



2021 Human Dimension Seminar “Preventing and Combating Violence Against Women and Girls”

Warsaw, 16-17 November 2021

P R A C T I C A L I N F O R M A T I O N N O T E

I. GENERAL INFORMATION AND ORGANIZATIONAL MODALITIES

1. Aim, dates and venue of the meeting

According to the Helsinki 1992 Document, the Human Dimension Seminar (HDS), organized by the OSCE Office for Democratic Institutions and Human Rights (ODIHR), addresses specific questions of particular relevance to the Human Dimension and of current political concern.

Based on OSCE Permanent Council OSCE Permanent Council Decision PC.DEC/1417 as of 25 October 2021 the 2021 HDS will take place in Warsaw from 16 to 17 November 2021.

The venue of the event is:

**Sofitel Victoria hotel
ul. Krolewska 11
00-065 Warsaw**

The HDS will be held in a blended mode, enabling online participation as well. Access information to the online platform will be shared with participants via e-mail.

2. Participation

Representatives of OSCE participating States and OSCE executive structures, representatives of inter-governmental organizations and of civil society, and others 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.

3. Registration

Online registration at <https://meetings.odihr.pl> is now closed. Past-deadline and on-site registration is not possible. Registered participants will be able to collect their badges at the meeting venue from 8:30 a.m. on Tuesday, 16 November 2021.



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Participation in the Human Dimension Seminar is free of charge, although all travel and accommodation costs should be borne by participants.

4. 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 PC.DEC/1417 as of 25 October 2021.

Schedule: The HDS will start on Tuesday, 16 November, at 10:00 (CET), with an opening session. During this session, the representatives of ODIHR, the Chairpersonship, Poland being the host country, and the keynote speakers will make their opening remarks. The session will also be open for comments or statements. Only the delegations of participating States, however, have the right to speak during the opening session.

Three working groups will follow, and all participants will have the right to speak during the working groups, based on the speakers’ list signup available to registered participants 1h before each session and working group at <https://meetings.odihr.pl>.

At the closing session on Wednesday afternoon, 17 November, the Swedish Chairpersonship and the ODIHR 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.

Seating: The usual seating for participating States will apply, adjusted in light of the COVID – 19 pandemic to allow for social distancing. Representatives of Partners for Co-operation and OSCE executive structures, as well as representatives of civil society and international organizations, will have assigned seats as well.

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

Guidelines for debate: For topic and composition of each panel, please consult the agenda and annotated agenda at https://www.osce.org/odihr/hds_2021.



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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.

The speakers’ list will be opened to registered participants one hour prior to the start of each session at <https://meetings.odihr.pl> (please refer to **Annex I** for more information on how to sign up for the list of speakers). To ensure that there is sufficient speaking time throughout the meeting, the list will be limited to 35 participants per Working group I, and 50 speakers per Working group II and Working group III.

Once the limit of speakers is reached, participants will be signed up on a reserve list. The reserve list will be used in case of no-shows from the main list.

In general, each intervention should not exceed 5 minutes. In case 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 via “Submit a document” function at <https://meetings.odihr.pl/24> 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.

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 early enough before the end of the session their wish to exercise their right of reply, so sufficient time is allocated.



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Delegations present in Warsaw are asked to indicate this to the ODIHR staff seated behind the head table, online delegations can do so by writing to Right of Reply by using the chat function in the Zoom meeting.

Filming in plenary hall: 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.

Livestreaming: livestream will be available in English and Russian on the website of the event .

Distribution of documents: Any registered participant present at HDS who wishes to distribute documents during the meeting will be able to do so through “Submit a document” function at <https://meetings.odihr.pl/24>, in accordance with guidelines available on the website prior to the event (please refer to **Annex II** for the documents submission procedure).

Facilities: At the venue, there will be a working room available for participants (maximum 14 persons) and a bilateral meeting room (maximum 10 persons) – see below section IV.

Information relevant to in-person participants

Limitations due to Coronavirus: The organization of conferences in Poland is subject to a list of limitations due to Coronavirus. The organizers are committed to comply strictly with the required limitations:

- 1,5 m distancing at the venue. All seating available to participants will be organized in line with this limitation.
- maximum 1 person (not fully vaccinated with an EU-approved vaccine) per 10 m² in any conference area. The organizers wish to thank participants for providing voluntary the information regarding their vaccination status, which will facilitate compliance with this restriction.
- all in person participants will also be required to cover mouth and nose with a mask.

For the latest list of limitations in Poland, applicable in various settings, please consult <https://www.gov.pl/web/coronavirus/temporary-limitations>.

