

Informative note for the participation of stakeholders

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I. Participation of organizations of persons with disabilities (OPDs) and civil society organizations (CSOs) in the consideration of reports at the 21st session and 11th pre-session

A. Dates and Venue

1. When and where will the 21st session and the 11th pre-session take place?

The **twenty-first session** will take place from Monday, 11 March 2019 at 10:00 am to Friday, 5 April 2019 at 6:00 pm.

The **eleventh pre-session** will take place from Monday, 8 April 2019 at 10:00 am to Thursday, 11 April 2019 at 6:00 pm.

The venue of the meetings is the **Room 17 (XVII), Building E, Palais des Nations**, in Geneva, Switzerland.

B. Countries to be considered

Link to the [twenty-first session webpage](#)

Link to the [eleventh pre-session webpage](#)

2. For which countries will the Committee adopt Concluding Observations, during the 21st session?

The Committee will engage in constructive dialogues and consider the reports of the following nine countries:

Niger: Tuesday, 12 March (3 pm - 6 pm) and Wednesday, 13 March (10 am - 1 pm)

Turkey: Wednesday, 13 March (3 pm – 6 pm) and Thursday, 14 March (10 am – 1 pm)

Rwanda: Thursday, 14 March (3 pm – 6 pm) and Friday, 15 March (10 am – 1 pm)

Spain: Monday, 18 March (3 pm – 6 pm) and Tuesday, 19 March (10 am – 1 pm)

Senegal: Tuesday, 19 March (3 pm – 6 pm) and Wednesday, 20 March (10 am – 1 pm)

Saudi Arabia: Wednesday, 20 March (3 pm – 6 pm) and Thursday, 21 March (10am– 1 pm)

Vanuatu: Thursday, 21 March (3 pm – 6 pm) and Friday, 22 March (10am– 1 pm)

Norway: Monday, 25 March (3pm – 6 pm) and Tuesday, 26 March (10am– 1 pm)

Cuba: Tuesday, 26 March (3pm – 6 pm) and Wednesday, 27 March (10am– 1 pm)

3. For which countries will the Committee adopt Lists of issues under the simplified reporting procedure, or LOIPR, during the 21st session?

The Committee will consider the adoption of Lists for the following four countries (in alphabetical order):

Belgium: Friday 29 March (10:00 am – 1:00 pm)

Cook Islands: Thursday, 4 April (10:00 am – 1:00 pm)

Czech Republic: Monday, 1 April (10:00 am – 1:00 pm)

Denmark: Wednesday, 3 April (10:00 am – 1:00 pm)

4. For which countries will the Committee adopt Lists of issues in the 11th pre-session?

The Committee will adopt Lists of Issues, or LOIs, for the following eight countries (in alphabetical order):

Albania: Monday, 8 April (3:00 pm – 6:00 pm)

Bangladesh: Monday, 8 April (3:00 pm – 6:00 pm)

Estonia: Tuesday, 9 April (3:00 pm – 6:00 pm)

Greece: Wednesday, 10 April (3:00 pm – 6:00 pm)

India: Thursday, 11 April (11:30 am – 13:00 pm)

Jamaica: Thursday, 11 April (4:30 pm – 6:00 pm)

Kuwait: Tuesday, 9 April (3:00 pm – 6:00 pm)

Myanmar: Wednesday, 10 April (3:00 pm – 6:00 pm)

C. Attending or following the meetings in which countries will be considered

Attendees present in Geneva

5. Is it possible to attend the meetings when the Committee will hold constructive dialogues?

Yes, the meetings are open to the public, attendees from organizations of persons with disabilities and civil society organizations may observe the dialogues between the delegations of these States parties and the Committee, but they cannot make statements or raise questions from the floor.

6. Is it possible to attend the meetings during which the lists of issues and list of issues prior to reporting will be adopted?

No, the adoption takes place in private meetings.

II. Accreditation

A. Deadline

7. Beginning of January 2019

9. Will I receive an acknowledgement of receipt of my request for accreditation? Will I obtain confirmation of my accreditation?

No, the Secretariat does not acknowledge receipt of accreditation requests; however, it confirms accreditation of applicants within at least 7 working days. Please wait for the expiration of 7 working days before making any further inquiry.

10. What happens if I miss the deadline to request my accreditation?

You will not be able to request the accreditation.

B. Webcasting

11. If I am not present in Geneva, is it possible to follow the meeting by webcasting?

Yes, [UN WebTV](#) provides live webcasting of the Committee's PUBLIC meetings.

Webcasting will not be available during the Committee's private meetings.

12. What languages will the CRPD use during the session and pre-session?

The working languages of the CRPD 21st session and 11th pre-session are: English, Russian and Spanish. Webcasting includes captioning in English as well as audio in the language of the country being considered, if it is a United Nations official language and only during PUBLIC meetings.

III. Briefings related to countries and thematic briefings

A. Schedule of country briefings

13. Can OPDs and CSOs brief the Committee on the situation of the rights of persons with disabilities in the countries upcoming for review during the session?

