



2018 Human Dimension Implementation Meeting

Warsaw, 10-21 September 2018

GENERAL INFORMATION & ORGANIZATIONAL MODALITIES

1. Aim, dates and venue of the meeting

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

Based on OSCE Permanent Council decisions 1295, from June 2018, on the dates and topics of the 2018 Human Dimension Implementation Meeting (HDIM), the HDIM 2018 will take place in Warsaw from 10 to 21 September 2018.

The 2018 HDIM will be held in the hotel Sofitel Victoria Warsaw. The hotel is located in the centre of Warsaw, at the following address:

Sofitel Victoria Warsaw
Królewska St. 11
00-065 Warsaw, Poland

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, in line with the 1992 Helsinki Document. 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. **Important note: the registration deadline has been extended until 18:00 CET, Friday, 31 August 2018.** After this date online registration will be closed. Past-deadline and on-site registration will not be possible.

Please allow sufficient time for this self-registration process, as the new system will not have any personal data stored, and you will have to start by creating your new online profile. Please note that the new system requires individual registration and uploading of your ID photo for your HDIM access badge.



2018 Human Dimension Implementation Meeting

Warsaw, 10-21 September 2018

Further information and guidance about the new registration process will be available in a separate document on the HDIM website.

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

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 venue from 8:00 a.m. on Monday, 10 September 2018.

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* will be available shortly in the Resources section of the HDIM webpage to facilitate your stay in Warsaw.

4. Side events

Registered participants can organize side events over the course of the meeting. Side events provide an opportunity for participants to discuss issues that have not been fully covered during the working sessions, since only limited time is assigned to each topic.

Participants wishing to organize side events will need to make an online booking in the new ODIHR Conference Registration System. The new system will continue to be based on a “first come, first served” principle. **The booking period will re-open at 12:00 noon (CET), Wednesday, 29 August 2018 and close at 12:00 noon (CET), Friday, 31 August 2018.**

5. Modalities, Schedule and Logistics

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

Schedule: The HDIM will start on Monday, 10 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, Heads of other OSCE executive structures and 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 the speakers list.



2018 Human Dimension Implementation Meeting

Warsaw, 10-21 September 2018

At the closing session on Friday morning, 21 September, the OSCE Chairmanship 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.

Side events will take place every day in the morning (8:15-9:45), during lunch breaks (13:15-14:45) and in the evening (18:00-20:00).

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 distributed at the venue.

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 map 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 encouraged not to read out prepared statements, but submit these for circulation at the Documents Distribution Desk.

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 be guided by moderators 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



2018 Human Dimension Implementation Meeting

Warsaw, 10-21 September 2018

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 to exchange places – subject to bilateral agreement between them.

The moderator of the session will ensure that the order of the list of speakers is followed. In general, each intervention 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 livelier 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.

Filming in plenary hall: Livestreaming of the 2018 HDIM is envisaged. Filming with cameras and video cameras will only be permitted by accredited journalists, and only during the opening and closing sessions. No other audio-visual recordings should be undertaken inside the plenary.

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 registered participant present at HDIM who wishes 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. Participants will also be able to request printed copies or to have documents sent by e-mail.



2018 Human Dimension Implementation Meeting

Warsaw, 10-21 September 2018

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: Mr. Martin Toplisek, at martin.toplisek@odihr.pl

Co-ordination of side events: Mr. Ireneusz Stepinski, at ireneusz.stepinski@odihr.pl

Registration of participants: Ms. Anna Sierant, at anna.sierant@odihr.pl