Information relevant to online participants



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The online meeting will be held on the Zoom conferencing platform.

Preparation: Access information to the meeting will be sent to all registered participants before the start of the meeting. It will not be necessary to set up an account with Zoom to join the meeting. Participants may access the meeting through a web browser as well. A technical user guide is available at <https://meetings.odhr.pl/resources>.

Pre-meeting: The meeting room will open 1 hour before the indicated starting time. Participants are encouraged to log in early in order for their credentials and connectivity to be checked prior to the start of the meeting.

Participants are asked to use the applicable **naming convention** which will be communicated before the meeting via email. Only participants with the appropriate naming convention will subsequently be admitted to the meeting. Otherwise, they will be “removed” from the Waiting Room so they may rename themselves and join again applying the naming convention correctly

Conduct of the online meeting: Due to the possibility of connectivity issues throughout the meeting, participants are kindly requested to speak clear and slower than usual.

Participants are asked to have their camera and microphone disabled at all times during the meeting, except when taking the floor. This will ensure the best possible sound quality for all meeting participants.

II. INFORMATION FOR CIVIL SOCIETY

The Helsinki Document of 1992 (Chapter IV) called for increased openness in OSCE activities and for expanding the role of NGOs. In particular, in paragraph (15) of Chapter IV, the participating States agreed to facilitate during OSCE meetings “informal discussion meetings between representatives of participating States and NGOs”.

As per Chapter IV, paragraphs (15) and (16), of the Helsinki Document 1992, the provision of making “open to NGOs [...] human rights implementation meetings” does not apply to “persons or organizations which resort to the use of violence or publicly condone terrorism or the use of



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violence.” In line with these provisions, the OSCE welcomes participation by civil society organizations at the 2021 HDS.

III. SIDE EVENTS

Side events rooms are located on the 1st floor of the venue. For details please check the Side Events Schedule, posted on the event website prior to the meeting. The views expressed during the side events do not necessarily reflect the views of the OSCE.

IV. BILATERAL MEETINGS

There is a possibility to book a room for Bilateral Meetings. The room has a seating capacity of up to 10 and is located on the first floor of the venue.

How to book

To book a bilateral meeting, please send a request to hdmeetings@odihr.pl, indicating: the requesting delegation, the name of the organization with whom the meeting has been confirmed, the desired timeslot and the contact person from the requesting organization.

The room will be made available for bilateral meetings between 9.00 and 18.00. Please note that the bookings will be made on a first come first served basis.

V. CONTACT INFORMATION

Meeting co-ordination: Mr. Martin Toplišek at martin.toplisek@odihr.pl

Programme enquiries: Ms. Sara Haapalainen at sara.haapalainen@odihr.pl

Registration enquiries: Ms. Aleksandra Szorc at aleksandra.szorc@odihr.pl

Side event enquiries: Ms. Anna Piwowarska at anna.piwowarska@odihr.pl

Other enquiries: hdmeetings@odihr.pl.




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Annex I. Signing up for the Speakers’ List

- To sign up for the list of speakers please go to <https://meetings.odihr.pl/>, login to your account and you will see a “Signup” button, which will be active 1 hour prior to the opening of each session and working group. Signup will be enabled for registered HDS participants only.




ODIHR Conference and Event Registration System


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Welcome to Meetings at ODIHR



If you have never used the ODIHR online registration system, please [Register](#) to create your participant's profile.



If you want to verify your profile/account, please [Login](#).



If you want to participate in an upcoming event, please check for the event in the table below:

Meeting	Location	Date	Sign up to the meeting	Speaker's List
25.01		25 Jan- 26 Jan 2021	Signed Up	
Human Dimension Meeting resources		28 Jun- 30 Jun 2021	Signed Up <div style="border: 1px solid blue; padding: 2px; display: inline-block; margin: 5px;">Change Signup</div> <div style="border: 1px solid blue; padding: 2px; display: inline-block; margin: 5px;">Visa Letter</div>	<div style="border: 1px solid blue; padding: 5px; display: inline-block;">Signup</div>



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2. After clicking on “Signup” button on the home page, a registered HDS participant will see a list of the sessions with either open signup for the Speakers’ list (please click again the “Signup” button if you wish to be on a Speakers’ list for a particular session) or information on whether the list has already been closed or when the signup for other sessions will start.

