

Guidelines and forms for submission of NGO written statements

ECOSOC Consultative Status: It is reminded that only NGOs in consultative status with ECOSOC (general, special, roster) may submit written statements to the Human Rights Council (HRC) or co-sign written statements. Should NGOs without consultative status wish to be associated with such statements, their names may be indicated separately, **as a footnote to the title of the submitted text** of the written statement reading: “*Name(s) of NGO(s)* also share(s) the views expressed in this statement”. (See “Model 1” & “Model 2” for guidance)

Length of text: The HRC Secretariat wishes to draw the attention of NGOs to ECOSOC resolution 1996/31, which authorizes written statements of: a) 2,000 words for NGOs in general consultative status; and b) 1,500 words for NGOs in special consultative status and on the roster.

I. Forms to be used when submitting a written statement

The HRC Secretariat has prepared relevant forms which should be used when submitting written statements. Please refrain from using the UN header.

- a) Model 1
 - (A): Statement submitted in English only (individual and joint);
 - (B): Statement submitted in French only (individual and joint);
 - (C): Statement submitted in Spanish only (individual and joint);
- b) Model 2: Statement submitted in English, French & Spanish (individual and joint).

II. How to fill in the relevant form?

All sections of the relevant form should be filled in as explained below, and saved as a **Word document** (not PDF or any other format).

SECTION I: Contact details – Please insert contact details of the NGO, including a main contact person (name, phone number, and e-mail);

SECTION II: Languages – NGOs’ written statements may be submitted in English, French and Spanish. Please use the relevant form accordingly;

SECTION III: Session number and agenda item– Kindly indicate for which HRC session the NGO written statement is intended; the relevant agenda item (s) may be indicatively suggested.

SECTION IV: NGO name and status – Please select one of the options outlined under this section. If in doubt regarding the UN-registered name of the NGO and/or its consultative status, please refer to UNOG’s NGO database:

[http://www.unog.ch/80256EE60057E07D/\(httpPages\)/3101491B86487F6D80256EFC0061DFD9?OpenDocument](http://www.unog.ch/80256EE60057E07D/(httpPages)/3101491B86487F6D80256EFC0061DFD9?OpenDocument)

- a) If an official translation exists of the name of the NGO(s) submitting the written statement, please ensure that the NGO name(s) match(es) the language of the statement. Otherwise, use the official name in the language available.

SECTION V: Title of the submitted text– Please ensure that a title is inserted at the beginning of the statement (in “Times New Roman”, font “12”, bold, title case); Should NGOs without consultative status wish to be associated with the submitted statement, their names may be indicated separately, **as a footnote to the title**: “*Name(s) of NGO(s)* also share(s) the views expressed in this statement”. (See “Model 1” & “Model 2” for guidance)

SECTION VI: Main text – To insert the text, please use “Times New Roman”, font “12”, “Justified”; for footnotes, “Times New Roman”, font “10”, “Justified”.

III. Naming of submitted files

Please ensure that the file name attributed to the .doc file of the written statement contains the following information:

Name of NGO submitting it (acronyms may be used).

Language in which the statement is written; followed by

Whether the statement is joint (i.e. *name of NGO-language-Joint*). If individual please leave blank (i.e. *name of NGO-language of statement*)

IV. What else to do before submitting?

Spell Check: Kindly run a spell check on the statement(s) prior to submission;

Official UN names: Official United Nations names of member and observer states should be used when referring to countries, regions or territories;

Written submissions should be **final**; in principle, it will not be possible to accommodate revisions;

NGO written statements should be submitted to the HRC Secretariat by e-mail only. The e-mail address is **hrcngo@ohchr.org**;

- a) All language versions of a given statement should be sent **AT THE SAME TIME** through the same e-mail message, with each language version saved as a separate document;
- b) The HRC Secretariat will confirm receipt of the statements via e-mail;
- c) NGOs are no longer required to send a hard copy of their statement by fax.

