3nd session of the Open-ended intergovernmental working group to elaborate the content of an international regulatory framework, without prejudging the nature thereof, relating to the activities on private military and security companies

(9-13th May 2022 I 10am – 12pm & 3pm– 5pm CET)

Guidance note to register for the list of speakers and for sending video statements (for general comments only)

This guidance note is for States, specialized agencies, intergovernmental organizations, national human rights institutions and non-governmental organizations (with ECOSOC status) intending to register for the list of speakers for general comments. Please note that:

Participants must register for the event via Indico: https://indico.un.org/event/33674/

Only those registered will receive the link to join the event, shortly before it starts.

During each segment of the programme of work, there will be time for discussion, during which States, specialized agencies, intergovernmental organizations, national human rights institutions, and non-governmental organizations (with ECOSOC status) will be allowed to intervene, in that order.

Oral intervention can be made either by:

- Making a live statement through the online platform; or
- Sending a pre-recorded video message for the general comments segment (refer to Annex I below on submitting video); or

All stakeholders who would like to make a general statement should let the Secretariat know as soon as possible, by sending an email to ohchr-igwg-pmsc@un.org**, copying speeches@un.org, with the following information**:

> **The means through which the oral intervention (general comments) will be made:** remote intervention through Zoom, remote intervention through the sending of a pre-recorded video message, or in-person delivery;
> **The type of stakeholder speaking**: e.g., State, specialized agency, IGO, NHRI, or NGO (with ECOSOC status);
> **Name of the State or organization**;
> **Name of the speaker**;
> **A copy of the oral statement**, which will be part of the public session's documents and also aid the interpreters and report writers.

Due to the constraints linked to the format of the meeting, a time limit for each intervention will need to be imposed for each category of stakeholders, as follow:

- States and regional organizations: **5 minutes maximum**
- Other Stakeholders: **2 minutes maximum**

   Please note:

Only NGOs with ECOSOC consultative status may make an oral statement. Where the speaker is not from the inscribing NGO, an authorized representative from the latter must authorize this in writing.
In order to allow for the largest possible number of substantive contributions, participants are kindly requested to limit their interventions to be as concise and succinct as possible. Abusive or disrespectful language or derogatory and inflammatory remarks by any participant will not be tolerated during the session. All participants should ensure that a sense of respect and tolerance permeates the discussion.

All statements received will be posted as received on OHCHR's website and as soon as possible following the conclusion of each meeting. If the statement delivered is substantially different from the document initially received by the secretariat or if you do not wish the statement to be published online, please inform the secretariat. In line with the OHCHR disability policy, oral interventions without written scripts cannot be shared on the website.

Making a live statement via the online platform, during the event

For participants or stakeholders registering to make a statement during the event, via the online platform, please:

Register for the list of speakers (as indicated above).

Send a copy of their statement to ohchr-igwg-pmsc@un.org **and** speeches@un.org prior to the start of the session.

Sending a pre-recorded video message (possible only for general statements)

For participants or stakeholders sending a pre-recorded video message, please:

Register for the list of speakers (as indicated above),

Carefully read the guidance for submitting your video file to the Secretariat via WeTransfer in Annex I below.

Consider including captioning for the video statement in order to enhance participation of persons with disabilities. Guidance on creating captions using YouTube is available in Annex II below.

Be mindful of the audio and video quality.

Send your video message, together with a transcript of your message in Microsoft Word or accessible PDF format to ohchr-igwg-pmsc@un.org and unog-rsi-moderation@un.org **at least 24 hours before the session for which it is submitted**. Should the Secretariat not receive

your video message and transcript by this time, your message may be excluded from the list of speakers.

Note that the video file must not exceed **5 minutes for States and regional organizations, and 2 minutes for other stakeholders**.

Requesting the floor during the event

Depending on time availability and technical capabilities, participants who did not register on the list of speakers prior to the event will be able to request the floor once all participants who are on the list of speakers have taken the floor.

To request the floor during the event, online participants may use the 'raise hand' function on the online platform and participants in the room may raise their placards.

ANNEX I

GUIDELINES ON SENDING VIDEO MESSAGES VIA WETRANSFER

1) Open a browser on the computer where the files you want to send are located. Go to https://wetransfer.com/.

2) Click on "Add your files" and select the following files:
   a. Your video message (**see below for specifications**);
   b. A transcript of your statement in Word or accessible PDF formats.

3) On the "Email to" field, add: ohchr-igwg-pmsc@un.org

4) On the "Your email" field, add your own email.

> In order to enhance participation of persons with disabilities, all stakeholders are encouraged to include captioning on the video statement, as well as to consider including sign language.