Home

Human Dimension Meeting

Sessions

Session name	Date	Speaker's List
Opening Session	28 June 2021 10:00 - 28 June 2021 13:00	List is closed
Working Session 1	28 June 2021 15:00 - 28 June 2021 18:00	List is closed
Working Session 2	29 June 2021 10:00 - 29 June 2021 13:00	List is closed
Working Session 3	29 June 2021 10:00 - 29 June 2021 13:00	Signup
Working Session 4	29 June 2021 15:00 - 29 June 2021 18:00	List is closed
Closing Session	30 June 2021 15:00 - 30 June 2021 18:00	List opens: 30 Jun 2021 14:00

3. Participants signing up their delegation/organizations for the Speakers’ list will receive a confirmation e-mail:



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ODIHR Conference and Event Registration System

Dear Participant,

This email is to confirm you have signed up for Speaker's List at the following session:

List of Sessions for "Human Dimension Meeting ":

Session name	Date
Working Session 4	29 June 2021 10:00 - 29 June 2021 13:00

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This mail was generated automatically please do not respond.



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Information in the profile will also be updated to indicate that the organization or delegation is signed-up for the list of speakers.

The screenshot shows the ODIHR Conference and Event Registration System interface. At the top left is the ODIHR logo. To its right is the text "ODIHR Conference and Event Registration System". Further right is a navigation menu with links: CONFERENCE, RESOURCES, LOG OUT, YOUR ACCOUNT, CONTACT, SIDE EVENT TITLE TEST, and PHOTO GUIDELINES. Below the navigation is a "Home" link. The main heading is "Human Dimension Meeting". Underneath is a "Sessions" section containing a table with the following data:

Session name	Date	Speaker's List
Opening Session	28 June 2021 10:00 - 28 June 2021 13:00	List is closed
Working Session 1	28 June 2021 15:00 - 28 June 2021 18:00	List is closed
Working Session 2	29 June 2021 10:00 - 29 June 2021 13:00	List is closed
Working Session 3	29 June 2021 15:00 - 29 June 2021 18:00	Signed-up
Working Session 4	30 June 2021 10:00 - 30 June 2021 13:00	List opens: 30 Jun 2021 09:00
Closing Session	30 June 2021 15:00 - 30 June 2021 18:00	List opens: 30 Jun 2021 14:00




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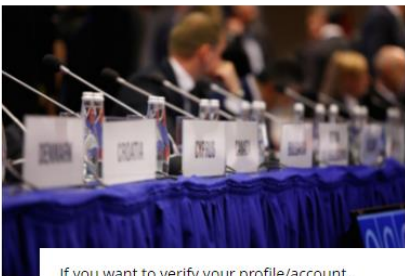
Annex II. Documents submission

Any participant wishing to distribute documents among participants of the seminar may do so via “Submit a document” button on <https://meetings.odihr.pl/> available for registered and logged in users:


Welcome



If you have never used the ODIHR online registration system, please [Register](#) to create your participant's profile.



If you want to verify your profile/account, please [Login](#).



If you want to participate in an upcoming event, please check for the event information in the table below:

Meeting	Location	Date	Sign up to the meeting	Book side event
Human Dimension Seminar 2021 read more resources	Warsaw	16 Nov- 17 Nov 2021	Closed	Closed

first click on “resources” button



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Home > Resources

Resources

[Submit a document](#) then you will be able to submit a document...

Human Dimension Seminar 2021

Documents

Agenda

Title
Agenda (1)



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Home > Conference materials

Document submission

Please indicate what type of submission you would like to make:

...either for official distribution and upload into Document Distribution System or to submit to organizers.

[Submission For Distribution](#)

[Submission To The Organizers](#)

Participants are asked to:

- Prepare the document in any of six OSCE working languages - include author, date and title and the working session or side event it refers to;
- Duly complete the Document Registration Form:



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Human Dimension Seminar 2021

Warsaw, | 16.11.2021

The purpose of this document

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

Type of a submission

written statements/written contributions information material, e.g. raport, publications (cover form with disclaimer will be added) recommendations (please provide them in bullet point structure)

Working Session Number or Side Event Title and Date

Number of Pages

Additional Remarks

Files
Note: The size of a single file cannot exceed 3 MB.

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The documents uploaded into the seminar’s Documents Distribution System (DDS) will be made available electronically at the venue through a number of computer terminals. Additionally, documents distributed through the DDS will be posted on <https://meetings.odihr.pl/> and thus made public for the participants of the seminar.

Facilities will not be available for the translation of documents. ODIHR recommends that participants interested in distributing texts have them translated prior to the seminar. As per the documents distribution guidelines, ODIHR will not accept any documents for distribution in DDS submitted later than five calendar days after the Closing session.