

## PROCEDURAL FACT SHEET

In consultation with the NGO Network on International Human Rights, the following meeting procedures have been agreed:

1. All sessions will be called to order by the Chair at the precise times indicated on the Agenda to ensure that adequate time is given to each agenda item.
2. In order to facilitate discussions, participants are asked not to read prepared statements, reports and/or papers during sessions but rather to highlight key points in their presentations orally and, where appropriate, indicate specific points on which action at the UN Commission is requested. Participants are asked to forward all prepared materials to EAITC\Human Rights Division prior to the session if possible. If these materials are not available in advance, participants may either table them at the session or distribute them to the appropriate people individually. A table will be provided in the lounge area for NGOs to leave any materials they wish to make available to all participants.
3. Chairpersons will generally limit interventions to no longer than five minutes to facilitate an efficient use of time and to give the maximum number of participants an opportunity to join discussions.
4. When addressing questions to the Chair or joining discussion, participants are asked to identify themselves and the organization they represent. This will assist both the interpreters and others attending the session.
5. EAITC will provide a list of the names and titles of departmental participants for each session. Name tags will be provided for all participants.
6. As has been done in the past, participants are asked not to raise individual cases at the geographic working groups since these are rarely dealt with by the Commission on Human Rights. Departmental representatives remain available on an ongoing basis to discuss such cases.

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**NOTE:** Parking is very limited at the Lester B. Pearson Building. We suggest public transport (OC Transpo buses #3 and #13 can be boarded along Slater Street) or taxis be used. Regular bus fare during peak hours (6:00 - 8:30 am and 3:00 - 5:00 pm) is \$2.60. Off-peak fares are \$1.30. Taxi fare is approximately \$6.50 from the downtown core. External Affairs and International Trade Canada is located at 125 Sussex Drive.