



2017 Human Dimension Implementation Meeting

Warsaw, 11-22 September 2017

GENERAL INFORMATION & ORGANIZATIONAL MODALITIES

1. Aim, dates and the venue of the meeting

According to OSCE Permanent Council Decision 476, during each year in which a Review Conference does not take place, the Office for Democratic Institutions and Human Rights (ODIHR) will organize a Human Dimension Implementation Meeting (HDIM) of all the participating States, at its seat, to discuss implementation of OSCE human dimension commitments.

Based on OSCE Permanent Council decisions 1256 and 1265, from July 2017, on the dates, topics and agenda of 2017 Human Dimension Implementation Meeting (HDIM), the HDIM 2017 will take place in Warsaw from 11 to 22 September 2017.

The HDIM 2017 will be held at the Warsaw National Stadium (PGE Narodowy). The Stadium is located at the following address:

Aleja Poniatowskiego 1, GATE 1
03-901 Warszawa

2. Participation

Representatives of OSCE participating States and OSCE executive structures, representatives of inter-governmental organizations, representatives of civil society and researchers working in the areas of human dimension commitments are invited to participate. The Partners for Co-operation are invited to attend and contribute with respect to their co-operation and links with the OSCE in the field. Civil Society organizations can find more information in the *Information for Civil Society* document.

3. Registration

Participants wishing to attend the meeting are requested to register online at <http://meetings.odihr.pl> as soon as possible but not later than **12:00 p.m. (CET) Monday, 4 September 2017. Important note: online registration will be closed after this deadline.**

Please also note that prior registration to the meeting is a condition for booking side events online.

ODIHR has introduced the following enhancements to the online registration system to facilitate the effective, meaningful, orderly and respectful participation of different stakeholders at HDIM:

- a) Upon completing the online registration process, representatives will see a screen informing them that a response on registration will be received within two working days;



2017 Human Dimension Implementation Meeting

Warsaw, 11-22 September 2017

- b) Participants' badges will continue to be in different colours, depending on the type of entity (Delegation, civil society, media etc.) the participant represents;
- c) Representatives who do not already possess a valid OSCE photo ID will be requested as part of the registration process to provide an electronic passport photo via e-mail to ODIHR at photobadges@odihr.pl by 12:00 p.m. (CET), on Monday, 4 September 2017;
- d) To ensure the broadest possible civil society participation during the opening, closing and working sessions, and due to space constraint, access to the plenary hall will be permitted for up to five representatives at one time from each individual civil society organization. Civil society organizations registering five or more participants will receive five transferrable special plenary access badges;
- e) An additional field has been introduced in the online registration for civil society representatives, asking for information on their "relevant human dimension experience", as per relevant OSCE documents.

The provisional List of Participants (LoP) shall be distributed to delegations shortly after the closure of online registration. Should there be any changes to the LoP, the updated list will be distributed in the morning following the day when the changes were made.

Registered participants will be able to collect their badges at the meeting's venue from 8:00 a.m on Monday, 11 September 2017.

Participation in the Human Dimension Implementation Meeting is free of charge, although all travel and accommodation costs should be borne by participants. The *List of hotels*, *Hotel special rates* and *Booking Forms* can be found in the Resources section on the HDIM 2017 webpage to facilitate the stay of participants in Warsaw. Those participants who experience problems with registration are requested to contact Ms. Anna Sierant (contact details below).

4. Side events

Side events may be held over the course of the meeting. To book a side event, please register first in the ODIHR Registration System, and then proceed with the side event booking at <http://meetings.odihr.pl>. The side event booking system is on a "first come, first served" basis, so participants are advised to enter the booking system immediately after it opens. **The booking period will open at 12:00 p.m. (CET), Wednesday, 16 August, and will close at 23:59 P.M. (CET) on Friday, 1 September 2017.** All bookings should be submitted within this period. No bookings will be accepted after the final deadline. Additional information on the online booking system, including the terms and conditions, as well as instructions on how to book a side event, is available in the documents: *Side Events Information* and *Side Events Booking Instructions*.



2017 Human Dimension Implementation Meeting

Warsaw, 11-22 September 2017

5. Modalities, Schedule and Logistics

Modalities: The modalities of the meeting are set out in accordance with the Helsinki Document 1992 and OSCE Permanent Council Decision 476.

Schedule: The HDIM will start on Monday, 11 September, at 10:00 a.m. with an opening session. During this session the OSCE Chairperson-in-Office, ODIHR Director and a representative of the host country, as well as keynote speakers, will make their opening remarks. The session will also be open for comments or statements. Only the delegations of participating States, however, will have the right to speak during the opening session.

Eighteen working sessions will follow, and all participants will have the right to speak during the working sessions, based on speakers list.

