

COMMITTEE ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN (CEDAW)

Participation by Non-Governmental Organizations (NGOs)

**50th session (3 to 21 October 2011) and
Pre-session for the 52nd session (24 to 28 October 2011)
Geneva, Palais des Nations, Room XVI**

I. Consideration of Reports by State Parties

The Committee will examine the reports of the following eight States parties during its 50th session: **Chad, Cote d'Ivoire, Kuwait, Lesotho, Mauritius, Montenegro, Oman and Paraguay**, with respect to the implementation of the Convention on the Elimination of All Forms of Discrimination against Women (the Convention).

II. Documentation

The reports of the eight States parties to be considered at the 50th session, the provisional agenda (CEDAW/C/2011/50/1) and other documents pertaining to the session are available online at: <http://www2.ohchr.org/english/bodies/cedaw/cedaws50.htm>.

III. Venue

The 50th session of the Committee will take place in Geneva at the Palais des Nations in room XVI. The pre-session working group for the 52nd session will also take place at the Palais des Nations in Geneva in room XVI.

IV. NGO Reports

In order to ensure that it is as best informed as possible, the Committee and the pre-session working group welcome representatives of national and international NGOs to provide country-specific information on issues relevant to the implementation of the Convention by the State parties under consideration. 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-session working group sessions by representatives of national NGOs.

V. Reports for the Session (3 to 21 October 2011)

NGOs wishing to submit reports to the Committee are required to:

- Identify the full name of the NGO;
- Indicate the country 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 report in Word and pdf format by e-mail and thereafter submit **30 copies** in hard copy format.

In order to assist the Committee in its work and due to the volume of information received, **NGOs should ensure that their submissions do not exceed 10 pages, include executive summaries of the main priorities, and also include specific recommendations.** In addition, all submissions must be transmitted to the Secretariat two weeks prior to the beginning of the session, i.e., **no later than 19 September 2011.** The Word and pdf versions of the report should be sent to the following e-mail address: cedaw@ohchr.org. Hard copy submissions should be mailed to:

CEDAW Secretariat
OHCHR - Palais Wilson
52, rue des Pâquis
CH-1201 Geneva
Switzerland

NGOs not attending a session are urged to ensure that the requisite number of hard copies of their reports/information reach OHCHR in time for the respective session. Due to the large volume of information received from NGOs and other stakeholders, OHCHR does not photocopy reports received from NGOs.

NGOs can also avail themselves of the support of IWRAP Asia Pacific to submit their alternative reports or information, electronically and/or in hard copy, to the Secretariat. National NGOs are also urged to submit combined consolidated reports highlighting the priorities for the countries concerned and providing specific recommendations to the Committee. For details and deadlines, please contact IWRAP Asia Pacific:

80-B, Jalan Bangsar
59200 Kuala Lumpur, Malaysia
Tel: +60 322 822 255
Fax: +60 322 832 552
Email: iwraw-ap@iwraw-ap.org or
iwraw_ap@yahoo.com

In regard to the above, it is noted that the Committee has the prerogative to take into account all information submitted to it until the consideration of a report by a State party has been concluded.

VI. Reports for the Pre-Session Working Group (24 to 28 October 2011)

The Pre-Session Working Group will prepare list of issues for the following States parties that are scheduled to be considered at the 52nd session: **Bahamas, Bulgaria, Guyana, Indonesia, Jamaica, Mexico, New Zealand and Samoa.** NGOs wishing to submit reports to the pre-session working group should follow the same requirements for

submission of reports for the session as indicated above. NGOs should send **10 copies** of their reports two weeks prior to the beginning of the pre-session working group, i.e., **no later than 10 October 2011**. (The pre-session working group prepares lists of issues and questions for the States scheduled to be reviewed two sessions subsequent to the current session.) The Word and pdf versions of the report should be sent to the following e-mail address: cedaw@ohchr.org. Hard copy submissions should be mailed to:

CEDAW Secretariat
OHCHR - Palais Wilson
52, rue des Pâquis
CH-1201 Geneva
Switzerland.

