



2019 Human Dimension Implementation Meeting

Warsaw, 16-27 September 2019

PRACTICAL INFORMATION NOTE *(updated on 16/09)*

I. GENERAL INFORMATION AND 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 the 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 1339, 1340 and 1341 of 26 July 2019, on dates, the agenda and specially selected topics, the 2019 HDIM will take place in Warsaw from 16 to 27 September 2019.

The 2019 HDIM will be held at the Warsaw National Stadium (PGE Narodowy). The venue is located at the following address:

Aleja Poniatowskiego 1, GATE 1, 2nd floor
Warsaw, Poland

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. Civil society organizations can find more information below, in the *Information for Civil Society* section.

3. Registration

Participants wishing to attend the meeting are requested to register within the period indicated online at https://www.osce.org/odihr/hdim_2019 and <https://meetings.odihr.pl>. **Important note: online registration will be closed after the deadline.** Past-deadline and on-site registration will not be possible.

Please allow sufficient time for the self-registration process, in particular if you are a first time user of the new registration system introduced in 2018, as you will have to start by creating a profile. Please note that the new registration system requires individual registration and uploading of your ID photo for your HDIM access badge.



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

The provisional List of Participants (LoP) was 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, 16 September 2019.

Participation in the Human Dimension Implementation Meeting is free of charge, although all travel and accommodation costs should be borne by participants. To facilitate your stay in Warsaw, the *List of hotels*, *Hotel special rates* and *Booking Forms* is available under the Resources section of the HDIM webpage.

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 476.

Schedule: The HDIM will start on Monday, 16 September, at 10:00 a.m., with an opening session. During this session, the OSCE Chair, a representative of the host country, ODIHR Director, the keynote speaker and Heads of other OSCE executive structures 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.

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

At the closing session on Friday morning, 23 September, the OSCE Chair 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.

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.

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



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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.

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 to exchange places – subject to bilateral agreement between them.

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 to the Documents Distribution 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.



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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 ODIHR's [Facebook page](#) and [website](#).

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 meeting will only be able to do so through the Documents Distribution System, in accordance with special guidelines available on the website prior to the event. Participants will also be able to request documents be sent to them sent by e-mail.

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 made available.

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 violence.”

In line with these provisions, the OSCE welcomes participation by civil society organizations at the 2019 HDIM. Civil society organizations are also welcome to organize side events.



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III. SIDE EVENTS

Registered participants representing civil society organizations, international organizations, governments and other registered participants of HDIM are encouraged to organize side events on relevant human dimension issues. Side events are meant to facilitate less formal discussions among representatives of governments, civil society and international organizations. The side events provide an opportunity for the participants to discuss issues that have not been fully covered during the working sessions, since only limited time is assigned to each of the topics.

ODIHR's role is to co-ordinate the organization of side events and make the necessary venue arrangements. Participants can book rooms dedicated for side events free of charge. The participants organizing a side event will be responsible for its logistics (catering, presentations and technical facilities, interpretation, financing etc.) and for its content.

For details please check the *Side Events Schedule*, posted on the HDIM website prior to the meeting. The views expressed during the side events do not necessarily reflect the views of the OSCE.

Online Booking System for Side Events

To facilitate the registration of side events, ODIHR has introduced an online booking system for side events. The online system makes the booking process more efficient and more transparent.

Participants wishing to organize side events will need to make at <https://meetings.odihr.pl/>. The booking will open in the time period announced at <https://meetings.odihr.pl/> and https://www.osce.org/odihr/hdim_2019.

The system continues to be based on the "first come, first served" principle. Please also refer to the User Manual for Side Events Booking at <https://www.osce.org/odihr/428408> which contains step-by-step instructions on how to book a side event.

1. Please note that one organization/participating State can book **a maximum of 2 (two)** side events, **in the capacity of the main organizer**;
2. **All fields in the booking form should be filled in**; otherwise the booking will not be accepted and confirmed by the system. All bookings for side events **must be submitted by the deadline**; otherwise they will be automatically cancelled.
3. **Only online booking is possible.**
Should you wish to cancel a booking after the deadline, please contact the HDM team as soon as possible. Please note that late cancellation of pre-ordered, paid services will result in cancellation fees.



