

# Step-by-step guide on the submission of Written Statements on the new online registration platform “EVENTS”

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## Introduction

On a **pilot basis** to be implemented at the 56<sup>th</sup> regular session of the Human Rights Council (18 June 2024 to 12 July 2024), national human rights institutions (NHRIs) with “A” status accreditation, GANHRI, and regional coordinating bodies speaking on behalf of member ‘A’ Status NHRIs will be requested to submit written statements through the **new online registration platform “EVENTS”**, which is accessible at the following link: <https://events.ohchr.org> .

### **IMPORTANT:**

- This step-by-step guide contains information on the process of submission of NHRI Written Statements on the online registration platform “EVENTS”;
- For more information on the process of creation of NHRI accounts on the platform, you are encouraged to consult the guidelines on the process of account creation on the new online registration platform “EVENTS” which is available on [the HRC information page for NHRIs](#) .

### **Step-by-step description of the written statement submission procedure**

**STEP 1:** Selecting the relevant event and action point from the “List of Open Events”

**STEP 2:** Creating your written statement(s) on the “EVENTS” platform

**STEP 3:** Registering your Written Statement as “Submitted”

## STEP 1 Selecting the relevant event and action point from the “List of Open Events” page

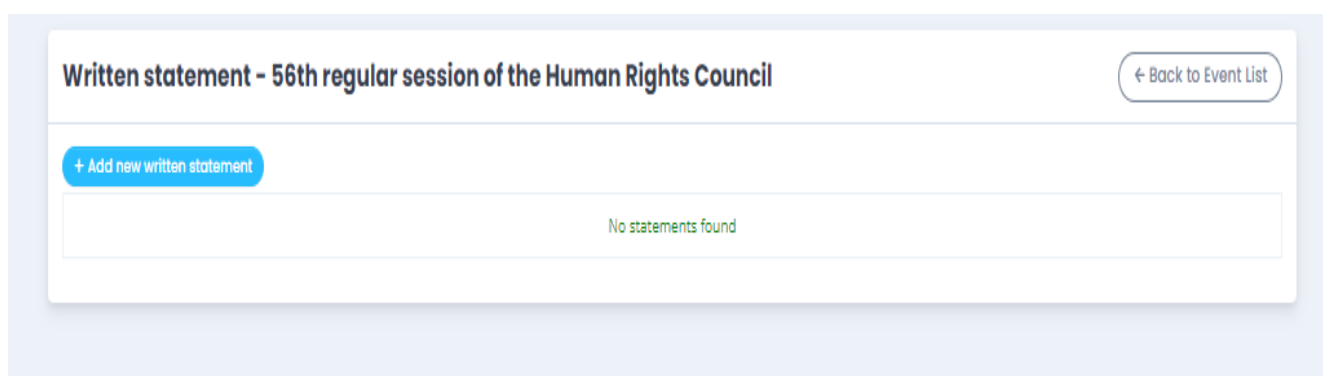
- Once successfully logged in, a list of events will appear on your welcome screen. Select the action point “**Written statement**”. Please make sure that you choose the right event namely the respective session of the Human Rights Council.

**List of Open Events**  Show Upcoming Events

Event	Event Date	Registration Date	
56th regular session of the Human Rights Council	18 Jun 2024 - 12 Jul 2024	25 Apr 2024 12:00 CET - 31 May 2024 18:00 CET	<a href="#">Parallel event</a>
56th regular session of the Human Rights Council	18 Jun 2024 - 12 Jul 2024	<del>X</del> Apr 2024 12:00 CET - <del>X</del> Jun 2024 12:00 CET	<a href="#">Written statement</a>

## STEP 2 Creating your written statement(s) on the “EVENTS” platform

- Once you have clicked on “**Written Statement**”, the screen as in the below image will appear. Please make sure to read the relevant information.
- Click on “**Add new written statement**” available at the bottom of the screen:



- To register a new statement, you must select the **Segment** and **Debate** from the session’s Programme of Work relevant to your statement from the drop-down list:

### Submission of written statements

Name of Organisation: France: Commission nationale consultative des droits de l'homme

Segment: Interactive Dialogue

Debate: Agenda Item 2: Enhanced ID on the report of the SR on human rights in Afghanistan (HRC res. 54/1)

Type of Statement:  Individual  Joint

Name of co-sponsoring: - Select an organization -

+ Add

Is the document a report?