Yes, **closed** briefings with the Committee on the States parties to be reviewed have been provisionally scheduled to take place during the official meeting time:

Tuesday, 12 March (10:00 am – 13:00 pm): **Niger, Rwanda and Turkey**

Monday, 18 March (9:00 am – 13:00 pm): **Vanuatu, Saudi Arabia, Senegal and Spain**

Monday, 25 March (10:00 – 1:00 pm): **Norway and Cuba**

14. Can OPDs and CSOs participate in country briefings for List of issues under the simplified reporting procedure during the session?

Yes, **CLOSED** briefings with the Committee have been provisionally scheduled as follows, (in chronological order):

Belgium: Friday, 29 March (10:00 am – 11:30 am)

Czech Republic: Monday, 1 April (10:00 am – 11:30 am)

Denmark: Wednesday, 3 April (10:00 am – 11:30 am)

Cook Islands: Thursday, 4 April (9:00 am – 10:00 am)

15. Can OPDs and CSOs participate in country briefings for List of issues during the pre-session?

Yes, **CLOSED** briefings have been provisionally scheduled as follows (in chronological order):

Bangladesh: Monday, 8 April (10:00 am – 11:30 am)

Albania: Monday, 8 April (11:30 am – 1:00 pm)

Kuwait: Tuesday, 9 April (10:00 am – 11:30 am)

Estonia: Tuesday, 9 April (11:30 am – 1:00 pm)

Myanmar: Wednesday, 10 April (10:00 am – 11:30 am)

Greece: Wednesday, 10 April (11:30 am – 1:00 pm)

India: Thursday 11 April (10:00 am – 11:30 am)

Jamaica: Thursday 11 April (3:00 pm – 4:30 pm)

B. Format of country briefings

16. What is the format of the briefings?

Speakers will be invited to make country-specific statements. Members of the Committee will then raise questions and speakers will have time to reply to these questions.

17. How much speaking time will I get?

Organizations willing to make oral statements should coordinate the use of meeting time and the allocation of time slots amongst themselves. If such coordination is not feasible, the Committee Secretariat will allocate time slots after consultation with the Chair of the Committee. Speakers should make short and concise statements to allow for time for the Committee to raise questions.

For OPD coalitions: the average speaking time is **7 MINUTES**;

For single organizations: the average speaking time is **5 MINUTES**.

Priority will be given to those applicant organizations that have also submitted written information (see part D). The order of interventions will be:

- 1) Coalition of organizations of persons with disabilities;
- 2) Country-based organizations of persons with disabilities travelling to Geneva;
- 3) International organizations of persons with disabilities;
- 4) Other civil society organizations.

C. Deadline for requesting participation in a country briefing

18. If I plan to participate in the briefing, is there a deadline to request it?

Yes, you need to submit a request to the Secretariat no later than **11 February 2019**.

19. What do I need to indicate in my request?

Representatives of organizations of persons with disabilities and civil society organizations applying to participate in briefings should specify in their request:

- 1) The name of the organization: coalitions are encouraged to make a brief description of the organizations they comprise, their mission/vision statement and the role that persons with disabilities play in the organization;
- 2) The State party for which the briefing relates;
- 3) A brief description of the topics that will be addressed during the country specific briefing;
- 4) Name and function of the speaker(s).

20. Shall my organization provide accessibility services?

The United Nations provides International Sign interpretation and captioning in English during official meeting time only (10 am to 1 pm, and 3 pm to 6 pm). For briefings held outside of official meeting time, such as lunch briefings, applicant organizations shall provide captioning. If the organizers prefer to operate with the service provider which provides captioning to the Committee, please contact scheduling@captionfirst.com, and provide clear information about the date and the time when the briefing will take place, and indicate to the service provider that the briefing will take place in Room 17 Palais des Nations.

21. Shall I provide an electronic version of my statement in advance?

Yes, speakers should submit electronic statements of their interventions to the Secretariat prior to the briefing. Please send your e-statements to crpd@ohchr.org

22. Can the country briefing take place through videoconference?

Only exceptionally, you can request a briefing through videoconference when all of the following conditions are met:

- Microphones: Fixed microphones are available. Wireless microphones, pencil microphones and spider-like microphones are not suitable;
- Meeting room: The venue is an indoor facility, with closed doors and windows to avoid noise interference and air conditioning switched off, if relevant;
- Luminosity: external light that can blur out the camera. If relevant blinds and curtains should be closed.

Skype and similar web-based platforms do not meet technical requirements and are not acceptable.

23. Is it possible to organize a thematic briefing?

Yes, the above-mentioned information is also applicable to thematic briefings. Thematic briefings will take place during non-official meeting time in Geneva. The Secretariat will try to accommodate requests for thematic briefings depending on the Committee's availability.

D. Written contributions

24. Is it possible to make written contributions, and what is the deadline?

Yes, the deadline is 11 February 2019.

25. Is there a word limit?

Yes, a maximum of **10,700** words in the case of alternative reports; and a maximum of **5,350** words for other submissions.

