

COMMITTEE ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN (CEDAW)

Participation by Non-Governmental Organizations (NGOs)

55th session (8 – 26 July 2013) and
Pre-session for the 57th session (29 July – 2 August 2013)
Geneva, Palais des Nations, Room XVI

I. Consideration of Reports by States Parties

The Committee will examine the reports of the following States parties during its 55th session: **Afghanistan, Bosnia and Herzegovina, Cape Verde, Cuba, Democratic Republic of the Congo, Dominican Republic, Serbia and United Kingdom.**

II. Documentation

The reports of the States parties to be considered at the 55th session, the provisional agenda (CEDAW/C/55/1) and other documents pertaining to the session are available online at: <http://www2.ohchr.org/english/bodies/cedaw/cedaws55.htm>.

III. Venue

The 55th session of the Committee will take place at the Palais des Nations in Geneva in conference room XVI. The pre-session working group for the 57th session will also take place at the Palais des Nations in Geneva in conference 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 it if 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 (8 – 26 July 2013)

NGOs wishing to submit reports to the Committee are required 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 report in Word format by e-mail and thereafter submit **28 copies** in hard copy format.

All submissions should be received two weeks prior to the beginning of the session by the Secretariat of the Committee, i.e., **no later than 24 June 2013**. The Word version 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 10
Switzerland

Due to the high number of submissions received at each session, such reports should not exceed ten pages and should highlight priority concerns and suggest possible country-specific recommendations, with a view to facilitating the work of the Committee. NGOs are also urged to ensure that the requisite number of hard copies of their submissions reach OHCHR in time for the respective session. Due to the high number of submissions received from NGOs and other stakeholders, OHCHR does not photocopy reports 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. For details and deadlines, please contact IWRAP 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 or
iwraw_ap@yahoo.com

With 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 (29 July – 2 August 2013)

The pre-session working group will prepare lists of issues for the following States parties that are scheduled to be considered at the 57th session: **Bahrain, Cameroon, Finland, Iraq, Kazakhstan, Sierra Leone, Qatar and Senegal** (in the absence of a report). NGOs wishing to submit reports to the pre-session working group should follow the same procedure as for the submission of reports for the session (see above). NGOs should send **10 copies** of their submissions by **24 June 2013**. (The pre-session working

group prepares lists of issues and questions for States parties scheduled to be reviewed two sessions subsequent to the current session.) The Word version 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 55th session for NGOs to provide oral information in respect of countries being considered during the session. These meetings are scheduled on 8 July 2013 from 15:00 to 16:30 for countries that will be considered during the first week (**Cuba, Afghanistan, Democratic Republic of the Congo and Dominican Republic**), and on 15 July 2013 from 15:00 to 16:00 for countries that will be considered during the second week of the 55th session (**Cape Verde, United Kingdom, Serbia and Bosnia and Herzegovina**) of the 55th session. The meetings will take place in conference room XVI at the Palais des Nations and are open to the public. For the schedule of considerations of States 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 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, the consolidation of presentations by subject is encouraged and appreciated. NGOs making oral interventions should ensure that they bring **45 copies of their oral statements** at least 15 minutes prior to the meeting 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 format to: cedaw@ohchr.org.

The pre-session working group provides an opportunity for NGOs to address the Committee orally concerning all countries that will be considered at the 57th session, namely **Bahrain, Cameroon, Finland, Iraq, Kazakhstan, Sierra Leone, Qatar and Senegal** (in the absence of report). This meeting will take place on **29 July 2013** from 11:30 to 12:30 in room XVI. The paragraph above relating to oral interventions by NGOs is applicable to the pre-session working group as well, except that NGOs need to bring **15 only copies of their oral statement** prior to the meeting 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. **All NGO representatives must complete the online registration form for the 55th session by 24 June 2013 by accessing the United Nations Department of Economic and Social Affairs' (DESA) CSO Net website.**

Please note that OHCHR will not provide letters of invitation to NGOs to attend CEDAW sessions for the purposes of obtaining visas. However, upon request, the Secretariat can provide, 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.

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 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 and password details.
- You can only complete the steps below with your organization’s own login and password.

Step 2. The Session

- Visit the CSO Net meeting page of the session: <http://goo.gl/EECmi>
- In the left-hand column, click “Conference Registration”.

Step 3. Login

- Type in your login information. 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 Palais des Nations, representatives of NGOs are requested to enter through the Pregny Gate, United Nations Office at Geneva, Avenue de la Paix 8-14, Geneva, Switzerland, and proceed to the registration desk. Hours of operation 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, you 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 accommodations 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 any time is needed for special 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 email confirming accreditation, as well as a letter prepared by your NGO, to your appointment with the relevant Swiss Consulate or Embassy.

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

X. Informal briefings

NGOs wishing to participate in informal briefings should contact IWRAW Asia Pacific (see above) to coordinate.

NGOs wishing to organize a briefing must contact the Secretariat well in advance of the session. 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.

XI. 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 the reporting procedure, please consult the following links:

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