**Human Rights Council -** **Guidelines on the submission of NGO written statements**

**(Updated in April 2024)**

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| NGOs in consultative status with ECOSOC (General, Special or Roster status) may submit written statements to the Human Rights Council ahead of a session of the Council. Each NGO may submit **up to five documents** per session. Each linguistic version of a written statement counts as **one document.** NGOs may submit only **one written statement per debate**. * NGOs in general consultative status may submit written statements of up to **2,000** **words** (including endnotes).
* NGOs in special consultative status or on the roster may submit written statements of up to **1,500** **words** (including endnotes).

**The submitting NGO assumes full responsibility for the content of the statement.** **Admissibility:** * Statements must relate to the agenda of the Human Rights Council and the Programme of Work of the session to which they are submitted. NGOs are reminded that General Debates **only** occur during the March and September regular sessions. Failure to link properly the content of the statement to the agenda of the Human Rights Council or the relevant debate in the Programme of Work, will result in the inability to process it.
* Statements should fully uphold UN standards and strictly follow UN terminology (including the titles of UN human rights mechanisms, commissions, Special Procedures mandate holders, States and territories). To view Member States’ names and correct UN terminology, please refer to the UNTERM database: <http://unterm.un.org>.
* Statements containing abusive language, including personal attacks against individuals, including but not limited to Special Procedures mandate holders or officials from the United Nations, are not admissible.[[1]](#footnote-1)
* Statements containing names or images of minors either in the body of the statement or in the endnotes and reference sources are not admissible.
* Statements that fully reproduce the content of another document, including resolutions and statements addressed to other entities rather than the Human Rights Council, are not admissible.
* Do not use hyperlinks in the body of the statement or in the endnotes.

**Written statements are issued, unedited, in the language(s) as received (English, French and/or Spanish).*** Submitted written statements are not considered as an official document of the Human Rights Council session until they are made public on the UN/OHCHR website.
* If you wish to submit a written statement in several languages, please submit **all** linguistic versions at the same time and not separately. All linguistic versions of the same written statement should have identical text. (please see page 5 for more details)
* Spell and grammar check should be used before submission.
* Statements should be written in a clear manner. Abbreviations should be avoided.
* Statements should not be written in the format of a resolution.
* No names of individual authors should be indicated in the statement. The first-person singular should be avoided.
* Statements should not address the President of the Human Rights Council or any other UN official or thank the reader at the end of the statement.
* Each word of the title of the written statement in English should be capitalized except articles, conjunctions, and prepositions (please see pages 7 and 8 for more details).
* References to websites, articles and previous statements may be used only in the endnotes, without hyperlinks.
* Endnotes are reproduced as received. They should be clearly indicated in the body of the statement and numbered in consecutive order.
* To make sure that the subtitles in your written statements are formatted in bold in the published version, please use the asterisk sign “\*” at the beginning and the end of the subtitle in order for the platform to recognize it as such (please see page 8 for more details).

For any questions or clarifications, please contact the Civil Society Team of the OHCHR’s Human Rights Council and Treaty Mechanisms Division at: OHCHR-hrcngo@un.org.  |

1. Rulings by the President of the HRC during the 1st meeting of the 50th session on 13 June 2022 and during the 32nd meeting of the 48th session on 1 October 2021. [↑](#footnote-ref-1)