Subject line: In the subject line of the e-mail message accompanying the statement(s), please include the name of the (main) NGO making the submission, e.g. "*name of NGO - written statement(s) submitted to the [insert number of session] session of the HRC*";

Model 1 (A)
One language (English)

SECTION I:

Contact details of (main) NGO:

NGO Name: _____

Name of main contact person: _____

Phone number: _____

E-mail: _____

SECTION II:

Language(s): **ENGLISH ONLY**

SECTION III:

HUMAN RIGHTS COUNCIL

Insert number of session (e.g. Ninth session)

Insert suggested agenda item(s)

SECTION IV:

If in general consultative status: Written statement submitted by **name of NGO (acronym if available)**, a non-governmental organization in general consultative status

If in special consultative status: Written statement submitted by the **name of NGO (acronym if available)**, a non-governmental organization in special consultative status

If on Roster: Written statement submitted by the **name of NGO (acronym if available)**, a non-governmental organization on the Roster

Joint written statement submitted by the name of NGO (acronym if available), a non-governmental organization in general consultative status, name of NGO (acronym if available) and name of NGO (acronym if available), non-governmental organizations in special consultative status, name of NGO (acronym if available), a non-governmental organization on the Roster

SECTION V:

Title:

Insert subject title¹ [TNR 12, Bold, Title case]

SECTION VI:

Text:

Insert text² [TNR12, Justified].

¹ Insert name(s) of NGO(s) (without consultative status) also share(s) the views expressed in this statement. [TNR10, Justified]

² Insert footnotes if applicable [TNR10, Justified].

Model 1 (B)
Une langue (Français)

SECTION I

Coordonnées de l'ONG (principale):

Nom de l'ONG: _____

Nom de la personne à contacter: _____

Téléphone: _____

E-mail: _____

SECTION II

Langue(s): FRANÇAIS SEULEMENT

SECTION III

CONSEIL DES DROITS DE L'HOMME

Insérer le numéro de la session (ex. Neuvième session)

Proposer un point de l'ordre du jour

SECTION IV

Si dotée du statut consultatif général: Exposé écrit par le **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale dotée du statut consultatif général

Si dotée du statut consultatif spécial: Exposé écrit par le **nom de l'ONG (acronyme si disponible)** et **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale dotée du statut consultatif spécial

Si inscrite sur la liste: Exposé écrit par le **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale inscrite sur la Liste

Exposé écrit conjoint présenté par le **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale dotée du statut consultatif général, **nom de l'ONG (acronyme si disponible)** et **nom de l'ONG (acronyme si disponible)**, organisations non gouvernementales dotées du statut consultatif spécial, **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale inscrite sur la Liste

SECTION V

Titre:

Insérer titre du texte³ [TNR 12, Gras, Initiales majuscules]

SECTION VI

Texte:

Insérer texte⁴ [TNR12, Justifié]

³ Insérer nom(s) de/des ONG(s) (sans statut consultatif) partage(nt) aussi les opinions exprimées dans cette déclaration. [TNR10, Justifié]

⁴ Insérer note(s) de bas de page si nécessaire [TNR10, Justifié].

Model 1 (C)
Una lengua (Español)

SECTION I

Datos de la ONG (principal):

Nombre de la ONG: _____

Persona a contactar: _____

Teléfono: _____

E-mail: _____

SECTION II

Lengua(s): **SÓLO ESPAÑOL**

SECTION III

CONSEJO DE DERECHOS HUMANOS

Introduzca el número del período de sesiones (ej. Noveno período de sesiones)

Indique un tema del programa

SECTION IV

Si posee estatus consultivo general: Exposición escrita presentada por **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida como entidad consultiva general

Si posee estatus consultivo especial: Exposición escrita presentada por **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida como entidad consultiva especial

Si forma parte de la Lista: Exposición escrita presentada por **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida en la Lista

Exposición conjunta presentada por **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida como entidad consultiva general, **nombre de la ONG (siglas si disponibles)** y **nombre de la ONG (siglas, si disponibles)**, organizaciones no gubernamentales reconocidas como entidades consultivas especiales, **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida en la Lista

SECTION V

Título:

Insertar el título del texto⁵ [TNR 12, Negritas, Minúsculas]

SECTION VI

Texto

Insertar el texto⁶ [TNR12, Justificar].

⁵ Insertar el/los nombre(s) de la(s) ONG(s) (sin estatus consultivo) comparte(n) también los puntos de vista expresados en esta declaración. [TNR10, Justificar]

⁶ Insertar nota(s) de pie de página si es necesario [TNR10, Justificar].

