

## INFORMATION FOR PARTICIPANTS

### MEETING RULES

This is a Chairmanship-in-Office (CiO) event. This document outlines the rules which will apply.

### PROGRAMME

The meeting will last ten working days and consist of:

- an opening session,
- eight plenary sessions, and
- a closing session.

The full programme which provides more detail, sets a framework for our discussions, and highlights the focus areas is available at the event's website:

<https://www.osce.org/chairmanship/warsaw-human-dimension-conference>

### CODE OF CONDUCT

The Code of Conduct, published separately, lays out what kind of conduct is expected from participants and what conduct cannot be tolerated by event organizers. By attending the event, all participants express their agreement to abide by its terms.

### RIGHT TO SPEAK & RULES FOR DISCUSSION

– ***Right to speak:***

- at the opening session only the delegations of participating States can make statements;
- at plenary sessions all participants may request to take the floor;
- the closing session is intended to be a free-flowing discussion among the MFA directors on human rights issues (or other equivalent representatives of the participating States), followed by interventions by other registered participants.

- **To request the floor**, please sign up for the Speakers' list of the relevant sessions at <https://meetings.odihr.pl>.
  - **Opening session**: The list of speakers will open at 10.00 on day 1 of the Conference. All pS that sign up will be given the floor. The list of those who have signed up until 30 minutes before the session will be published on [meetings.odihr.pl](https://meetings.odihr.pl) and also printed in the room. The pS will also have a possibility to sign up (via back table) to the list during the opening session.
  - **Plenary session**: Those wishing to do so should sign up to the speakers' list which will be open from 15.00 on the calendar day preceding the day of a given session. There will be 30 slots on the speakers' list and 20 on the reserve list. The list of speakers, including the reserve list, will be published on [meetings.odihr.pl](https://meetings.odihr.pl) no later than at 9.30 on the day of the session;
  - **Closing session**: MFA directors on human rights issues (or other equivalent representatives of the OSCE participating States) can request the floor by raising their hand or indicating their will to speak to the CiO representatives in the room before the session. All other participants should sign up to the speakers' list which will be open from 15.00 on the working day preceding the closing session. There will be 10 slots on the speakers' list and 10 on the reserve list.
  - **When given the floor**, please introduce yourself, give your name and the organisation you represent and then comment directly on the topic of the session. Please keep your contribution brief and to the point. Feel free to ask questions relating to the discussion.
  - **Speaking time**: Participants should not speak for longer than 3 minutes, unless the moderator decides otherwise based on the number of speakers.
- Statements**: In order to facilitate interpretation, statements should be submitted electronically at <https://meetings.odihr.pl> before the start of the session. Delegations of participating States may also wish to distribute any statements via the OSCE distribution system, by sending their statements to [documents@osce.org](mailto:documents@osce.org).
- **Speak clearly and slowly**: If the speaking time is limited, please do not try to compensate by speaking faster.
  - **Right of Reply**: OSCE participating States wishing to exercise their right of reply (RoR) regarding any statement made by another participant during the opening and plenary sessions of the conference shall submit their RoRs in writing. Written RoRs (a maximum of

one for each participating State for a given session) should be submitted electronically via [meetings.odihr.pl](https://meetings.odihr.pl) platform. Submitted RoRs will be made available at the [meetings.odihr.pl](https://meetings.odihr.pl) platform. RoRs submitted on the same day when the statement that the reply relates to was made will be announced by the moderator during the next plenary session drawing delegates attention to them.

## **SESSION MODERATORS**

Each session will be chaired by a moderator. The moderators are responsible for opening and closing the sessions and for granting the floor to conference participants. They are authorized to ensure order and smooth running of the sessions, and may for this purpose change the limit time for statements, call speakers out of order, or deny the floor, including when the speaking time is not respected, if an intervention from the floor is not on the topic of the session, or when an intervention from the floor is not in line with the Code of Conduct of this conference.

## **PROCEDURAL ISSUES**

Any registered participant wishing to raise a procedural issue (points of order) will be able to do so directly with representatives of the CiO in the room. Procedural issues are not to be raised from the floor.

## **SUBMISSION OF DOCUMENTS**

Any registered participant present at the Conference who wishes to distribute documents during the meeting will be able to do so through “*Submit a document*” function at [meetings.odihr.pl](https://meetings.odihr.pl) platform, in accordance with guidelines available on the website prior to the event. There are no translation services available. Submitted documents will be accessible on the meetings platform to registered conference participants.

## **OTHER INFORMATION**

### **SEATING**

The usual seating for participating States will apply. Representatives of Partners for Cooperation 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 English and Russian.

#### COVID-19

Due to health risks related to Covid-19, wearing of masks is recommended. If any participant experiences symptoms which may point to a possible infection, they are advised to inform the paramedic contractor present at the event.

#### LIVE STREAM

The opening, plenary and closing sessions will be live streamed on the Conference webpage.

