NGO Information & Cooperation (NGOIC)
Web User Guide

1. INTRODUCTION
NGOIC is a web-based forum that facilitates information sharing, discussions and cooperation among NGOs in the 5th session of the UN Human Rights Council (11-18 June 2007) and in the perspective of its upcoming session.

2. AUDIENCE
This website is aimed at the following:
- Human Rights NGOs accredited to and participating to the deliberations of the Human Rights Council.
- Human Rights NGOs willing to network in the preparation of their inputs to the Council.
- Local and regional Human Rights NGOs with limited access to up to date information and dynamic trends developing in at UN Human Rights Council.
- Human Rights NGOs and other stakeholders with great interest to participate in the Council’s sessions but with limited financial and human resources for direct participation.

3. ON LINE TOOLS
NGOIC provides a comprehensive and real-time interactive web-based platform which includes:
• Thematic Discussion Forums that facilitate NGO involvement and coordinate during the Human Rights Council session. For next sessions of the Council, work spaces will be created through Virtual Interest Groups (VIG) containing on line drafting tools and other collaborative devices for collective strategizing among NGOs sharing the same interests. The various VIG will be organized with constructive moderation of NGO representatives with acknowledged expertise in the specific areas.
• Possibility to send written question to Special Procedures Mandate Holders. Questions on their report sent by NGOs not able to join Geneva or who could orally participate in the Interactive Dialogue would be compiled and forwarded to the concerned Mandate Holder prior to their interaction with the Council.
• News & Events related to the Council as well as detailed information concerning each virtual interest groups.
• Document Section providing key documents related to the Human Rights Council such as states’ and joint NGOs statements and relevant UN resolutions.
**How to Participate?**

Participation in and access to NGOIC is free of charge.

NGOIC is not yet password protected, but password protection is planned to be set up for the next sessions of the Council.

This website has three main sections: Discussion Forums, Calendar of Parallel, Events and Key Documents

1. **Discussion Forums Section**

   This section is not a password protected space; therefore it allows NGOs to have real time discussions regarding the functions, actions and decisions of the Human Rights Council by posting messages and questions.

   **How to Post on or read the forums?**
   
   **Step 1:** Go to: [http://www.ngoic.org](http://www.ngoic.org)
   
   **Step 2:** Select: “List of Discussion Forums”
   
   **Step 3:** Click on one of the main discussion forums: “Institution-Building Issues”, “Thematic Issues” and “Country-Specific Issues”
   
   **Step 4:** Look for dialog box and you can simply read the above discussions. Choose whether you wish to contribute to a joint statement discussion thread or if you wish to [address a written question to the Mandate Holders](#). If you click on “Write” to post your contribution and comment. Attach your draft statement or document produced by your NGO on the issue of the discussion.
   
   **Step 5:** If you are posting you are required to enter the following: name, organization and email.
   
   **Step 6:** then select “submit” icon

2. **Calendar of Parallel Events Section**

   This section allows NGOs to coordinate various activities prior, post or parallel to the Human Rights Council meeting sessions.

   An advanced calendar of side events will be tentatively established, in order to facilitate the planning of thematic activities for NGO representatives.
3. **Key Documents Section**

Here you will find all main relevant documents regarding the Human Rights Council such as: GA resolution 60/251, reports of previous sessions, information note for NGOs, etc.

**How to view documents?**

*Step 1:* Go to: http://www.ngoic.org

*Step 2:* Select icon: "Key Documents"

*Step 3:* then select the desired document to view and upload it.

[NOTICE] This NGOIC website is a provisional one for the 5th session of the UN Human Rights Council (11-18 June 2007). At a later stage after the session, the website will have more interactive functions including the login ID and Password.

**NGOIC** is an initiative of the **Geneva NGO Special Committee on Human Rights**. NGOIC is hosted by the **Conference of NGOs in consultative relations with the United Nations (CONGO)** (link: [http://www.ngocongo.org](http://www.ngocongo.org)). It is also supported by **Korea Center for United Nations Human Rights Policy (KOCUN)** (link: [http://www.kocun.org](http://www.kocun.org)), which provides the NGOIC Webmaster.

A Steering Group (comprising NGO representatives with acknowledged expertise in advocacy in the Human Rights Council) provides procedural guidance for the effective management of NGOIC.

Disclaimer: Neither the Conference of NGOs in consultative relations with the United Nations (CONGO) nor the members of the Steering Committee have a role in relation to the contents of discussions taking place through NGOIC or their outcomes.

More information on the Steering Committee is available on the NGOIC website [http://www.ngoic.org/ngoic/about.asp](http://www.ngoic.org/ngoic/about.asp)

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