

Annex II

Guidelines on the participation of disabled persons' organizations and civil society organizations in the work of the Committee

I. Introduction

1. The Committee on the Rights of Persons with Disabilities (hereinafter the Committee) attaches great value to the participation of disabled persons' organizations and civil society organizations in the various procedures it undertakes, in conformity with rules Nos. 30 and 52 of its rules of procedure, and paragraphs 41–53 of its methods of work.
2. In addition to the fundamental principles on which the Convention on the Rights of Persons with Disabilities (hereinafter the Convention) is based, the Committee embraces democracy and transparency, in conformity with article 4.3 of the Convention, attaching particular value to the efforts to contribute to the Committee's work by organizations representing persons with disabilities, including organizations representing women and children with disabilities.
3. The Committee understands disabled persons' organizations as those comprising a majority of persons with disabilities – at least half their membership – and governed, led and directed by persons with disabilities.
4. The Committee adopts the following guidelines to assist disabled persons' organizations and civil society organizations in ensuring timely and appropriate contributions.

II. Participation in the reporting procedure for the review of State party reports

Written submissions

5. The Committee welcomes all written submissions with country-specific information relevant to the review of State party reports, in accordance with article 35 of the Convention. To ensure that the Committee receives such submissions at an appropriate stage of the procedure, they should be made at one or more of the following times:
 - (a) Before or after the State party submits its report;
 - (b) Before the adoption of the list of issues;
 - (c) After the State party has submitted its replies to the list of issues and before the constructive dialogue;
 - (d) Before the Committee adopts the list of issues in accordance with its simplified reporting procedure.

Timeline

6. The Committee invites disabled persons' organizations and civil society organizations to make timely written submissions, to ensure that they can be fully taken into account by the Committee experts, as follows:
 - (a) As early as possible and up to three weeks before the opening of a session;

(b) Submissions will be accepted up to one day before a session; however, owing to time restraints, it is not guaranteed that such submissions will be considered by the members of the Committee;

(c) In the case of the adoption of lists of issues, in accordance with the simplified reporting procedure, submissions may be received by the secretariat up to four months prior to the beginning of the session at which the list of issues will be adopted.

Disclaimer

7. Submissions are the sole responsibility of the submitting organizations and in no way will their reception by the Committee signify its endorsement thereof or its adoption of any position regarding their contents.

Publicity on the Committee's website

8. Submissions will be posted automatically, unless the submitting organization clearly requests confidentiality.

Length

9. The Committee recommends that documents be focused and concise, suggesting that their length be limited as follows:

- (a) A maximum of 10,700 words for alternative reports to the State Party reports;
- (b) A maximum of 5,350 words for other submissions.

Structure

10. The Committee strongly recommends that written submissions take the following form:

- (a) Identification of the submitting organization, brief description of its activities at international and/or national level, mission/vision statement and the role played by persons with disabilities in the organization, and the level of inclusiveness and participation of persons with disabilities in the drafting of the submission;
- (b) Executive summary, no longer than one page;
- (c) Make reference to specific articles of the Convention addressed in the submission;
- (d) Propose recommendations.

11. Please note that requirements (a) and (b) are not taken into account for the purposes of the length limits recommended in paragraph 9 of the present guidelines.

Format and languages

12. Written submissions should be provided in accessible digital or electronic formats, for example Microsoft Word or Rich Text Format; hard copies are not necessary since the Committee has fully adopted the United Nations greening policy.

13. Submissions should be written in one of the Committee's working languages. The Committee encourages the submission of executive summaries in English. Please note that Conference Services does not translate documents submitted by organizations.

Briefings**Applications**

14. Disabled persons' organizations and civil society organizations applying for a briefing meeting shall submit a request up to four weeks before the session, indicating:

- (a) The name of the organization: coalitions are encouraged to give a brief description of their component organizations, and, in particular, their mission/vision statement and the role played by persons with disabilities in the organization;
- (b) The title of the briefing event;
- (c) A brief description of the topics to be addressed during the country-specific briefing;
- (d) The preferred date and time for the briefing event; the only possible times available for briefings are from 9:00 to 10:00 a.m., and from 13:45 to 14:45 p.m. during sessional weeks; and prior to the adoption of list of issues during the pre-sessional working group;
- (e) Name and function of the speaker(s).

Remote presentations

15. Oral presentations may be given remotely, via video conference. Owing to United Nations financial constraints, organizations must indicate the mode of presentation four weeks prior to the date of the briefing, and the necessary telecommunication technology that they will be providing.

Accessibility

16. Applicant organizations shall indicate whether they will provide translations, captioning, sign language interpretation, Braille documentation, easy-to-read text and/or other accessibility tools.

Statements

17. Speakers are requested to submit statements of their contributions to the secretariat up to one day prior to the briefing event.

Overlapping meetings

18. The Committee's secretariat will allocate time slots after consultation with the Chair of the Committee. Since democracy is a basic principle of the Committee, time will be equally distributed among all applicant organizations. Priority will be given to those applicant organizations that have also submitted written information. The order of statements will be: country-based disabled persons' organizations, national coalitions, international disabled persons' organizations and other civil society organizations.

Venue of briefings

19. All briefings shall take place in the conference room where the Committee holds its sessions.