5) On the "Message field", include:
   a. The stakeholder/organization on behalf of which you will be speaking;
   b. The panel for which you are sending the video message.

6) Click on "Transfer". You will be prompted to enter a verification code, which will be sent to your email a few moments later (remember to check the spam folder). Copy the verification code, paste it in the transfer windows and hit verify.

7) Once the verification code has been entered, your files will be uploaded. This might take a few minutes. After that, your files will be sent to us automatically. You will receive an email confirming that your files were sent successfully. You will also receive a confirmation email once we have downloaded your files.

Please note that all video statements should be sent at least 12 hours before the session for which it is submitted
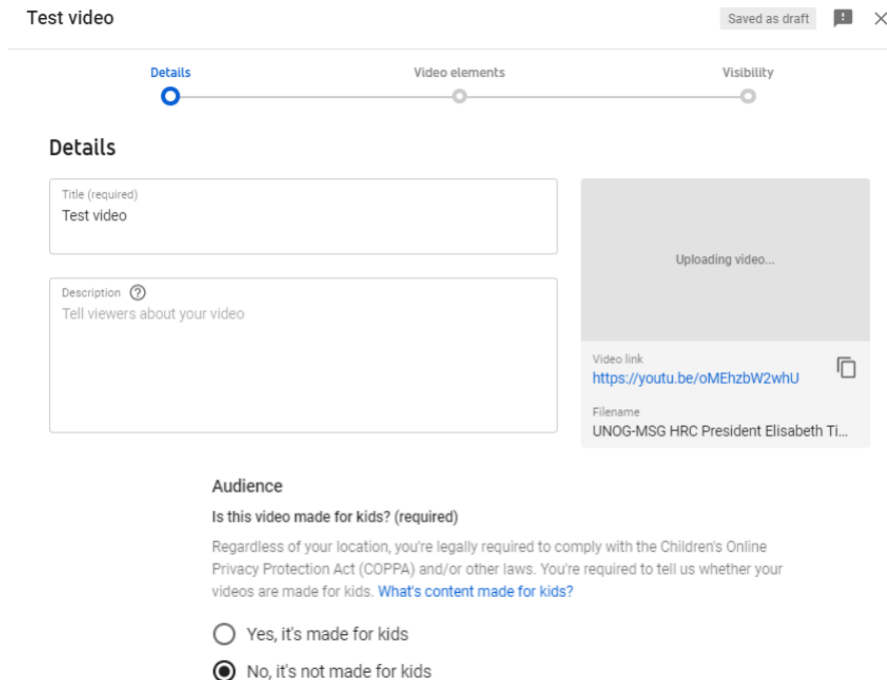
ANNEX II

GUIDELINES ON CREATING VIDEO CAPTIONS USING YOUTUBE (FOR PRE-RECORDED VIDEO MESSAGES)

The purpose of these guidelines is to explain how to use YouTube to caption video messages. We recommend its use as an example of a quick, simple and free solution to increase the accessibility of events, but stakeholders are encouraged to use any means of their choosing to add subtitles to video messages.

These guidelines only address how to create subtitles when a transcript of the video is available. YouTube also generates automatic captions, but this falls beyond the scope of these guidelines.

1. Go to www.youtube.com and log in or sign up using a Google account.
2. In the upper-right corner, click on the camera icon 📷 and select "Upload video".
3. Select the video file.
4. The following screen appears. As the video will not be made public on YouTube, most details are not relevant. The only required fields are the title and the indication that the video is not meant for children. Complete them and click "Next".
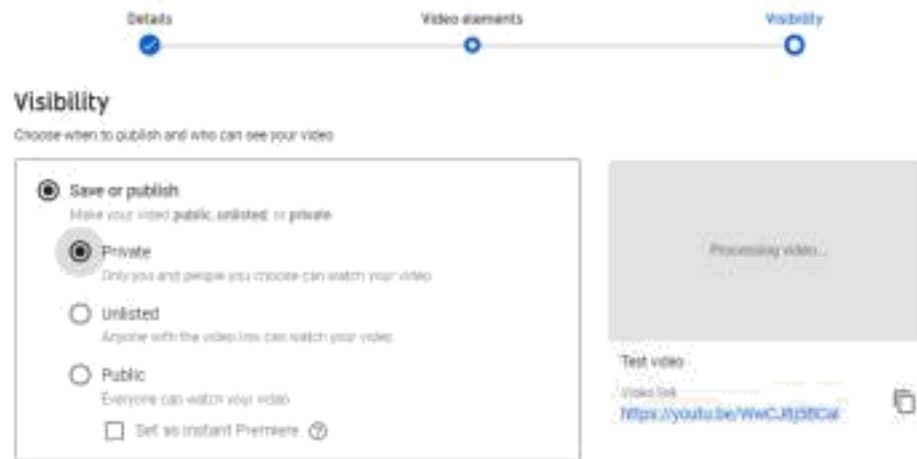