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Logistical Information

WHO? Side events can be booked and organized **ONLY** by registered participants in the 2019 Human Dimension Implementation Meeting.

WHEN? Side events can be organized between the 16th and the 20th of September and then between the 23th and 27th of September during the following hours:

- morning 8:15-9:45 (note that there are no morning side events in the Plenary Hall)
- lunchtime 13:15-14:45 or 13:30-14:30 (for side events in the Plenary Hall)
- evening 18.15-19:45

WHERE? All meeting rooms are available:

Room	Layout	Capacity	Additional information
Meeting room 1	Round table	100 persons	
Meeting room 2	Round table	75 persons	
Meeting room 3	Theatre style	80 persons	
Plenary Hall	Round table	100 persons at the table and 50 in the back rows	Simultaneous interpretation equipment and sound system are free of charge in this room (+ technician -150 PLN net)

HOW?

Please register first in the ODIHR Registration System (<http://meetings.odihr.pl>), and then proceed with the side event booking. There is the possibility to make arrangements through the ODIHR conference or venue service providers (through the online booking system) or on your own. The content of side events should respect the OSCE Human Dimension Commitments.

Frequently Asked Questions

HOW WILL PEOPLE LEARN ABOUT THE SIDE EVENT?

ODIHR will inform HDIM participants about the side events by posting information on the HDIM webpage a few days before the start of the conference. The information on side events will be put daily on screens inside the Plenary Hall during the breaks and in the meeting foyer. If you wish, you can also prepare beforehand flyers with side event information and leave them on the display tables. **Please note that it is not allowed to distribute any leaflets/promotional materials in the Plenary Hall.**



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IS TECHNICAL EQUIPMENT AVAILABLE?

You might wish to use some technical equipment for your side event (interpretation equipment, PowerPoint, video + TV, microphones + speakers, etc.). Should you wish to do so, you can organize it through HDIM conference services provider – BSCAV. In this case, please state your requirements while booking your side event in the online booking system, and BSCAV will contact you ASAP to facilitate your order. **Please note that all costs are borne by the side event organizer.** Simultaneous interpretation equipment is available free-of-charge only for side events organized in the Plenary Hall.

IS INTERPRETATION POSSIBLE?

Interpretation services (simultaneous and consecutive) can be provided, upon request, **at your expense.** You might organize it in your own capacity or through the ODIHR conference services provider – BSCAV. In case you wish to order the interpretation services through BSCAV, please state your requirements while booking your side event in the online booking system, and BSCAV will contact you to facilitate your order. You will find all of the information and prices in the booking system.

HOW TO ORGANIZE REFRESHMENTS?

Some organizers of side events wish to offer refreshments/beverages to their participants. You may organize this through the ODIHR venue catering provider – SODEXO Company. In case you wish to have catering at your side event, please state your requirements while booking your side event in the online booking system, and SODEXO will contact you ASAP to facilitate your order. You will find all of the information and prices in the side events booking system.

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 floor +1 of the conference center of the PGE Narodowy Stadium and. This is the floor below the HDIM 2019 venue.

How to book

To book a bilateral meeting, please send a request to mikolaj.drozd@odih.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 8.30 and 19.00 (14.00 – 19.00 on the opening day and 8.30 – 14.00 on the closing day). Please note that the bookings will be made on a first come first served basis. Participants are encouraged to book the room with 1-day advance notice. The time allocated per meeting is 30 minutes.



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V. TRANSPORT AND VENUE

1. Transport to/from the Warsaw Chopin airport:

Train: There is a convenient train connection from the Warsaw Chopin Airport to the Warsaw Central Railway Station, which takes 25 minutes. *The timetable can be found [here](#), for the SKM line S3.*

Bus: Public bus 175 connects the airport with the city centre. Tickets can be bought from ticket machines at bus and tram stops or in a press kiosk at the airport. Both card and cash payments are accepted. *General Warsaw transport info can be found at www.ztm.waw.pl*

Taxi: Taxi from the airport costs no more than 60 PLN (approx. 14 Euro) to the city centre. Participants are advised to use official taxi companies available outside of the Arrivals Hall. Uber and Bolt are also available in Warsaw.