Model 2

Three languages (English, French & Spanish)

SECTION I

Contact details of (main) NGO:

NGO Name: _____

Name of main contact person: _____

Phone number: _____

E-mail: _____

SECTION II

Language(s): **ENGLISH, FRENCH AND SPANISH**

SECTION III

HUMAN RIGHTS COUNCIL

Insert number of session (e.g. Ninth session)

Suggest relevant agenda item(s)

SECTION IV

If in general consultative status: Written statement submitted by **name of NGO (acronym if available)**, a non-governmental organization in general consultative status

If in special consultative status: Written statement submitted by the **name of NGO (acronym if available)**, a non-governmental organization in special consultative status

If on Roster: Written statement submitted by the **name of NGO (acronym if available)**, a non-governmental organization on the Roster

Joint written statement submitted by the **name of NGO (acronym if available)**, a non-governmental organization in general consultative status, **name of NGO (acronym if available)** and **name of NGO (acronym if available)**, non-governmental organizations in special consultative status, **name of NGO (acronym if available)**, a non-governmental organization on the Roster

SECTION V

Title:

Insert subject title⁷ [TNR 12, Bold, Title case]

SECTION VI

Text:

Insert text⁸ [TNR12, Justified].

⁷ Insert name(s) of NGO(s) (without consultative status) also share(s) the views expressed in this statement. [TNR10, Justified]

⁸ Insert footnotes if applicable [TNR10, Justified].

SECTION I

Coordonnées de l'ONG (principale):

Nom de l'ONG: _____

Nom de la personne à contacter: _____

Téléphone: _____

E-mail: _____

SECTION II

Langue(s): ANGLAIS, ESPAGNOL ET FRANÇAIS

SECTION III

CONSEIL DES DROITS DE L'HOMME

Insérer le numéro de la session (ex. Neuvième session)

Proposer un point de l'ordre du jour

SECTION IV

Si dotée du statut consultatif général: Exposé écrit par le **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale dotée du statut consultatif général

Si dotée du statut consultatif spécial: Exposé écrit par le **nom de l'ONG (acronyme si disponible)** et **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale dotée du statut consultatif spécial

Si dotée du statut consultatif spécial: Exposé écrit par le **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale inscrite sur la Liste

Exposé écrit conjoint présenté par le **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale dotée du statut consultatif général, **nom de l'ONG (acronyme si disponible)** et **nom de l'ONG (acronyme si disponible)**, organisations non gouvernementales dotées du statut consultatif spécial, **nom de l'ONG (acronyme si disponible)**, organisation non gouvernementale inscrite sur la Liste

SECTION V

Titre:

Insérer titre du texte⁹ [TNR 12, Gras, Initiales majuscules]

SECTION VI

Texte:

Insérer texte¹⁰ [TNR12, Justifié]

⁹ Insérer nom(s) de/des ONG(s) (sans statut consultatif) partage(nt) aussi les opinions exprimées dans cette déclaration. [TNR10, Justifié]

¹⁰ Insérer note(s) de bas de page si nécessaire [TNR10, Justifié].

SECTION I

Datos de la ONG (principal):

Nombre de la ONG: _____

Persona a contactar: _____

Teléfono: _____

E-mail: _____

SECTION II

Lengua(s): **ESPAÑOL, FRANCÉS E INGLÉS**

SECTION III

CONSEJO DE DERECHOS HUMANOS

Introduzca el número del período de sesiones (ej. Noveno período de sesiones)

Indique un tema del programa

SECTION IV

Si posee estatus consultivo general: Exposición escrita presentada por el **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida como entidad consultiva general

Si posee estatus consultivo especial: Exposición escrita presentada por el **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida como entidad consultiva especial

Si forma parte de la Lista: Exposición escrita presentada por el **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida en la Lista

Exposición conjunta presentada por el **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida como entidad consultiva general, **nombre de la ONG (siglas si disponibles)** y **nombre de la ONG (siglas, si disponibles)**, organizaciones no gubernamentales reconocidas como entidades consultivas especiales, **nombre de la ONG (siglas, si disponibles)**, organización no gubernamental reconocida en la Lista

SECTION V

Título:

Insertar el título del texto¹¹ [TNR 12, Negritas, Minúsculas]

SECTION VI

Texto

Insertar el texto¹² [TNR12, Justificar].

¹¹ Insertar el/los nombre(s) de la(s) ONG(s) (sin estatuto consultivo) comparte(n) también los puntos de vista expresados en esta declaración. [TNR10, Justificar]

¹² Insertar nota(s) de pie de página si es necesario [TNR10, Justificar].