5. Click "Next" on the "Video elements" tab. On the "Visibility" tab, select "Private" and click on "Save".

6. After the video has finished uploading, it might be necessary to wait some minutes while it is being processed (capture below). Processing time depends on several factors, such as the format and size of the original file, as well as YouTube's own upload traffic. As a rule of thumb, it can take aroundoneminuteof
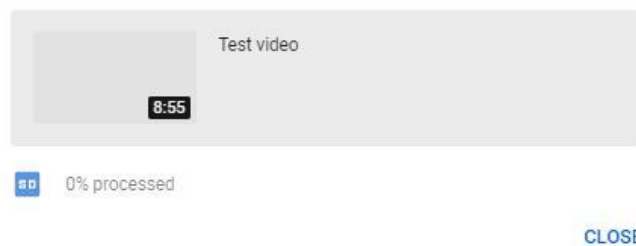

processing for each minute of video – and more than that for higher-resolution video. The progress bar is usually not linear: 0% takes a long time, and from there it jumps to almost completion. A few minutes at 0% does not mean that the processing is frozen.

7. Go back to the dashboard by clicking on the icon on the upper-left side. On the left-hand column, select . Click on "Details" next to the video to caption. After that, select "Subtitles".
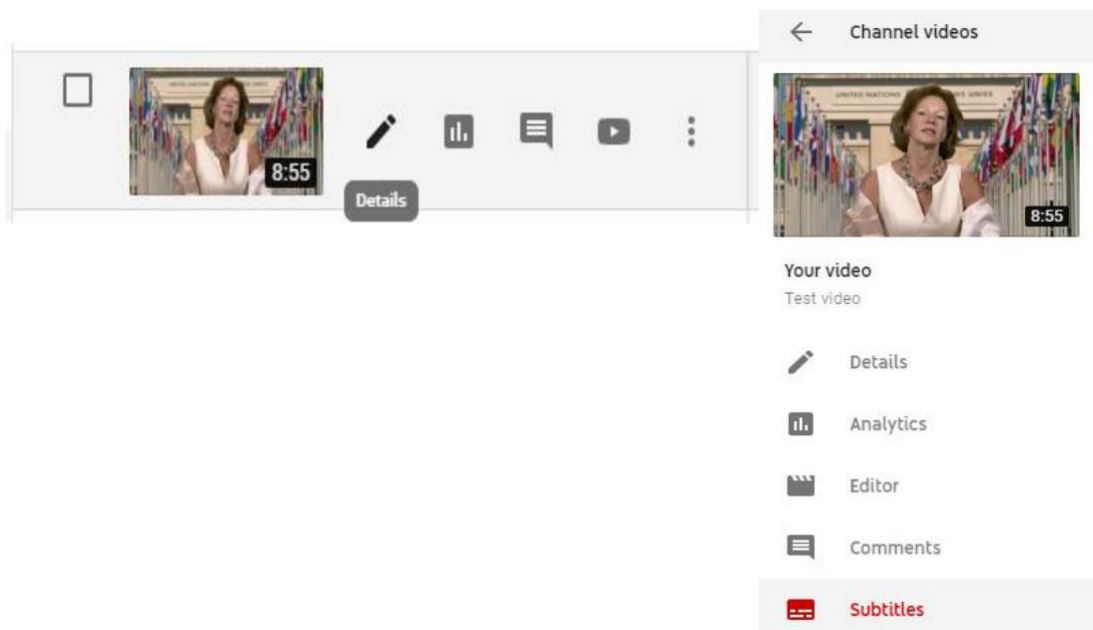
8. Select "add" and then "Upload a file". On the next screen, select "Transcript" as the file type. There might be a warning mentioning that "Uploading a file will overwrite this

version of English". This means that YouTube has already generated automatic cap tions for this video, which will now be overwritten.

Language	Modified on	Title & description	Subtitles
English (video language)	Aug 28, 2020	Published by Creator	ADD ⬈

SELECT METHOD

Choose how you want to add subtitles or closed captions to this video:

Upload a file	❓
Transcribe and auto-sync	❓
Create new subtitles or CC	❓

Upload a file

Upload a text transcript or timed subtitles file. Learn more

❗ Uploading a file will overwrite this version of English

File type

◉ Transcript
◯ Subtitles file

[Choose File] No file chosen

Cancel   Upload

9. Upload the transcript *as a plain text (.txt) file*. *Using a Word document will not work properly*. Before uploading it, edit the file so as to include only what is actually said in the video, without bullet points, headers or footnotes.
10. The transcript will appear in the following box. Click on "Set timings".

