



COMMITTEE ON MIGRANT WORKERS (CMW)

Information Note for Civil Society Organizations (CSOs) and National Human Rights Institutions (NHRIs)

29th session (3 to 12 September 2018)

I. Consideration of reports submitted by States Parties

During its 29th session, the Committee will examine the initial reports of Madagascar and Mozambique. The Committee will also adopt lists of issues regarding the third periodic reports of Bosnia and Herzegovina, and Colombia, as well as lists of issues under the simplified reporting procedure for the third periodic report of Azerbaijan and the initial report of Venezuela with respect to the implementation of the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families.

II. Documentation

The reports of States parties to be considered at the 29th session, the provisional agenda (CMW/C/29/1) and other documents pertaining to the session will be available online at:

http://tbinternet.ohchr.org/_layouts/treatybodyexternal/SessionDetails1.aspx?SessionID=1210&Lang=en

III. Venue

The 29th session of the Committee will take place at the Palais Wilson in Geneva in the Ground Floor Conference Room. Public sessions will be webcasted at <http://webtv.un.org/>.

IV. CSO and NHRI submissions

The Committee welcomes representatives of national and international CSOs, as well as NHRIs to provide country-specific information on issues relevant to the implementation of the Convention by the States parties under consideration. This can be done orally and/or in writing. Information should be as specific, reliable and objective as possible. CSO reports prepared by coalitions of individual CSOs are encouraged.

CSOs/NHRIs wishing to submit reports to the Committee are required to:

- Identify the full name of the CSO/NHRI (in the title of the submission);
- Indicate the country to which the information relates (in the title of the submission);

- Indicate whether or not the submission may be posted on the webpage of CMW for public information purposes;
- Submit the report in Word and PDF formats by e-mail to the CMW Secretariat. CSO/NHRI submissions should be in English, French or Spanish and should generally not exceed ten pages in length. OHCHR does not translate nor reproduce CSO/NHRI documents; and
- Address **as briefly and precisely as possible** the main human rights issues arising under the articles of the Convention affecting migrant workers and members of their families in the State party concerned, as well as migrant workers and members of their families from that State party who live abroad. Written submissions should be prepared with a view to assisting the Committee in formulating targeted conclusions and recommendations, as well as lists of issues, and in the case of lists of issues prior to reporting, in identifying the central issues to be addressed during the constructive dialogue with the State party (See the link to the template for submissions by stakeholders at the end of the note).

All written submissions should reach the Secretariat of the Committee three weeks prior to the beginning of the session, i.e., **no later than 13 August 2018**. The Word and PDF versions of the submission should be sent to the following e-mail address: cmw@ohchr.org.

V. Meetings with CSOs/NHRIs

The Committee has set aside time at its 29th session for CSOs and NHRIs to provide oral briefings in respect of countries being considered during the session. These briefings are scheduled on **Monday, 3 September 2018, from approximately 11:00 to 12:00**, and will take place in a public meeting. The meeting with CSOs and NHRIs usually immediately follows the opening of the session and may start earlier than 11:00 am. For the schedule of considerations of States parties' reports, please contact the Secretariat and/or consult the CMW webpage.

CSOs/NHRIs making oral statements should note that such interventions should typically not exceed 8 minutes. More or less time may be provided by the Chair depending upon the number of speakers. CSOs/NHRIs should also bring **5 copies of their oral statements/talking points** at least 15 minutes prior to the meeting for interpretation purposes. CSOs/NHRIs must confirm their intention to brief the Committee by informing the secretariat in advance at cmw@ohchr.org. Prior to the briefing, CSOs/NHRIs are requested to send an electronic version of their statements/talking points in Word format to the same e-mail address.

CSOs/NHRIs may also brief the Committee through video-conferencing and should contact the Secretariat well in advance for more information in this regard.

VI. Registration

The United Nations have launched a new online accreditation platform. CSO and NHRI representatives who wish to attend any sessions of the Committee are required to register individually online. Registration forms used in the past are no longer accepted. The 29th session of the CMW Committee will be open for online registration from 23 July 2018 to 6 September 2018. A User Guide for conference participants is available on the webpage of the session.

Upon arrival in Geneva, representatives of CSOs/NHRIs should collect their ground pass at OHCHR, Palais Wilson, Security Pavilion, 52 Rue des Pâquis, Geneva, Switzerland. Hours of operation are from 8:00 to 17:00. All properly registered applicants are required to bring the confirmation of registration (which will be sent by email upon successful registration online) and present their valid passport or government issued ID (with photo).

In certain cases, such as last minute registration to the session in Palais Wilson or/and if a photo on the online registration form has not been provided, registered applicants will be requested to pick-up their badges at Pregny Gate (Palais des Nations, 8 - 14 Avenue de la Paix, 1211 Geneva, Switzerland)

All participants are responsible for making their own arrangements relating to travel and accommodations as well as visas to enter Switzerland. The Secretariat of CMW 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.

VII. Informal briefings with the Committee

CSOs/NHRIs may also organize one hour briefings for the Committee during lunch on country-specific information relating to States parties under consideration. CSOs/NHRIs wishing to organize such briefings should contact the CMW Secretariat to coordinate well in advance of the session.

VIII. Additional Information

For further information about the treaty bodies in general, specific information on CMW and on the participation and role of CSOs, NHRIs and United Nations specialized agencies and other bodies with respect to the State 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> (Here you can also subscribe to e-mail updates if you would like to stay informed about UN human rights activities and developments)

- Statement on the Committee's relationship with CSOs:
http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=CMW/C/21/2&Lang=en
- Statement on the Committee's relationship with NHRIs:
http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=INT/CMW/STA/8065&Lang=en
- Guidelines for submission of reports by United Nations specialized agencies and other bodies:
http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=INT%2fCMW%2fINF%2f29%2f27229&Lang=en
- Template for UN Agencies, NHRIs and CSOs to provide information on a State party to the Committee:
http://tbinternet.ohchr.org/_layouts/treatybodyexternal/Download.aspx?symbolno=INT%2fCMW%2fINF%2f29%2f27230&Lang=en