2. Transport to/from the conference venue:

Tram: There are good tram links connecting the Warsaw city centre (Centrum) with the National Stadium (PGE Narodowy). Participants can use trams 7, 9, 24, 25 and 73 from the city centre and get off at tram stop Rondo Waszyngtona. From there, participants can walk through the underpass to the Stadium, following the signs to Gate 2, which will lead them to the main entrance to the conference centre. Transport tickets can be bought at bus and tram stops from ticket machines or in a press kiosk. Both card and cash payments are accepted.

Bus: Public buses 117, 158 and 507 go from the Warsaw city centre (Centrum) to bus stop Rondo Waszyngtona. Walking directions from there are the same as above from the tram stop Rondo Waszyngtona. Transport tickets can be bought at bus and tram stops from ticket machines or in a press kiosk. Both card and cash payments are accepted.

Taxi: Taxis can enter the stadium premises at Gate 4 and then drive through the underground parking (level -3) to drop off the Participants at the green zone entrance to the conference centre. Taxis will need to leave immediately as parking for taxis is not allowed there.

Car parking: Participants can make use of the **paid** parking facilities at the stadium. They can enter the stadium premises at Gate 4 and park in the underground parking (level -3). Entry to the building from the parking will be via the green zone entrance to the conference centre.



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Map:



VI. CONTACT INFORMATION

Overall co-ordination: Mr. Martin Toplisek, at martin.toplishsek@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

Transport and venue: Mr. Mikołaj Drózd, at mikolaj.drozd@odihr.pl



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Annex

CODE OF CONDUCT

AT THE OSCE HUMAN DIMENSION IMPLEMENTATION MEETING (HDIM)

§ 1. General provisions

The purpose of this Code of Conduct is to communicate what kind of conduct is expected from participants and what conduct can not be tolerated by event organizers.

By registering for or attending the event, participants express their agreement to abide by the terms of this Code of Conduct.

This Code of Conduct applies to all participants, as well as other attendees, including speakers, visitors, and accredited media.

Participants shall conduct themselves in an ethical manner, abide by law and safety and security regulations applicable at the venue, as well as observe instructions of the event organizers.

Participant shall behave in a manner not jeopardizing the safety of other participants and other persons at the HDIM venue.

Participants shall indicate to ODIHR HDIM staff in advance if they intend to hold a protest in the plenary hall. Only silent, non-intrusive protests, not obstructing the proceedings of the session may be allowed in the plenary hall, provided that ODIHR organizers are informed in advance prior to the start of the session.

Any adult bringing minors to HDIM venue shall undertake to take care of and supervise the said minors.

§ 2. Prohibited Conduct

1. Carrying weapons or other dangerous instruments, explosive materials, pyrotechnic articles, fire hazardous materials, abusive or psychotropic substances, and also toxic, corrosive or foul-smelling substances.
2. Carrying flags, banners, or boards not directly associated with HDIM or exceeding the size of 1 m² (one square meter) due to the fact that they may obstruct view of other



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participants, thus preventing them from full participation in HDIM, and may constitute a health hazard.

3. Entering with mobile megaphones and other noise-emitting devices (e.g. trumpets, drums etc.)
4. Participants shall not present or shout any slogans that may be:
 - a. disturbing the order and safety or inciting others to do so,
 - b. likely to give rise to violence,
 - c. discriminating against other persons on the basis of inter alia, their race, color, sex, language, religion or belief, political or other opinion, national or social origin, property, birth or other status (Maastricht 2003, Ljubljana 2005),
 - d. condoning terrorism or the use of violence.
5. Participants are not permitted to hold exhibitions, except as a part of an approved side event, in which case they may only be held for the duration of the side event and must be limited to the room in which the side event is taking place.
6. Participants may not record HDIM plenary sessions using a camera or any other audio-video recording equipment or an interchangeable lens camera, except for accredited media representatives.

§ 3. Final provisions

1. Participants who do not abide by this Code of Conduct may be asked to leave the plenary room, other areas of HDIM venue, or HDIM venue.
2. This Code of Conduct may be revised by ODIHR at any time.