26. Is there a template for written submissions?

The Committee strongly recommends that written submissions have the following structure:

- 1) Self-introduction of the submitting organization, brief description of its activities at the international and/or national level, their mission/vision statement and the role that persons with disabilities play in the organization, and level of inclusiveness and participation of persons with disabilities in the drafting of the submission;
- 2) Executive summary, **no longer than** one page;
- 3) Reference to the specific articles of the Convention addressed in the submission; and
- 4) Proposed recommendations. Please note that requirements (a) and (b) in this section are not considered within the length limits recommended above.

27. Shall I submit my written contribution in any particular format?

Yes, the written submissions should be provided in accessible digital or electronic formats, for example, word or text formats. No PDF formats please.

28. How can I make a submission?

Please send an email, attaching the submission, to the following email address: crpd@ohchr.org

Please indicate in the subject of the email: "**submission**" and the "**name of the country**" (e.g. "Submission Senegal")

29. Will I receive an acknowledgment of receipt of my submission?

No, however, the Secretariat posts all written submissions on its public webpage within at least 7 working days (unless submissions are identified as confidential).

30. What happens if I submit information after the deadline?

The Secretariat will not receive the documents after the deadline.

31. Do I need to submit hard copies?

No, hardcopies are not necessary.

32. Can I make corrections or amendments to an already submitted document?

No, once you have submitted your contributions, no changes are accepted.

33. How can I contribute to the [simplified reporting procedure](#)?

In its 10th session, the Committee adopted a simplified reporting procedure for periodic reports whereby it will send States parties a List of issues under the simplified reporting procedure and consider that the State party's written replies constitute the report. Contributions from OPDs and CSOs are particularly welcome in the preparation of Lists of issues under the simplified reporting procedure. Please refer to the "Guidelines on periodic reporting to the Committee on the Rights of Persons with Disabilities, including under the simplified reporting procedure (CRPD/C/16/3)" which state that alternative reports should include information on the implementation of the Committee's previous concluding observations and recent developments in the State party. When assessing the implementation of previous recommendations, OPDs and CSOs are requested to provide information on the gaps that prevent persons with disabilities from exercising their rights and duty-bearers from fulfilling their obligations as well as to propose concrete questions and issues that the Committee can take up with the aim of improving the quality of dialogues with States parties to strengthen their capacity to implement the Convention.

IV. Participation of independent monitoring frameworks, including National Human Rights Institutions in the 21st session and 11th pre-sessional working group of the Committee

The above-mentioned information about participation and attendance to meetings, technical briefings and written contributions are also applicable to National Human Rights Institutions (NHRIs) and Independent Monitoring Frameworks (IMFs).

In its 16th session, the Committee adopted its “[Guidelines on independent monitoring frameworks and their participation in the work of the Committee](#)”. The Committee encourages NHRIs and IMFs to familiarize themselves with this document when preparing their participation to the work of the Committee. ([Click here to download the Guidelines](#)).

34. Modalities of Participation of IMFs and NHRIs

There are three modalities for the participation of NHRIs (accredited A Status) and IMFs.

34.1 Independent participation during the dialogue with State parties

NHRIs and IMFs can indicate to the Committee their interest in participating in the dialogue with the States parties in their independent capacity, under one or more of the following modalities:

- (a) By making an opening statement (up to 5 minutes);
- (b) By answering questions posed by experts of the Committee;
- (c) By making closing remarks (up to 2 minutes).

Requests in this regard should be addressed to the Secretary of the Committee (crpd@ohchr.org) no later than 11 February 2019. Space in the room and a nameplate are specifically reserved for NHRIs and IMFs.

In the title of your email addressed to the Secretariat please indicate: NHRI-IMF, participation in the dialogue.

34.2. Bilateral private briefings with country-rapporteurs and other experts of the Committee

NHRIs and IMFs interested in participating in these private briefings should contact the Secretary of the Committee (crpd@ohchr.org) no later than 11 February 2019.

In order to participate under this modality, please provide a Skype account or a telephone number in which the Secretariat can contact you. In the title of your email addressed to the Secretariat please indicate: NHRI-IMF, bilateral private briefing.

34.3 Participation of NHRIs and IMFs in the briefings in which OPDs and CSOs participate

NHRIs and IMFs can also participate in these briefings, please check the relevant information mentioned above.

Please contact the Secretariat (crpd@ohchr.org). In the title of your email addressed to the Secretariat please indicate: NHRI-IMF, participation in country briefing.

35. Global Alliance of NHRIs Geneva Office

For further information about how NHRIs can participate in the reporting process, NHRIs may wish to contact the Global Alliance of NHRIs Geneva Representative, Ms. Katharina Rose at k.rose.icc@gmail.com

In particular, upon request and on behalf of the NHRI, the Global Alliance of NHRIs Geneva Representative may deliver a statement or otherwise information to the Committee in case the NHRI is not represented in Geneva.

IV. Contacts

Committee on the Rights of Persons with Disabilities (CRPD)

Human Rights Treaties Division (HRTD)

Human Rights Treaties Branch Human Rights Council and Treaty Mechanisms Division (CTMD)

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