



**Supplementary Human Dimension Meeting
26-27 April 2021
(online)**

PRACTICAL INFORMATION NOTE

I. GENERAL INFORMATION AND ORGANIZATIONAL MODALITIES

1. Aim, dates and venue of the meeting

According to the decision of the Permanent Council (PC.DEC/476, 23 May 2002), each year, the Chairpersonship-in-Office organizes three informal Supplementary Human Dimension Meetings (SHDMs), in the framework of the OSCE Permanent Council, in order to discuss key substantive concerns raised at previous Human Dimension Meetings or Review Conferences. The OSCE Office for Democratic Institutions and Human Rights (ODIHR) and, when required, other OSCE structures and institutions assist the Chairpersonship-in-Office in preparing the SHDMs.

The second Supplementary Human Dimension Meeting (SHDM) of 2021 will be held 26-27 April on “Democratic Law-Making: Ensuring Participation”. The meeting is organized by the Swedish OSCE Chairpersonship with the support of OSCE ODIHR.

During the meeting, recommendations for the OSCE participating States, OSCE institutions, including the OSCE Office for Democratic Institutions and Human Rights, OSCE executive structures, other inter-governmental organisations as well as civil society actors can be identified and addressed. Additional information relevant to the SHDM, including the agenda, is available at https://www.osce.org/odihr/shdm_2_2021

Given the restrictions related to Covid-19, this meeting will exceptionally take place online. Further information about the platform used and related technical information is available below.

2. Participation

Representatives of OSCE participating States and OSCE executive structures, representatives of inter-governmental organizations, representatives of civil society and researchers having interest in the topic can participate in the SHDM. The Partners for Co-operation can 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.



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3. Registration

Participants wishing to attend the meeting are requested to register at <https://meetings.odihr.pl>.

Important note: Please note the registration deadline, indicated on this webpage. Past-deadline registration is not possible.

Please allow sufficient time for the self-registration process, in particular if you are a first time user of the ODIHR Conference and Event Registration System, as you will have to start by creating a profile. First time users are encouraged to sign up for the event as soon as possible after creating an account. Please note that the registration system requires individual registration and uploading of your ID photo.

Participation in the meeting is free of charge.

4. Information relevant to holding the meeting online

The 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.odihr.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 required to join the meeting using 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



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Conduct of the online meeting: Due to the possibility of connectivity issues throughout the meeting, delegates are strongly encouraged to submit their written statements to the interpreters prior to the meeting (via documents@osce.org) in order to ensure the best possible interpretation of their statement. Moreover, speakers are kindly requested to speak 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.

If participants wish to be added to the speakers list during a session they are kindly asked to use the chat function available in Zoom by sending a message to “Floor requests” clearly stating “organisation wishes to take the floor”. Once the moderator hands the floor to a participant, the speaker must unmute himself/herself and turn on the camera before taking the floor, so they may be seen and heard clearly. After his/her intervention is finished, the speaker mutes him/herself and disables his/her camera. This process is repeated for each participant which is given the floor.

In case of an ad hoc request for the floor from participating States (e.g. right of reply; point of order; etc.), delegates can use the Chat function to indicate to “Floor requests” that they wish to have the floor.

In case of technical issues (interpretation not working/ unmuting function not working for a delegation who wishes to intervene/etc.), the Chat function shall be used to promptly inform the meeting organizers, so that appropriate action can be taken.

5. Modalities, Schedule and Logistics

Modalities: The modalities of the meeting are set out in accordance with the decision of the Permanent Council (PC.DEC/476, 23 May 2002).

Schedule: The opening session of SHDM will start on Monday, 26 April at 15.00. During this session, the representatives of the OSCE Chairpersonship and OSCE Office for Democratic Institutions and Human Rights (ODIHR) will present their opening remarks. No comments or statements are foreseen from participants due to short time of the opening session.

Three working sessions will follow, and all participants will have the right to request the floor during the working sessions.

At the closing session, starting on Tuesday, 26 April at 16.30, the moderators of the three working sessions, serving as rapporteurs, will present the reports from the working sessions. There will be time for delegations of participating States to voice their comments and, finally, for the representatives of ODIHR and OSCE Chairpersonship for their closing remarks.

The meeting will end on Tuesday, 27 April at 17.30.



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

Guidelines for the debate: The intention is to develop a free-flowing discussion based on the keynote speeches, panelists' inputs, discussions, background information and written statements circulated in advance or during the SHDM. To this end, a speakers' list is not envisaged. Participants wishing to speak should indicate this to "Floor requests" (via chat function in Zoom) and wait for the floor to be given to them by the moderator.

A representative of a registered organization/institution/participating State can speak only once during a session. If there is time left before the end of the working session, it might be made available for questions or for other participants who have not had a chance to speak on a particular issue addressed earlier.

The moderator will help to ensure that the participants engage in a constructive debate aimed at achieving the meetings' objectives, improving the implementation of OSCE human dimension commitments and formulating recommendations. To this end, moderators may decide about the order of speakers, ensuring that participants speak on the topic under discussion. The moderator may set a maximum speaking time.

Participants should wait for the moderator to give them the floor. When taking the floor, participants shall introduce themselves by providing their name, surname and the name of the organization they represent, and turn on their microphone and camera. Participants should keep their comments short and to the point and speak only within the time frame allotted to them.

Interventions should be relevant to the topic of the session and contain specific recommendations. Participants have a right to express their opinions freely, while respecting human rights and the principle of non-discrimination.

Participants shall refrain from presenting or shouting any slogans that might: a.) provoke or disturb order and safety, b.) likely to give rise to violence, c.) discriminate against others on the basis of their race, colour, sex, language, religion or belief, political or other opinion, national or social origin, property, birth or other status (Maastricht 2003, Ljubljana 2005), d.) condone terrorism or the use of violence. Moderators are instructed to ensure that discussions are held in accordance with these principles.

The organizers reserve the right, in case a large number of participants wish to speak, to introduce in the course of the session a list of speakers and to set a maximum speaking time limit.

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 "Floor requests" (via chat function in Zoom) 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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Distribution of documents: Any registered participant present at SHDM may also submit documents for distribution by sending their documents (maximum 3 pages in length) to the Document Distribution Centre at documents@osce.org. Participants should mention in their message when submitted documents are intended for distribution.

There are no translation services 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 Supplementary Human Dimension Meeting to be held on Media Freedom and Gender Equality.

III. SIDE EVENTS

Registered participants representing civil society organizations, international organizations, governments and other registered participants of SHDM 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 arrangements. Participants can book slots dedicated for side events free of charge. The participants organizing a side event will be responsible for its logistics (presentations and technical aspects, interpretation) and for its content.

Side Events Schedule will be posted on the SHDM website prior to the meeting. The views expressed during the side events do not necessarily reflect the views of the OSCE.

Online Booking for Side Events

The online booking system is based on the first come, first served basis and is now closed. Past-deadline booking is not possible.



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IV. CONTACT INFORMATION

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

Side-event co-ordination: Ms. Justyna Pazura at justyna.pazura@odihr.pl

Registration enquiries: hdmeetings@odihr.pl _