#### Documents

Languages:  English  French  Spanish

The document of each selected language is required

Statement title (English): test ee

Body (English): vsfdb fsfd gsfq bfga f gfga fdg gfdas of gfga fdg fd dsffds

19 words (maximum 2000 words allowed)

Footnotes (English): fd fd fsda d

← Back to List Save

- If it is a **joint** statement, you will have to select the name of the **“A” Status NHRIs (#1)** co-submitting the statement from the drop-down lists. Once you have selected (#1), click on the **“Add”** button.
- The names of the **“A” Status NHRIs (#2)**, who share the views in an individual and/or joint statement, can be added by clicking on the **“Add”** button and selecting the name of the NHRI.

Type of Statement:  Individual  Joint

Name of co-sponsoring: - Select an organization -

+ Add

#1

#2

## IMPORTANT – SUBMITTING A DOCUMENT IN SEVERAL LANGUAGES:

If you wish to submit a document in several languages, please submit all linguistic versions at the same time and not separately. Please see below for more detailed guidance:

- You must **select the language of your statement** (English, French and/or Spanish). If you are submitting your statement in more than one language, you must select all the relevant languages at this stage. **Each language selection will generate three boxes:**
  1. In the first box (#1), you must enter the title of your statement;
  2. In the second box (#2), you must paste the text of your statement;
  3. In the third box (#3), you must enter the endnote(s) of your statement, if any.

The screenshot shows a web form titled "Documents". At the top, there are three radio buttons for language selection: "English" (checked), "French", and "Spanish". Below this, a note states "The document of each selected language is required". The form is divided into three main sections, each with a corresponding input box on the right:

- Statement title (English):** The input box is labeled "#1".
- Body (English):** The input box is labeled "#2" and includes a "Word" counter and the text "1 word (maximum 2000 words allowed)".
- Footnotes (English):** The input box is labeled "#3".

### NOTE:

- Please note that both the title and endnotes are included in the word count;
- Please do not enter HTML tags into the title, body, and endnotes; otherwise, the system will reject the document and an error will appear on the screen.

## IMPORTANT – GUIDANCE ON SUBTITLES:

When you submit the text and want 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.

Each word of the subtitle of the written statement in English should be capitalized except articles, conjunctions, and prepositions;

### IMPORTANT – USE OF ENDNOTES:

The submission platform **does not allow the user to submit text with embedded endnotes** (superscript). For this reason, you are invited to indicate references as follows, which will appear as endnotes in the published version:

- When you copy/paste the body of your statement into the second box, **please manually insert a number at the end of each sentence to which an endnote should refer.**

Examples:

... protesters began using message codes rather than verbally chanting during the assembly. (1)

... protesters began using message codes rather than verbally chanting during the assembly.<sup>1</sup>

... protesters began using message codes<sup>1</sup> rather than verbally chanting during the assembly

... protesters began using message codes rather than verbally chanting during the assembly,<sup>1</sup>

- **In the third box, please copy/paste your endnotes**, reproducing the numbers you used in the body of your statement.

Example:

1 Link to webpage/Reference or

2 Link to webpage/Reference or

OR

(1) Link to webpage/ Reference




(2) Link to webpage/ Reference

(...)

**Please ensure that all endnotes are numbered in consecutive order and are indicated in the body of the statement.**


### STEP 3: Registering your Written Statement as “Submitted”

- After you click on “**Close**”, you will see your statement(s) listed on the following page. Here, you will find on **display the statement that you have generated in the Word Document template in English, French and/or Spanish**. You can click on the Word file(s) to download a copy of your statement(s) for your reference or to review it before submission;
- Click on “**Edit**” if you still want to make changes to your statement(s), or click on “**Submit**” to submit your statement(s). Please make sure you check your statement before clicking on “Submit”:

Document title	Registration date	English	French	Spanish	Status
	25 Apr 2024				Saved  

**WARNING:** If you do not click on **“Submit”**, your statement will not be registered as **“Submitted”** and hence will not be processed. Please note that it does not suffice only to register and/or generate your document; it must be formally submitted before the deadline to be processed by OHCHR for publication on the HRC web page. Once you click on **“Submit”**, **no further changes can be made to the text**. Please therefore ensure that you checked and/or edited your document before and are submitting the final version.

- After you click **“Submit”**, you will see the status of your statement(s) marked as **“Submitted”** on the next page. If you wish to submit another statement(s), click on **“Add new written statement”** as the example below. Remember, **after submitting your documents, please check that the “Status” of your statement indicates that it has been “Submitted”, otherwise the Secretariat will not be able to process your statement.**

Document title	Registration date	English	French	Spanish	Status
	25 Apr 2024				<b>Submitted</b> 