At the closing session on Friday morning, 22 September, the OSCE Chairmanship, the OSCE Secretary General and the ODIHR Director will make their closing remarks, and there will also be time for the delegations of participating States to make their comments. Only the delegations of participating States have the right to speak during the closing session.

The side events will take place every day in the mornings (8:15-9:45), during lunch breaks (13:00-14:45) and in the evenings (18:00-19:45).

For details please check the *Side Events Schedule*, which will be posted on HDIM website prior to the meeting.

Facilities: At the venue, there will be computer rooms available for participants, some nursing facilities and a prayer room. An exact map of facilities will be available in the meeting manual.

Seating: The usual seating for participating States will apply. Representatives of Partners for Co-operation and OSCE executive structures, as well as representatives of civil society and international organizations, will have a number of assigned seats. The exact seating plan, with corresponding seating entrances, will be made available in the meeting manual distributed at the venue.

Interpretation: Interpretation will be available in the six official OSCE languages: English, French, German, Italian, Russian and Spanish.

Guidelines for debate: To ensure a free and interactive debate, participants are strongly discouraged from reading out prepared statements. Prepared statements, background documentation, comments or written materials may be submitted for circulation at the Documents Distribution Desk and, hence, can feed into the discussion.



2017 Human Dimension Implementation Meeting

Warsaw, 11-22 September 2017

The moderator will help to ensure that the participants engage in a constructive and respectful debate aimed at achieving the meetings' objectives and improving the implementation of OSCE human dimension commitments and formulating recommendations. Participants will only be allowed to take the floor to speak on the topic of the session.

List of speakers & speaking time: Participants are kindly asked to familiarize themselves with the rules on the speakers list and speaking time.

Only the delegations of participating States will have the right to speak during the opening and closing sessions. All participants have equal access to the list of speakers in order to provide their contribution to each working session.

The speakers' list will be opened inside or just outside the plenary hall one hour prior to the start of each session. Earlier entries will not be accepted. To ensure that there is sufficient speaking time throughout the meeting, the list will be limited to 50 speakers per session and, therefore, might be closed before the start of the session, once that limit is reached.

Once the limit of 50 speakers is reached, participants will be signed up, in order of appearance, on a reserve list. The reserve list will be used in case of no-shows from the main list. Participants signed up in the main and reserve lists can agree exchange of places – subject to negotiation and agreement between them.

The moderator of the session will ensure that the order of the list of speakers is followed. In general, the interventions should not exceed 5 minutes. In cases where there is a high number of participants wishing to speak, the interventions during working sessions might be limited to the time defined by the moderator, and the moderator will be strict with this. Longer interventions can always be submitted to the Documentation Desk for distribution to all participants (if possible, ahead of the relevant working session in order to stimulate a more lively debate and to facilitate interpretation).

A (representative of an) organization/institution/participating State can speak only once during a session. If the speakers' list is exhausted before the end of the working session, the remaining time might be made available for questions or for other participants who have not had a chance to speak on a particular issue addressed earlier.

Participants are kindly requested to read the meeting's manual for the guidelines.

Right of reply: At the end of working sessions, as well as at the opening and closing plenary, participating States will have the possibility to exercise their right of reply. Participating States should indicate to the moderator early enough before the end of the session their wish to exercise their right of reply so sufficient time is allocated.



2017 Human Dimension Implementation Meeting

Warsaw, 11-22 September 2017

Filming in plenary hall: Livestreaming of the 2017 HDIM is envisaged. Filming with cameras and video cameras will only be permitted by accredited journalists. No other audio-visual recordings should be undertaken without the explicit permission of individuals being filmed.

Display of documents: Participants may display information materials on the tables in the lobby outside the plenary hall room. There will be necessary facilities for the display and distribution of relevant publications, documents and information materials outside the plenary hall.

Distribution of documents: Any participant wishing to distribute documents during the HDIM will only be able to do so through the Documents Distribution System (DDS), in accordance with special guidelines available on the website prior to the event. All documents submitted for distribution during the meeting will be scanned, uploaded to the system and available electronically at the venue through a number of computer terminals. Participants will be able to request printed copies or to have documents sent by e-mail.

Meeting Manual: Detailed information for participants of the meeting, including information about logistics and organization, as well as the schedule of social events and contact information for diplomatic representations in Warsaw will be available in the meeting manual.

Contact information:

Overall co-ordination: Ms. Saida Manieva at saida.manieva@odihr.pl or +48 22 5200 659

Coordination of side events: Mr. Ireneusz Stepinski at ireneusz.stepinski@odihr.pl or +48 22 5200 658

Registration of participants: Ms. Anna Sierant at anna.sierant@odihr.pl or +48 22 5200 627