**Information Note for NGOs**

**36th session of the Universal Periodic Review Working Group**

**(2-13 November 2020)**

***(latest update: 29 October 2020—subject to change)***

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The purpose of this note is to provide information on the modalities and organization of the 36th session of the Working Group on the Universal Periodic Review (UPR 36) for non-governmental organizations in full compliance with the risk assessment undertaken by UNOG and health regulations of the Swiss federal and cantonal authorities with regard to combatting the spread of COVID-19.

**NGO LIAISON OFFICE**

Due to the COVID-19 situation, the NGO Liaison Office will be closed. The Office will be available for any queries through the usual e-mail address: hrcngo@ohchr.org

Due to the COVID-19 context, there will be no distribution of documents in the meeting rooms. Likewise, distribution of any materials or documents in the meeting rooms, at the tables and boards outside meeting rooms or elsewhere in Palais des Nations is not permitted.

**VENUE OF UPR 36**

UPR 36 will take place in the Assembly Hall. Additionally, Room XII will be used as an overflow room.

As a result of the measures taken by UNOG to ensure physical distancing and prevent the spread of COVID-19, the number of people allowed in a given conference room (delegates of Permanent Missions, NGO representatives as well as UN staff) will be considerably restricted. A modus operandi is designated to allow UPR 36 to be held in-person, while taking into consideration the limited capacity of the given conference room. Consequently, access to both the Assembly Hall and Room XII will be limited to one person per delegation.

**ACCREDITATION AND CONTACT TRACING**

With the objective to keep the number of persons present at UNOG premises at the minimum and to adhere to the instructions issued by the host country, Switzerland, concerning large events, access to UNOG premises will be restricted to those participating at meetings of intergovernmental and expert bodies, in accordance with relevant modalities for NGO participation.

All participants will need to register to UPR 36 through **INDICO** ([**https://indico.un.org/event/20220/**](https://indico.un.org/event/20220/)**)** in order to access Palais des Nations and meeting rooms. Please note that only one representative per NGO can be present per review (See below for “Secondary Floating Badges”.)

For purposes of contact tracing, UNOG Security Officers will register each participant who enters the Assembly Hall by scanning his or her badge.

All participants to UPR 36 are requested to be accredited via INDICO, even if they have an annual ground pass to UNOG, for the purpose of contact tracing. Delegates are requested to indicate if they already possess an annual ground pass or if they need a temporary badge to be issued when registering. Representatives with annual/permanent badges will be able to access the Palais des Nations upon registration, with their existing badge, and are requested to upload a picture of their valid badge in the INDICO registration page (under *“UN grounds pass”*). Registered participants without permanent accreditation to UNOG will be issued an event specific badge at **Pass and ID Unit, Portail de Pregny, Palais des Nations (Open Monday to Friday from 8 a.m. to 5 p.m.)**.

The request for accreditation has to be done for each member of the delegation separately by using his or her e-mail address as username to access the system. When requesting accreditation, the members of the delegation are encouraged to upload in the online system the Note Verbale or formal correspondence containing the list of the members to be accredited.

A minimum of **three working days** are required to process a request. Participants are kindly invited to bring a **proof of INDICO registration** (QR code) on their mobile device or on paper.

**FLOATING SECONDARY BADGE**

UNOG Security will issue **one generic badge (“floating secondary badge”) for each NGO with representatives registered through INDICO**. This specific badge will not indicate the name of the person, but will be associated to the NGO. The badge is not personal, and it can therefore be shared among representatives of the same NGO. It will have to be collected by one NGO representative at Pregny Gate **as of Friday 30 October, from 2:00 p.m.**

Please note that **only representatives wearing their personal badge (either annual/temporary grounds pass or a conference badge) as well as the secondary floating badge, will be able to access the Assembly Hall and Room XII.** This is a requirement by UNOG Security, aimed at ensuring that only one representative per entity is present at any time. This limitation will allow a larger number of NGOs to be present during the review in question, while ensuring traceability and safety of all participants.

**HEALTH AND SECURITY**

All persons physically present in the Palais des Nations will be required, for their safety and the safety of others, to **be free of COVID-19 symptoms** and to maintain the recommended **physical distancing of 1.5 meters** at all times. To ensure physical distancing when entering and exiting the conference rooms, separate doors have been assigned as either entrance or exit doors. Within the conference rooms, participants will be asked to circulate clockwise only and to respect the required physical distance at all times. The maximum occupancy of all conference rooms has been altered to ensure the required physical distance, and seats will be blocked off to discourage people from sitting too close to one another. In general, participants are encouraged to follow UPR36 by the webcast whenever possible.

Based on the UNOG risk assessment and the latest guidance from the UN Medical Directors, the wearing of **face covering masks** remains mandatory inside the Palais meeting rooms. Delegates are requested to bring their personal mask.

For any **security assistance**, delegates can call upon the security officers at the meeting room.  For urgent assistance, please dial 112 from any landline in the Palais des Nations to reach the Security Control Room 24/7.

**INFORMATION MEETINGS**

Similar to HRC45, in accordance with information from the United Nations Office at Geneva, information meetings cannot be held in the Palais des Nations in the COVID-19 context during UPR 36. Should NGOs plan on-line events in relation to UPR36, you are encouraged to contact the Civil Society Team of OHCHR at: hrcngo@ohchr.org – providing details of the event (date, time, sponsors, title, on-line link).

**REPRISALS**

Any act of intimidation or reprisal for cooperation in the context of UPR 36 should be promptly reported to the UPR Secretariat (uprreprisals@ohchr.org) as well as to the reprisals team of the Office of the High Commissioner for Human Rights (reprisals@ohchr.org).

**ADDITIONAL INFORMATION**

All relevant information on UPR 36 is made available on the OHCHR UPR website and the UPR Extranet: <https://extranet.ohchr.org/sites/UPR/Pages/default.aspx> (Prior registration is necessary at: <https://www.ohchr.org/EN/HRBodies/UPR/Pages/UPRRegistration.aspx> ).

For any further questions or information, please contact us through the usual email address at hrcngo@ohchr.org. For any issues concerning accreditation, please address your questions to upraccreditation@ohchr.org