OSCE

2018 Human Dimension Implementation Meeting
Warsaw, 16–27 September 2019

D O C U M E N T   P R E P A R A T I O N   G U I D E L I N E S

Please submit your document to the Documentation Desk no later than 30 minutes before the start of the Working Session for which it is intended. This provides the staff with enough time to make copies and provide them to the interpreters.

Submitted documents will be published via the distribution system and website in the order received; depending on the number of items received, this may take several hours.

Statements should be submitted in **only one** of the following formats:
- electronic file at the Documentation Desk
- email attachment to hdim@odihr.pl
- paper copy at the Documentation Desk

Please do not submit your document in more than one format.

Only materials received from participants who are both registered and present at the conference will be accepted for publication, with exception of documents received prior to the beginning of the conference. Please submit your document under exactly the same name/organization with which you registered; failure to do this will delay or prevent publication.

Please submit documents in clean, readable versions - handwritten documents will **NOT** be accepted for publication. Acceptable electronic formats are MS Word or Adobe PDF.   Paper copies of documents should be clear and readable. Recommended font size is 12.

Clearly identify recommendations in your document and specify to whom they are directed (delegation, NGO, OSCE, ODIHR). This will ensure that they are properly grouped in the compilation of recommendations. If recommendations are not clearly marked and identified, this will prevent a comprehensive and accurate compilation of recommendations in the final summary.

It is recommended to submit your recommendations as a separate document, in bullet point structure. This way we will ensure that the above parameters are met and that there will be no omissions when it comes to recommendations.

Please check your document for errors before submitting it. Replacing documents delays publication. Even if corrections are submitted soon after the error is identified, the revision won't be re-published until other submitted documents have been processed.

Participants are kindly requested to submit their statements <u>before the session</u> to the Documentation Desk, in front of plenary hall, so the documents can be provided to <u>the interpreters.</u> This very much helps with interpretation during the session, especially when the speaking time is limited. The documents will not be distributed to participants without prior consent, although early distribution would be appreciated to ensure that flow of documents reflects the discussion.

The **<u>deadline for receiving documents and publishing to the distribution system or the website is 17:00 (CET), on 27 September 2019</u>**. Please submit all documents intended for publication by then to allow staff enough time to edit the complete set of recommendations and create the consolidated summary. <u>Documents or revisions received after this deadline</u> will not be accepted for publication and will not be considered for recommendations or the consolidated summary.

Please submit documents, revisions, questions, or concerns directly to ODIHR Records Management at hdim@odihr.pl.

Annex A

Document Registration Form

OSCE Human Dimension Implementation Meeting
Warsaw, Poland
16 September – 27 September 2019

Document Submission Date: __ September 2019

☐ For interpreters (not published on DDS or website)   ☐ For general distribution and publication

1. Contributor Type (circle one):

        Delegation   International Organization   NHRI

        OSCE   Civil Society   Other

2. Name of Organization or Country (please write <u>exactly</u> as it is registered for the conference): _____
_____

3. Type of a submission (choose **one**):

- written statements / written contributions

- information material, e.g. reports, publications   *(cover note with disclaimer will be added)*

- recommendations (please provide them in bullet point structure)

4. Working Session Number / Side Event Title and Date (choose **one**): _____

5. Number of Pages: _____

6. Title of Electronic File(s): _____
_____

7. Additional Remarks: _____

All documents for general distribution will be published on the OSCE website for the period of the conference.

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OSCE Human Dimension Implementation Meeting **Warsaw, Poland** **16 September – 27 September 2019** *Document Submission Date: __ September 2019*

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1. Contributor Type (circle one):
According to the Badge (D / IO / NGO), as registered in the List of Participants

                Delegation   International Organization   NHRI

            OSCE   (Civil Society)   Other

2. Name of Organization or Country (please write <u>exactly</u> as it is registered for the conference): *For **IO**, **OSCE** and **NGO** – name of Organization exactly as it is registered for the conference (check Contributor's Badge or List of Participants.) For **D** – name of a participating State / Partner for Co-operation.*

3. Type of a submission (choose **one**): *Has to be specified, **only one** type of document*

- (•) written statements / written contributions *For any statement/ contribution*
- information material, e.g. reports, publications *(cover note with disclaimer will be added)* *For anything that is not a statement/ contribution, e.g. a report*
- recommendations (please provide them in bullet point structure) *For Recommendations only! Preferably in bullet point style!*

4. Working Session Number / Side Event Title and Date: *Has to be specified **only one** session. If written contribution matches thematically more than one Working Session – still only one should be chosen – it is not possible to register one document under a few sessions. For a Side Event it is important to mention date and time.*

5. Number of Pages: _____

6. Title of Electronic File (mandatory): *Write down **exact** name and extension (pdf / doc) of the file (filled in only if document is submitted as electronic file). Name of the file can be written in any language – this field is used by DDS Administrator to accurately locate the document for registration (and link it to the Document Registration Form). It can be more than one file (for example in case of different language versions of the same document) – list all of them here.*

7. Additional Remarks: *Any comments. For example, information on already submitted document (in case of **replacement** or additional version in another language)*

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