



2016 Human Dimension Implementation Meeting

Warsaw, 19 - 30 September 2016

GENERAL INFORMATION & ORGANIZATIONAL MODALITIES

1. Aim, dates and the venue of the meeting

According to the OSCE Permanent Council Decision 476, during each year in which a Review Conference does not take place, the Office for Democratic Institutions and Human Rights (ODIHR) will organize a Human Dimension Implementation Meeting (HDIM) of all the participating States, at its seat, to discuss implementation of OSCE human dimension commitments.

Based on the OSCE Permanent Council's decision 1218 from 28 July 2016 on dates and special topics of 2016 Human Dimension Implementation Meeting (HDIM) the 2016 HDIM will take place in Warsaw between 19 and 30 September 2016.

2016 HDIM will be held in the hotel Sofitel Victoria Warsaw. The hotel is located in the centre of Warsaw at the following address:

Sofitel Victoria Warsaw
Królewska St. 11
00-065 Warsaw, Poland

2. Participation

Representatives of OSCE participating States and OSCE executive structures, representatives of inter-governmental organizations, representatives of civil society and researchers working in the areas of human dimension commitments are invited to participate. 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 in the document 'Information for Civil Society'.

3. Registration

Participants wishing to attend the meeting are requested to register online at <http://meetings.odihhr.pl> **latest by the deadline of Thursday, 15 September 2016.** Important note: online registration after this date will be closed.

Please note also that prior registration to the meeting is a condition to book a side event on-line.

Registered participants will be able to collect their badges at the meeting's venue as of Monday, 19th September, from 8 a.m.

Participation in the Human Dimension Implementation Meeting is free of charge, although all travel and accommodation costs should be borne by participants. "List of hotels", "Hotel special rates" and "Booking Forms" are in the attachments to facilitate



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stay in Warsaw. Those participants who experience problems with registration are requested to contact Ms. Anna Sierant (contact details below).

4. Side events

Side events (SE) may be held over the course of the meeting. To book a side event, please register first in the ODIHR Registration System and then proceed with the side event booking at <http://meetings.odihr.pl>. The side events booking system is based on ‘first come, first served’ basis so participants are advised to enter the booking system immediately after the opening. **The first booking period will be open on Thursday, 18 August 2016 at 12.00 (CET) and will be closed on Sunday, 28 August 2016 (CET).** All bookings should be submitted within this deadline. If there are any free slots left after the first deadline, there will be **second booking period between 1 and 4 September**. No bookings will be accepted after the final deadlines. Additional information on the on-line booking system, including the terms & conditions as well as the instructions on how to book a side event, is available in the documents: “Side Events Information” and “Side Events Booking Instructions”.

5. Modalities, Schedule and Logistics

Modalities: The modalities of the meeting are set out in accordance with the decision of the Helsinki Document 1992, OSCE Permanent Council Decision 476 as well as OSCE Rules and Procedures.

Schedule: The HDIM will start on Monday, 19 September, at 10:00 a.m. with the opening session. During this session the Chairperson-in-Office, ODIHR Director and a representative of the host country as well as key-note speakers will present their opening remarks. The session will also be open for comments or statements, however, only the delegations of participating States will have a right to speak during the opening session.

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

At the closing session, starting on Friday, 30 September at 10:00 the OSCE Chairmanship, the OSCE Secretary General and the ODIHR Director will present their closing remarks and there will be a time for delegations of participating States for their comments. Only the delegations of participating States have a right to speak during the closing session.

The side events will take place every day in the mornings (08:15-09:45), during lunch breaks (13:00-14:45) and in the evenings (18:00 -19:45).

For details please check the Side Events Schedule on HDIM website, prior to the meeting.



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Facilities: At the venue, there will be computer rooms available for participants, some nursing facilities as well as a prayer room. Exact map of facilities will be available in the meeting's manual.

Seating: The usual seating for participating States will apply. Representatives of Partners for Co-operation, 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 in the meeting's manual distributed at the venue.

Interpretation: The meeting will be interpreted into the six official OSCE languages: English, French, German, Italian, Russian and Spanish.

Guidelines for debate: To ensure a free and interactive debate, participants are strongly discouraged from reading out prepared statements. Prepared statements, background documentation, comments or written materials may be submitted for circulation at the Documents Distribution Desk and hence can feed into the discussion.

The moderator will help to ensure that the participants engage in a constructive debate aimed at achieving the meetings' objectives and improving the implementation of OSCE human dimension commitments and formulating recommendations.

List of speakers & speaking time: Participants are kindly asked to familiarize themselves with the rules on speakers list and speaking time.

Only the delegations of participating States will have a right to speak during the opening and closing sessions. All participants have equal access to the list of speakers in order to provide their contribution to each working session.

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 the limit is reached.

Once the limit of 50 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 list can agree exchange of places - subject to negotiation and agreement between them.

The moderator of the session will ensure that the order of the list of speakers is followed. In general the interventions 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 Documentation Desk for distribution



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to all participants (if possible ahead of the relevant working session in order to stimulate a more lively 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.

Display of documents: Participants may display information materials on the tables in the lobby of the plenary hall room. There will be the necessary facilities for the display and distribution of relevant publications, documents and information materials outside the plenary hall.

Distribution of documents: Any participant wishing to distribute documents during the Human Dimension Meeting will only be able to do so through the Documents Distribution System (DDS), in accordance with special guidelines available on the website prior to the event. All documents submitted for distribution during the meeting will be scanned, uploaded to the system and available electronically at the venue through a number of computer terminals. Participants will have the possibility to request printed copies or to have documents sent by e-mail.

Meeting's Manual: Detailed information for participants of the meeting, including the information about the logistics, organization as well as the schedule of social events schedules and contact information for diplomatic representations in Warsaw will be available in the meeting's manual.

Contact information:

Overall co-ordination of meeting: Ms. Kamila Czerwinska
at kamila.czerwinska@odihr.pl or +48 22 5200 657

Coordination of side events: Mr. Ireneusz Stepinski
at ireneusz.stepinski@odihr.pl or +48 22 5200 658

Registration of participants: Ms. Anna Sierant
at anna.sierant@odihr.pl or +48 22 5200 627