

COMMITTEE ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN (CEDAW)

Participation by Non-Governmental Organizations (NGOs)

**52nd session (9 to 27 July 2012) and
Pre-session for the 54th session (30 July to 3 August 2012)
United Nations Headquarters, New York**

I. Consideration of Reports by State Parties

The Committee will examine the reports of the following eight States parties during its 52nd session: **the Bahamas, Bulgaria, Guyana, Indonesia, Jamaica, Mexico, New Zealand, and Samoa**, 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 52nd session, the provisional agenda (CEDAW/C/2012/52/1) and other documents pertaining to the session are available online at: <http://www2.ohchr.org/english/bodies/cedaw/cedaws52.htm>.

III. Venue

The 52nd session of the Committee will take place at the United Nations Headquarters in New York in room **3 NLB** (North Lawn Building). The pre-session working group for the 54th session will also take place at the United Nations Headquarters in New York in room **5 NLB** (second floor).

IV. NGO Reports

In order to ensure that it is as best informed as is 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 (9 to 27 July 2012)

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 pdf format (not Word) by e-mail and thereafter submit **30 copies** in hard copy format.

All submissions should arrive two weeks prior to the beginning of the session to the Secretariat of the Committee, i.e., **no later than 25 June 2012**. The pdf version of the report should be sent to the following e-mail address: cedaw@ohchr.org. Hard copy submissions should be mailed to:

Gaynel Curry (Ms.)
Gender and Women's Rights Advisor
Office of the High Commissioner for Human Rights (OHCHR)
New York Office
Room DC1 - 0511
United Nations, New York 10017, USA

Telephone: 212 963 5931
Fax: 212 963 4097

NGOs not attending the 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. 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

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 (30 July to 3 August 2012)

The Pre-Session Working Group will prepare list of questions for the following States parties that are scheduled to be considered at the 54th session: **Angola, Austria, Cyprus, Greece, Hungary, Pakistan, Solomon Islands, and The Former Yugoslav Republic of Macedonia**. 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 by **25 June 2012**. (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 pdf version of the report should be sent to the following e-mail address: cedaw@ohchr.org. Hard copy submissions should be mailed to:

NGO Documents for CEDAW Meeting (PSWG)
c/o OHCHR/Gaynel Curry
One United Nations Plaza, Room

New York, NY 10017

VII. Informal Meetings with NGOs

The Committee has set aside time at its 52nd session for NGOs to provide oral information in respect of countries being considered during the session. These informal meetings are scheduled on **9 July 2012 from 3:00 to 4:30 pm** for countries that will be considered the first week (i.e., Bulgaria, Guyana, Indonesia and Jamaica), and on **16 July 2012 from 3:00 to 4:30 pm** for countries that will be considered the second week (i.e., Bahamas, Mexico, New Zealand and Samoa). The meetings will take place in room 3 NLB. For the confirmed 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. Efforts to share the available time amongst the NGOs wishing to speak on a country are 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 pdf format to: cedaw@ohchr.org.

The pre-session working group also provides an opportunity for NGOs to address it concerning all countries that will be taken up at the 54th session. This informal meeting will take place on Monday, 30 July from 11:30 to 12:30 am in room **5 NLB**. 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 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 register electronically as well as fill-out and submit the "Application for Ground Pass" (<http://goo.gl/I6396>). This form must include the full title of the NGO (Section 3 next to "Name of Company") as well as the address and telephone number, the name of the representative (as the name appears on the national passport) and other information requested in Section 1. **This form must be submitted no later than 25 June 2012 by e-mail to cedaw@ohchr.org**, 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.

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/apKom>
- 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 UN Headquarters, representatives of NGOs are advised to enter through the Visitor's Entrance located at 45th Street and 1st Avenue, and proceed to the registration desk.

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 photo ID bearing a photograph, and appear in person at United Nations Pass and Identification Unit, located at 801 United Nations Plaza at the corner of 1st Avenue and East 45th Street. The office hours are 9.00 am to 4.30 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.

Due to limited capacity of the North Lawn Building, UN Security will necessarily restrict access at certain time. Due to these restrictions, we ask that you limit the number of representatives in your delegation as much as possible.

All participants are responsible for making their own arrangements relating to travel and accommodations as well as visas to enter the United States.

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

Representatives requiring a visa to enter the United States are advised to apply as early as possible in case any time is needed for special clearance by US authorities, and ensure that the visa is received in time for travel. Past practice shows that when applying for a US visa, it is recommended that you bring copies of this confirmation e-mail, as well as a letter prepared by your NGO at the time of your appointment with the relevant US Consulate or Embassy.

X. Side events and lunch 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. NGOs wishing to organize side events must contact the Secretariat at least four weeks in advance of the session indicating the focus of the side event. 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 respect to human rights instruments, please consult the following links:

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