institutions in the 22nd session and 12th pre-sessional working group of the Committee

The above-mentioned information about participation and attendance to meetings, technical briefings and written contributions are also applicable to National Human Rights Institutions (NHRIs) and Independent Monitoring Frameworks (IMFs).

In its 16th session, the Committee adopted its “[Guidelines on independent monitoring frameworks and their participation in the work of the Committee](http://www.ohchr.org/Documents/HRBodies/CRPD/GuidelinesIMF.doc)”. The Committee encourages NHRIs and IMFs to familiarize themselves with this document when preparing their participation to the work of the Committee. [(Click here to download the Guidelines)](file:///C%3A%5CUsers%5Caraya%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CDownloads%5CGuidleines%20IMF.%20NHRIs%20Annex%20I.docx).

**33. Modalities of Participation of IMFs and NHRIs**

There are three modalities for the participation of NHRIs (accredited A Status) and IMFs.

***33.1 Independent participation during the dialogue with State parties***

NHRIs with A status and IMFs can indicate to the Committee their interest in participating in the dialogue with the States parties in their independent capacity, under one or more of the following modalities:

(a) By making an opening statement (up to 5 minutes);

(b) By answering questions posed by experts of the Committee;

(c) By making closing remarks (up to 2 minutes).

Requests in this regard should be addressed to the Secretary of the Committee (crpd@ohchr.org) no later than 26 September2019. Space in the room and a nameplate are specifically reserved for NHRIs and IMFs.

In the title of your email addressed to the Secretariat please indicate: NHRI-IMF, participation in the dialogue.

***33.2. Bilateral private briefings with country-rapporteurs and other experts of the Committee***

NHRIs and IMFs interested in participating in these private briefings should contact the Secretary of the Committee (crpd@ohchr.org) no later than 26 September 2019.

In order to participate under this modality, please provide a Skype account or a telephone number in which the Secretariat can contact you. In the title of your email addressed to the Secretariat please indicate: NHRI-IMF, bilateral private briefing.

***33.3 Participation of NHRIs and IMFs in the briefings in which OPDs and CSOs participate***

NHRIs and IMFs can also participate in these briefings, please check the relevant information mentioned above.

Please contact the Secretariat (crpd@ohchr.org). In the title of your email addressed to the Secretariat please indicate: NHRI-IMF, participation in country briefing.

**34. Global Alliance of NHRIs Geneva Office**

For further information about how NHRIs can participate in the reporting process, NHRIs may wish to contact the Global Alliance of NHRIs Geneva Representative, Ms. Katharina Rose at k.rose@ganhri.org

In particular, upon request and on behalf of the NHRI, the Global Alliance of NHRIs Geneva Representative may deliver a statement or otherwise information to the Committee in case the NHRI is not represented in Geneva.

 IV. Contacts

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**Ms. Harumi Fuentes**

**Secretary a.i., of the Committee on the Rights of Persons with Disabilities**

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