Actions ▾

VIDEO TRANSCRIPT ❓

Type everything that's spoken in the video here, then click "Set timings" to automatically line up your text with the speech in the video.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Nulla aliquet enim tortor at auctor. Elementum integer enim neque volutpat. Tortor consequat id porta nibh venenatis cras sed felis eget. Commodo sed egestas egestas fringilla phasellus. Posuere urna nec tincidunt praesent semper feugiat nibh sed pulvinar. Sit amet risus nullam eget felis eget nunc. Morbi tristique senectus et netus et. Diam phasellus vestibulum lorem sed risus ultricies tristique. Sed felis eget velit aliquet

🔄 ▶   ☑ Pause video while typing

Exit   **Set timings**

11. YouTube will now transform the transcript in timestamped subtitles. For a 7 -minute video, this takes 2 to 3 minutes on average. *YouTube does not refresh the page automatically when this process has finished*; so refresh the page after a few minutes to check whether it is finished (refreshing the page before it is complete *does not* reset the progress). When it is done, click on the draft.

MY DRAFTS

⬤ English (United Kingdom) (setting timings...)   ↻

MY DRAFTS

English   1 minute ago

12. It is possible to check and edit the subtitles at this stage, changing the wording or timing if needed. After this, click on "Save changes".
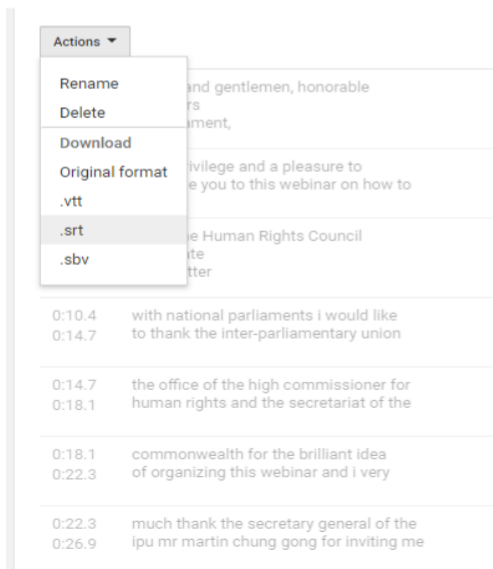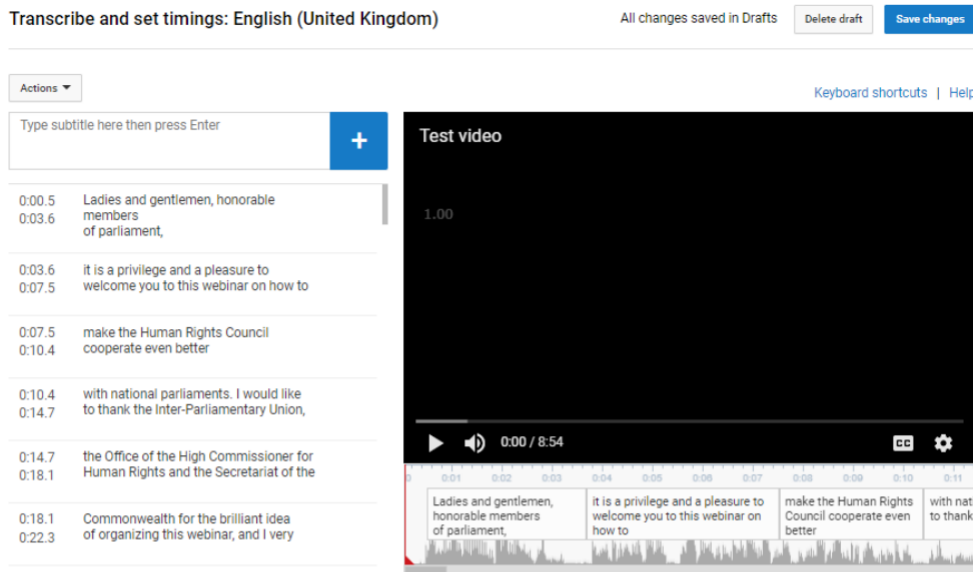
13. Select again the edited subtitles. Click on "Actions" and download the captions as a *.srt file*. Save it with the same file name as the video, as shown in the capture below.

Test video.mp4	MP4 File
Test video.srt	SRT File

14. To test it, open the video file using a player that supports subtitles, such as VLC Media Player. Provided that both files have the exact same name and are saved on the same folder, captions should be displayed automatically.

15. Kindly upload the *.srt* subtitle file when uploading the video and related files on WeTransfer.