VII. Meetings with NGOs

The Committee has set aside time at its 50th session for NGOs to provide oral information in respect of countries being considered during the session. These formal meetings are scheduled on 3 October 2011 from 3:00 to 4:30 pm for countries that will be considered the first week, and on 10 October 2011 from 3:00 to 4:00 pm for countries that will be considered the second week. The meetings will take place in room XVI. For the schedule of considerations of State parties' reports, please contact the Secretariat.

Oral interventions by NGOs must be concise. On average, not more than 10 minutes are allocated for all NGOs wishing to intervene on one particular country. The available time is divided amongst the NGOs wishing to speak on a country, with time reserved for questions from Committee members. In view of the normally tight time constraints, the consolidation of presentations by subject is encouraged and appreciated. NGOs making oral interventions should ensure that they bring **35 copies of their oral statements** on the morning of the presentation for circulation to the Committee and for interpretation purposes in addition to any reports. Prior to the presentation, NGOs are requested to send an electronic version of their statements in Word and pdf format to: cedaw@ohchr.org.

The pre-session working group also provides an opportunity for NGOs to address the Committee concerning all countries that will be taken up at the 52nd session, namely **Bahamas, Bulgaria, Guyana, Indonesia, Jamaica, Mexico, New Zealand and Samoa**. This meeting will take place on 24 October from 11:30 to 12:30 am in room XVI. The paragraph above relating to the oral interventions by NGOs is applicable to the pre-session working group as well, except that NGOs need only bring **15 copies of their oral statement** on the morning of the presentation for circulation to the Committee and for interpretation purposes in addition to any reports. Prior to the presentation, NGOs are requested to send an electronic version of their statements in Word and pdf format to: cedaw@ohchr.org.

VIII. Registration

NGO representatives who wish to attend any sessions of the Committee or pre-session working group are required to be duly registered. In order to register, all NGO representatives must fill-out and submit the United Nations Office at Geneva “Conference Registration Form”, which can be obtained from the CEDAW Secretariat (cedaw@ohchr.org). This form must include the full title of the NGO, the name of the representative (as the name appears on the national passport), and the proposed dates of attendance (which usually coincide with the dates of the session). **This form must be submitted no later than 19 September 2011**, so that arrangements can be made for the issuance of United Nations ground passes to enter United Nations premises. Representatives who submit forms that are illegible, incomplete or after the deadline may not be accredited.

To receive the ground pass, all applicants, in addition to sending the form by e-mail to cedaw@ohchr.org, are required to bring the signed original of the Application for Ground Pass, a valid national passport or government issued ID bearing a photograph, and appear in person at United Nations Pass and Identification Unit, located at Pregny Gate, United Nations Office at Geneva, Avenue de la Paix 8-14, Geneva, Switzerland. The office hours are 8.00 am to 5.00 pm, Monday through Friday. Please note that NGO representatives must bring their passports (or government issued photo ID) every time they wish to enter UN premises.

Please note that OHCHR will not provide letters of invitation to NGOs to attend CEDAW sessions for the purposes of obtaining visas. However, to help obtaining a visa, the Secretariat can provide, upon request, a general “to whom it may concern” letter specifying that an individual has requested and obtained accreditation to a meeting. Please also note that OHCHR is unable to assist with travel and/or accommodation costs relating thereto.

IX. Informal briefings

NGOs have access to a separate room for one hour briefing sessions for the Committee during lunch. NGOs wishing to participate in such lunch briefings should contact IWRAW Asia Pacific or may also contact the Secretariat in this regard at cedaw@ohchr.org. NGOs wishing to organize informal briefings must contact the Secretariat at least four weeks in advance of the session indicating the focus of the briefing. The secretariat will inform you if it is possible to accommodate your request in light of all requests received as well as the availability of Committee members.

X. Additional Information

For further information about the treaty bodies in general, specific information on CEDAW and on the participation and role of civil society with respect to human rights instruments, please consult the following links:

- <http://www2.ohchr.org>; and
- <http://www.ohchr.org/EN/AboutUs/Pages/CivilSociety.aspx>

